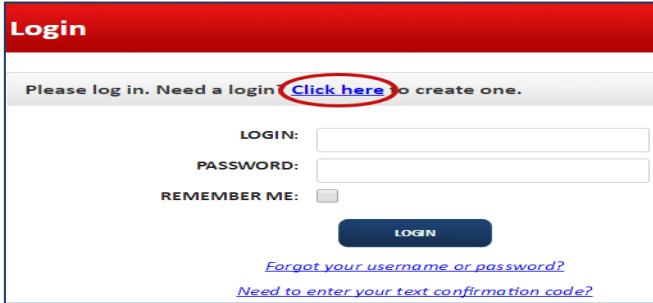


**Create a DualEnroll.com Student Account**

**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:

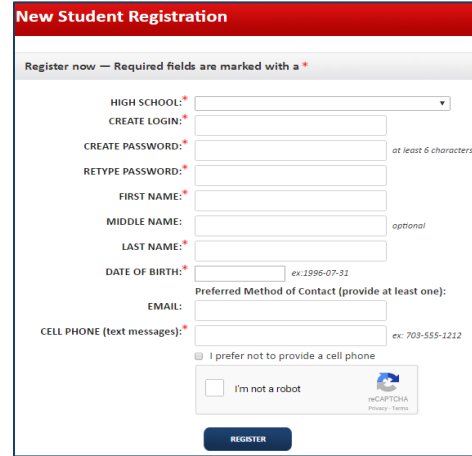
REMEMBER ME:

**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

EMAIL:  Preferred Method of Contact (provide at least one):

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

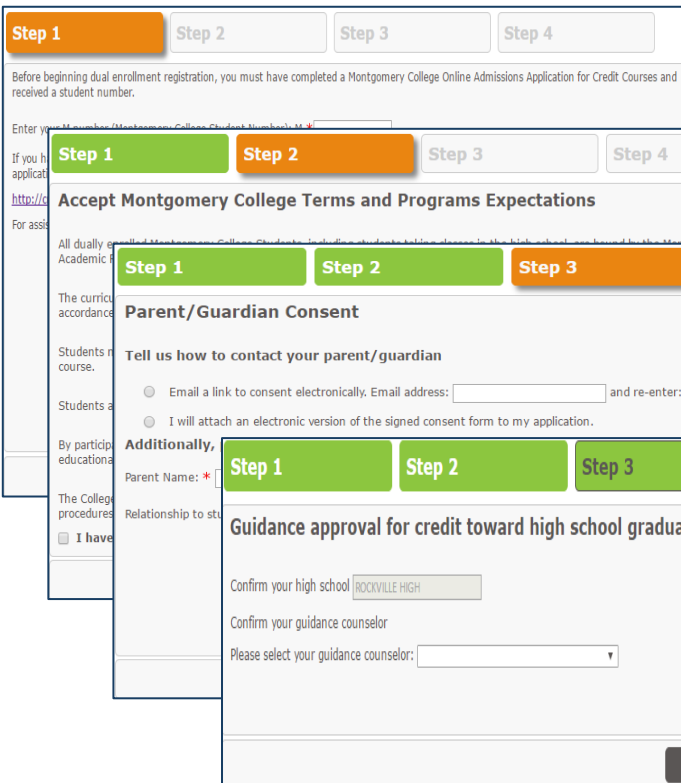
I prefer not to provide a cell phone

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.

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

**Step 3** Parent/Guardian Consent

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

**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

The screenshot shows the 'Courses' tab of the dual enrollment portal. On the left, there are search filters: 'Narrow your Search' with options for 'BY TERM' (Spring, Summer, Fall, Winter) and 'BY KEYWORD' (with a text input field). Below that is 'BY COURSE TYPE'. The main area shows a list of courses with columns for Course, Type, Subject, Title, and College. Three courses are listed: CHEM1001 (Chemistry), ENG1001 (English), and MTH1021 (Math). Below the list is a 'Course Detail' for 'INTRO TO COLLEGE WRITING' (ENGL 101A), showing 3.0 credits at Montgomery College. A 'Request Registration' button is at the bottom.

### 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](http://catalog.MontgomeryCollege.edu) for a full course description.

Only select the course(s) you are interested to enroll 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.

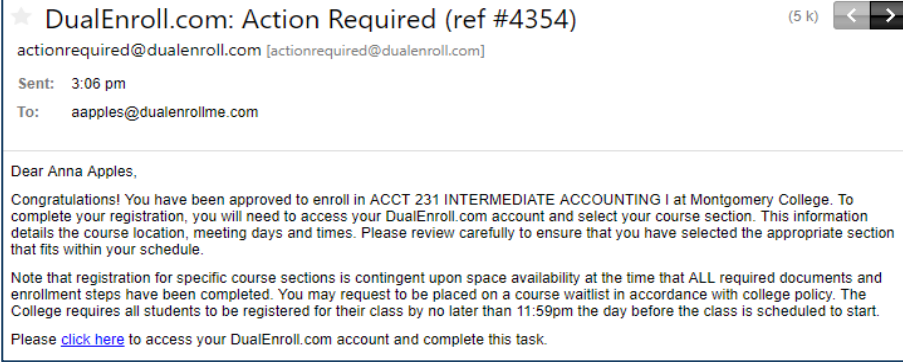
Returning students click the top choice to indicate previous completion and MC will verify.

