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# YOUR GUIDE TO MCC'S DUAL CREDIT PROGRAM

[www.monroecc.edu](http://www.monroecc.edu)



EARN COLLEGE CREDIT FROM YOUR HIGH  
SCHOOL CLASSROOM



MCC DUAL CREDIT PROGRAM (585) 292-2351  
[www.monroecc.edu/depts/interdisc/dual.htm](http://www.monroecc.edu/depts/interdisc/dual.htm)

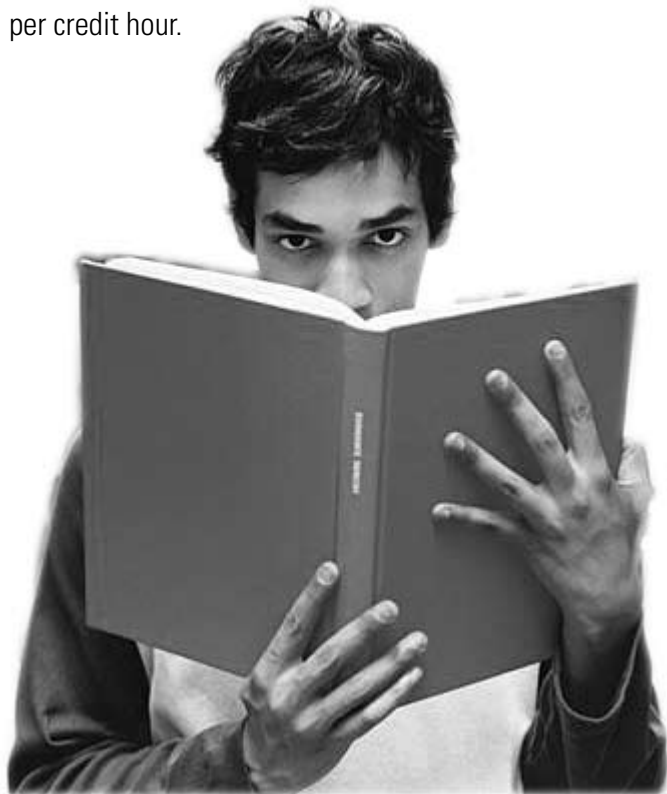
THERE'S MORE TO YOU. THERE'S MORE TO MCC.



# Get a Head Start on College Without Leaving Your High School Classroom

With MCC's Dual Credit program, you can earn college credit right from your classroom while completing your high school requirements. Apply your credit towards your MCC degree, or transfer it to another college – credit from Dual Credit courses transfers to many colleges and universities across the country.

Your school district has partnered with MCC to offer you this opportunity. Dual Credit courses are taught by your high school teachers, who have worked closely with MCC faculty to ensure that their courses are equivalent to those offered on the MCC campus. Not only do you earn college credit while earning your high school diploma, you take advantage of a specially reduced tuition rate of just \$38 per credit hour.



## What Do I Need to Know Before I Take Dual Credit Courses?

Before you decide to become a Dual Credit student, it's important to understand that you would have the following responsibilities. Please read this list carefully to be sure you can comply.

- Before registering, you need to determine whether you meet the course requirements and/or prerequisites. It is a good idea to discuss your interest with your teacher and your parents.
- To register, you need to complete the MCC registration and residency forms by the deadline, which is at the beginning of the course. Your teacher will give you the correct date and you must comply with that deadline. Late registration forms cannot be accepted. Your registration form must also be signed by a parent or guardian – even if you are 18 or older.
- You (or a parent/guardian) agree to pay the tuition bills (\$38 per credit hour) and any required fees. Your bills will come in the mail directly from MCC. Bills must be paid in full by the due date on the bill or you will be dropped from the MCC course(s) and will not receive college credit.
- You agree to immediately notify Monroe Community College if your address or phone number changes.
- Once you have registered for a Dual Credit course, you will be expected to fulfill all the requirements of the course. Withdrawing from a course is serious and results in a grade of "W" on your MCC transcript. This could potentially affect your eligibility for financial aid in the future. It is also important to remember that there is a "no refund" policy for dropped courses.

