



**Dual Enrollment program  
Office of Academic Initiatives**

## MC Course Request Procedure via DualEnroll.com

- Course request less than ten business days prior to start of class may not be approved.

Before you create the DualEnroll.com account, please have the following items ready:

- Your MC ID number: M \_\_\_\_\_
- Your cell phone number (As an alternative, you can use an email address)
- Email address of one parent/guardian
- The name of your high school counselor
- The abbreviation and number of the MC class (e.g. BSAD101, COMM108, MATH280, etc.) you are requesting
- Your online academic orientation certificate of completion

Once you have everything, go to [montgomerycollege.dualenroll.com](http://montgomerycollege.dualenroll.com) to create your account. DualEnroll.com will walk you through the initial setup. If you do not provide all the information in this initial stage, approvals will NOT be given.

Record your username and password. You will need to use them again.

DualEnroll.com username: \_\_\_\_\_

DualEnroll.com password: \_\_\_\_\_

Once you have entered all the requested info, your parent/guardian, high school counselor, DEPA, and principal will each receive a message to review and approve your request. If anyone does not receive the email message, please ask him/her to **check the junk or spam folder**.

In DualEnroll.com you can see any incomplete item under **"Status"**. Please follow up with the appropriate people to complete his/her approval. The items that require your action will be **highlighted in yellow** so complete them as soon as possible. If your DEPA or the MC Dual Enrollment office contact you, please respond promptly. Any missing or incomplete information will lead to a delay in your registration process.

Once everyone has done his/her part, you will need to **select the specific course section** (the five digit CRN). Once that has been approved, the Dual Enrollment staff will register you for the class. Then you can log into your MyMC account to verify your registration and pay for the class.

MC High School Grant still requires paper submission. If you would like to apply for the grant, please make sure you complete the form and submit it to your DEPA.

Visit Dual Enrollment program website for complete Admission and Registration Procedures and program regulations:  
[www.montgomerycollege.edu/dep](http://www.montgomerycollege.edu/dep)