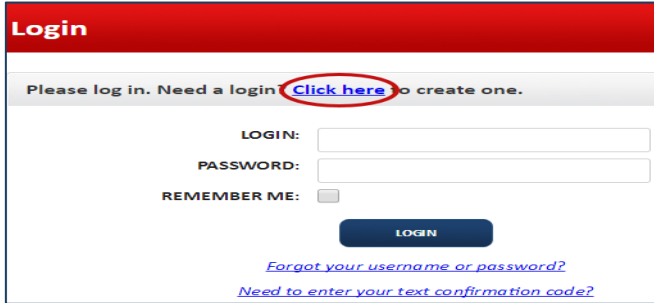


## Create a DualEnroll.com Student Account

### Welcome to Dual Enrollment at Montgomery College (MC)!

MC provides a convenient online enrollment process using DualEnroll.com. Here's how to request registration for your Montgomery College course(s).



**Login**

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

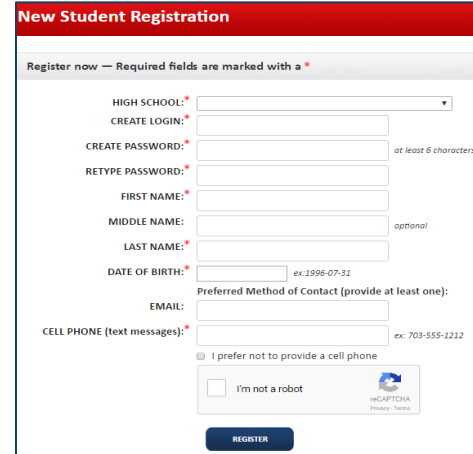
REMEMBER ME: ☐

**LOGIN**

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

You can create an account by computer or right on your smart phone by entering <https://montgomerycollege.dualenroll.com/login> and using the "Click Here" link to establish your login and password.



**New Student Registration**

Register now — Required fields are marked with a \*

HIGH SCHOOL:

CREATE LOGIN:

CREATE PASSWORD:  at least 6 characters

RETYPE PASSWORD:

FIRST NAME:

MIDDLE NAME:  optional

LAST NAME:


DATE OF BIRTH:  ex: 1996-07-31

Preferred Method of Contact (provide at least one):

EMAIL:

CELL PHONE (text messages):  ex: 703-555-1212

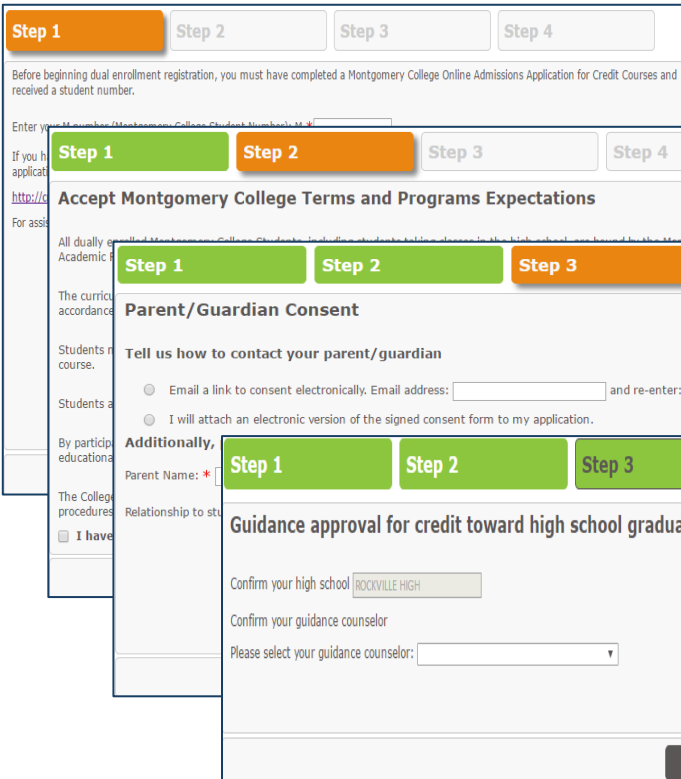
☐ I prefer not to provide a cell phone

☐ I'm not a robot 

**REGISTER**

Next, provide some basic information to register your **dualenroll.com** account. (This information will be matched to your college admissions credit application so please be accurate.) Cellphones (text messages) is the best way to confirm your account and get updates during the enrollment process, but email will also work. Once you click the **Register** button you'll either get a text message with an activation code or an email with a link to **confirm your account**. You have to confirm your account before you can proceed. **Be sure to check your junk/spam box if using email to create your account.**

### Montgomery College has a four step pre-enrollment process



**Step 1** Before beginning dual enrollment registration, you must have completed a Montgomery College Online Admissions Application for Credit Courses and received a student number.

