### STUDENT SUPPORT SERVICE CHART

<table>
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<tr>
<th>COLLEGE</th>
<th>DISABILITY SUPPORT SERVICES (DDS)</th>
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<th>STUDENT SUPPORT SERVICES</th>
<th>STUDENT SUPPORT CONTACT INFORMATION</th>
</tr>
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| American University | The LEA dual enrollment coordinator or school counselor must notify the Faculty Coordinator at American University, Dr. Toks Fashola, for accommodation services. | Dr. Toks Fashola  
Faculty Coordinator  
(202) 885-3716  
fashola@american.edu | Advising and tutoring services are offered to students. | Dr. Toks Fashola  
Faculty Coordinator  
(202) 885-3716  
fashola@american.edu |
| Bard College | Bard Sequence professors provide accommodations necessary for students as outlined in IEP and/or 504 plans.  
Students can contact their sequence professors and the Director of Sequence for accommodation services. | Dr. Matthew Park  
Director of the Bard Sequence  
mpark@bhsec.bard.edu  
Erika van der Velden  
Director of Disability Resources and Accessibility  
Nancy Smith  
Campus Accessibility Project Manager  
(845) 758-7532  
disabilityservices@bard.edu  
https://bit.ly/3zeNQc5 | Students are offered advising, office hours,  
in-class support, check ins from the Director of the Sequence.  
Student academic progress is tracked and monitored by professors and the Director of the Sequence.  
Counseling is available through the Department of Services and Resources through the Dean of Student Affairs. | Bethany Nohlgren  
Dean of Students, Associate Vice President for Student Affairs  
(845)758-7454  
nohlgren@bard.edu  
Timand Bates’02  
Associate Dean of Students  
(845) 758-7454  
tbates@bard.edu  
Department of Student Affairs Office  
(845) 758-7454  
dosa@bard.edu |
| Bay Atlantic University | Students must contact Student Services Director Alex Roset for support services. | Alex Roset  
Student Services Director  
(202) 644-7214  
aroset@bau.edu | Student services offer English/Writing support,  
tutorials, academic workshops, peer tutoring,  
online library log-in, one-on-one meetings with faculty members and advising | Alex Roset  
Student Services Director  
(202) 644-7214  
aroset@bau.edu |
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<td><strong>THE CATHOLIC UNIVERSITY OF AMERICA</strong></td>
<td>Students must contact DSS or register online for DSS and accommodation services.</td>
<td>Students are offered tutoring and advising services. Students access these support services through their academic adviser, Dr. Twila Lindsay</td>
<td>Dr. Twila Lindsay Associate Dean and Student Advisor <a href="mailto:lindsayt@cua.edu">lindsayt@cua.edu</a> Center for Academic and Career Success (202) 319-6262 <a href="mailto:success@cua.edu">success@cua.edu</a> <a href="https://bit.ly/387sMfM">https://bit.ly/387sMfM</a></td>
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<td>(202) 319-5211 (202) 319-5126 (Fax) <a href="mailto:CUA-DSS@cua.edu">CUA-DSS@cua.edu</a></td>
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<td>Marymount University</td>
<td>Student Access Services (SAS) provides reasonable supports and accommodations to students with disabilities. Students must self-disclose and register with SAS in order to initiate disability related services.</td>
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<td>Montgomery College</td>
<td>Students and faculty are encouraged to review the list of accommodations provided by Disability Support Services.</td>
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<td>DSS Contact Information Weblink: <a href="https://bit.ly/3kE6FD">https://bit.ly/3kE6FD</a></td>
<td>Tutoring Services: Montgomery College offers online tutoring services both synchronous and asynchronous options. Each session lasts approximately 30 minutes to one hour depending on the learning center.</td>
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<td>Northern Virginia Community College</td>
<td>Students must self-disclose and register with Accommodations and Accessibility Services in order to initiate disability-related services.</td>
<td>Tutoring: NOVA offers online tutoring services both synchronously and asynchronously. Students have access to a writing lab. Students can set up appointments at the tutoring website.</td>
<td>Tutoring: <a href="mailto:tutoring@nvcc.edu">tutoring@nvcc.edu</a> <a href="http://www.nvcc.edu/tutoring">www.nvcc.edu/tutoring</a></td>
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<td>Accommodations and Accessibility Services: (703) 822-6633 <a href="mailto:accommodations@nvcc.edu">accommodations@nvcc.edu</a> <a href="https://www.nvcc.edu/accommodations">https://www.nvcc.edu/accommodations</a></td>
<td>Library Services: NOVA students have access to 24/7 virtual library resources including a librarian chat. Students also have access to the campus library.</td>
<td>Library Services: <a href="http://www.nvcc.edu/LIBRARY/">www.nvcc.edu/LIBRARY/</a> Advising: <a href="mailto:dualenrollment@nvcc.edu">dualenrollment@nvcc.edu</a></td>
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| Trinity Washington University   | The LEA dual enrollment coordinator or school counselor must notify the Director of Dual Enrollment & Early College Programs at Trinity Washington University, Ms. Hope Witherspoon, for accommodation services. | Hope Witherspoon  
Director of Dual Enrollment and Early College Programs  
(202) 884-9206  
witherspoonh@trinitydc.edu | Advising and tutoring services are offered to students. | Hope Witherspoon-Director of Dual Enrollment and Early College Programs  
(202) 884-9206  
witherspoonh@trinitydc.edu |
| University of the District of Columbia | The Accessibility Resource Center (ARC) provides and coordinates accommodations, support services, and auxiliary aids for qualified students with disabilities.  
