

MCPS/MARYLAND PUBLIC STUDENTS

General Information:

Dual Enrollment (DE) students seeking to register for a college course must complete and submit a DE Registration/Schedule Change Form directly to an MCPS Dual Enrollment Program Assistant (DEPA) or assigned MCPS counselor each semester

Students may only register for an approved college course listed on their signed Dual Enrollment Approval form. DE students must meet the prerequisite requirement and assessment level(s) for each enrolled credit-bearing course. DE students may not enroll in developmental courses or courses that combine developmental and college level work. DE students may not audit a course.

Prior to submitting the DE Registration/ Schedule Change Form, students must meet the program criteria and have:

- Submitted all Dual Enrollment documentation including DE Approval Form and official HS transcript to the MCPS Dual Enrollment Program Assistant (DEPA).
- Submitted qualifying SAT/ACT scores or has appropriate ACCUPLACER/ESL scores on file with MC.
- Submitted MAP Certification to MCPS Dual Enrollment Program Assistant (DEPA).

Steps to Register for a College Course:

1. Student must obtain assessment and course placement information from Montgomery College.
2. Student determines which previously approved course they qualify for and would like to take:
 - a. Speaks with MCPS DEPA to find out course availability at the high school site
 - b. Reviews the Schedule of Classes for all courses offered on an MC campus or through Distance Learning.
3. Student lists the requested and alternate courses (with CRN) on the DE Registration/ Schedule Change Form
4. Student meets with their HS counselor or DEPA to finalize schedule and obtain approval on the DE Registration/ Schedule Change Form
5. Student submits form to their MCPS DEPA who will review and forward to MC.
6. MC Academic Coordinator will review and register student as appropriate.
7. MC Academic Coordinator will mail registration letter and schedule/bill to student once registered.

WITHDRAWAL/ FINANCIAL RESPONSIBILITY

Registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal **requires** submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College.

Directions to fill out Course Registration Form:

- **TERM:** Choose the term that you are registering for. A separate form is needed for each term.
- **Part I: Student Information:** Complete entire student profile information section
- **Part II: Course Requests-** List of first choice(s) for course registration
 - **Course/Lab column:** Total # of courses requested. If only interested in taking one course then leave the second row blank and list alternate courses in Part III. Use the third row for any lab required with the course section.
 - **Reg. Status:** Check "add" to register for a course. Check "drop" to withdraw from a previously registered course.
 - **Course Number:** List the course(s) by course number (i.e. ENGL101, BIOL130, etc.) Based on the course number listed on student's confirmed DE Approval Form.
 - **CRN:** unique 5 digit number that identifies the date, time and location of course
 - **Meeting Days:** Check the days of the week that the course meets
 - M-Mon, T-Tues., W-Wed, R-Thurs., F-Fri., S-Sat., DL-Distance Learning/Blended
 - **Meeting Times:** input the time during the week that the class meets
 - **Credit Hours:** input the total # of credits for the course
 - **Course Location:** Input the location where the course is offered:
 - HS-High School Site, GT- Germantown Campus, RV- Rockville Campus, TP/SS- Takoma Park/Silver Spring Campus, USG- Universities at Shady Grove, DL- Distance Learning/Blended
- **Part III: Alternate Course Requests-** List of alternate choices if first choice is not available. Follow instructions from Part II listing alternate course requests
- **Signatures:** Both the student and a HS Counselor/DEPA must sign and date form.

TERM: Fall 2016: Winter 2017: Spring 2017: Summer 2017:

PART I. STUDENT INFORMATION									
Last Name:				First Name:				Middle Initial:	
M.C. Student I.D.: M					High School:				

PART II. COURSE REQUESTS: Course number must match the Dual Enrollment Approval Form. Lab sections must be listed in row 3.																					
Course/ Lab	Registration Status		Course Number (i.e. SOCY100)	CRN (5 Digit#)	Meeting Days (check all that apply)								Start Date (i.e. 8/25/16)	Meeting Times (i.e. 12:00 – 1:50 p.m.)	Credit Hours	Course Location					
Request #1	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	
Request #2	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	
LAB	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	

PART III. ALTERNATE COURSE REQUESTS: (Optional If first choices are not available) Course number must match the Dual Enrollment Approval Form																				
Course	Registration Status		Course Number (i.e. SOCY100)	CRN (5 Digit#)	Meeting Days (check all that apply)								Meeting Times (i.e. 12:00 – 1:50 p.m.)	Credit Hours	Course Location					
Request #1	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL
Request #2	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL

REGISTRATION: By signing below student understands that they must meet ALL Dual Enrollment requirements prior to registration. Student must also meet the assessment level and prerequisites or obtain department approval (when appropriate) for all courses requested. Registration for specific course sections is contingent upon space availability at the time that ALL required documents and enrollment steps have been completed. Student may request to be placed on a course waitlist in accordance with college policy. Changes to a student's schedule require a new DE Registration/ Schedule Change form and must be done through the DE office prior to the first day of the class. Students are held fully responsible for their selection of courses whether or not made in consultation with an advisor.

ON-TIME REGISTRATION: The College requires all students to be registered for their class by no later than 11:59pm the day before the class is scheduled to start. DE Registration/Schedule Change Forms received by the college after the registration deadline will not be processed, including schedule adjustments. Students will need to request to register for a class that begins at a later date.

WITHDRAWALS/ FINANCIAL RESPONSIBILITY: By signing below student understands that registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal requires submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College.

Student Signature: _____ Date: _____ HS Counselor/DEPA Signature: _____ Date: _____

FOR MONTGOMERY COLLEGE USE ONLY:

Processed by: (Initial/Date)	Reg. Code: A B C D MP GEN	Comments:
------------------------------	---	-----------