

# Dual Enrollment Program

2020 - 2021



**MCC OPENS DOORS**



**Monroe Community College**

STATE UNIVERSITY OF NEW YORK

# About the Dual Enrollment Program

## Experience college and earn credit, too!

MCC's Dual Enrollment Program lets you earn SUNY college credits now, while you're in high school. All classes have the same curriculum and requirements as those offered on the MCC campus. The only difference is your course will be offered at your school, and taught by your teachers. When you successfully complete a Dual Enrollment class, your credits can be applied toward your high school transcript and future college degree—from MCC or another college or university.\*



The Dual Enrollment Program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college campus.

## Advantages of Dual Enrollment

- Dual Enrollment courses at MCC are one-third the cost but offer the same high-quality experience and number of credits as courses offered on-campus.
- Dual Enrollment courses can fulfill college degree requirements including prerequisites and electives. Students could earn their degree sooner or apply credits toward additional academic concentrations, minors or majors.
- Dual Enrollment students receive grades and feedback throughout the course, thus eliminating high-stakes, end-of-the-year testing.
- Dual Enrollment courses show colleges that you are a motivated student who has pursued challenging opportunities.
- Dual Enrollment courses help students explore careers. Those who are undecided in their career interests can benefit by the additional research and rigor provided in a Dual Enrollment Course.
- Students who participate in Dual Enrollment programs are more likely to graduate from high school and complete college degrees.



*\*TRANSFER STATEMENT: While most colleges accept MCC credits when a grade of C or higher is earned, we cannot guarantee that all credits will be accepted because each college sets its own transfer policy. If you are planning to attend a college other than MCC, we recommend you check the transfer policy of that college before enrolling in our courses.*

# Before you Register

It is important for students to know they are beginning a college transcript and Dual Enrollment courses become part of their permanent academic record.

Before students register we suggest the following:

- Discuss this option with your parent or guardian. Deadlines, cost and workload should be considered.
- Research how the course fits into your future college or career plans. Your school's counseling office can help. You can also use MCC's Career Coach, a free online tool you can find on MCC's website.
- Talk to your parent/guardian, teacher or counselor to determine if taking a Dual Enrollment course is right for you. The grade you earn will become part of your official college transcript so you want to be sure you are registering for a course you will be successful in.
- Review all the information in this brochure and familiarize yourself with college policies and student responsibilities.
- Too often some students are frustrated if they miss this important deadline and are disappointed. Please do not let that be you.

## When and How to Register

In order to receive college credit you must officially register for the MCC course. High schools will communicate directly with students and parents to assure all those eligible for credit have been informed of deadlines. Registration takes place online and the web-based platform accepts registrations all day, including evenings and weekends, during the open registration period. Registration is open during the first three weeks of class and once the deadline has passed late registrations are not accepted.

To register visit [www.monroecc.edu/go/DualEnroll](http://www.monroecc.edu/go/DualEnroll). Be sure to enter accurate information. This is how we will notify you of important information regarding your student account.



# Tuition & Fees

Courses are offered at 1/3 the cost of regular student tuition (presently \$65 per credit hour, subject to change).

Below is the chart outlining the cost per credit hour. Most courses are 3 or 4 credit hours.

CREDITS	TUITION + FEES	TOTAL COST
1	65 + 55	\$120
2	130 + 55	\$185
3	195 + 55	\$250
4	260 + 55	\$315
5	325 + 101	\$426
6	390 + 101	\$491

All students are mailed a bill a few weeks after registration. The bill will show a total amount due to MCC.

# Scholarships and Payment

All students have the opportunity to apply for a scholarship via the online registration portal. Students who receive free or reduced lunch may choose to apply for the *Inspiring Every Day* Scholarship. MCC works with high schools to determine students eligible for this scholarship, therefore students must complete their school lunch application process early. Other scholarships may be available. Please check the Dual Enrollment website for more details.

Payment for Dual Enrollment courses is accepted online or by mail. Shortly after registration, students are sent an account activation letter in the mail. Follow instructions in this letter to activate your student account, which is required before you can make payment online. MCC makes several attempts to alert students with unpaid accounts. After the bill due date has passed, MCC assumes those with unpaid accounts are no longer interested in earning college credit and will drop those students from the MCC roster. Students that are dropped due to non-payment may remain in the high school class but will not receive college credit.



# Grades and Course Information

The MCC final grade will be calculated according to the standard set by the College, and the high school grade will be calculated according to the high school standard. The MCC grading standard for each course is outlined on a Course Information Sheet (your high school teacher can provide one to you). Some Dual Enrollment courses require an additional project or exam and/or may not accept extra credit and late work. In cases such as these, your final high school grade might be different than your final MCC grade. At the end of the course, you will be able to access your MCC grades online. Log into your MCC student account to check your grades, view your unofficial transcript, or request an official transcript. MCC no longer sends grade reports in the mail.

## Grading System

The College uses a +/- grading system for courses. The conversion of a numerical high school grade to an MCC letter grade is determined by each MCC academic department and is outlined on the Course Information Sheet for your class. The high school teacher will consult with their MCC faculty liaison for an explanation on grade conversion.

## Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. Violations of these responsibilities consist mainly of cheating and plagiarism. **Cheating** is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or assessment process. **Plagiarism** is using someone else's work as if it were one's own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language, and using ideas without showing they originated in another's work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students.

