

Montgomery College
Office of Concurrent Enrollment Programs

Student Handbook
2012-2013

ONLINE VERSION AT:

WWW.MONTGOMERYCOLLEGE.EDU/CEP



An MC/MCPS Partnership



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Welcome

Congratulations on your acceptance to Montgomery College. You are now among the select high school students throughout the county who are concurrently enrolled, earning Montgomery College credit for college courses while still in high school. This is made possible by the innovative partnership between Montgomery College and Montgomery County Public Schools. This handbook was designed to provide you with information about your Montgomery College courses and to assist you in your transition from high school to college.

IMPORTANT: The Montgomery College Office of Concurrent Enrollment Programs is your point of contact for any college related issues regarding application, registration, change of schedule, financial aid, holds, billing, class/faculty issues etc.

Office Overview

The Office of Concurrent Enrollment Programs (OCEP) is a Montgomery College-Montgomery County Public Schools (MC-MCPS) Partnership Initiative originally established as the College Institute in 2002. Advanced high school students accepted to MC are concurrently enrolled in College and high school providing an educational experience beyond what is available at secondary schools. Select high school juniors and seniors who meet the college's Early Placement standards may enhance their class schedule with college course work and experience the independence of college-level study while also earning college credit.

The program enables high school students to:

- Take Montgomery College courses at their high school, on campus, or online
- Experience an actual college course taught by outstanding college professors
- Graduate high school with earned transferrable college credit
- Save money on college tuition
- Accelerate college completion
- Gain additional skills needed to succeed in college.

Students may enroll in a variety of curricula at the college, provided they meet the necessary assessment levels and prerequisites. The credits earned may be applied to a degree program at Montgomery College or may be transferred to another institution.

Montgomery College Profile

- 26, 147 students enrolled in credit courses in fall 2011
- MC students are from over 170 countries
- Nearly 4,500 students annually (with 12 or more credits) transfer to more than 325 schools

Tuition Payment

You will receive a bill in the mail for your Montgomery College classes (tuition and fees), and you must pay by the date listed.

You can pay your bill through your My MC account using a credit or debit card (Master Card or VISA) or pay in person at any campus Cashier's Office, using a credit card, debit card, money order, check, or cash. Hours at each location are 8:30 a.m. – 1 p.m. and 2 p.m. - 4:30 p.m., Monday - Friday.

Campus	Building	Phone
Rockville	106 Student Services Building	240-567-5342
Germantown	105 Sciences & Applied Studies Building	240-567-7836
Takoma Park/Silver Spring	213 Student Services Center	240-567-1526

Checks may be mailed to:

Campus Cashier
 Student Services Building
 51 Mannakee Street
 Rockville, MD 20850

You must include your college M number and daytime phone number in the memo field.

Montgomery College also offers a Tuition Installment Payment plan (TIP). For further information and to enroll in MC TIP, [log into MyMC and go to MC Bill Pay.](#)

Each student is individually responsible for all of his or her tuition and fees. Non-attendance does not relieve the student of financial responsibility for incurred tuition and fee charges. To ensure that your financial record reflects the correct charges, you are responsible for making necessary changes through your high school's Concurrent Enrollment Program Assistant and the Montgomery College Office of Concurrent Enrollment Programs. The change is not final until it has been recorded by the Montgomery College Registrar.

Financial Assistance

Montgomery College provides financial assistance to high school students with demonstrated financial need through a high school grant. Students who receive a grant for a fall semester class will also be eligible for the grant during the spring semester. Apply early as funds are limited. Forms and instructions are available on the Montgomery College website – www.montgomerycollege.edu/cep

Semester	Grant application Deadline
Fall 2012	August 30, 2012
Spring 2012	January 16, 2013

Textbooks

You must purchase all required textbooks for your College courses. Books will be available at campus bookstores two weeks before the semester begins. New books and a limited number of used books are available. The textbooks are available at the Campus Bookstore or they may be ordered online using the College Bookstore website. Orders can be shipped to your home address or picked up in the bookstore.

For textbook information, check the Montgomery College Bookstore website at <http://www.montgomerycollege.edu/bookstores>. Click on "How do I get my books?" Select the campus where your course is offered or is closest to your high school.