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

The screenshot shows a table titled 'Your Dual Enrollment Courses' with columns for Course, Status, and Next Steps. The first row is 'Applies to All Courses' with a status of 'Student Program Of Studies: Need', 'Student Proof Of Orientation: Need', 'High School Upload Transcript: Need', and 'High School Principal Approval: Need'. The second row is 'ACCT 221 ACCOUNTING I 0000' with a status of 'Provide Course Recommendation: Need' and 'College Review Course: Need'. Below the table, there are two registration steps: 'Student: Provide High School Courses' and 'Student: Upload Proof of Orientation'. The second step includes instructions to complete orientation online or in person, and a 'Choose File' button for uploading the orientation certificate.

**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.**

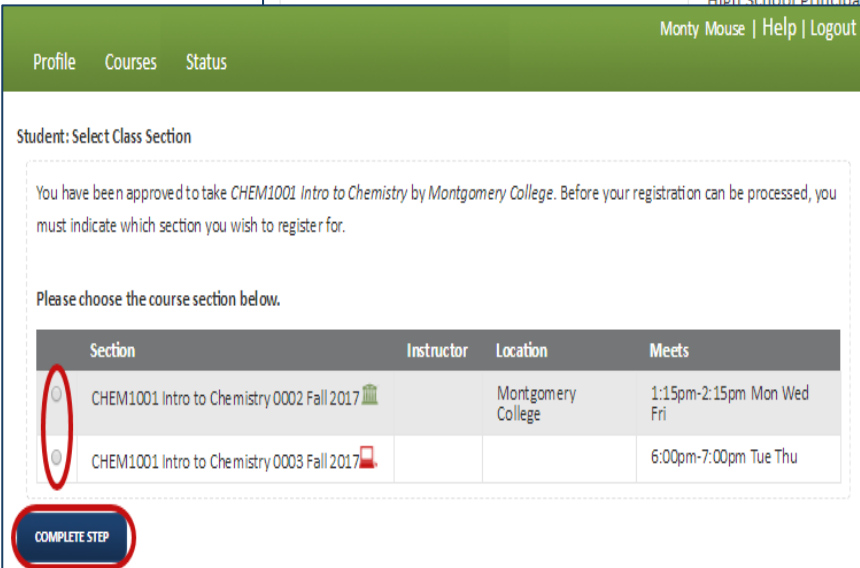
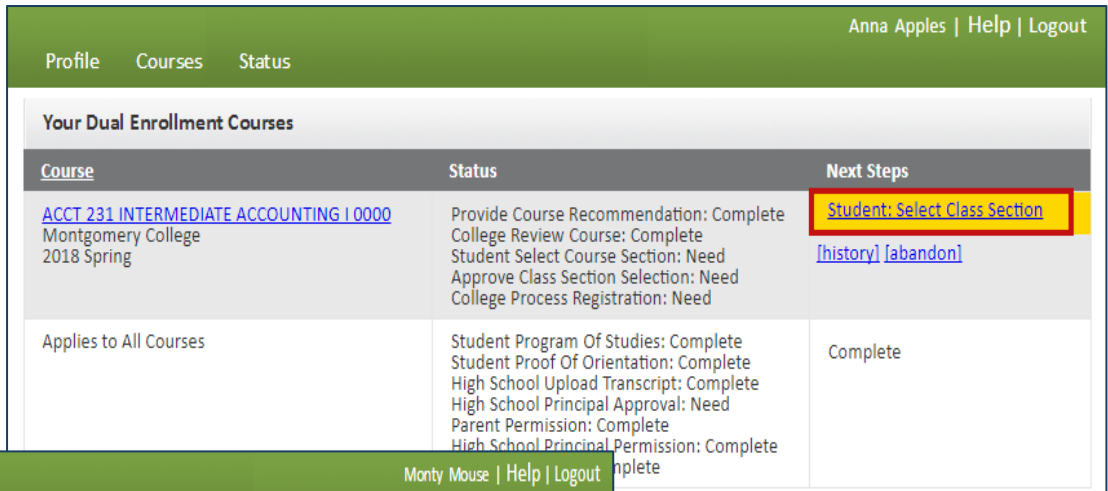
# Student Steps for Registration



**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.



### 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!**

Step 1

Step 2

Step 3

Step 4

### Montgomery College Admissions Application

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

If you have NOT completed the Montgomery College Admissions Application, click on the link below and complete the application. Once your application has been accepted, log back in to DualEnroll to complete this step and select courses.

[https://mcssb.montgomerycollege.edu/eagle/bwskalog\\_P\\_DisLoginNon](https://mcssb.montgomerycollege.edu/eagle/bwskalog_P_DisLoginNon)

Enter your M number (Montgomery College Student Number): M-\*



Enter Mnumber

For assistance or general information on Dual Enrollment go to [www.montgomerycollege.edu/dep](http://www.montgomerycollege.edu/dep) or email [dualenrollment@montgomerycollege.edu](mailto:dualenrollment@montgomerycollege.edu).

Previous

Next

Finish

Step 1

Step 2

Step 3

Step 4

### Accept Montgomery College Terms and Program Expectations

#### 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.

If admitted, I agree to abide by the program and College expectations and requirements as well as the [policies and procedures](#) of MC. 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.

I have read and understand the above information



Click box and then click  
Submit/Next

**Step 1** **Step 2** **Step 3** Step 4

### Parent/Guardian Consent

Tell us how to contact your parent/guardian

- Email a link to consent electronically. Email address:  and re-enter:
- I will complete and upload an electronic version of the [permission form](#) to my application.

