

Office of the State Superintendent of Education DC Dual Enrollment Consortium

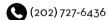
Student Enrollment Guide for School Counselors/Dual Enrollment Coordinators

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 Bay Atlantic University	 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. 	Richard Tracy Director Partnerships and Outreach rtracy@bau.edu







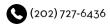


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BOWIE STATE UNIVERSITY ————————————————————————————————————	1. Students will complete an online application form.	Jerry L. Isaac Director
	Students will meet with the coordinator virtually at: <u>Continuing Education (office365.com</u>) to discuss course selection and participation information.	■ <u>Jlsaac@bowiestate.edu</u>
	3. 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 information and Handbook will be provided. 	
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	Students will set-up a student account including creating a CUA email address and password.	■ lindsayt@cua.edu
	4. The academic advisor will contact the student regarding enrollment steps.	
	5. Students will attend a virtual dual enrollment orientation meeting.	
	Students will enroll in courses with the assistance of the academic advisor (virtual meeting).	
	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.
	 Students complete Marymount University enrollment forms, which includes the FERPA Privacy Form and the student/parent acknowledgement form. 	Assistant Vice President pifrisend@marymount.edu
	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.	







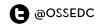


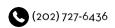


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MONTGOMERY COLLEGE Montgomery College	Students will submit an online Montgomery College credit application.	Kenisha Moten Academic Coordinator Dual
	2. Students attend a mandatory virtual on-boarding meeting.	Enrollment Program
	 Students complete the English Placement Assessment and the New Student Academic Orientation Online in the MyMC account. 	<u>■ kmoten1@montgomerycollege.edu</u>
	 Students schedule a meeting with their high school counselor or high school dual enrollment coordinator to select a course for the semester. 	
	 Students complete the registration form and email the document to the Montgomery College Academic Coordinator. 	
	6. Students attend a mandatory virtual enrollment and registration meeting.	
NOVA	 Students will submit an online application to Northern Virginia Community College and set up their account with the directions provided at the end of the application. 	Kathryn Aimone Program Coordinator
Northern Virginia Community College	Students will attend an onboarding webinar to learn about options at NOVA, review course availability and search the catalog.	kaimone@nvcc.edu
Northern Virginia Community College (NOVA)	 Students will schedule an individual advising session to discuss goals and complete enrollment. 	
AA	Submit an online Dual Enrollment Application.	Johnnie J Johnson, Ed.D.
	2. Complete online New Student Orientation.	Program Director
PRINCE GEORGE'S COMMUNITY COLLEGE	 Determine course placement through placement testing or alternative placement measure. 	johnsojj@pgcc.edu
Prince George's Community College	4. Meet with advisor for course planning and registration.	
Trinity Trinity Washington University	 Students will schedule a meeting with their assigned school counselor or dual enrollment coordinator to select a course for the semester. 	Hope Witherspoon Director of Dual Enrollment and Early College
	2. Students attend a mandatory virtual orientation meeting.	Programs witherspoonh@trinitydc.edu











INSTITUTION	INSTITUTION ENROLLMENT PROCESS	CONTACT INFORMATION
UNIVERSITY OF COLUMBIA 1851 University of the District of Columbia-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 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. Once the students are registered, they will receive an email confirmation from the program coordinator with pertinent class details. 	Kenneth Parker, Ed.D. Director of Dual Enrollment kenneth.parker@udc.edu
Virginia State University	 Students will submit a Dual Enrollment Application, Student/Parent Acknowledgement and the FERPA Privacy Form. Students will attend a mandatory virtual orientation meeting. 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. 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 (S) (804) 524-6238 (S) slassiter@vsu.edu