You must know the 5-digit Course Number or CRN for the class (listed with your registration on My MC). Do *NOT* get your books at another campus or select books for another section of the same course.

<u>Campus Bookstore</u>	<u>Building</u>	<u>Phone</u>
Rockville	Campus Center Building	240-567-5347
Germantown	Humanities Building	240-567-7877
Takoma Park/Silver Spring	Student Services Center	240-567-1522

If you pay by check for purchases at the Bookstore, bring a valid photo I.D. and your MC I.D. number (M number). Students receiving financial assistance must follow instructions included in their grant letter.

Save your sales receipt and do not break the plastic wrap or write in your textbook before attending class.

At the end of the semester, bookstores may buy back specified textbooks in good condition (check the MC website for more details).

How to use My MC (Montgomery College online student account)

You must use My MC to get information about your registration, bills, and mid-term and final grades. *You should also visit this site regularly to check your email and for important College notices and updated information.*

Go to the Montgomery College home page (<http://www.montgomerycollege.edu>). Click on "MyMC Login" at the top of the page.

Step 1 – Click "Find your MyMC ID"

- Enter your M number (Montgomery College ID)
- Enter your 6-digit birthdate (mmddyy) as your PIN.
- Click "Get My MyMC ID" button. Your MyMC ID will be displayed.
- **Your M number is NOT your MyMC ID**

Step 2. – Log in

- Enter your new MyMC ID in the ID field.
- Enter your PIN in the PASSWORD field.
- Click the Login button.

You will use MyMC to check grades, access your student account and your student email, to access your online classes, and to request to have your official Montgomery College transcript sent to other colleges.

MC E-mail Account

Montgomery College provides student email for all students. Your MC email account is used for official communication within Montgomery College. All faculty, staff, and students are accountable for adhering to the College's email standards and guidelines and related policies and regulations.

Access your MC email through MyMC. **Please note that your professors may require that you use your MC email account.**

For more information on setting up the account, forwarding MC emails to your personal account and other related items go to:

http://www.montgomerycollege.edu/mymc/email_faq/student.html

Montgomery College Photo I.D.

A Montgomery College photo I.D. is needed to use Montgomery College campus facilities and services. The I.D. is free of charge. However, you must pay your bill before you can get a Montgomery College photo I.D. To get a College photo I.D., bring a printout of your schedule (from Admissions or from My MC) and a picture I.D. with you.

<u>Campus</u>	<u>Location</u>	<u>Hours</u>
Rockville	Student Services Building; Lobby	8:30 a.m. - 7 p.m. Mon-Thurs 8:30 a.m.- 4:30 p.m. Fri
Germantown	186 Sciences & Applied Studies Building	9:00 a.m. - 4:30 p.m. Mon-Fri
Takoma Park /Silver Spring	217 Student Services Center	9:30 a.m. - 5:00 p.m. Mon-Fri

A student ID card with current semester registration sticker will allow you to check out library materials, use swimming pools and computer/writing labs, and will entitle you to free Ride On access.

Parking and Transportation

At Montgomery College:

An MC parking permit is required in order to park on any Montgomery College campus. Register your vehicle(s) and obtain a parking permit online through MyMC. Parking permits will be mailed to you within 5 business days. Please park in designated spaces only. Students are responsible for any parking tickets.

At High School Site:

Students must follow all high school parking regulations.

Ride On Bus Service:

Use your Montgomery College Photo I.D. and receive FREE Ride On bus transportation within Montgomery County 24 hours a day, 7 days a week. For Ride On Bus schedules, maps, and routes, visit www.montgomerycountymd.gov and then click on the blue "RIDE ON" logo. Your ID card must be validated each semester with the current semester registration sticker affixed to the card.

Communicating With Professors

Professors expect college students to take the initiative in communication. Let your professor know, either by email or through a personal conversation, if you are having a problem with class material or assignments, or if you must miss a class. If necessary, you can arrange a time to meet with your professor outside class, and your DEPA will assist you in finding space for a meeting. It is your responsibility to ensure that you are meeting the expectations of the course.