Additionally, please provide the information listed below for your parent/guardian:

Parent Name: \*

Relationship to student: \*

Parent's/guardian email here **or** click to print form and upload



Step 1

Step 2

Step 3

Step 4

### High School Counseling Information

Confirm your high school: MONTGOMERY COLLEGE EARLY CI

High school should already be filled in

Please select your HS counselor:

Drop down menu will have counselors' names. Please make sure we have all the current counselors at your school

Previous

Next

Finish

Mail - Yolandra Johnson - Outlo... x Erasing Baltimore's stop switchin... x Your Courses x +

← → montgomerycollege.dualenroll.com/student/courses

**Narrow your Search**

**BY TERM**

Select Term

---

**BY KEYWORD**

Enter Keyword(s)

---

**BY COURSE TYPE**

Choose all that apply:

College Campus

High School

Online

Regional Center

---

**BY LOCATION**

---

**BY SCHEDULE**

Show only classes meeting on:

Mon  Tue  Wed

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

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
ACCT 221	College Campus		<a href="#">ACCOUNTING I</a>	Montgomery College
ACCT 221HC	College Campus		<a href="#">ACCOUNTING I HONORS</a>	Montgomery College
ACCT 222	College Campus		<a href="#">ACCOUNTING II</a>	Montgomery College
ACCT 225	College Campus		<a href="#">GOVT &amp; NONPROFIT ACCOUNTING</a>	Montgomery College
ACCT 228	College Campus		<a href="#">ETHICS/PROFESSIONAL ACCOUNTING</a>	Montgomery College
ACCT 231	College Campus		<a href="#">INTERMEDIATE ACCOUNTING I</a>	Montgomery College
ACCT 237	College Campus		<a href="#">FEDERAL INCOME TAXATION I</a>	Montgomery College
ACCT 240	College Campus		<a href="#">AUDITING THEORY &amp; PRACT</a>	Montgomery College
ACCT 245	College Campus		<a href="#">ACCOUNTING INFORMATION SYSTEMS</a>	Montgomery College
ANTH 201	College Campus		<a href="#">INTRO TO SOCIOCULTURAL ANTHRO</a>	Montgomery College

Type here to search

10:10 PM  
5/18/2020

**List of courses with ways to search**



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montgomerycollege.dualenroll.com/student/courses

Profile Courses Status

**Narrow your Search**

**BY TERM**

2020 Fall

**BY KEYWORD**

ENGL

**BY COURSE TYPE**

Choose all that apply:

- College Campus
- High School
- Online
- Regional Center

**BY LOCATION**

**BY SCHEDULE**

Show only classes meeting on:

- Mon
- Tue
- Wed

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

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
ENGL 011	College Campus		<a href="#">COLLEGE WRITING SUPPORT</a>	Montgomery College
ENGL 101	College Campus, Online Course		<a href="#">INTRO TO COLLEGE WRITING</a>	Montgomery College
ENGL 101/011	College Campus		<a href="#">COLLEGE WRITING SUPPORT</a>	Montgomery College
ENGL 102	Online Course, College Campus		<a href="#">CRIT READ/WRITE/RESEARCH</a>	Montgomery College
ENGL 102HC	College Campus		<a href="#">CRIT READ/WRITE/RESEARCH-HONOR</a>	Montgomery College
ENGL 103	College Campus, Online Course		<a href="#">CRIT READ/WRITE/RSRCH AT WORK</a>	Montgomery College
ENGL 110	College Campus, Online Course		<a href="#">PRINCIPLES OF ENGLISH GRAMMAR</a>	Montgomery College
ENGL 122	College Campus		<a href="#">INTRO TO WORLD MYTHOLOGY</a>	Montgomery College
ENGL 190	College Campus, Online Course		<a href="#">INTRO TO LITERATURE</a>	Montgomery College
ENGL 201	College Campus, Online Course		<a href="#">INTRO TO WORLD LIT I</a>	Montgomery College

Type here to search

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If the class is a closed course- only taught at the high school- students can search by clicking High School and the courses only at their school will be listed

**COURSE NUMBER:** ENGL 101  
**CREDITS:** 3.0  
**COLLEGE:** Montgomery College  
**DESCRIPTION:** Please visit the Montgomery College [online catalog](#) for a full course description.  
**COURSE CATALOG:** [Real-time Montgomery College Course Catalog](#)  
Please check the real-time MC course catalog (link directly above) for latest availability before choosing an on-campus or online section.



Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
20198 2020 Fall			Rockville	Tu Th (Face-to-face) 8:00am-9:25am		Request Class
20199 2020 Fall			Rockville	Tu Th (Face-to-face) 8:00am-9:15am		Request Class
20202 2020 Fall			Rockville	M W (Face-to-face) 9:00am-10:15am		Request Class
20203 2020 Fall			Rockville	M W F (Face-to-face) 1:00pm-1:50pm		Request Class
20205 2020 Fall			Rockville	M W F (Face-to-face) 12:00pm-12:50pm		Request Class
20206 2020 Fall			Rockville	Tu Th (Face-to-face) 12:30pm-1:45pm		Request Class

Courses listed with CRN and Term

Click Request Class for desired course



Mail - Yolandra Johnson - Outlo... x Erasing Baltimore's stop snitchin... x Your Dual Enrollment Courses x +

montgomerycollege.dualenroll.com/registrations

MC MONTGOMERY COLLEGE

Help Desk DualEnroll

Yo Jo | Help | Logout

Profile Courses **Status**

**No Further Actions Required**

You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time.

Please select one of the options below:

[select another course](#) [view status](#) [logout](#)

The courses you are currently registered for. The Steps column indicates what needs to be completed for each course.

