

MC DUAL ENROLLMENT (DE) PROGRAM

ENROLLMENT CHECKLIST FOR MCPS STUDENTS

*During the registration process, check your spam folder for any messages from MC staff!



Items to Complete / Eligibility Criteria	Date Completed
Complete MC online college application: (*****------BEGIN HERE-----*****) <ul style="list-style-type: none"> Choose “Dual Enrollment” as the application type Enter the same legal name that appears on your MCPS transcript It takes up to three business days to process your application Your MC college ID: M# _____ 	
Seniors need a minimum of 2.50 unweighted GPA All other students require a minimum of 2.75 unweighted GPA Your high school will provide a transcript to the DE program	
A. Submit eligible SAT or ACT test scores to MC OR SAT Reading subtest 26+ OR Evidence-Based Read/Writing 480+ SAT Math 530+ ACT Reading 21+ ACT Math 21+ Request ACT or College Board to send your score report to MC, use code “5440” . This could take up to 4 weeks to complete. For a faster response, you can print your score report at MC’s Welcome Center. B. Complete Next Gen Accuplacer and ALEKS Assessments at MC OR C. APP English _____ APP Math _____	_____ _____ _____
Create an account in Montgomerycollege.DualEnroll.com and then request MC course – Make sure you provide your high school schedule and upload your orientation certificate. Use this interactive site to track the approval process, which is needed from a parent/guardian, MCPS and MC staff before the MC’s DE staff can enroll you in the class. Login: _____ Password: _____	
Activate your MyMC account on the MC website by “Find your MyMC ID” and “Claim Your Account” – This is your MC student account. As a college student, you will use this account to pay for your class, email your professor, check your grades, and much more! MyMC ID: _____ Password: _____	
Complete New Student Online Academic Orientation via MyMC	
Complete MCPS Dual Credit Refusal Form – return the form to your high school	
Verify course schedule and pay for the class via MyMC	
As Needed: Apply to Disability Support Services (DSS) for testing and classroom accommodations – Suggest starting at least 6 weeks prior to start of term.	
As Needed: Complete application for Free And Reduced Meals (FARMS) with high school to qualify for subsidy on MC course cost	
As Needed: Submit DE HS Grant application and required document to qualify for financial assistance on MC fees and required textbook	
As Needed: Submit Review Packet (for students who do not meet program eligibility due to GPA or placement)	

See complete DE admission and registration procedures at www.montgomerycollege.edu/dep