



Dual Enrollment  
High School Counselor Handbook  
Academic Year 2024-2025

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## Introduction:

Dual Enrollment is the opportunity to enroll in a college credit course(s) as a high school student. Like all Montgomery County Community College (Montco) students, Dual Enrollment students can take classes on campus and online. Our online classes are offered with synchronous, asynchronous, and flex scheduling options.

For students attending select partner schools, Dual Credit courses may be available at their High School with a qualified Dual Credit Instructor.

We hope this handbook will assist you in learning more about our Dual Enrollment programs at Montco and assist you in answering some frequently asked questions. If you have any further questions, please email our team at [DualEnrollment@mc3.edu](mailto:DualEnrollment@mc3.edu) or reach out directly to the following team members:

<b>Christine Morris</b> <i>Program Manager of Educational Partnerships</i> <a href="mailto:CMorris@mc3.edu">CMorris@mc3.edu</a>	<b>Shannon Harley</b> <i>Program Coordinator</i> <a href="mailto:SHarley@mc3.edu">SHarley@mc3.edu</a>	<b>Alison Ritter</b> <i>Program Coordinator</i> <a href="mailto:ARitter@mc3.edu">ARitter@mc3.edu</a>
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## Partner High Schools

Montco has partnered with local high schools to provide students the opportunity to gain college credit, while still enrolled in high school. Our current list of partner schools includes public, private, and technical schools, and is as followed:

- Abington Senior High School
- Access Learning Academy
- Agora Cyber Charter School
- AIM Academy
- Boyertown Area Senior High School
- Centennial School District
- Central Montco Technical High School
- Cheltenham High School
- Coatesville Area Senior High School
- Deep Creek Learning Center
- Eastern Center for Arts and Technology
- Hatboro Horsham Senior High School
- Jenkintown High School
- Methacton High School
- Norristown Area High School
- North Montco Technical High School
- North Penn High School
- Owen J. Roberts High School
- Perkiomen Valley High School
- Phoenixville Area High School
- Plymouth Whitemarsh High School
- Pottsgrove High School
- Pottstown High School
- Souderton Area High School
- Springfield High School
- Spring-Ford High School
- The Pathway School
- Upper Dublin High School
- Upper Merion High School
- Upper Moreland High School
- Upper Perkiomen High School
- Wissahickon Senior High School

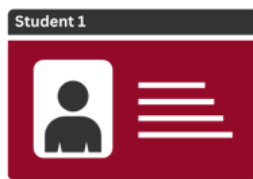
Our list of partner schools is updated frequently. For the most recent list of partners visit: [MC3.edu/DE-Partners](https://www.mc3.edu/DE-Partners)

## Benefits of Dual Enrollment

- **Academic Preparedness:** Effectively prepare students for the academic challenges of college by exposing them to an intense and advanced curriculum. Research has shown that this exposure contributes significantly to higher baccalaureate degree attainment rates.
- **Cost Savings:** By earning transferable college credits while still in high school, students can significantly reduce the overall cost of their college education and expedite their time to degree completion.
- **Real-world Experience:** Participating in college-level courses provides students with invaluable firsthand experience in navigating the academic and social aspects of college life. This exposure equips them with the necessary skills to succeed in a higher education environment.

- Expanded Curricular Options: Offer students access to a broader range of curricular options, should the High School wish to expand their electives.
- Parental Confidence: Reassures parents of their student's ability to handle college-level work and assume academic responsibilities.
- Strengthened School-Community Relations: Promotes a healthy and productive interaction between the high school and Montco, ultimately enhancing the overall educational ecosystem and community development.
- Student Support: Students can ease into college classes with the support of both the Dual Enrollment team and their High School.

