

**DUAL ENROLLMENT AT
MONTGOMERY COLLEGE
INFORMATION SESSION
THURSDAY, MARCH 30, 2017**

**Yolandra Johnson, Office of Academic Initiatives,
Montgomery College**

**David Mullaney, Dual Enrollment Program Assistant,
Quince Orchard High School**

Agenda

- ▶ Packet review
- ▶ What is Dual Enrollment?
- ▶ Who is eligible?
- ▶ Possible classes
- ▶ Application and Registration Procedures
- ▶ Dates to Remember
- ▶ Questions

PACKET REVIEW

- ▶ MC Dual Enrollment Information Sheet
- ▶ MC Dual Enrollment Packet Check List
- ▶ Student Instructions for Submitting Official SAT/ACT Scores
- ▶ Dual Enrollment Approval Form
- ▶ Dual Enrollment Registration/Schedule Change Form
- ▶ Dates to Remember
- ▶ Grant Application

WHAT IS DUAL ENROLLMENT?

- ▶ Students are enrolled both at QOHS and Montgomery College
- ▶ 4 classes at QOHS (morning)
- ▶ 1 or 2 classes at MC (afternoon/evening)
- ▶ MC classes cannot be taken for high school credit unless with approval of principal
- ▶ MC classes are taken for college credit
- ▶ NO MCPS transportation provided

ELIGIBILITY

- ▶ Rising Juniors and Seniors
- ▶ On track to meet all high school graduation requirements
- ▶ 2.75 gpa (cumulative, non-weighted) for rising juniors
- ▶ 2.50 gpa (cumulative, non-weighted) for rising seniors
- ▶ Have met prerequisite requirement(s) and assessment level(s) for each credit-bearing course
- ▶ Parent approval
- ▶ Principal approval

POSSIBLE MC CLASSES

- ▶ Communications (good introduction to college class)
- ▶ Areas of interest and expertise -- art, science, math, English, history, etc.
- ▶ On-line course catalogue for summer (March 20) and fall (April 10)

STEP 1: EDUCATION PLAN

- ▶ Student meets with counselor to discuss education plan - is Dual Enrollment for me?
- ▶ Consider what MC class(es) will be taken
- ▶ Identify 3 high school classes to be dropped
- ▶ Get information packet and review with parents

STEP 2: ADMISSION APPLICATION

- ▶ Apply to MC through on-line application system
- ▶ Student will receive Mnumber (identification # - - use throughout application/registration)
- ▶ MC will notify DEPA of acceptance and next steps

STEPS 3 and 4: DUAL ENROLLMENT FORM AND ADDITIONAL DOCUMENTS

- ▶ Student meets with counselor to complete Dual Enrollment Approval Form
- ▶ Student requests transcript from registrar or counselor
- ▶ Student gives Dual Enrollment Approval Form and Transcript to DEPA (Mr. Mullaney)

MC MONTGOMERY COLLEGE Office of Academic Initiatives
Dual Enrollment Approval Form
AY 2017-18

FOR MCPS/MARYLAND PUBLIC STUDENTS ONLY

DE APPROVAL FORM PAGE 1 OF 2

Term (Select One): Fall 2017 WINTER 2018 Spring 2018

PART I. STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle Name/Initial: _____
 M.C. Student I.D. M High School Student ID #: _____
 E-mail Address: _____ Cellphone Number: _____
 Date of Birth: (MM/DD/YYYY) _____ Gender: M F

PART II. HIGH SCHOOL INFORMATION

High School Name: _____ Graduation Month/Year: _____
 County: (if other than Montgomery County): _____

PART III. STUDENT and PARENT/GUARDIAN SECTION

College and Program Expectations:
 All Montgomery College students, including students taking classes in the high school, are bound by the Montgomery College Academic Regulations and Student Code of Conduct.

