

Office of the State Superintendent of Education DC Dual Enrollment Consortium

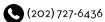
Student Enrollment Guide for School Counselors/Dual Enrollment Coordinators

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 American University	 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	 Students will fill out a Google form application consisting of student demographic information, course preference, and day/time preference. 	Matthew Park, Ph.D. Director of the Bard Sequence
Bard College	 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 	mpark@bhsec.bard.edu
BAU Bay Atlantic University	summer and asked to respond accordingly. 1. Students will attend a mandatory virtual orientation meeting. 2. Students will complete Bay Atlantic University enrollment forms, which include the FERPA	Richard Tracy Director Partnerships and Outreach
Bay Atlantic University	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.	□ rtracy@bau.edu







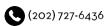


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<u> </u>	 Students will complete an online application form. Students will meet with the coordinator virtually at: <u>Continuing Education (office365.com</u>) 	Jerry L. Isaac Director
Bowie State University Bowie State University	 to discuss course selection and participation information. Participate in a mandatory virtual orientation session. 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 	■ <u>JIsaac@bowiestate.edu</u>
Catholic University- Metropolitan School of Professional Studies	 information and Handbook will be provided. Students will submit an online Metropolitan School of Professional Studies Application. Students will receive an acceptance letter from the admissions department. Students will set-up a student account including creating a CUA email address and password. The academic advisor will contact the student regarding enrollment steps. Students will attend a virtual dual enrollment orientation meeting. Students will enroll in courses with the assistance of the academic advisor (virtual 	Twila Lindsay, Ph.D. Associate Dean and Student Advisor Ilindsayt@cua.edu
GEORGE UNIVERSITY	 Students will submit Mason's online application. Students will attend a mandatory virtual orientation meeting. Students will rank their science class choices via an online form. Mason will register them for their course as seats are available. 	Rachel Cleaver Senior Associate Director, K-12 Partnerships (703) 993-5411 rcleave2@gmu.edu
	 Students will submit an online Marymount University application. Students complete Marymount University enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form. Students attend a mandatory dual enrollment virtual orientation. 	Louis Frisenda, Ed.D. Assistant Vice President Ifrisend@marymount.edu
Marymount University	 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
MONTGOMERY COLLEGE Montgomery College	2. Students attend a mandatory online onboarding meeting.	Academic Coordinator Dual Enrollment Program
	3. Students complete the New Student Academic Orientation Online in the student MyM0 account.	kmoten1@montgomerycollege.edu
	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 Colle Academic Coordinator.	ege
	6. Students attend a mandatory virtual orientation meeting.	
NOVA	 Students will submit an online application to Northern Virginia Community College (NOVA). 	Kathryn Aimone Program Coordinator
Northern Virginia Community College	2. Attend an individual advising session (via Zoom) to discuss goals and course selection via NOVA Program Coordinator (students can invite counselor and parent/guardian to atte	
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 GEORGE'S COMMUNITY COLLEGE	3. Determine course placement through placement testing or alternative placement measure.	<u>rnarroa@pgcc.eau</u>
Prince George's Community College	4. Meet with advisor for course planning and registration.	
Trinity	1. Students will schedule a meeting with their assigned school counselor or dual enrollme coordinator to select a course for the semester.	Director of Dual Enrollment and Early College
Trinity Washington University	2. Students attend a mandatory virtual orientation meeting.	Programs witherspoonh@trinitydc.edu









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JNIVERSITY THE DISTRICT OF COLUMBIA 1851 niversity of the District of olumbia-CARE Program	 Students will submit an online UDC application. Student's course placement would be partly determined through placement testing (Accuplacer) Students will complete UDC enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form. Students will attend a mandatory virtual orientation meeting. 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. 	Kenneth Parker, Ed.D. Director of Dual Enrollment kenneth.parker@udc.edu
~	 Once the students are registered, they will receive an email confirmation from the program coordinator with pertinent class details. Students will submit a Dual Enrollment Application, Student/Parent Acknowledgement and 	Sharon Lassiter, Ph.D.
VIRGINIA STATE Since 1882	the FERPA Privacy Form. 2. Students will attend a mandatory virtual orientation meeting.	Director of Dual Enrollment (804) 524-6238
irginia State University	 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. 	■ <u>slassiter@vsu.edu</u>
	 Meet with a VSU dual enrollment Engagement Coach at least 2x per term to monitor student progress and support success. 	