- Highlighted steps need to be completed.
- Other (non-highlighted) steps are optional.

Your Dual Enrollment Courses

Course	Steps
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	<p>Pending: Completion of Per... <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a></p> <p>Tasks for the term: 2020 Fall (Montgomery College)</p> <p>Student Upload Proof Of Orientation: Complete Student Provide High School Courses: Complete</p> <p>Academic Coordinator: Review Proof of Orientation Parent: Provide Consent DEPA: Upload Transcript <a href="#">[Resend]</a> <a href="#">[Change]</a> <a href="#">[History]</a></p>

Type here to search

10:24 PM 5/18/2020

Select "view status" to continue.

Mail - Yolandra Johnson - Outlo... Erasing Baltimore's stop snitchin... Your Dual Enrollment Courses

montgomerycollege.dualenroll.com/registrations

Yo Jo | Help | Logout

Profile Courses **Status**

INTRO TO COLLEGE WRITING was successfully added.

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

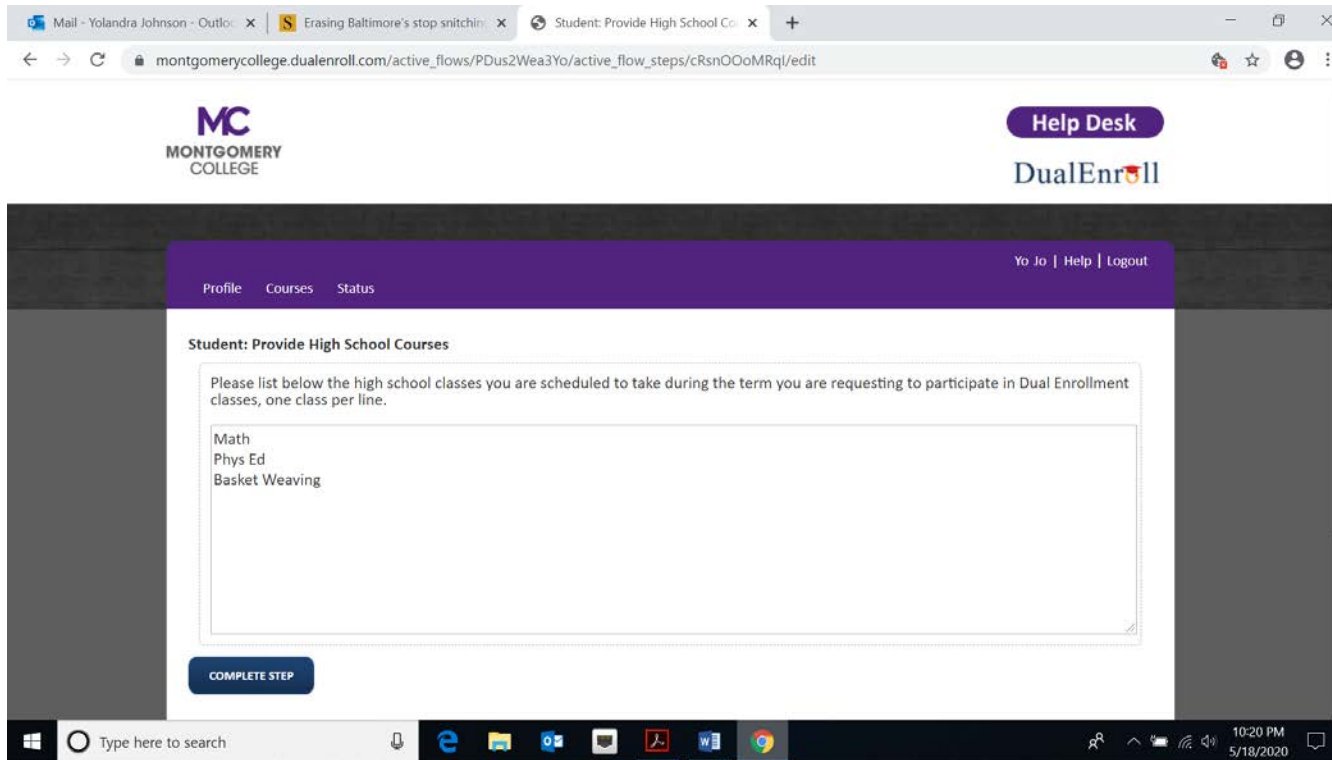
**Your Dual Enrollment Courses**

Course	Status	Steps
Tasks for the term: 2020 Fall (Montgomery College)		Parent: Provide Consent Student: <a href="#">Provide High School Courses</a> Student: <a href="#">Upload Proof of Orientation</a> DEPA: Upload Transcript <a href="#">[Resend]</a> <a href="#">[Change]</a> <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall		Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>

Type here to search

10:19 PM  
5/18/2020

The yellow highlight shows student the items need to be completed



This is where students list their courses for the requested term. For summer they should put: “Summer- No Courses”. This step has to be completed, it cannot be skipped.