# How Do I Become a Dual Credit Student?

## 1

## Register for a Course.

The first step is to get the registration form from your high school teacher.

### Frequently Asked Questions

*Q: What happens to the registration form after I complete it?*

A: It is submitted to MCC by your school district, and the information is entered into MCC's registration system under your name.

*Q: Can I register for a Dual Credit course without my parent's/guardian's signature?*

A: No. MCC will not process the registration form without a signature from a parent or guardian. The form would be mailed back to you with a cover sheet explaining why you could not be registered for the course.

*Q: Is there a limit to how many Dual Credit courses I can register for?*

A: Dual Credit students can register for a maximum of 11 credit hours per semester. However, that maximum includes ALL MCC courses, even those that are being taken at an MCC campus, extension site or online. You will be charged the reduced tuition rate of \$38 per credit hour for Dual Credit courses, i.e., those taught by your high school teacher. If you are taking any other MCC courses, you will be charged the part-time tuition rate of \$113 per credit hour.

*Q: What is the Affidavit and Application for Certificate of Residence and why do I have to submit it?*

A: This form will be given to you by your high school teacher along with the registration form. It is important to complete this form properly or you may be considered a non-resident student and receive a bill for double tuition.

The back of the form has instructions for what you need to do, depending on whether you live in Monroe County or another county.

*Q: Can I wait to see how I'm doing in a course, and then register for the MCC credit?*

A: No, you must decide if you want the MCC credit by the deadline date your teacher gives you at the beginning of the course. That's why it's important to discuss the Dual Credit option with your teacher and your parents before you decide to enroll. For example, if the course is in a subject area that is not one of your strengths, you may want to take it for high school credit only and not participate in the Dual Credit program.

*Q: What if I need to withdraw?*

A: You would need to officially do so no later than 15 class days before the end of the date of the course.

For example, if your course begins in September and ends in late January (a fall course), you would need to withdraw by early January. If the course begins in September and ends in June (a full year course) or begins in February and ends in June (a spring course) you would need to withdraw by the last week in May. Your teacher can provide the exact end date for the withdrawal period. Please note that there is no tuition refund if you withdraw.

*Q: Why and how would I withdraw?*

A: If you are doing poorly in your course (you think you're likely to earn a final

grade of D or F), you should strongly consider officially withdrawing from the MCC course. You will then receive a grade of "W" instead of having a failing grade on the MCC transcript. To do so, tell your teacher that you want to withdraw. The teacher would then notify the appropriate MCC faculty member, who would complete the official withdrawal form for you. Please note: The withdrawal form must be completed and submitted to the MCC Registration and Records Office in order for the grade of "W" to be assigned. If you are not officially withdrawn by the dates listed above, you will receive the letter grade you earned.

*Q: What if my course is cancelled?*

A: MCC reserves the right to cancel a Dual Credit course if there is insufficient enrollment. If a section is cancelled, you will be notified in writing by the School to College Alliances Office.



# 2

## Pay For Your Course.

After your registration and residency forms have been received and processed by MCC, the next step is to pay for the Dual Credit course(s).

### Frequently Asked Questions

*Q: How and when do I pay for the Dual Credit course(s)?*

A: The MCC Bursar's Office will mail a bill\* directly to you at the address you provide. Listed on the bill will be the MCC course number(s) and name(s). For example, ACC 110-01P Fundamentals of Accounting I.

The "amount due" will be \$38 for each credit you have registered for ...

One credit=\$38  
Two credits=\$76  
Three credits=\$114  
Four credits=\$152, etc.

### **PLUS a required MCC Technology fee.**

One to four credits = \$5 additional  
Five to eight credits = \$10 additional  
Nine to 11 credits = \$20 additional

The bill will also list a "due date" for payment.

\*PLEASE NOTE: Due to the volume of registration forms that are processed, it may be several weeks after you register before you receive your bill. Also, if you are taking more than one Dual Credit course, you may receive a separate bill for each course.