Syllabus

Your professor will provide you with a syllabus at the beginning of the semester. This important document provides a summary outline of the course and other information such as objectives, topics to be covered, dates for tests and other assignments, and grading criteria. The syllabus also includes office hours and methods of direct contact for professors. **SAVE YOUR SYLLABUS.** You will need to refer to it often during the semester. Syllabi may also be requested by other institutions if you wish to transfer credits.

Attendance

As a college student, you are expected to attend *all* class sessions. This may require your attendance in class on a date when other MCPS students do not have class but the school is open (such as professional days for teachers) – refer to the Concurrent Enrollment Programs calendar for important dates.

If you must miss a class, let your professor know **ahead of time**. If you unexpectedly miss a class it is *your* responsibility to confer with the professor about the absence and submit all work on assigned due dates. The professor makes the decision whether to accept late assignments or exams due to absence from class. If your absences exceed the number of class sessions per week or the number specified by the instructor, the instructor has the option of dropping you from the class without notice or assigning the grade of “F” (MC Academic Regulation 9.823C).

Class Roster

At the beginning of the semester, check with your instructor to verify that you are officially listed on the class roster. You will not receive proper course credit unless you are on the correct roster. If there are any discrepancies on the class roster, you are responsible for immediately notifying your professor and your DEPA.

Final Examinations

Final examinations are given the last week of each semester and are generally two hours in length. Some professors may choose to substitute a final project or take-home exam for a final exam. Information about final exams is included in the class syllabus. For specific dates and times, see your professor or your DEPA.

Grades

Professors will issue a midterm grade, which is your unofficial standing in the course as of the midterm point; this grade will be available to you through MyMC. At the end of the semester your final grades will be posted. Grade reports are NOT mailed to your home.

Only final grades are permanent and will be displayed on your official Montgomery College transcript. College grades are NOT included on your high school transcript nor included in the computation of your high school grade point average.

Class Meeting Times

Always go to your college class at the regularly scheduled day and time. This includes days when the high school follows a different schedule due to homeroom, half day schedule, pep rally schedule, senior class activity, etc. On professional days for MCPS teachers, your College classes meet at the regularly scheduled time. The only exception to this is when MCPS opening is delayed due to inclement weather.

High school students enrolled in campus or web classes adhere to the College calendar. There are no adjustments made for variations in the high school calendar.

Online Classes

If you are taking an online Montgomery College class, you must see the MC Distance Learning web site (<http://www.montgomerycollege.edu/Departments/distlrng/>) prior to the start of the semester for information and support including mandatory meetings. Students must access their class website no later than the first day of class.

Emergency Closing

If inclement weather or another emergency situation forces the College or any campus or College facility to suspend classes or close, information will be posted on the Montgomery College website. You can also sign up for Montgomery County Alert to receive text messages directly to your phone: <https://alert.montgomerycountymd.gov/> , and public service announcements will be provided to local radio and television stations.

Consult this chart if school is closed or if opening is delayed due to weather or other emergency situation.

<u>If MCPS is...</u>	<u>And MC is...</u>	<u>Then College Class at HS site is...</u>
Closed	Closed	Not held
Closed	Open	Not held
2 hour delayed opening	Open	Start with Period 3 classes at 9:25 a.m.
2 hour delay	Open at 10 a.m.	Start with Period 3 classes at 9:25 a.m.
Emergency early closing	Open	Not held
Dismissed early (i.e. professional day)	Open	Class is held as scheduled

If you are taking a class on a Montgomery College campus and your high school is closed, you must attend all classes unless Montgomery College is officially closed.

Fire Drills & Other Emergencies

You **MUST** follow established school guidelines for any fire drill or other emergency. If you are in a College class in your high school when a fire drill or fire emergency occurs, follow the instructions given by the professor and exit the building with your class. If you are in the high school building, but NOT in a class, leave the building by the nearest exit and report to the appropriate person outdoors.