Commented [HY1]:

The courses you are currently registering for are shown below.  
The Steps column indicates what needs to be done to complete the registration process:

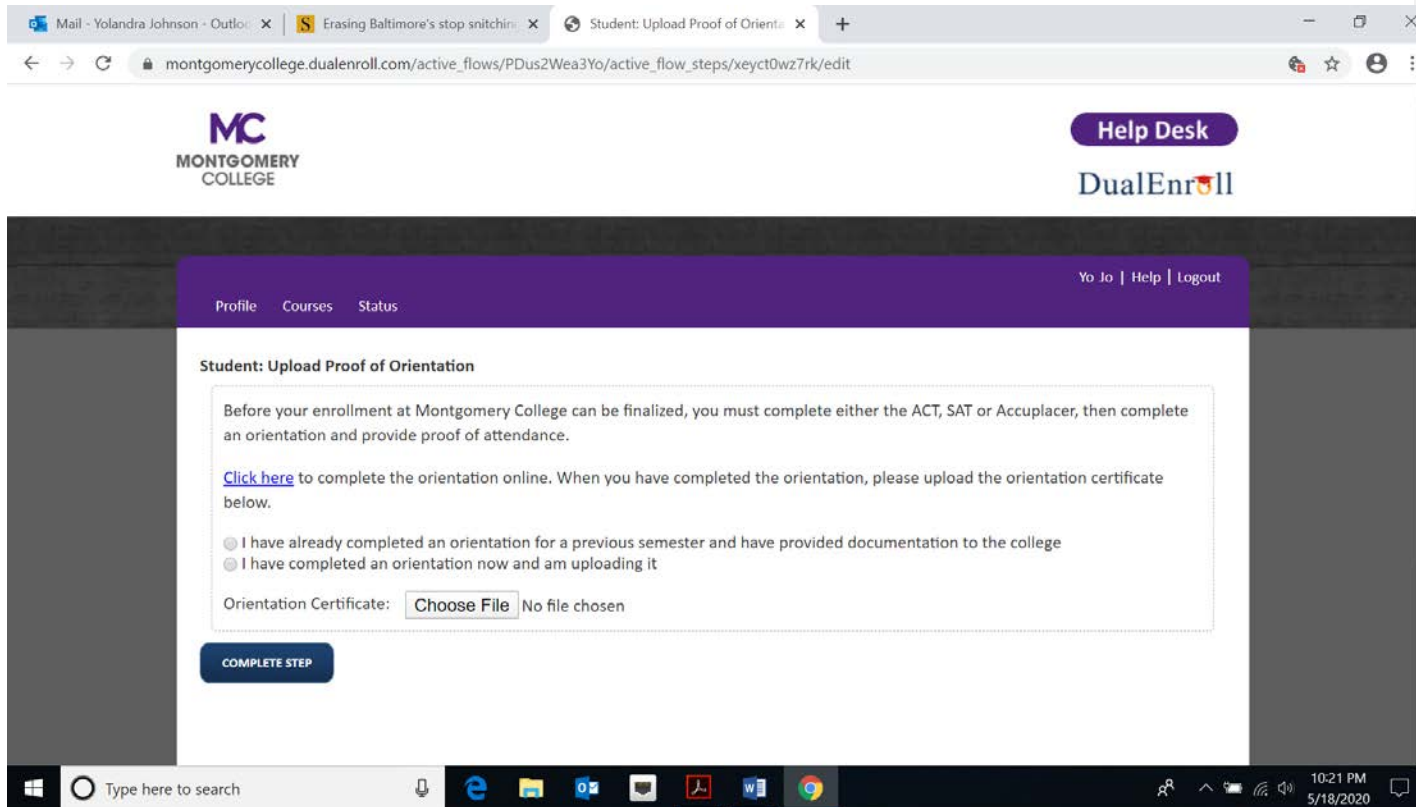
- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
Tasks for the term: 2020 Fall (Montgomery College)	Student Provide High School Courses: Complete	Parent: Provide Consent Student: <a href="#">Upload Proof of Orientation</a> DEPA: Upload Transcript <a href="#">[Resend]</a> <a href="#">[Change]</a> <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall		Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>

↑

Once an item is complete, the status will say "Complete" in this column



If the student completed and uploaded the academic orientation certificate, they should click the first option. If not, they should click the second option and then upload it.

Mail - Yolandra Johnson - Outlo... x Erasing Baltimore's stop snitchin... x Your Dual Enrollment Courses x +

montgomerycollege.dualenroll.com/registrations

Yo Jo | Help | Logout

Profile Courses **Status**

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall		Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall		Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>
Tasks for the term: 2020 Fall (Montgomery College)	Depa Upload Transcript: Complete Parent Provide Consent: Complete Student Upload Proof Of Orientation: Complete Student Provide High School Courses: Complete	Principal or Designee: Provide Approval for Student Participation Academic Coordinator: Review Proof of Orientation <a href="#">[History]</a> <a href="#">[Notifications]</a>

