



















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 <small>WASHINGTON, DC</small> American University	<ol style="list-style-type: none"> Students will attend a mandatory virtual orientation meeting. 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 Bard College	<ol style="list-style-type: none"> Students will fill out a Google form application consisting of student demographic information, course preference, and day/time preference. Students will attend a Bard Sequence virtual information session. Students will receive confirmation of their course registration, the days and times the course will meet, and instructor contact information via email. 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. 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
 BAU Bay Atlantic University Bay Atlantic University	<ol style="list-style-type: none"> Students will attend a mandatory virtual orientation meeting. Students will complete Bay Atlantic University enrollment forms, which include the FERPA Privacy Form and the student/parent acknowledgement form. The Bay Atlantic University dual enrollment coordinator and school counselor will assist students in selecting a course for the semester. 	Kevon Matthews Special Project Coordinator  kmatthews@bau.edu

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 Bowie State University	<ol style="list-style-type: none"> 1. Students will complete an online application form. 2. Students will meet with the coordinator virtually at: Continuing Education (office365.com) to discuss course selection and participation information. 3. Participate in a mandatory virtual orientation session. 4. 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. 	Jerry L. Isaac Director  JIsaac@bowiestate.edu
 Catholic University- Metropolitan School of Professional Studies	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. 	Suzanne Rogers Dual Enrollment Coordinator  surogers@marymount.edu

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 MONTGOMERY COLLEGE Montgomery College	<ol style="list-style-type: none"> 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
 Northern Virginia Community College Northern Virginia Community College (NOVA)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

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 Virginia State University	<ol style="list-style-type: none"> 1. Students will submit a Dual Enrollment Application, Student/Parent Acknowledgement and the FERPA Privacy Form. 2. Students will attend a mandatory virtual orientation meeting. 3. 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. 4. Meet with a VSU dual enrollment Engagement Coach at least 2x per term to monitor student progress and support success. 	Sharon Lassiter, Ph.D. Director of Dual Enrollment ☎ (804) 524-6238 ✉ slassiter@vsu.edu