

	Steps	Date	Procedures
1.	Identify and recruit students	January-February	MCPS DEPA Discusses program, process and timeline with prospective students.
2.	Course planning meetings	January-February	Student meets individually with his/her high school counselor or Dual Enrollment Program Assistant to discuss his/her program of study at MC and how it fits within their HS schedule.
4.	DEPA meets with Academic Coordinator regarding fall timeline and finalize course offerings	February	DEPA and Academic Coordinator (AC) meet to discuss, timeline, next steps and general info on: <ul style="list-style-type: none"> submitting completed admissions portfolio, via montgomerycollege.dualenroll.com. scheduling ACCUPLACER testing and E-MAP, submitting additional info: (HS Grant app, review request) registration and billing
3.	Student sets up Dualenroll.com account and submits College application	After March 5 th	Students will be instructed by MCPS to log onto the MC dualenroll.com site and set up their account, to include completing an online MC Admissions Application. (Students who previously submitted a credit application do not need to resubmit).
5.	DEPA Confirms ACCUPLACER testing dates	By March 5th	AC will finalize HS site testing dates with DEPA, which requires scheduling MC license testing and/or confirming MCPS license testing dates. All applicants must be accounted for.
6.	Online College Application	By March 16th	Student should complete an online College application by March 16th.
7.	Dualenroll.com- Portfolio steps	By March 30th	Students should follow the steps in dualenroll.com as outlined on the college webpage. Dualenroll.com will prompt for students' program of study, parent approval, counselor recommendation, transcript, principal approval, financial assistance status, (see student enrollment checklist)
8.	MC Accuplacer testing	March-April	Academic Coordinator will proctor MC ACCUPLACER exam at the HS during scheduled times. AC may also have students print qualifying SAT/ACT scores. Students who do not take the ACCUPLACER test at the scheduled HS test date may test at a campus assessment center with test authorization form. Testing is for Dual Enrollment ONLY.
9.	Dualenroll.com- Complete an Academic Orientation	April- May	After student has completed assessment testing, student will go to dualenroll.com and participate in an online Academic Orientation session and upload a Certificate of Completion.
10.	Dualenroll.com- Course Registration request	April-May	Student must request registration through dualenroll.com once they have completed all other enrollment steps AC will register student and mail their schedule and bill. REGISTRATION BEGINS April 30th
11.	Complete ALL Steps For Closed Course Enrollment	May 18th	For courses offered at the high school sites, all enrollment steps must be completed and paperwork for students must be submitted to the Academic Coordinator by this date.
12.	Academic Initiatives Review	June 1st	For students whose enrollment portfolio is complete. Completed review requests must be submitted to MC Dual Enrollment by June 1. Review meetings will occur by the end of July. Student and school will be notified of review results by August 1. (Form not available until May 1).
13.	MC will Confirm HS site classes and spring enrollment	June 1st	AC confirms fall HS site college courses based on meeting minimum enrollment. (Students who did not successfully complete their previous term course or have outstanding bills may not participate). AC will provide complete list of registered students (HS, campus, DL)
14.	High School Grants	August 17th	Fall 2018 High School Grant application and 2017 federal taxes are DUE.
15.	Final registration requests	Until August 24 (campus/dist. learn.)	Students with completed enrollment portfolios on file, may submit a course request through dualenroll.com
16.	DE New Student Meeting and textbook/ID pickup	August 24-25th	DE New Student Meeting held at MC for all students taking a Fall 2018 course. Students may also obtain college ID and textbooks.
	Fall Classes begin on campus and DL	August 27th	MC courses generally begin the last Monday in August. Student will refer to their class schedule for exact dates, times and locations.
	Fall classes begin at HS Site	September 8th	HS site classes do not begin until the Wed/Thurs after labor day.