## Program Options



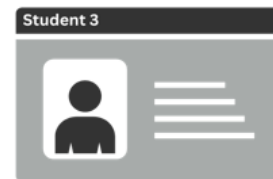
### Class by Class

- Takes 1-2 college classes per year in HS
- Arrives at Montco: prepared for college level coursework & deeper understanding of intended major



### 2+1+2

- Completes 1 full year of college credits while in HS
- Enters Montco with 30-35 college credits, finishes their Associates Degree in 1 year



### Dual Degree

- Completes an Associates Degree simultaneously with HS diploma
- Next step: enrolling in a Bachelors Degree program or entering workforce with Associates Degree



## Eligibility Requirements

To qualify for Montco's Dual Enrollment program, students must meet the following requirements:

### Courses taken at the High School:

- Be physically enrolled in a qualifying dual credit course at the High School.
- Complete any Dual Enrollment steps the High School may require outside of Montco required documents.
  - o *High schools should always inform their students if there are specific documents/steps that may be required for enrollment into Dual Credit programs.*

- *High schools should always inform their students if meeting with a guidance counselor is necessary for enrollment into a dual credit program.*

### **Courses taken at the College:**

- Be at least age 15 years or older
- Submit a high school transcript

Montco practices holistic advising, by which students are placed in courses based on meeting prerequisites for each course they register for. This is determined by evaluations of the high school transcript. Additional standardized test scores may be required if prerequisites are not clearly met by transcript evaluation alone.

- High school guidance counselors may suggest course recommendations to their students, but they should not guarantee a student’s placement into the course. Placement is determined by trained Montco staff only.

## **Application Process**

High school students interested in starting their Dual Enrollment journey at Montco start by completing a Dual Enrollment application. Students may follow the steps on our [High School Dual Enrollment page](#) under “Apply”.

Once the application is submitted, the student 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 Classes**

Students have two options for where they choose to take classes – *At the High School* or *At the College*. The registration request process for each option is outlined on our [High School Dual Enrollment page](#) under “Register for classes”.

### **At the High School**

To enroll in a Dual Credit course taught at the High School, students must be officially registered for the corresponding high school class. When registering, it's essential for students to select the correct instructor for the course.

1. Students will Complete the **High School Course Registration Form** found at [MC3.edu/DE](https://mc3.edu/DE).
  - a. Students will need their Montco student ID number, which is in their acceptance email.
  - b. Students should inform their parent or guardian that they will receive a parental release form via email which requires a signature authorizing permission for them to take the class(es).

### **At the College**

High school students looking to enroll in courses at Montco should be aware the registration process may take 1-2 business days to complete, *provided that all the necessary documents are submitted, and course prerequisites are met.*

1. Students will complete the **Montco Course Registration Form** found at [MC3.edu/DE](https://mc3.edu/DE).
  - a. Students will need their Montco student ID number, which is in their acceptance email.
  - b. Students should inform their parent or guardian that they will receive a parental release form via email which requires a signature authorizing permission for them to take the class(es).
  - c. Students will need to upload a transcript to confirm they meet the prerequisites for the course before they can be registered.

If any issues arise during the student's registration, the Dual Enrollment team will reach out to the student. To stay informed and promptly address any concerns, students are encouraged to develop the habit of regularly checking their Montco student email.

**Important:** Course availability is on a first-come, first-serve basis; Montco cannot guarantee seat availability. If a desired course is already full, students will be placed on the course waitlist. For further guidance on how to support students on the waitlist, please refer to the "Waitlist" section.

### **Rosters and Reporting**

Weekly rosters will be provided to teachers, who are responsible for promptly reviewing and reporting any inaccuracies to [DualEnrollment@mc3.edu](mailto:DualEnrollment@mc3.edu) to ensure smooth coordination and accurate records. Changes and adjustments to rosters late in the semester may not be approved and are at the discretion of the Registrar's office.

## Waitlist

Students should register early for courses, to get the schedule and section they need. If a student is waitlisted for a class, they will be notified through their Montco student email.