Enter your Montgomery College Student Number:

**Step 2** Accept Montgomery College Terms and Programs Expectations

All dually enrolled Montgomery College Students indicate their intention to enroll in the high school courses by the Montgomery College.

The curriculum and course content of the dual enrollment courses is approved by the Montgomery College.

Students must complete the dual enrollment process.

Students must complete the dual enrollment process.

By participating in dual enrollment, I agree to the following:

The College procedures for dual enrollment are as follows:

☐ I have completed the dual enrollment process.

**Step 3** Parent/Guardian Consent

Tell us how to contact your parent/guardian

☐ Email a link to consent electronically. Email address:  and re-enter:

☐ I will attach an electronic version of the signed consent form to my application.

Additionally, Parent Name:

Relationship to student:

**Step 4** Guidance approval for credit toward high school graduation

Confirm your high school:  ROCKVILLE HIGH

Confirm your guidance counselor

Please select your guidance counselor:

**Previous** **Next** **Finish**

**Step 1)** Go to the MC website to complete the online Credit **Admissions Application** process and then enter your College ID (M Number) in dualenroll.com once received from your MCPS DEPA.

**Step 2)** Review and "Accept" Montgomery College's **Terms and Program Expectations**

**Step 3) Parent/Guardian Consent.** Indicate how you will secure parent consent to participate in dual enrollment and take MC classes. Selecting "email" and providing parents' email address allows electronic parent consent **or** selecting to "attach" requires printing and uploading the signed consent form.

**Step 4) HS Counselor Approval.** MCPS students select their **Guidance Counselor** from the drop down menu. This allows electronic consent to participate.

**Your DualEnroll.com account has been registered and the pre-enrollment process is complete. Your account is now ready for use and you can begin selecting courses. Note that in the future, each time you log in, you'll skip all this and go straight to the course finder.**

# Student Steps for Registration

Profile **Courses** Status

Sally Fields | Help | Logout

Narrow your Search

**BY TERM**

☐ Spring ☐ Summer  
☐ Fall ☐ Winter

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

☒ Taught at College Campus ☐ Taught at High School ☐ Online Course

Course	Type	Subject	Title	College
CHEM1001		Chemistry	<a href="#">Intro to Chemistry</a>	Montgomery College
ENG1001		English	<a href="#">English Composition</a>	Montgomery College
MTH1021		Math	<a href="#">Calculus I</a>	Montgomery College

Profile **Courses** Status

**Course Detail: INTRO TO COLLEGE WRITING**

**COURSE NUMBER:** ENGL 101A  
**CREDITS:** 3.0  
**COLLEGE:** Montgomery College  
**DESCRIPTION:** Please visit the Montgomery College [online catalog](#) for a full course description.

[Request Registration](#)

## CHOOSE POTENTIAL COURSES

Under the **Courses** tab you will see the Course Finder (course list).

The **Course Finder** shows you available college courses by subject and location. All MC campus and online courses are listed, as well as all courses taught at your high school. Use any of the filtering options on the left to narrow down your search. You must meet the program requirements as well as assessment and pre-requisites for the course requested. Please visit [catalog.MontgomeryCollege.edu](#) for a full course description.

Only select the course(s) you are interested in for the coming semester. You may also choose alternate courses, but final registration will be limited to no more than two (2) courses or up to seven (7) credits.

After you've made a selection, click **'Request Registration'** for the course you would like to take. This notifies the school and MC of your interest. Your request will be reviewed to ensure you meet the criteria for the course selected.

## HS Program of Study:

Each term, you are required to provide a list of your proposed High School Course schedule while you intend to be enrolled in a college course.

## Academic Orientation (E-Map)

New students are required to complete an online Academic Orientation and provide proof of attendance (limited on campus academic orientations are also available)

New students click on the appropriate blue "click here" link to complete the task. After, you will need to upload your certificate or other proof to the dualenroll.com site.

Returning students click the top choice to indicate previous completion and MC will verify.

Click **'COMPLETE STEP'** after finishing each step.

