



High School Counselor
& Parent Handbook
Academic Year 2024-2025

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Benefits of Dual Enrollment

- x **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.
- x **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.
- x **Realworld 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.
- x **Expanded Curricular Options** Offer students access to a broader range of curricular options, should the High School wish to expand their electives.
- x **Parental Confidence** Reassures parents of their student's ability to handle college-level work and assume academic responsibilities.
- x **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.
- x **Student Support** Students can

Degree Acceleration Program:

The Dual Enrollment Degree Acceleration Program provides high school students with the opportunity to complete up to 30 credits of their associate degree in their junior and senior years, accelerating their path to degree and career.

For students interested in pursuing a bachelor's degree, this is a 2-1-2 model, where students take 30 credits dually enrolled in high school and Montco, 30 credits in one year after graduation at Montco, and then the final two years of baccalaureate study at one of Montco's partner colleges and universities.

Some students aspire to complete their degree while in high school. These students should declare this intention to the program coordinator for additional support and advising.

Eligibility Requirements

To be eligible for Dual Enrollment, students must be in gtcnudEud i Du9 (c)-4.92 model (o)-3.7 (d)56 (i)-i6 ((o)-3.7 (d)g6.9

Application Process

High school students interested in starting their Dual Enrollment journey at Montco

- 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.

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 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)

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

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

Financial Obligations

Pricing for the 2024-2025 academic school year is \$223 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://mcc3.edu/Tuition).

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.

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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.

- x 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).
- x 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

Once you have registered for your course, visit <https://www.mc3.edu/choosing-montco/academic-support/disability-services> or contact disabilities@mc3.edu for guidance on next steps.

Dual enrollment students should 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 provide 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.

Students can access free 24/7 tutoring through the Montco Canvas shell associated with their course. 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

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

When sending an email, students should include a brief description of their situation and include a valid

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

Frequently Asked Questions

Most questions can be answered by logging into [Connect.mc3.edu](https://connect.mc3.edu) and using the search function at the top of the page. The Dual Enrollment page at [MC3.edu/DE](https://mc3.edu/DE)

Rosters and Reporting

Weekly rosters will be provided to Dual Credit Instructors, who are responsible for promptly reviewing and reporting any inaccuracies to 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.

Attendance and Progress Survey

High School Faculty will be required to confirm attendance each semester. Both attendance and progress surveys are completed in the college Starfish Success Network system. A link to complete this process will be sent to the faculty member according to the schedule below:

	Fall Courses	Spring Courses	Yearlong Courses
Attendance Roster Emails Sent	10/15/24	3/04/25	10/29/24
Attendance Responses Due	10/21/24	3/17/25	11/04/24

1. Click on the link contained within the notification email
- 2.