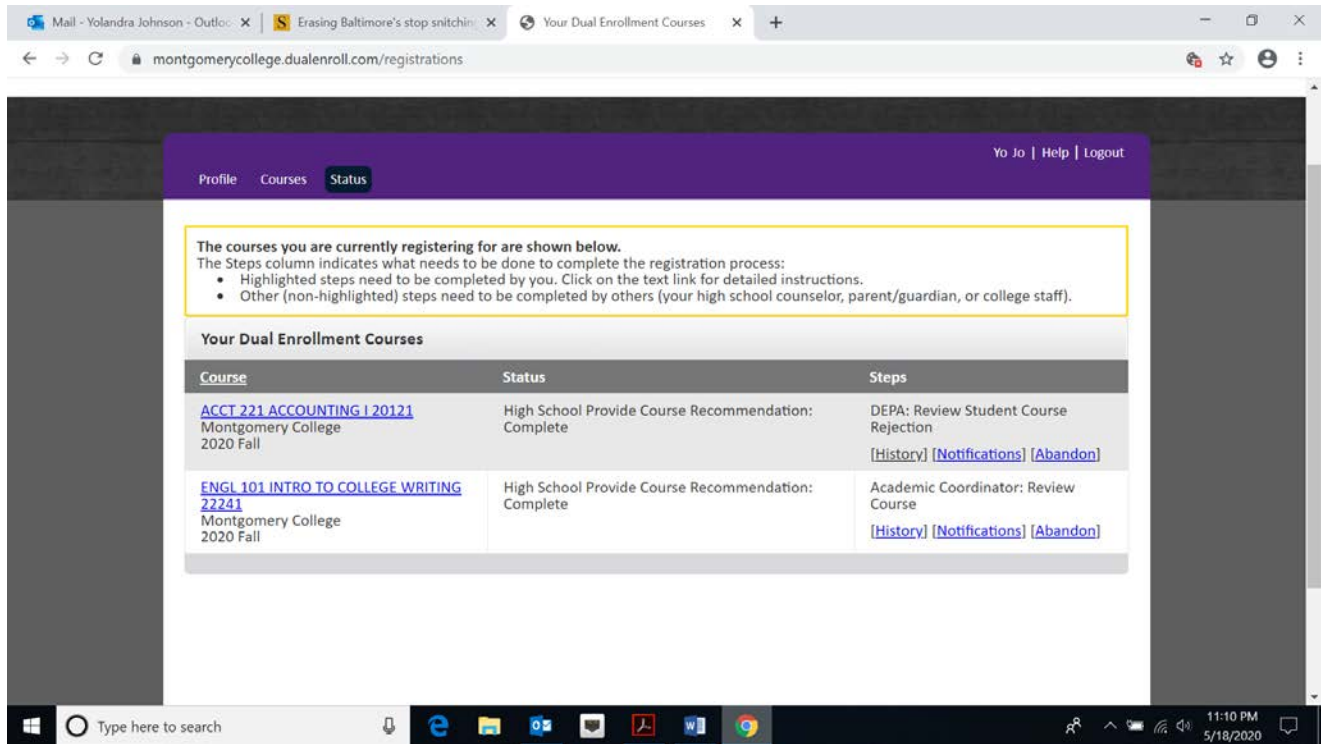
Student can select "Abandon" any time before the step goes to the academic coordinator to process the registration

Type here to search

11:01 PM 5/18/2020

As others (DEPA, principal, etc.) complete their steps, students can see the completed steps in the Status column





Here the student can see that the high school counselor has completed the high school recommendation step. The ACCT221 class has been rejected and the next step is for the DEPA to review the course rejection.

The ENGL101 class has been approved and the next step is for the academic coordinator to review the course.

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	DEPA: Approve CRN Selection and Credit Refusal Form <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall	Academic Coordinator Review Rejection Or Special Handling: Complete Depa Review Student Course Rejection: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>

Once the academic coordinator reviews the class, the next step of DEPA approving the CRN and credit refusal form will be listed in the Steps column; the student will get a text message if the course is not approved:

**YOU WERE NOT APPROVED FOR ENROLLMENT IN ACCT221 ACCOUNTING I. PLEASE DISCUSS WITH YOUR HIGH SCHOOL**

Mail - Yolandra Johnson - x Erasing Baltimore's stop s... x Your Dual Enrollment Cour... x Trauma Centers - Maryland... x shock trauma near morgan... x

montgomerycollege.dualenroll.com/registrations

Yo Jo | Help | Logout

Profile Courses **Status**

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	Depa Approve Crn Selection And Credit Refusal Form: Complete Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	Academic Coordinator: Process Registration <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall	Academic Coordinator Review Rejection Or Special Handling: Complete Depa Review Student Course Rejection: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>

Type here to search

11:36 PM 5/18/2020

Student can see the approved class is now ready to be processed by academic coordinator

Mail - Yolandra Johnson - x Erasing Baltimore's stop s... x Your Dual Enrollment Cour... x Trauma Centers - Maryland... x shock trauma near morgan... x

montgomerycollege.dualenroll.com/registrations

Yo Jo | Help | Logout

Profile Courses **Status**

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	Academic Coordinator Process Registration: Complete Depta Approve Crn Selection And Credit Refusal Form: Complete Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	Academic Coordinator: Process Waitlist Registration <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall	Academic Coordinator Review Rejection Or Special Handling: Complete Depta Review Student Course Rejection: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>

Type here to search

11:40 PM 5/18/2020



If the class is full and the student is on the waitlist

Mail - Yolandra Johnson x Erasing Baltimore's stop s... x Your Dual Enrollment Cour... x Trauma Centers - Maryland x shock trauma near morgan... x

montgomerycollege.dualenroll.com/registrations

Yo Jo | Help | Logout

Profile Courses **Status**

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	Academic Coordinator Process Waitlist Registration: Complete Academic Coordinator Process Registration: Complete Depa Approve Crm Selection And Credit Refusal Form: Complete Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	<b>Student: <a href="#">Select Alternative Class Section</a></b> <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall	Academic Coordinator Review Rejection Or Special Handling: Complete Depa Review Student Course Rejection: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>

Type here to search

11:42 PM 5/18/2020



If the academic coordinator cannot process the registration and a new section needs to be selected. Student will get text message/email.

Mail - Yolandra Johnson - x Erasing Baltimore's stop s... x Student: Select Alternative - x Trauma Centers - Maryland - x shock trauma near morgan - x +


montgomerycollege.dualenroll.com/active\_flows/z1R2IbD3f9s/active\_flow\_steps/BdDR4kEjpRg/edit

Yo Jo | Help | Logout

Profile Courses Status

**Student: Select Alternative Class Section**

The course section you selected for ENGL 101 INTRO TO COLLEGE WRITING by Montgomery College is no longer available. Please click on the link below to view the real-time course catalog and then select another section that still has seats available.