*Q: What happens if my payment is not received by the due date?*

A: If payment is not received by the due date, you will be "deregistered" from the MCC course. You will still be taking the course for high school credit but will not receive college credit from MCC.

*Q: What methods of payment does MCC accept?*

A: Payment can be made by personal check, money order, VISA® or MasterCard®. **Please do not send cash.**

VISA® and MasterCard® payments can also be paid online at our web site, [www.monroecc.edu](http://www.monroecc.edu), by following the steps below:

1. Click on "Current Students"
2. Click on "Student Records"
3. Click on "LOGIN for" (choose the semester for which you are paying)

4. On the next screen enter:
  - a. User ID - this is either the STUDENT's social security number, or the assigned M number. This number appears at the top right hand corner of the bill. Be sure to use a capital M. All remaining characters are numbers, not letters.
  - b. PIN - the PIN is pre-set to the student's 6 digit birthdate (mmddyy).
5. Click on "Student and Financial Aid" and then "Student Records."
6. Click on "Account Summary by Term" and at the bottom of the screen, click on "Credit Card Payment." When entering the credit card information, do not use slashes or dashes. Also, please check on "Submit Payment" only ONCE.

*NOTE: If you are unable to access your account online AFTER following these steps, please call 292-2015 for additional assistance.*

*Q: Can I pay my Dual Credit tuition in installments?*

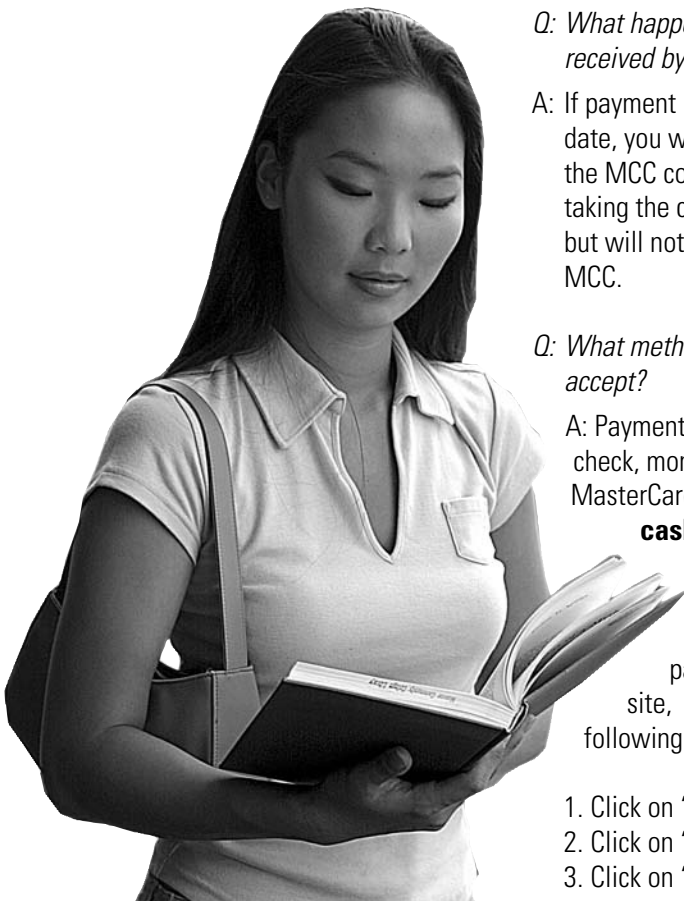
A: You need to pay the full amount of the bill by the due date listed.

*Q: Can I apply for financial aid to help pay the Dual Credit tuition and fees?*

A: Unfortunately, financial aid is not available to Dual Credit students.

*Q: If I change my mind and don't want to take the course for MCC credit, can I get a tuition refund?*

A: After tuition has been paid, there is no refund.



# What About My Grades?

Your high school teacher determines your final grade for the course, in cooperation with his or her MCC faculty liaison.

Some Dual Credit courses require an additional exam or project. If that is the case, your final high school grade may differ from your MCC grade.

At the end of the course, you will receive a grade report in the mail from MCC. Please note that the College uses letter grades (A, B, C, etc.) vs. numeric grades. The highest grade that MCC awards is an A. There is no A+.