Unscheduled Time

College classes meet two or three times each week, so you may have some free blocks in your high school schedule. These times afford a great opportunity to review notes or work on class assignments. *Check with your DEPA about appropriate places for students with unscheduled time. Policies vary by school. DO NOT roam the halls.*

Montgomery College Resources

Learning Centers

As a high school student enrolled in a Montgomery College class, you may use the resources at any Montgomery College learning center. Check each center's hours and services online at

<http://www.montgomerycollege.edu/explore/mc/learningcenters.html>. You will need a valid Montgomery College photo I.D. to use a learning center. Free tutoring is available in certain locations. Centers on each campus include:

- Academic Computing Center
- Math/Science Center
- Writing and Reading Tutoring Center
- Writing, Computer, and Language Center

Montgomery College Libraries

High school students enrolled in a Montgomery College class have the same MC library privileges and responsibilities as other Montgomery College students. You will use your Montgomery College photo I.D. to check out materials. For additional information including the catalog, online resources, and library hours, check MC's website.

Disability Support Services

The College seeks to provide reasonable accommodations to qualified students with disabilities to give students an equal educational opportunity to participate in college programs, activities, and services.

Faculty are only obligated to provide accommodations to students who have been verified through MC's Disability Support Services office. Individual students are given accommodations based on specific information and assessment data documented by a qualified professional(s). Accommodations at the college level may vary somewhat from those provided through Montgomery County Public Schools.

Students desiring disability support services for any MC course must submit their request to the Montgomery College Disability Support Services Office at 240-567-5058 or 301-294-9672 (TTY), or visit the website <http://www.montgomerycollege.edu/Departments/dispsvc/>. To ensure timely service, requests for support should be submitted at least six weeks before the beginning of classes.

Security at MC

Call the Safety and Security Office (*open 24/7*) immediately if you are on a Montgomery College Campus and an emergency situation occurs. The conversation will be recorded to facilitate appropriate follow-up and review. Also, familiarize yourself with emergency evacuation plans, which are posted near the doorway in each campus building.

Campus	Location	Phone
Rockville	102 Counseling & Advising Building	240-567-5111
Germantown	287 Sciences & Applied Studies Building	240-567-7777
Takoma Park/Silver Spring	117 Student Services Center	240-567-1600

Spring Semester Eligibility and Registration

- New juniors and seniors who wish to apply for spring semester classes should meet with the DEPA early in the fall to begin the application process.
- To be eligible to re-enroll in a spring semester course, high school students must complete MC courses with the grade of “C” or better and meet catalog-stated course assessment levels and prerequisites for the requested course. Also, students who withdrew from their fall courses may not be eligible to enroll in a spring course.
- Students who received a high school grant for the fall semester will continue to receive this grant during the spring semester and do not need to reapply (pending available funds).
- Registration for spring semester MC classes begins in late October.

College Applications

How to indicate your College course(s) on a college application

If asked to indicate on a college application if you are taking any college courses, the answer is “**yes**” – Montgomery College courses. You are concurrently enrolled in high school and MC and are earning college credit for all courses taken through Concurrent Enrollment Programs. You will earn 3-4 college credits for most courses except for DS 107 which is a 1 credit course. When listing previous college(s) attended, use the following address:

Montgomery College
51 Mannakee Street
Rockville, MD 20850

If you wish to transfer your Montgomery College courses to another institution, you will need to request that an official transcript be sent to the college you will attend.

Transcripts

To receive an official transcript of your Montgomery College course work, or to have your transcript sent to another school, you must initiate the request through MYMC. *Your*

Montgomery College transcript reflects all of your credit coursework and is not campus/location specific.

Unofficial transcripts:

You may get an unofficial transcript of your grades at any time from your My MC account. Go to “My Records” in the “Student Services” section. The unofficial transcript verifies your registration and midterm and final grades. Please note that receiving institutions require an official transcript in order to evaluate courses for transfer.

Official transcripts:

Official College transcripts are processed at the Montgomery College Records and Registration Office.

To request an official transcript:

- Log-in to My MC.
- Click on “Request MC Transcript or Enrollment Verification” under Student Quick Links and follow the steps.
- For assistance, call the College’s Response Center at 240-567-5000.
- There is a \$7 fee for each official transcript. *Effective July 1, 2011.*
- Web requests are mailed within three (3) business days.