The curriculum, including content, objectives and materials of Montgomery College courses are determined by the respective department, in accordance with the college's academic regulations and standards regardless of class location. Montgomery College courses offered through Dual Enrollment do not count toward high school requirements or appear on the high school transcript unless specifically approved by the HS principal and MC prior to the start of the term. Students seeking testing or course accommodations must register with MC's Disability Support Services in order to qualify.

Financial Responsibility:
 Students are individually responsible for all Montgomery College and MCPS fees and textbook expenses. 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. Students with demonstrated need may apply for and receive financial assistance to cover all or part of these expenses. Allocation is based on available funds. Students who fail to make arrangements prior to the payment deadlines risk financial penalties.

Educational Records:
 When a student turns 18 years old or enters a postsecondary institution (such as Montgomery College) at any age, all rights afforded to parents under the Family Educational Rights and Privacy Act (FERPA) transfer to the student.

By participating in this program through Dual Enrollment, students understand that Montgomery College has the authority to release their educational records to Montgomery County Public Schools or other Maryland public schools, as appropriate, and Montgomery County Public Schools has the authority to release educational records to Montgomery College as a part of the college application process, including sharing if student qualifies for educational grant opportunities.

I have read and understood the MC Dual Enrollment Information Sheet and Approval Form. If admitted, I agree to abide by the program and College expectations and requirements as well as the policies and procedures of MC (<http://cms.montgomerycollege.edu/ps>). Additionally, I understand that I am responsible for all costs including collection costs to satisfy my debts to MC and MCPS. Upon request by a designated MC official, I agree to provide evidence of the information on this application for verification.

Student Signature: _____ Printed Name: _____ Date: _____
 Parent/Guardian Signature: _____ Printed Name: _____ Date: _____

MC MONTGOMERY COLLEGE Office of Academic Initiatives
Dual Enrollment Approval Form
AY 2017-18

DE APPROVAL FORM PAGE 2 OF 2

Last Name: _____ M.C. Student I.D. M

PART IV. PROPOSED PROGRAM OF STUDY

High School Schedule	Montgomery College Courses:
Please list below the high school classes you are scheduled to take during the term requested.	Please list below the Montgomery College course(s) your school has approved for you to take during the term requested. Course (i.e. SOCV101) # of Credits Dual Credit***
1. _____	1. _____ Y <input type="checkbox"/>
2. _____	2. _____ Y <input type="checkbox"/>
3. _____	3. _____ Y <input type="checkbox"/>
4. _____	Alternate Courses (if first 2 choices are not available) Course (i.e. SOCV101) # of Credits Dual Credit***
5. _____	1. _____ Y <input type="checkbox"/>
6. _____	2. _____ Y <input type="checkbox"/>
7. _____	3. _____ Y <input type="checkbox"/>

* Students must meet the program requirements and assessment and pre-requisites for the course requested. Enrollment is completed by MC once all DE requirements are met and all required documents (including DE registration form) are received. Registration is contingent upon space availability at that time.
 ** Students seeking high school (dual) credit for a college course must have permission from their principal prior to the start of the term.

PART V. HIGH SCHOOL APPROVAL SECTION

HS Counselor Recommendation: Recommend Recommend with Reservations
 Comments: _____

This student has an articulated plan for completing all courses required for high school graduation, with time remaining in the schedule to include college courses. They have received HS approval to take the college course(s) listed on this Dual Enrollment Approval Form.

HS Counselor Signature: _____ Printed Name: _____ Date: _____

PART VI. COLLEGE AND CAREER READINESS AND COLLEGE COMPLETION ACT (CCRCCA) INFORMATION:
 For Authorized MCPS Official Only

Does this student currently qualify for your financial assistance under the dually enrolled student provisions of the College and Career Readiness and College Completion Act of 2013? Yes No

How many college courses has this student taken as a dually enrolled student, pursuant to the College and Career Readiness and College Completion Act (CCRCCA) of 2013, prior to the term requested? _____

Principal Signature: _____ Printed Name: _____ Date: _____
Principal (or principal's designee) approval required for all Maryland public school students