[Real-time Montgomery College Course Catalog](#) 

Please choose the course section below.

Section	Instructor	Location	Meets
<input type="radio"/> 24438		Takoma Park/Silver Spring/Online	Sa (Blended/Hybrid) 10:00am-3:30pm
<input type="radio"/> 20214		Rockville	M W (Face-to-face) 10:00am-10:50am
<input type="radio"/> 20220		Rockville	F (Face-to-face) 10:30am-1:25pm
<input type="radio"/> 20217		Rockville	F (Face-to-face) 1:00pm-3:40pm
<input type="radio"/> 20559		Takoma Park/Silver Spring	M W (Face-to-face)

Type here to search

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Student will be directed to list of sections. They should view the Real-time course catalog to see which sections have seats available

mail - Yolandra Johnson - x Erasing Baltimore's stop s Student: Select Alternative x Trauma Centers - Maryland x shock trauma near morgan x +

montgomerycollege.dualenroll.com/active\_flows/z1R2lbD3f9s/active\_flow\_steps/BdDR4kEjpRg/edit

<input type="radio"/>	24994	Rockville	(Face-to-face)
<input type="radio"/>	24996	Rockville	(Face-to-face)
<input type="radio"/>	24998	Rockville	(Face-to-face)
<input type="radio"/>	25000	Rockville	(Face-to-face)
<input type="radio"/>	25002	Rockville	(Face-to-face)
<input type="radio"/>	25007	Rockville	(Face-to-face)
<input type="radio"/>	25012	Rockville	(Face-to-face)

This course no longer works with my schedule. Please cancel this registration request.

COMPLETE STEP

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Type here to search

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5/18/2020

If the original section selected is the only section that works for the student or the student no longer wants the class, they can select that it no longer works with their schedule. Otherwise, they should select an alternate section and Complete Step

Mail - Yolandra Johnson - C x Erasing Baltimore's stop sni x Your Dual Enrollment Cours x Trauma Centers - Maryland x shock trauma near morgan x +


montgomerycollege.dualenroll.com/registrations

The courses you are currently registering for are shown below.  
 The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Dual Enrollment Courses**

Course	Status	Steps
<a href="#">ACCT 221 ACCOUNTING I 20121</a> Montgomery College 2020 Fall	Academic Coordinator Review Rejection Or Special Handling: Complete Depa Review Student Course Rejection: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22741</a> Montgomery College 2020 Fall	Academic Coordinator Process Registration: Complete Academic Coordinator Process Waitlist Registration: Complete Depa Approve Crn Selection And Credit Refusal Form: Complete Student Select Alternative Class Section: Complete Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENGL 101 INTRO TO COLLEGE WRITING 22241</a> Montgomery College 2020 Fall	Academic Coordinator Process Registration: Complete Depa Approve Crn Selection And Credit Refusal Form: Complete Academic Coordinator Review Course: Complete High School Provide Course Recommendation: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a>



Type here to search

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Status will say complete for registered course and student will receive text/email:

CONGRATULATIONS! MONTGOMERY COLLEGE HAS ENROLLED YOU IN ENGL101  
 INTRO TO COLLEGE WRITING



**Based on the 2020-21 MC Online Catalog**

The following credit courses are especially good for students who are limited in their options due to placing into developmental courses (i.e., IERW001 or IERW002) or any courses within the English Language for American Purposes (ELAP) (i.e., ELAS970, ELAS980, ELAR970, ELAR980, ELAW970, ELAW980, ELAI990). Most courses are three credit hours unless otherwise noted next to the course in [ ]. **Please note that this list is not intended to be exhaustive; there may be more options for you to consider.** Course options are subject to change. Please consult the online catalog to confirm the most up-to-date assessment levels and/or prerequisites: [catalog.montgomerycollege.edu](http://catalog.montgomerycollege.edu).

**ALWAYS REFER TO THE ONLINE COURSE CATALOG OR CONSULT THE WITH A COUNSELOR OR PROGRAM ADVISOR TO DETERMINE IF THE COURSE IS REQUIRED FOR YOUR PROGRAM OF STUDY!!!!**

**STUDENT SUCCESS (STSU) COURSES**

The courses in bold are HIGHLY RECOMMENDED in your first semester!

- |   |  |
|---|--|
| <b>STSU100 – First Year Seminar</b> [1cr]           | <b>STSU101 – Sem. for International Students</b> [2cr] |
| STSU102 – Mindfulness & Resilience in College [1cr] | STSU114 – Memory Development [1cr]                     |
| STSU110 – Study Habits Development [1cr]            | STSU122 – Principles of Academic Success [2cr]         |
| STSU112 – Building Math Confidence [1cr]            | STSU124 – Happiness and Well-Being [2cr]               |

**ARTS DISTRIBUTION (ARTD) OPTIONS FOR THE GENERAL EDUCATION PROGRAM**

- |   |  |
|---|--|
| ARTT100 – Intro to Drawing                        | *ARTT225 – World Woodcut/Relief Traditions       |
| ARTT102 – Design Studio: 2-Dimensional            | GDES116 – Digital Tools for the Visual Art [4cr] |
| ARTT112 – Digital Photog. Fine Arts               | *MUSC117 – World Music                           |
| ARTT116 – Digital Tools for the Visual Arts [4cr] | MUSC125 – History of Jazz                        |
| *ARTT120 – Ceramics I                             | MUSC131 – American Popular Music                 |
| ARTT123 – Crafts                                  | MUSC184 – Intro to Music Theory                  |
| ARTT152 – Photographic Expression I               | PHOT161 – Intro Digital Photography              |