Attending Montgomery College after Graduation:

- Do not submit another Montgomery College application. You do not need to reapply and your assigned student identification (**M number**) **will stay the same.**
- Students must meet with a college counselor and/or participate in the Counseling Office’s MAP session in order to continue at MC.
- Eligibility to take future courses after HS graduation is contingent upon meeting those course requirements and college standards as indicated in the Montgomery College Catalog
- Enrolling in and/or successfully completing your Fall or Spring courses doesn’t grant you permission to override course requirements or placement levels for future courses.
- Students accepted to take a college course by appeal are not granted special permission, waivers or overrides for future courses.
- Students who assess at the developmental level must fulfill those requirements prior to taking future college level courses, including those previously accepted by appeal to take a college level course.
- ALL MC administered ACCUPLACER test results, while as a high school student or after HS graduation, become part of your permanent college record and are used to determine course placement and retest eligibility.

College Credit for AP courses

The Office of Concurrent Enrollment requires you to provide evidence of AP test scores for college classes with prerequisites. This information is used for course placement only. In order to receive college credit for AP courses following high school graduation, students may submit

an official record of an appropriate score from an Advanced Placement Examination taken in high school to MC's Office of Admissions and Records. For further information including score requirements and MC course equivalencies, go to <http://www.montgomerycollege.edu/admissions/Others/advstanding.html>

Academic Regulations and Student Code of Conduct

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

For full MC **Academic Regulations** and MC **Student Code of Conduct** go to the link on the Concurrent Enrollment webpage.

I. **Academic Dishonesty.** The maintenance of the highest standards of intellectual honesty is the concern of every student, faculty and staff member at Montgomery College. The College is committed to imposing appropriate sanctions for breaches of academic honesty. The list below is not all-inclusive of prohibited behavior. Nothing in this section precludes an academic department from issuing supplemental guidelines giving examples of plagiarism or other forms of academic dishonesty and academic misconduct which are pertinent to the subject matter of the class.

- A. Academic Dishonesty or Misconduct can occur in many ways. Some common forms include:
- A.1 Cheating on assignments or examinations
 - A.2 Plagiarizing from written, video, or Internet resources
 - A.3 Using tests or other material without permission
 - A.4 Forgery
 - A.5 Submitting materials that are not the student's own
 - A.6 Taking examinations in the place of another student, including assessment tests
 - A.7 Assisting others in committing academic dishonesty
 - A.8 Failing to use quotation marks for directly quoted material unless using block quotes or other accepted formats.
 - A.9 Copying from another student during an examination
- B. Sanctions to be imposed. Students who engage in any act that the classroom instructor judges to be academic dishonesty or misconduct are subject to the following sanctions:
- B.1 The minimum grade sanction imposed by a faculty member is to award and "F" on the assignment or test in which the dishonesty occurred.
 - B.2 The maximum grade sanction is to award an "F" for the course in which the dishonesty occurred.
 - B.3 In addition, each faculty member has the prerogative of referring a case to the campus Dean of Student Development or designated Instructional Dean of Workforce Development and Continuing Education with a specific request that the Dean consider imposing additional sanctions.

***Excerpted from page 5 of the MC Student Code of Conduct*

Useful Websites

You will find Information and links to all of these sites on the Resources page of the Concurrent Enrollment Programs webpage:

- Montgomery College Home Page:
- Montgomery College Catalog:
- Montgomery College Schedule of Classes
- Montgomery College Financial Aid Page:
- Montgomery College AP Examinations and Course Equivalencies:
- Transfer Information:
- Montgomery Scholars Program:
- Montgomery College Macklin Business Institute:
- Artsys (for information about transferability of MC courses to other Maryland institutions):
- Alphabetical List of U.S. Colleges and Universities Home Pages:
- The Smart Student Guide to Financial Aid:

Frequently Asked Questions

What should I do if a professor does not come to class?

In accordance with college policy, if an instructor does not arrive at the appointed class within 15 minutes after the class is scheduled to begin, you can assume the class will not be meeting that day unless otherwise notified by the professor or your DEPA. Please notify your DEPA if this occurs. You are free to leave and may go to any authorized area.

Can I make a change in my College class schedule after the beginning of the semester?

All changes to your College registration must be approved **PRIOR** to the change. Changes will only be approved for valid schedule conflicts. You must contact your DEPA with your request for a change. The DEPA will file the approved Change of Schedule form with the Montgomery College Office of Concurrent Enrollment Programs. After the first class meeting, registration changes may be made only with the professor's consent.

How do I withdraw from a class?