For Montgomery College Use Only

MCPS: Other Maryland Public: Billing Rate A: Billing Rate B: Billing Rate C: Billing Rate D:

Academic Initiatives undergone approval? Yes No N/A

Processed by: _____ Form Received: _____
 Academic Coordinator: _____ Comments: _____

02/14/2017

STEP 5: ASSESSMENT TESTING

- ▶ Student must be assessed before registering for classes
- ▶ Accuplacer (at MC or QOHS), or ...
- ▶ SAT/ACT
 - ▶ SAT: 27 on Reading subtest; 530 on Math
 - ▶ ACT: 21 on English; 21 on Math
- ▶ Student must print out SAT/ACT scores in presence of MC official, or ...
- ▶ SAT/ACT scores can be sent to MC directly from College Board/ACT



SAT[®] Score Report

Yolandra Johnson
Academic Coordinator
يولاندا جونسون

Your Total Score

1140 | 400 to 1600

73rd Nationally Representative Sample Percentile
62nd SAT User Percentile — National

Section Scores

550 | 200 to 800
Your Evidence-Based Reading and Writing Score
65th Nationally Representative Sample Percentile
52nd SAT User Percentile — National



590 | 200 to 800
Your Math Score
78th Nationally Representative Sample Percentile
70th SAT User Percentile — National



Test Scores

28 | 10 to 40
Reading
27 | 10 to 40
Writing and Language
29.5 | 10 to 40
Math

Cross-Test Scores | 10 to 40

30 Analysis in History/Social Studies
29 Analysis in Science

Subscores | 1 to 15

10 Command of Evidence	10 Words in Context	10 Expression of Ideas	8 Standard English Conventions
10 Heart of Algebra	10 Problem Solving and Data Analysis	11 Passport to Advanced Math	

Get your full report online studentscores.collegeboard.org

Go online to get more details about your performance, including areas of strength, and check out the action steps in Skills Insight to help you boost your college readiness.

How Did I Score Compared to Others?

A percentile is a number between 1 and 99 that shows how your score ranks compared to other students. It represents the percentage of students whose scores are equal to or below yours. For example, if your Math score percentile is 57 that means 57 percent of test-takers have Math scores equal to or below yours.

You'll see two percentiles:

The Nationally Representative Sample Percentile shows how your score compares to the scores of all U.S. students in your grade, including those who don't typically take the test.

SAT[®] User Percentile — National shows how your score compares to the scores of students who typically take the test.

Will My Scores Change and Why?

Tests are not exact measures, and many factors can affect your score. After all, no two days are the same, and if you took the SAT once a week for a month your scores would change.

That's why it helps to think of your true score as a range from a few points below to a few points above the score earned. Score ranges show how your score can change with repeated testing, assuming your skill level remains the same.

Usually, scores for Evidence-Based Reading and Writing and for Math fall in a range of roughly 20 to 40 points above or below your reported score.

Total: Your score \pm 40 points.

Section: Your score \pm 30 points.

Test Scores and Cross-Test Scores: Your score \pm 2 points.

Subscores: Your score \pm 2 points.

Am I on Track to Be Ready for College?

You'll see a benchmark score for each section of the SAT. Benchmarks show your college readiness.

The Evidence-Based Reading and Writing benchmark is 480 while the Math benchmark is 530. This means if you score at or above the benchmark, you're on track to be ready for college when you graduate high school. If you score below the benchmark, you can still get back on track by focusing on areas where you didn't perform well. Use the detailed feedback in your online score report to see which skills you need to work on most.

