

## Office of the State Superintendent of Education DC Dual Enrollment Consortium

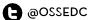
## Student Enrollment Guide for School Counselors/Dual Enrollment Coordinators

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.

INSTITUTION	INSTITUTION ENROLLMENT PROCESS	CONTACT INFORMATION
AMERICAN UNIVERSITY	<ol> <li>Students will attend a mandatory virtual orientation meeting.</li> <li>Students will schedule a virtual meeting with American University faculty coordinator to select a course for the semester.</li> </ol>	Toks Fashola, Ph.D. Faculty Coordinator
American University	Students will fill out a Google form application consisting of student demographic	Matthew Park, Ph.D.  Dispates of the Park Sequence
<b>Dard</b> Bard College	information, course preference, and day/time preference.  2. Students will attend a Bard Sequence virtual information session.	Director of the Bard Sequence  mpark@bhsec.bard.edu
	<ul><li>3. Students will receive confirmation of their course registration, the days and times the course will meet, and instructor contact information via email.</li><li>4. Students will confirm their participation in the course in a Google form. If students do not</li></ul>	
	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.	
BAU Bay Atlantic University	<ol> <li>Students will attend a mandatory virtual orientation meeting.</li> <li>Students will complete Bay Atlantic University enrollment forms, which include the FERPA Privacy Form and the student/parent acknowledgement form.</li> </ol>	Richard Tracy Director Partnerships and Outreach
Bay Atlantic University	3. The Bay Atlantic University dual enrollment coordinator and school counselor will assist students in selecting a course for the semester.	■ rtracy@bau.edu







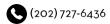


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<u> </u>	1. Students will complete an online application form.	Jerry L. Isaac Director
ROWIE	<ol><li>Students will meet with the coordinator virtually at: <u>Continuing Education (office365.com</u>) to discuss course selection and participation information.</li></ol>	■ <u>JIsaac@bowiestate.edu</u>
STATE UNIVERSITY	3. Participate in a mandatory virtual orientation session.	
Bowie State University	<ol> <li>Students will receive confirmation of their course registration and information on the format of class administration and the days and times. Student ID information, login information and Handbook will be provided.</li> </ol>	
THE CATHOLIC	1. Students will submit an online Metropolitan School of Professional Studies Application.	Twila Lindsay, Ph.D.
UNIVERSITY OF AMERICA	2. Students will receive an acceptance letter from the admissions department.	Associate Dean and Student Advisor
Catholic University- Metropolitan School of Professional Studies	<ol><li>Students will set-up a student account including creating a CUA email address and password.</li></ol>	■ lindsayt@cua.edu
	4. The academic advisor will contact the student regarding enrollment steps.	
	5. Students will attend a virtual dual enrollment orientation meeting.	
	<ol><li>Students will enroll in courses with the assistance of the academic advisor (virtual meeting).</li></ol>	
	1. Students will submit Mason's online application.	Rachel Cleaver
GEORGE	2. Students will attend a mandatory virtual orientation meeting.	Senior Associate Director, K-12 Partnerships
UNIVERSITY	3. Students will rank their science class choices via an online form. Mason will register them for their course as seats are available.	
Marymount University	1. Students will submit an online Marymount University application.	Louis Frisenda, Ed.D.
	<ol> <li>Students complete Marymount University enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form.</li> </ol>	Assistant Vice President <a href="mailto:piffisend@marymount.edu">pifrisend@marymount.edu</a>
	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.	









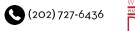


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NO	Students will submit an online Montgomery College credit application.	Kenisha Moten
MC	2. Students attend a mandatory online onboarding meeting.	Academic Coordinator Dual Enrollment Program
MONTGOMERY COLLEGE Montgomery College	3. Students complete the New Student Academic Orientation Online in the student MyMC account.	moten1@montgomerycollege.edu
Montgomery College	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.	
NOVA	<ol> <li>Students will submit an online application to Northern Virginia Community College (NOVA).</li> </ol>	<b>Kathryn Aimone</b> Program Coordinator
Northern Virginia Community College	2. Attend an individual advising session (via Zoom) to discuss goals and course selection wit NOVA Program Coordinator (students can invite counselor and parent/guardian to attend	
Northern Virginia Community College (NOVA)	3. Complete the NOVA Dual Enrollment Intent form.	
	4. Attend a mandatory virtual orientation.	
44	Submit an online Dual Enrollment Application.	Raymond Harrod  Dual Enrollment Program Manager
	2. Complete online New Student Orientation.	rharrod@pgcc.edu
PRINCE GEORGES COMMUNITY COLLEGE	3. Determine course placement through placement testing or alternative placement measure.	<u>marrod@pgcc.edu</u>
Prince George's Community College	4. Meet with advisor for course planning and registration.	
Trinity	<ol> <li>Students will schedule a meeting with their assigned school counselor or dual enrollment coordinator to select a course for the semester.</li> </ol>	Director of Dual Enrollment and Early College
Trinity Washington University	2. Students attend a mandatory virtual orientation meeting.	Programs  witherspoonh@trinitydc.edu











INSTITUTION	INSTITUTION ENROLLMENT PROCESS	CONTACT INFORMATION
JNIVERSITY THE DISTRICT OF COLUMBIA 1851  niversity of the District of olumbia-CARE Program	<ol> <li>Students will submit an online UDC application.</li> <li>Student's course placement would be partly determined through placement testing (Accuplacer)</li> <li>Students will complete UDC enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form.</li> <li>Students will attend a mandatory virtual orientation meeting.</li> <li>Students will select their top three class choices on the course selection form. The program coordinator will use the Google form to register students for classes based on their class selection and class availability.</li> <li>Once the students are registered, they will receive an email confirmation from the</li> </ol>	Kenneth Parker, Ed.D.  Director of Dual Enrollment  kenneth.parker@udc.edu
Since 1882 irginia State University	<ol> <li>program coordinator with pertinent class details.</li> <li>Students will submit a Dual Enrollment Application, Student/Parent Acknowledgement and the FERPA Privacy Form.</li> <li>Students will attend a mandatory virtual orientation meeting.</li> <li>Students will rank their top three class choices on the pre-registration form. The VSU dual enrollment program coordinator will register students for classes based on their class selection and class availability.</li> <li>Meet with a VSU dual enrollment Engagement Coach at least 2x per term to monitor student progress and support success.</li> </ol>	Sharon Lassiter, Ph.D. Director of Dual Enrollment  (804) 524-1172  slassiter@vsu.edu