**Your Dual Enrollment Courses**

Course	Status	Next Steps
Applies to All Courses	Student Program Of Studies: Need Student Proof Of Orientation: Need High School Upload Transcript: Need High School Principal Approval: Need Parent Permission: Need	<a href="#">Student: Provide High School Courses</a> <a href="#">Student: Upload Proof of Orientation</a> DEPA: Upload Transcript College Central Office: Enter M# Parent: Provide Consent <a href="#">[resend]</a> <a href="#">[change]</a>
<a href="#">ACCT 221 ACCOUNTING I 0000</a> Montgomery College 2018	Provide Course Recommendation: Need College Review Course: Need	<a href="#">Pending: Completion of Per Term Steps</a>

Profile **Courses** Status

**Student: Provide High School Courses**

Please list below the high school classes you are scheduled to take during the term you are requesting to participate in Dual Enrollment classes, one class per line.

**Student: Upload Proof of Orientation**

Before your enrollment at Montgomery College can be finalized, you must complete either the ACT, SAT or Accuplacer, then complete an orientation and provide proof of attendance.  
[Click here](#) to complete the orientation online, or [click here](#) to see the schedule of orientations you can attend in person. When you have completed the orientation, please upload the orientation certificate below.

☐ I have already completed an orientation for a previous semester and have provided documentation to the college  
☐ I have completed an orientation now and am uploading it

Orientation Certificate: [Choose File](#) No file chosen

**COMPLETE STEP**

**Your part is done for now and you will receive an email after the College has reviewed your portfolio. If the College and MCPS has approved your course request, you will then need to login to dualenroll.com and select a specific course section that works with your schedule.**

## Student Steps for Registration

★ DualEnroll.com: Action Required (ref #4354)

(5 k) < >

actionrequired@dualenroll.com [actionrequired@dualenroll.com]

Sent: 3:06 pm

To: aapples@dualenrollme.com

Dear Anna Apples,

Congratulations! You have been approved to enroll in ACCT 231 INTERMEDIATE ACCOUNTING I at Montgomery College. To complete your registration, you will need to access your DualEnroll.com account and select your course section. This information details the course location, meeting days and times. Please review carefully to ensure that you have selected the appropriate section that fits within your schedule.

Note that registration for specific course sections is contingent upon space availability at the time that ALL required documents and enrollment steps have been completed. You may request to be placed on a course waitlist in accordance with college policy. 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.

Please [click here](#) to access your DualEnroll.com account and complete this task.

**Congratulations!** Montgomery College and your High School have reviewed your portfolio and approved the selected college class requested. You now need to determine which approved courses you intend to take by logging in and selecting a class section that works with your schedule.

Click on the link in the email to login or go directly to the site and enter your account credentials.

If not already there, click on the **Status** tab then click on the **Select Class Section Step** link under the **Next Steps** column.

Anna Apples   Help   Logout		
Profile	Courses	Status
Your Dual Enrollment Courses		
Course	Status	Next Steps
<a href="#">ACCT 231 INTERMEDIATE ACCOUNTING I 0000</a> Montgomery College 2018 Spring	Provide Course Recommendation: Complete College Review Course: Complete Student Select Course Section: Need Approve Class Section Selection: Need College Process Registration: Need	<a href="#">Student: Select Class Section</a> <a href="#">[history]</a> <a href="#">[abandon]</a>
Applies to All Courses	Student Program Of Studies: Complete Student Proof Of Orientation: Complete High School Upload Transcript: Complete High School Principal Approval: Need Parent Permission: Complete High School Principal Permission: Complete	Complete

Monty Mouse | Help | Logout

Profile Courses Status

Student: Select Class Section

You have been approved to take CHEM1001 Intro to Chemistry by Montgomery College. Before your registration can be processed, you must indicate which section you wish to register for.

Please choose the course section below.

Section	Instructor	Location	Meets
<input type="radio"/> CHEM1001 Intro to Chemistry 0002 Fall 2017		Montgomery College	1:15pm-2:15pm Mon Wed Fri
<input type="radio"/> CHEM1001 Intro to Chemistry 0003 Fall 2017			6:00pm-7:00pm Tue Thu

**COMPLETE STEP**

### Select Class Section.

For each course approved, Read through the available section times and locations, and use the **radio button** to select the section which best suits your schedule. Be mindful of course location, days and times offered. Only complete this step for course sections you intend to register for and any potential alternate class sections. **Courses listed on dualenroll.com may not reflect the most current availability. Please go to the "live" course schedule on MC's page for real time course schedules and seat availability.**

Click on the **COMPLETE STEP** button and you are done for now. You will receive an email from Dualenroll.com after the High School and Montgomery College have approved your section and you are enrolled.

**That's it for now! You can go back to the "Courses" tab and repeat the process if you want to request more courses. Otherwise, your registration request is now submitted. You will be notified by e-mail regarding the final registration status. Come back to the "Status" tab any time for an update.**

## Welcome to Montgomery College!