# Important Information for Dual Enrollment Students
# Taking Classes at the High Schools

### *Submitting a Dual Enrollment application:*

A student's first step is to submit an application to Montco by visiting MC3.edu/DE. On this page, scroll down to the button that says apply. On the application, students must choose 'High School Dual Enrollment' as their program of study.

Students will receive a confirmation email with their new student ID number within 24-48 hours. If they do not receive their student ID within 48 hours, please contact our IT Support Services for assistance

### *Registering for a course at the High School or Tech School:*

Once the student receives their new student ID number, they are ready to register!

To get started with the registration process, return to MC3.edu/DE. Scroll down to "Register for classes" and select the High School Course Registration Form. If a student also attends a technical school, they will choose the High School based on the location of the class they are taking.

### *What happens after I submit my course registration form?*

Once the student completes their registration, their parent or guardian will receive a parental release form by email. Please ask them to watch for this email from Montco. The parent release form must be complete before the student can be registered for their class(es).

> **Important Note:** If a student submits more than one registration form, their parents will be required to sign a new form for each registration before they can be registered.

### *Dropping a course AT THE HIGH SCHOOL:*

Prior to dropping a class at the high school, students should be sure to check the HS Registration Calendar, found in the menu at MC3.edu/DE, for important dates and deadlines.

To drop a class, students must fill out our paper Drop/Withdrawal form found in the menu at MC3.edu/DE. Forms must be completed with the action code "D" and have appropriate High School official signatures to be processed.

- Completed forms should be emailed to dualenrollment@mc3.edu
- This form is only for students taking classes at the high school. For students looking to drop or withdraw from a course at the College, please visit our FAQ section at MC3.edu/DE

## *Withdrawing from a course <u>AT THE HIGH SCHOOL</u>:*

Prior to withdrawing from a class at the high school, students should be sure to check the HS Registration Calendar, found in the menu at MC3.edu/DE, for important dates and deadlines.

To withdraw from a class, students must fill out our paper Drop/Withdrawal form with the action code "W" and have appropriate High School official signatures to be processed.

Withdrawals will show up on a student's transcript as "W", and it may impact future financial aid.

- Completed forms should be emailed to dualenrollment@mc3.edu.
- This form is only for students taking classes at the high school. For students looking to withdraw from a course at the college, please visit our FAQ section at MC3.edu/DE

## *Where to access your grades:*

Final grades at the end of the semester can be viewed in Self-Service>Academics> Grades.

## *How to access your student ID:*

If a student forgets their Montco ID number, they can request their login information at MC3.edu/IDfind

The student may also call our Help Desk, who can verify personal information to help them retrieve their Montco ID number. The Help Desk can be reached at MC3.edu/ITsupport

## *How to give a parent or guardian access to your records:*

Students can authorize access to Payment Center, where they can view student account activity, print a bill on demand, or make a payment. To begin this setup, visit MC3.edu/proxy

Once they have authorized access, their parent or guardian will receive an email notification from payment@mc3.edu containing a username and password.

## *Bill payment:*

Information about a student's bill and payments will be sent to their Montco email address. They can access their Payment Center by typing "Payment Center" in the search on Montco Connect.

For additional information on how students can pay their bill, please visit https://www.mc3.edu/paying-for-college/tuition-and-other-costs/payment-information