Students must call or email the ARC for services. | Accessibility Resource Center (ARC)  
(202) 274-6417  
arcrecall@udc.edu  
www.udc.edu/arc/ | The Student Achievement Center offers tutoring, writing (all content areas), and foreign language (as tutors are available) services.  
Students can email the center for tutoring services. | Student Achievement Center  
(202) 274-5938  
arcrecall@udc.edu  
https://bit.ly/3zehnm4 |
All admitted dual enrollment students must complete several important initial next steps to confirm university enrollment. Each institution will email students a detailed enrollment checklist that outlines their registration process. This document summarizes each institution’s registration/enrollment process. This document will serve as a reference guide to designated dual enrollment coordinators and/or high school counselors. The dual enrollment coordinator and/or high school counselor will assist students in completing their respective institution’s enrollment process and provide guidance on course scheduling.

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| American University | 1. Students will attend a mandatory virtual orientation meeting.  
2. Students will schedule a virtual meeting with American University faculty coordinator to select a course for the semester. | Toks Fashola Ph.D.  
Faculty Coordinator  
fashola@american.edu |
| Bard College | 1. Students will fill out a Google form application consisting of student demographic information, course preference, and day/time preference.  
2. Students will attend a Bard Sequence virtual information session.  
3. Students will receive confirmation of their course registration, the days and times the course will meet, and instructor contact information via email.  
4. Students will confirm their participation in the course in a Google form. If students do not confirm attendance, parents and high school liaisons will be contacted.  
5. Students are informed that add/drop period for Bard Sequence courses is the first two weeks of the semester in the fall and spring and the first week of the semester in the summer and asked to respond accordingly. | Matthew Park, Ph.D.  
Director of the Bard Sequence  
mpark@bhsec.bard.edu |
| Bay Atlantic University | 1. Students will attend a mandatory virtual orientation meeting.  
2. Students will complete Bay Atlantic University enrollment forms, which include the FERPA Privacy Form and the student/parent acknowledgement form.  
3. The Bay Atlantic University dual enrollment coordinator and school counselor will assist students in selecting a course for the semester. | Deniz Karatas  
Special Projects and Outreach Coordinator  
dkaratas@bau.edu |
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| **Catholic University-Metropolitan School of Professional Studies** | 1. Students will submit an online Metropolitan School of Professional Studies Application.  
2. Students will receive an acceptance letter from the admissions department.  
3. Students will set-up a student account including creating a CUA email address and password.  
4. The academic advisor will contact the student regarding enrollment steps.  
5. Students will attend a virtual dual enrollment orientation meeting.  
6. Students will enroll in courses with the assistance of the academic advisor (virtual meeting). | Dr. Twila Lindsay  
Associate Dean and Student Advisor  
lindsayt@cua.edu |
| **Marymount University** | 1. Students will submit an online Marymount University application.  
2. Students complete Marymount University enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form.  
3. Students attend a mandatory dual enrollment virtual orientation.  
4. Students schedule a meeting with the assigned school counselor or dual enrollment coordinator to select a course for the semester.  
5. Students will notify Marymount University dual enrollment coordinator of course selection via email. | Louis Frisenda, Ph.D.  
Assistant Vice Provost  
lfrisend@marymount.edu |
| **Montgomery College** | 1. Students will submit an online Montgomery College credit application.  
2. Students attend a mandatory online onboarding meeting.  
3. Students complete the New Student Academic Orientation Online in the student MyMC account.  
4. Students schedule a meeting with their assigned school counselor or dual enrollment coordinator to select a course for the semester.  
5. Students complete the registration form and email the document to Montgomery College Academic Coordinator.  
6. Students attend a mandatory virtual orientation meeting. | Angela Wright  
Academic Coordinator  
Dual Enrollment Program  
angela.wright@montgomerycollege.edu |
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| Northern Virginia Community College  | 1. Students will submit an online application to Northern Virginia Community College (NOVA).  
2. Attend an individual advising session (via Zoom) to discuss goals and course selection with NOVA Program Coordinator (students can invite counselor and parent/guardian to attend).  
3. Complete the NOVA Dual Enrollment Intent form.  
4. Attend a mandatory virtual orientation.                                                                 | Kathryn Aimone  
Program Coordinator  
kaimone@nvcc.edu |
| Trinity Washington University        | 1. Students will schedule a meeting with their assigned school counselor or dual enrollment coordinator to select a course for the semester.  
2. Students attend a mandatory virtual orientation meeting.                                                                                                           | Hope Witherspoon  
Director of Dual Enrollment and Early College Programs  
witherspoonh@trinitydc.edu |
| University of the District of Columbia-Flagship | 1. Students will submit an online UDC application.  
2. Students complete UDC enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form.  
3. Students attend a mandatory virtual orientation meeting.  
4. Students will select their top three class choices on the Google pre-registration form. The program coordinator will use the Google form to register students for classes based on their class selection and class availability.  
5. Once the students are registered, they will receive an email confirmation from the program coordinator with pertinent class details. | Dionna Langford  
Program Coordinator  
dionna.langford@udc.edu |