STEP 6: ACADEMIC ORIENTATION


- ▶ Student completes Academic Orientation online (MC Website - MAP, e-MAP)
- ▶ Print out certificate and give to Mr. Mullaney

STEP 7: COURSE CHOICE/PLACEMENT

- ▶ Based on assessment results student choose appropriate class(es)
- ▶ MC counselors available to help student with choice(s)

STEP 8: REGISTRATION

- ▶ Complete Registration/Schedule Change Form
- ▶ Must indicate alternative classes
- ▶ Use black ink or complete on-line (preferred) by downloading form
- ▶ Give to Mr. Mullaney
- ▶ Once application/registration packet is complete, sent/delivered to MC
- ▶ MC will register student for class(es)
- ▶ Any changes require new registration form and Approval Form complete with signatures



MCPs/MARYLAND PUBLIC STUDENTS

Office of Academic Initiatives
 Dual Enrollment Registration/ Schedule
 Change Form AY 2017-18

TERM: Fall 2017: Winter 2018: Spring 2018: Summer 2018:

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. 02/20/18)	Meeting Times (i.e. 12:00 - 1:30 p.m.)	Credit Hours	Course Location					
	Add <input type="checkbox"/> Drop <input type="checkbox"/>			M T W R F S DL				HS	GT	RV	TPSS	USG	DL
Request #1	Add <input type="checkbox"/> Drop <input type="checkbox"/>												
Request #2	Add <input type="checkbox"/> Drop <input type="checkbox"/>												
LAB	Add <input type="checkbox"/> Drop <input type="checkbox"/>												

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)	Start Date (i.e. 02/20/18)	Meeting Times (i.e. 12:00 - 1:30 p.m.)	Credit Hours	Course Location					
	Add <input type="checkbox"/> Drop <input type="checkbox"/>			M T W R F S DL				HS	GT	RV	TPSS	USG	DL
Request #1	Add <input type="checkbox"/> Drop <input type="checkbox"/>												
Request #2	Add <input type="checkbox"/> Drop <input type="checkbox"/>												

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/roll 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.

ANY changes or updates to its contents REQUIRES submission of a new form (DE Registration/ Schedule Change Form). Altered or partial documents can not be accepted.

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:
------------------------------	---------------------------	-----------

2/07/2017

STEP 9: FINANCES/GRANT APPLICATION

- ▶ Student will be billed by MC (approximately \$371 for 3 credit course)
- ▶ Fees subject to change
- ▶ Grant Application (for households w/adjusted income \$83,000 or less) ...
- ▶ Submit to DEPA or directly to MC Dual Enrollment Office grant application and pages 1 and 2 of 2016 federal income tax form
- ▶ Parent/guardian **MUST** sign page 2 of income tax form
- ▶ Student must be listed as dependent



2017-18 HIGH SCHOOL GRANT APPLICATION

Office of Student Financial Aid/ Scholarship Office (240) 567-4021 Scholarships@montgomerycollege.edu | Office of Academic Initiatives- Dual Enrollment (240) 567-4140 (option 6) Dualenrollment@montgomerycollege.edu

Eligibility for a grant requires documented proof of a **2016 federal adjusted gross income of \$91,000 or less.**
Grant awards are based on financial need and availability of funds.

Montgomery County Public School (MCPS) Students who are enrolled in college courses may be eligible for funds that pay the cost of Montgomery College fees, and required textbooks for each course(s) per semester, depending on financial need and available funds. Grant does NOT cover MCPS fees.

Montgomery County Home School Residents and non-MCPS Maryland State Residents attending a secondary school in Maryland who are enrolled in college courses may be eligible for funds that pay the cost of Montgomery College tuition, fees, and required books for each course per semester, depending on available funds. Student must be a U.S. citizen or permanent resident. Applicant and their parents must be permanent residents of Maryland attending a secondary school in Maryland or a registered Montgomery County home schooled student.

REGISTRATION TERM(CHECK ONE): FALL 2017: WINTER 2018: SPRING 2018:

Student Last Name: _____ Student First Name: _____

MC Student ID Number: _____ High School: _____

M _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student Cell Number: _____ Student Email Address: _____

Name of custodial parent(s) _____
(The parent(s) you lives with most during the past 12 months.)

What was your parents' adjusted gross income on their 2016 federal income tax return? _____
Attach a copy of the signed tax return to this application (per grant instruction sheet). If your parents are not required to file a federal income tax return, contact the Scholarships Program Director (at 240-567-4021) for direction.