The Monroe Community College Catalog and Student Handbook describes the college's expectations regarding academic honesty in more detail, and outlines the procedures for handling violations of this policy as well as disciplinary action which may be executed. The catalog can be found online at [www.monroecc.edu](http://www.monroecc.edu), select the A-Z Index, then "C" to access the full catalog online.

# College Policies Affecting Dual Enrollment

## Enrollment Closure

No students may be registered for the class once registration has closed or at the end of the third week of the high school class. The Enrollment Closure policy is to prevent late and retroactive registration, a practice that permits students to choose whether to register for college credit late depending upon his/her performance in the class, prior knowledge, or any other situation that prevented timely registration.

## Class Attendance Policy

Prompt and regular attendance at all class and laboratory sessions is expected. Excessive absence may be reported and can adversely affect your academic achievement in a particular course.

## Course Prerequisites

Admission to a particular course may be denied to students without the academic background and/or prerequisites deemed necessary by the College. The College reserves the right to evaluate students for their readiness for a particular course and to require appropriate documentation of a student's readiness.

## Withdrawal from a Course

If the student and teacher agree that withdrawing from the course is in the student's best interest, the teacher must contact the MCC faculty liaison. In order to receive a grade of W, a student must officially withdraw from the MCC course. It is important to note the withdrawal deadlines. Failure to properly withdraw from a course will result in the student receiving the letter grade he/she earned in the course. Students who no longer attend class, quit school, or move out of the school district also need to be withdrawn from their MCC course. There is no refund for a course withdrawal.

## Course Cancellation

At times conditions exist that may preclude the offering of particular courses; for example, courses may be canceled due to low enrollment. Any other condition that affects the integrity of the course and the learning experience of the student is justifiable cause to cancel a course. When courses are canceled the fee for the canceled course will be refunded.

## Transcript Request

All official transcripts must be requested by the student. Transcripts can be ordered online, in person or by mail/fax. Visit [www.monroecc.edu/go/registration](http://www.monroecc.edu/go/registration) for detailed information on ordering transcripts.

# Frequently Asked Questions

## **How do I find out if a course is offered for Dual Enrollment?**

If a course is offered for Dual Enrollment, your school will let you know and provide a brochure and registration information to you. Your counselor can also help you plan a schedule that includes Dual Enrollment courses.

## **How many Dual Enrollment classes am I allowed to take?**

Students are allowed to register for a maximum of 11 credit hours per semester. This is usually about 3 classes per semester. Students can only register for classes that are part of their high school class schedule. Credits offered at BOCES locations are included in the 11 credit hour maximum per semester. There is no limit to the number of courses students can take during their high school career.

## **When can I register?**

Your high school will inform you when it is time to register. In general, registration is open for the first three weeks of class. You can register online at any time (24/7) while registration is open and before the published deadline. Late registrations are not accepted.

## **What if I need help paying my bill?**

For information on scholarships available to Dual Enrollment students see the section titled Scholarships and Payment. If you do not receive a scholarship and still need help paying your bill, check with your school district and other community groups to see if financial help can be obtained. Please note that your bill must be paid by the due date in order to remain on the MCC roster.

## **Can I wait to see how I'm doing in the course before I register for MCC credit?**

You have limited time to decide if you want to register for MCC credit. Students must register during the open registration period, usually within the first three weeks of the start of class. Once registration closes, students may remain in the high school class but will be eligible for high school credit only. See Enrollment Closure policy.

Dual Enrollment courses become part of your official college transcript, so 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 Enrollment program. It is a good idea to discuss the Dual Enrollment option with your teacher and parent or guardian before you decide to enroll.

## **If I change my mind can I get a refund?**

There are no refunds should you change your mind and decide not to take the course for MCC credit.

# Frequently Asked Questions (continued)

## Can I withdraw from the course?

If you decide you no longer want credit for the course, or if you think you are likely to earn a poor grade in the course, you can withdraw. This will result in a grade of “W” on your MCC transcript. In general, a grade of W is less academically harmful than a grade of D or F.

To withdraw, you must inform your teacher before the withdraw deadline. You can remain in the high school class even if you withdraw from the MCC course. If you do not withdraw by the withdrawal deadline a letter grade (A - F) will be posted on your official college transcript.

## Will my Dual Enrollment credits transfer?

When you successfully complete a Dual Enrollment course you accumulate college credits. Your credits are recorded on a Monroe Community College transcript and can: a) be used to fulfill MCC degree requirements, b) serve as elective credit, c) substitute for a required course, or d) make you eligible to take a higher level course.

If you decide to attend a college other than MCC, please review our Transfer Statement on page 2 of this brochure. Then contact our Registration and Records office to request an official transcript. You will have to provide the college name and address where the transcript should be mailed.

## Can I register for any course offered at my high school?

You can only register for courses that are part of your high school schedule, up to a maximum of 11 credits. In other words, you must be in the high school class to have the option to register for MCC credit. Other Dual Enrollment courses may be offered for credit at your school, so check your schedule before you register.

**For more Dual Enrollment information and to contact us visit**

**[www.monroecc.edu/go/dualenroll](http://www.monroecc.edu/go/dualenroll)**



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STATE UNIVERSITY OF NEW YORK

Inspiring every day.

**1000 East Henrietta Road • Rochester, NY 14623 • 585.292.2000 • [www.monroecc.edu](http://www.monroecc.edu)**

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