If it is necessary for you to withdraw from a class or make any change in your College schedule, you must contact your DEPA prior to the required date. The DEPA will request that the MC ODEP file a Change of Schedule form. **You are responsible for paying tuition and fees for the class unless you withdraw before the College's deadline (typically by the end of the first week of class).** If you stop attending class without following this procedure, the instructor may issue you a grade for the course, most likely an F, and you continue to be responsible for the tuition and fees for the course. You may not officially withdraw from a course to avoid a grade penalty for academic misconduct.

What can I do if I feel I received the wrong grade?

Montgomery College has established a procedure and time limits for students who wish to dispute a final grade. To dispute a final grade:

- You must meet with the instructor.
- If you are not satisfied with the results, you may request in writing a meeting with the department chairperson or appropriate administrator.
- If a solution cannot be worked out, you may submit a written request for a formal review process.
- Time limits have been established for each step of the process and must be adhered to.
- For more detailed information, contact the campus Office of Student Development or check the Academic Regulations posted on the College's Website (Regulation 9.44).

Montgomery College Office of Concurrent Enrollment Programs

Montgomery College, Rockville Campus
51 Mannakee Street
SB Bldg, Rm.101
Rockville, MD 20850
240-567-4140
Fax 240-567-4139

www.montgomerycollege.edu/cep

Mr. Akima Rogers, Program Director
akima.rogers@montgomerycollege.edu

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jean.cox@montgomerycollege.edu

Ms. Janet Johnson, Academy Coordinator
janet.johnson@montgomerycollege.edu

This Handbook should not be construed as constituting a contract, express or implied, between the College and any student. Readers should use this handbook as a reference document, recognizing that it is not always the most authoritative or complete source of applicable Montgomery College operating rules, policies, and procedures. The versions referred to herein may not contain all the terms and conditions applicable to them.

The College reserves the right in its sole discretion to change any of the policies and procedures of the College at any time, including but not limited to those related to admission, instruction, and graduation. This also includes without limitation the right of the College to make changes of any nature in the College's academic program courses, curriculum, schedule, calendar, tuition, fees, academic policies, and other policies and procedures affecting students, wherein the College in its sole discretion deems it desirable to do so. Payment of tuition in whole or part or attendance at a class shall constitute a student's acceptance of the College's rights as set forth above.

Calendar

Concurrent Enrollment Programs Calendar Montgomery College – Fall 2012

FINANCIAL DEADLINES			
DATE	ITEM		
Fri Aug 24	Fall financial aid book credits available for use at MC Books & More		
Thurs Aug 30	All grant application materials for college classes must be received by the Office of Concurrent Enrollment Programs, Rockville Campus, SB, 101		
Wed Sept 5	Payment due for Montgomery College tuition and fees		
Thurs Sept 6	Students with unpaid balances will be dropped from fall classes at 7am; Late payment fee begins		
Fri Sept 21	Last day to use fall financial aid book credits at MC Books and More		
<i>Note: Dates regarding specific important class section deadlines are located on your MyMC account</i>			
MCPS, MC, AND CONCURRENT ENROLLMENT ACADEMIC CALENDARS			
DATE	MCPS CALENDAR	MC CAMPUS & WEB CALENDAR	MC Fall semester classes begin
Wed Sept 5	Classes held	Fall semester classes begin	MC Fall semester classes begin
Mon. Sept 17	MCPS closed Rosh Hashanah	Classes held	No classes held
Wed Sept 26	MCPS closed Yom Kippur	Classes held	No classes held
Fri Sept 28	Early Release K-12	Classes held	Classes held
Fri Oct 19	MSTA Convention	Classes held	Classes held
Mon Nov 5	Professional Day for teachers	Classes held	Classes held
Tues Nov 6	Election day MCPS closed	Classes held	No classes held
Wed Nov 21	Early Release K-12	No classes held	No classes held
Thurs-Sun Nov 22-23	Thanksgiving holiday	MC closed	No classes held
Mon-Sun Dec 16-22	Regular MCPS schedule	Final exams	Final exams
Sat-Sun Dec 24-31	MCPS closed		No classes held

Office of Concurrent Enrollment Programs Website: www.montgomerycollege.edu/cep

8/28/2012

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