Grade level in high school in fall 2017: _____ Anticipated year of graduation from high school: 20____

I am a first-time applicant for an MC High School Grant: Yes No

WINTER/ SPRING 2018: I received a grant in fall 2017 and would like to apply for a grant for- winter 2018: spring 2018:

Note: if you received a HS grant in fall 2017 and would like to apply for a grant for winter 2018 or spring 2018 you need to submit a new grant application but you **DO NOT** need to resubmit your 2016 federal tax forms.

FALL 2017 GRANT DEADLINE: The completed High School Grant Application and 2016 federal tax forms **MUST** be received by MC no later than Friday, August 18, 2017 or 10 days prior to the first day of a late starting class to be eligible

WINTER 2018 GRANT DEADLINE: The completed High School Grant Application and 2016 federal tax forms **MUST** be received by MC no later than Friday, December 15, 2017 or 10 days prior to the first day of a late starting class to be eligible

SPRING 2018 GRANT DEADLINE: The completed High School Grant Application and 2016 federal tax forms **MUST** be received by MC no later than Friday, January 12, 2018 or 10 days prior to the first day of a late starting class to be eligible

INCOMPLETE or INCORRECT APPLICATIONS WILL NOT BE PROCESSED.

Student's signature _____ Date _____

Hand-deliver or mail grant application and federal tax forms to: MC Academic Initiatives-Dual Enrollment, SB 113
 51 Mannakee Street, Rockville, MD 20850

For Montgomery College Use Only:

Student Status:	Course Registration:	Processing:														
<input type="checkbox"/> MCPS <input type="checkbox"/> Home Schooled <input type="checkbox"/> In-County <input type="checkbox"/> Maryland Resident	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Course</th> <th>CRN</th> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> </table>	Course	CRN	1		2		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Received by Academic Initiatives</th> </tr> <tr> <td>Initials: _____</td> <td>Date: _____</td> </tr> <tr> <th colspan="2">Received by Scholarship Office:</th> </tr> <tr> <td>Initials: _____</td> <td>Date: _____</td> </tr> </table>	Received by Academic Initiatives		Initials: _____	Date: _____	Received by Scholarship Office:		Initials: _____	Date: _____
	Course	CRN														
1																
2																
Received by Academic Initiatives																
Initials: _____	Date: _____															
Received by Scholarship Office:																
Initials: _____	Date: _____															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Auth. Aid Balance</th> <th>Book Allowance</th> </tr> <tr> <td>\$ _____</td> <td>1 2</td> </tr> </table>	Auth. Aid Balance	Book Allowance	\$ _____	1 2	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>										
Auth. Aid Balance	Book Allowance															
\$ _____	1 2															

06/13/2017

STEP 10: QOHS SCHEDULE ADJUSTMENT

- ▶ Upon MC notification of enrollment student informs QOHS counselor
- ▶ Counselor adjusts high school schedule and drops identified classes

IMPORTANT DATES

- ▶ March 20: Summer 2017 Schedule available on-line
- ▶ April 3: Summer 2017 registration begins
- ▶ April 15: Last day for fee waiver
- ▶ April 10: Fall 2017 Schedule available on-line
- ▶ May 1: Fall 2017 registration begins
- ▶ May 19: Last day for grant application submission for Summer I
- ▶ June 30: Last day for grant submission for Summer II
- ▶ August 18: Last day for grant application submission for Fall

DUAL ENROLLMENT BENEFITS

- ▶ Possible college credit
- ▶ Introduction to college
- ▶ Challenging, enriching experience and classes
- ▶ Excellent faculty

WORDS OF CAUTION

- ▶ MC is COLLEGE!
- ▶ Understand the MC drop and refund policy
- ▶ To remain eligible, student must maintain minimum of "C" average
- ▶ Withdrawal indicated on transcript
- ▶ Lack of QOHS class availability for student who changes mind in summer or withdraws from MC

QUESTIONS ?