**HUMANITIES DISTRIBUTION (HUMD) OPTIONS FOR THE GENERAL EDUCATION PROGRAM**

- |  |  |
|--|--|
| *ARAB101 – Elementary Arabic I [5cr]   | *KORA101 – Elementary Korean I                 |
| *CHIN101 – Elementary Chinese I [5cr]  | *LATN101 – Elementary Latin I                  |
| *FREN101 – Elementary French I         | *PORT101 – Elementary Portuguese I             |
| *GERM101 – Elementary German I         | *RUSS101 – Elementary Russian I                |
| *HIND101 – Elementary Hindi I [5 cr]   | *SPAN101 – Elementary Spanish I                |
| *ITAL101 – Elementary Italian I        | *SPAN103 – Intensive Elementary Spanish [4cr]  |
| *JAPN101 – Elementary Japanese I [4cr] | *SPAN106 – Spanish for Heritage Speakers [4cr] |

**ELAI990 – CO-ENROLLMENT OPTIONS**

- |   |  |
|---|--|
| ‡ BIOL101 – General Biology [4cr] <i>(not appropriate for health science/science majors)</i>              | ‡ CMA109 – Intro to Computer Applications                      |
| ‡ BSAD101 – Intro to Business   | ‡ EDUC105 – Step 1: Inquiry Approach. to STEM Teaching         |
| ‡ CMSC100 – Computer Concepts   | EDUC119 – Intro to Early Childhood Education                   |
| ‡ CMSC130 – Intro to Scripting  | ‡ ENES100 – Intro to Engineering Design                        |
| ‡ CMSC140 – Intro to Computer Programming   | ‡ PHYS103 – Intro to Physics                                   |
| ‡ CHEM090 – Introductory Chemistry [0cr]  | ‡ PSYC102 – General Psychology                                 |
| ‡ CHEM099 – Chemistry and Society   | ‡ Any Math Course <i>(eligibility based on math placement)</i> |
| ‡ CHEM113 – Principles of Chemistry [4cr] w/ CHEM011 [2hr]  |  |
| ‡ CHEM131 – Principles of Chemistry 1 [4cr] <i>(go to assessment center - chem placement for details)</i> |  |

\* Denotes courses that fulfill the Global and Cultural Competence (GCP) Requirements for AA and AS degrees.

‡ Includes math assessment level requirement

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Dual Credit Refusal Form**Office of Curriculum and Instructional Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
850 Hungerford Drive, Rockville, Maryland 20850

All college courses on the [approved list](#) are eligible for advanced level high school credit. Advanced level credits positively impact the weighted grade point average (WGPA) and assist in meeting high school credits needed for graduation. The grade earned and credit posting to the high school transcript will be automatic if the course is pre-approved for high school credit and taken at Montgomery College. All posting of credit for courses that are pre-approved for high school credit and taken at other colleges/universities will go through the high school registrar or counselor once the student submits the college/university official transcript. If students do not wish to receive high school credit for college courses, OR they wish to take a college course that is not approved for high school credit, students must complete Parts I, II, and III below before returning this form to the school's Dual Enrollment Program Assistant (DEPA). Otherwise, students only need to complete Part I, initial the bottom of the page, and return the form to the high school counselor. All decisions related to the refusal of credit or enrollment in college courses not approved for high school credit must be made during the course scheduling process and are final.

**PART I: STUDENT INFORMATION**

Student Name \_\_\_\_\_ MCPS 6 Digit ID Number \_\_\_\_\_

High School \_\_\_\_\_ Grade \_\_\_\_\_

School Year \_\_\_\_\_ Semester (Check One):  Fall  Winter  Spring  Summer**PART II: AUTHORIZATION**

By signing below, we acknowledge that we have read and understand the content and purpose of this form. We further understand that this form must be completed prior to enrolling in a college course and that changes cannot be made once the form is signed and submitted. In addition, we understand that by being allowed to take a college course not approved for high school credit or refusing to accept high school credit for an approved course, the course grade will not appear on the high school transcript and credit will not be given toward high school graduation requirements.

We discussed this option with the student's counselor on \_\_\_\_/\_\_\_\_/\_\_\_\_.

#	List only the College Courses for which the student DOES NOT want dual credit in this section.	Dual Credit	Student Initials	Counselor Initials
1		<input type="checkbox"/> No		
2		<input type="checkbox"/> No		
3		<input type="checkbox"/> No		
4		<input type="checkbox"/> No		
5		<input type="checkbox"/> No		

**PART III: SIGNATURES** (This section only needs to be completed if students are opting out of dual credit for courses listed above, otherwise student and counselor initial below.)

The top portion of this section only needs to be completed if the student is opting out of dual credit for any of the courses listed above or choosing to take one or more of the courses listed above that are not approved for high school credit. Otherwise, the student and counselor should initial in the space identified in the lower part of this section acknowledging this information has been discussed and the student will not opt out of the dual credit opportunity.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Counselor \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of DEPA \_\_\_\_\_

DEPA Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Principal \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**OR**

\_\_\_\_\_/\_\_\_\_\_  
(Student/Counselor Initials) Information has been discussed. The student listed above will not opt out of this dual credit opportunity.  
(Counselors should return the completed form to the DEPA)

**DEPA DIRECTIONS:** Log into your MCPS Google account and view the directions at <https://tinyurl.com/MCPS-DC-Refusal>.