If you have any questions about your grade, or think you received an incorrect grade from MCC, please contact your high school teacher for assistance. If your grade needs to be changed, your teacher will need to contact the appropriate MCC faculty member.

If you do not receive a grade report from MCC for a Dual Credit course that you know you both registered and paid for, please contact the School to College Alliances Office at (585) 292-2351 for assistance.

# How Can I Use My College Credit?

With each Dual Credit course that you successfully complete, you accumulate college credit. Your credits are recorded on a Monroe Community College transcript, which you can apply toward an MCC degree or transfer to another college or university.

Colleges can accept your credits in several ways:

- The credit hours can be directly transferred toward your chosen degree.
- They can be accepted as elective credits.
- They can exempt you from taking a required course, or they can make you eligible for placement into a higher level of course sequence.

## **Frequently Asked Questions**

*Q: I'm planning to attend a college other than MCC. Will my credits transfer?*

A: Most colleges accept MCC credits if a grade of C or higher was earned. However, we cannot guarantee that all credits will be accepted because each college sets its own policy.

State University of New York (SUNY) system colleges and universities do accept MCC credits and will make them part of your permanent record. Note that all courses may not, however, meet specific major and degree requirements.

Private colleges and universities and those not in the SUNY system accept transfer credit at their discretion. If you are planning to attend another college or university, we strongly recommend that you check with them before enrolling in the Dual Credit program.

*Q: How do I request a transcript?*

A: Official transcripts must be requested in writing. You may write to the MCC Registration and Records Office; come to campus and complete the transcript request form; or obtain the form online at [www.monroecc.edu](http://www.monroecc.edu). Click on "Current Students." On the right side of the screen under the heading "Student Information," click on "Transcript Requests." There is a fee of \$3.00 for each transcript requested.

*You may not use your high school transcript to receive college credit.*



## Who Do I Call for More Information?

- For questions about the Dual Credit Program, contact the School to College Alliances Office at Monroe Community College at (585) 292-2351.

### **School to College Alliances Office Staff:**

Kathie Affleck, Assistant Director  
kaffleck@monroecc.edu

Colleen McCarthy, Secretary  
cmccarthy@monroecc.edu

- For questions about enrolling at MCC after you graduate from high school, contact the Admissions Office at (585) 292-2200.
- For questions about requesting an MCC transcript, contact the Registration and Records Office at (585) 292-2300.
- You can also check out the Monroe Community College website at [www.monroecc.edu](http://www.monroecc.edu).

### **Monroe Community College's Dual Credit courses are provided in partnership with the following school districts:**

Aquinas Institute	Monroe 2-Orleans
Bishop Kearney	BOCES
Brighton	Orleans/Niagara BOCES
Brockport	Palmyra-Macedon
Churchville-Chili	Penfield
East Irondequoit	Pittsford
East Rochester	Rochester City
Fairport	Rush-Henrietta
Gates-Chili	Spencerport
Genesee Valley BOCES	Wayne-Finger Lakes BOCES
Greece	Webster
Hilton	Webster Christian
Honeoye Falls-Lima	West Irondequoit
Monroe #1 BOCES	Wheatland-Chili

**School to College Alliances Office  
Monroe Community College  
Brighton Campus, Building 11, Room 261B  
(585) 292-2351  
[www.monroecc.edu/depts/interdisc/dual.htm](http://www.monroecc.edu/depts/interdisc/dual.htm)**

# MCC

### **Brighton Campus**

1000 East Henrietta Road  
Rochester, NY 14623  
(585) 292-2000

### **Damon City Campus**

228 East Main Street  
Rochester, NY 14604  
(585) 262-1600

### **Applied Technologies Center**

2485 West Henrietta Road  
Rochester, NY 14623  
(585) 292-3700

### **Public Safety Training Facility**

1190 Scottsville Road  
Rochester, NY 14625  
(585) 753-3800

### **Visit us on the Web:**

[www.monroecc.edu](http://www.monroecc.edu)

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