If a seat becomes available, they will receive an email, to their Montco student email, with their next steps. Students must email [waitlist@mc3.edu](mailto:waitlist@mc3.edu) within 24 hours of when that email was sent to claim their seat. After this time, the seat is offered to the next person in line.

## Dropping or Withdrawing from a Course

When considering a drop or withdraw from a course, it is important to review the college dates and deadlines found at [MC3.edu/DE](https://mc3.edu/DE)

- [Courses taken at the High School Calendar](#)
- [Course taken at Montco Calendar](#)

In accordance with the Comprehensive Grading Policy, a student who wishes to withdraw from a course after the Add/Drop period must submit a request to withdraw. This action will result in a “W” grade on their official transcript and is not calculated into their academic grade point average (GPA).

Should the student decide to drop or withdraw from a class, they must notify their high school counselor immediately if the course was taken at their High School for dual credit.

### Course taken at the High School

*To drop or withdraw from a class taken at the High School*, students must submit a [High School Drop/Withdrawal form](#). Students must complete the form with the action code "D" or "W" and secure the appropriate signature from the High School. The completed form should be emailed to [DualEnrollment@mc3.edu](mailto:DualEnrollment@mc3.edu).

### Course taken at Montco

*To drop a class taught at Montco*, including online, students must complete a **Registration Assistance form**. This form can be located on [Montco Connect](#) by typing “Registration Assistance” into the search bar. If the student has trouble finding or accessing the Registration Assistance form, please contact our [IT Support Services](#) for assistance.

*To withdraw from a class taught at Montco*, including online, students must complete the online [Withdrawal form](#).



**IMPORTANT NOTE:** Dual Enrollment students **may not** use Self-Service to add or drop courses.

## Academic Advising

Academic Advisors are available at both campuses and on Zoom to support students with their transition to college. Academic Advisors can assist students with reviewing their degree requirements, developing and/or reviewing their educational plan that focuses on completion, and providing students with information about transferring to a four-year institution upon their degree completion.

We recommend students connect with our Academic Advising team to review their educational goals and gain an understanding of what path would be right for them. Assigned Advisors are listed under the title, “Academic Advisor/Counselor” in ‘My Success Network’. If a student is not assigned an Advisor yet, please have them review ‘My Success Network’ and select an Advisor based on their program or studies of interest.

- Click here to schedule an appointment <https://mc3.starfishsolutions.com/starfish-ops/>.

## Meeting With an Instructor

Students are encouraged to communicate with their instructor for any concerns or requests related to their class(es). Students can schedule meetings with their instructors using [Starfish](#), our online appointment system. They will follow the same steps and process as they would when scheduling an appointment with their advisor.

Each semester, the 'My Connections' feature is updated to include the instructors of the courses they are registered for, in addition to their assigned advisor.

## Financial Obligations

Pricing for the 2023-2024 academic school year is \$209 per class for in-county students and students attending a Partner School. For the current college rate and other costs, visit [MC3.edu/Tuition](https://mc3.edu/Tuition).

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.

The cost of books (if necessary) and transportation to and from MCCC (if required) is the student’s responsibility. Non-attendance in a course for which the student is registered will not remove their

charges. The student must complete a Drop/Withdraw form if they wish to leave the class and drops/withdrawals fall under the Irregular Refund policy of the College.

Should the student decide to drop or withdraw from a class, they must notify their high school counselor immediately if the course was taken at their High School for dual credit.

### Student Payment Center

'My Payment Center' can be found on Montco Connect under "Finances". This system allows students to view their bill, make payments, select refund preferences, and set up a payment plan:

- Access [Montco Connect](#)
- Select Finances
- Choose Access My Payment Center
- Select Make a Payment

Students may also add an Authorized User to make payments on their behalf: [mc3.edu/Proxy](https://www.mc3.edu/Proxy)

### Payment Plans

Deferred payment plans are available for full tuition courses. For current tuition and fees and deferred payment plan information, please visit <https://www.mc3.edu/Tuition>.

### Montco Transcripts

Online requests for transcripts are fulfilled through the National Student Clearinghouse, a trusted source for secure transcript delivery. If a student has questions regarding their online transcript request, please contact the Clearinghouse at 703-742-4200 or [transcripts@studentclearinghouse.org](mailto:transcripts@studentclearinghouse.org).

- It is the student's responsibility to order and pay for an official Montco transcript to be sent to their High School if their school requires a college transcript to grant high school credit for the Montco course(s).
- To request transfer credit to another college or university, the student must submit a transcript request and pay for an official Montco transcript to be mailed to the college or university that they plan to attend. It is up to the receiving college or university to determine the transferability of the course(s).

## Student Responsibilities

Students are responsible for reviewing the course syllabus, logging into classes regularly, and communicating with their professor about their needs, missed classes, or deadlines. Students should confirm credit transferability and connect with their counselor or advisor about Dual credit and high school graduation requirements.

Before starting classes, students should complete the DE checklist on [Montco Connect](#).

### Montco email

Students are issued a Montco email address with their student ID. Students should check this email regularly. Communication from the college, including professors, will come through this email address.

## Support Services

### Disability Services

Montco is committed to the success of all students and to everyone having equal access to programs, events, and facilities. To aid us, we have established a Disability Services department to provide support and accommodations to students with disabilities and resources to faculty and staff.

All of our campus buildings and classrooms are physically accessible. If you need accessible furniture in class or encounter any barriers to access, please contact Disability Services at your campus for assistance.

Once you have registered for your course, e-mail documentation of disability through Disability Service's [Secure File Transfer](#) or by fax at 215-619-7174 or contact [disabilities@mc3.edu](mailto:disabilities@mc3.edu) for guidance on next steps. Dual enrollment students can begin this process as soon as possible.

Intake meetings will be scheduled by our office after documentation is reviewed. Please note that during times of high volume, it may take three to four weeks to obtain an appointment.

### Tutorial Services

Tutorial services provides academic support to students enrolled in credit courses at Montco. Free online and on-campus tutoring, a virtual essay drop-off service, supplemental instruction, and study skills support are available to Dual Enrollment students. More information about Tutorial Services, including current hours, tutoring locations, as well as tips and resources for academic success can be found at [mc3.edu/Tutoring](http://mc3.edu/Tutoring)

## Health & Wellness Support

The Wellness Center at Montco is aware that students face many challenges in and out of the classroom. The Wellness Center supports students' holistic wellness, including their mental health and non-academic needs. The Wellness Center team will work with students to find the resources that fit their needs, including community referrals to appropriate local agencies, organizations, and community resources. Students are encouraged to reach out to the Wellness Center directly to seek support:

[Wellness@mc3.edu](mailto:Wellness@mc3.edu)

When sending an email, students should include a brief description of their situation and include a valid phone number for contact by a member of the Wellness Center team. Emails received after normal business hours or when the College is closed will be responded to as soon as possible.

Wellness Center is not an emergency service. If students are having an emergency or are in crisis, they should dial 9-1-1 to get immediate assistance.

## Online Therapy & Telehealth

Montco provides all current students with free online therapy and telehealth services through TimelyCare, which connects students to dedicated, licensed therapists and medical providers from a secure, HIPAA-compliant mobile app and web platform. Students can access 24/7 on-demand mental health and telehealth support, scheduled therapy, virtual medical visits, and psychiatry, all at no cost. Questions regarding the program should be emailed to [Wellness@mc3.edu](mailto:Wellness@mc3.edu).

## Technology Services

### IT Help Desk

If a student is having trouble logging in, or having difficulty with any college computer systems, please use the IT Support Services found at [MC3.edu/ITsupport](https://MC3.edu/ITsupport) for assistance.

Please remember that Dual Enrollment staff cannot help with technology issues or with password reset. Students should use the link above to access the password reset link.

### Montco Connect

Montco Connect ([Connect.mc3.edu](https://Connect.mc3.edu)) is central to the online student experience at Montco. Montco Connect provides access to all other online technology systems at Montco such as Canvas, Self-Service, Starfish, etc. Links to these systems can be found under the "Tools" menu. Montco Connect also provides an online space for student engagement.

Whether communicating with members of a student club, chatting with other students who have a common interest, or exploring student events, Montco Connect is the online place where such information will be shared. Lastly, Montco Connect includes a “Tasks” feature where up-to-date and personalized reminders will be posted.

### Montco Username & Password

Students are assigned one username and password for all systems including Montco Connect and campus computers. Their username consists of the first initial of their first name, then their last name (up to 15 characters) followed by the last 4 digits of their Student ID number (e.g. jsmith1234).

When signing into Montco Connect for the first time, the student must claim their account and set a password by going to <https://password.mc3.edu/>

The student’s identity will be verified by sending a code via text message to the cell phone number on file with Montco. To add or update the cell phone number on file, students should utilize the Self-Service system. The student will click their name and then click on “User Profile”. They can then add or change their cell phone number.

Students may also use the <https://password.mc3.edu/> system to reset their password or unlock their account at any time.

### Canvas

Canvas is the online learning management system (LMS) Montco uses to support teaching and learning in all courses. To access Canvas, students should log into Montco Connect and find their courses listed on the right side under “Canvas Course” navigation or search “Canvas” in the search bar.

Through Canvas, Students can access:

- Syllabi
- Course Materials
- Course grades during the semester (\*final grades posted in Self-Service)

For additional details on how to navigate Canvas, see [mc3.edu/canvas](https://mc3.edu/canvas).

Unless the student’s professor makes the course available early, they may not see any courses listed until the first day of class.

## After Dual Enrollment

As your students are preparing for life after high school, it is important they take the correct steps to continuing their journey at the College or ensuring their credits from Montco transfer to their new institution.

### Attending Montco after High School

In order to be considered a first-year Montco student, high school students must [submit a new Montco application](#). This required step will change their status from Dual Enrollment student to New Student.

After completing their new Montco application, students should review the [New Student Checklist](#), taking them step-by-step through the enrollment process from financial aid to class registration, and all steps in between!

For inquiries about attending Montco after high school graduation, please contact our Admissions team: [Admissions@mc3.edu](mailto:Admissions@mc3.edu)

### Attending another College or University

It is important that students taking courses at Montco review their intended four- year college program requirements and course equivalencies (if available) to make sure that the courses they take with us are transferable to their potential four-year college. It is the student's responsibility to check with their intended transfer school for updated information concerning specific programs, courses, and transferability of the College's courses.

For more information visit [MC3.edu/transfer](https://mc3.edu/transfer).

## Frequently Asked Questions

### Definitions

College: Montgomery County Community College.

Student: Includes all persons who have attended and/or are currently taking courses at the College, both full and part-time, as well as those participating in all on and off-campus College programs, and all other College-sponsored activities

Dual Enrollment: Enrolling in a College credit course(s) as a high school student.

Dual Credit: The student is enrolled in Montco and High School and receives transcript credit for the course(s) both at Montco and the High School.

Dual Enrollment Student: An academically capable high school student who is at least fifteen years of age and meets the pre-requisites for Montco course(s) he/she wishes to take and uses these courses for both high school and college credit.

Dual Credit Instructor - High School: A High School teacher who meets the requirements of Montco to teach in the discipline and is approved by Montco to teach a Dual Credit course.

College Faculty Liaison: A College faculty member who agrees to serve as liaison for the High School faculty member teaching a Dual Credit course, under the procedural guidelines that follow.

Concurrent Enrollment: Enrolling in a College credit course or courses and using the course or courses only for college credit. No credit [for](#) meeting high school course requirements or electives is granted by the High School.