

DUAL ENROLLMENT REGISTRATION: TAKING CLASSES AT YOUR HIGH SCHOOL



STEPS TO REGISTER FOR DUAL ENROLLMENT COURSES AT YOUR HIGH SCHOOL:

- 1.** Create your Montco account and submit your application at **mc3.edu/deapp**. You will receive a confirmation email within 24-hours with your new student ID number.
- 2.** Once you have that new student ID number, complete the course registration form found at **mc3.edu/dereg**. If the course you are registering for is held at a technical high school, select your tech school from the high school drop down, not the school district you attend.
- 3.** Let your parent or guardian know that completion of the registration form will cause an email message to be sent to them to authorize your participation in the course. Until that form is received, you can not be registered for your class. Your parent or guardian can also go to **mc3.edu/deparent** to complete the form.
- 4.** You will receive an email confirmation at your Montco Student email address, once your registration is processed. Once you are registered, you will be billed for your courses in your Montco portal. You can pay the bill online or by mail. Visit **mc3.edu/pay** for options.
- 5.** Congratulations! Your registration is complete!



**CONTACT THE DUAL ENROLLMENT
TEAM WITH ANY QUESTIONS!**

DualEnrollment@mc3.edu