

dual enrollment registration

Please print neatly

Student Name:

Last First Middle

Date of Birth: HS Grad Year: MCCC Student ID #:

(For new students, student ID's numbers are mailed in your acceptance packet)

Permanent Legal Address: City: State: Zip:

Primary Phone Number(s): Email Address:

First-time/New Dual Enrollment Students (have never taken a course through the College):

- ✓ Submit online Dual Enrollment Application at www.mc3.edu/deap
- ✓ Official High School Transcript (if transcript is required for exemption or placement into a course)
- ✓ Placement Testing Scores/Exemptions (if required)
- ✓ Dual Enrollment Registration Form (signed by student & parent, and high school if high school credit will be granted)

Returning Dual Enrollment Students (have taken courses through the College):

- ✓ Official High School Transcript (if updated transcript is required for exemption or placement into a course)
- ✓ Placement Testing Scores/Exemptions (if required)
- ✓ Dual Enrollment Registration Form (signed by student & parent, and high school if high school credit will be granted)

For placement test information and a list of exemptions, visit www.mc3.edu and type "placement test" in the search box.

Term	Course Name/Section	Day/Time	Campus	#of credits
Total # of credits				

Student Signature: _____ Date: _____

Check one: Credit will be granted by High School OR Personal Enrichment (no high school credit received)

High school official signature is required only if the student will receive high school credit for the college course(s).

High School Official Signature: _____ Date: _____

Note: It is the responsibility of the student and the high school to ensure that courses completed at MCCC will fulfill specific secondary school graduation requirements.

For office use only:
 Processed by: _____ Date: _____

Student Name:

MCCC ID #:

Last

First

Middle

High School:

STUDENT

I understand that Montgomery County Community College's policy and federal law, as referenced in its existing policy, protect the privacy of my student education records and allow me to prevent disclosure of information from my education records to certain third parties, except in certain specified circumstances. Notwithstanding this acknowledgement, I choose to waive my privacy rights so that information from my education records may be released to my parents/guardians.

I also authorize Montgomery County Community College to furnish my high school any and all information pertaining to my academic record while I am enrolled in Montgomery County Community College as a Dual Enrollment student. I hereby release Montgomery County Community College from any liability or damage that may result from furnishing the information requested.

I understand that as a dual enrollment student, I must comply with all College policies including requirements for attendance, class and campus behavior.

I understand that dual enrollment students do not qualify for college financial aid. Unless a third party payment has been authorized, all costs for MCCC courses are the responsibility of the student and parent/guardian. Deferred payment plans are available for full tuition courses. For current tuition and fees and deferred payment plan information, please visit www.mc3.edu. (Please note that tuition rates for classes held on high school campuses may differ from those held on the college campus). Additionally, the cost of books (if necessary) and transportation to and from MCCC (if required) is my responsibility.

I understand that non-attendance in a course for which I am registered will not remove my charges. I am aware that I must complete a drop/withdrawal form if I wish to leave the class and drops/withdrawals fall under the Irregular Refund policy of the College. Should I decide to drop or withdraw from a class, I must notify my high school counselor immediately if the course was taken for dual credit.

I understand that it is my responsibility to order and pay for an official MCCC transcript to be sent to my high school if my school requires a college transcript to grant high school credit for the MCCC course(s). I am aware that in order to request the transfer credit, I need to submit a transcript request and pay for an official MCCC transcript to be mailed to the college/university that I plan to attend and that **it is up to the receiving college/university to determine the transferability of the course(s)**.

I further affirm that all claims regarding my legal residence are correct and honestly presented. I have no intention to willfully defraud the College or its sponsoring agencies.

Student Signature:

Date:

PARENT/GUARDIAN

I give my consent for my son/daughter to be enrolled at Montgomery County Community College as a Dual Enrollment student. I accept financial obligation for all costs for MCCC courses taken by my son/daughter. I understand that my son's/daughter's progress will not be monitored by the College. I am aware that my son/daughter will have access to all student services offered to the traditional college student. I understand that my son/daughter is enrolling in an environment where he/she may be exposed to a more diverse curriculum and culture. Finally, I understand and agree to the information contained in the student section of this form above.

Parent Name

Email

Phone Number

Parent Signature:

Date: