If I change my mind can I get a refund?
There are no tuition refunds should you change your mind and decide not to take the course for MCC credit.

Can I withdraw from the course?
If you decide you no longer want credit for the course, or if you think you are likely to earn a poor grade in the course, you can withdraw. This will result in a grade of "W" on your MCC transcript.

To withdraw, you must inform your teacher before the withdrawal deadline. You can remain in the high school course even if you withdraw from the MCC course. If you do not withdraw, you will receive the letter grade you earned for the course.

How do my credits fulfill MCC degree requirements?
When you successfully complete a course, you accumulate college credits. Your credits are recorded on a Monroe Community College transcript and can apply toward fulfilling degree requirements; either serving as elective credit, substituting for a required course, or making you eligible to take a higher level course.

Will my Dual Enrollment credits transfer?
Most colleges accept MCC Dual Enrollment credits when a grade of C or higher is earned, however please keep in mind that we do not guarantee that all credits will transfer to all colleges. Each college sets its own transfer policy; therefore, we advise you to research the transfer credit policy of the college or university you are planning to attend.

Can I register for any course offered at my high school?
You can only register for courses that are part of your high school schedule, up to a maximum of 11 credits per semester. In other words, you must be in the high school class to have the option to register for MCC credit. There may be other Dual Enrollment courses offered for credit at your school, so check your schedule before you register.
About the Dual Enrollment Program

Monroe Community College offers high school students the opportunity to earn college credit at their high school. Through the Dual Enrollment Program, courses are taught at your school by MCC-certified high school teachers. These classes have the same curriculum and requirements as those offered on the MCC campus. Students, who successfully complete the class, earn credits that count toward high school graduation as well as college credit for the course. These college credits can be applied toward a future MCC degree or transferred to another college or university.*

The MCC Dual Enrollment Program is fully accredited by NACEP – National Alliance of Concurrent Enrollment Partnerships. Additionally, MCC is accredited by the Middle States Association of Colleges and Schools. We are proud to offer our high school partners the quality standards and peace of mind that come with these affiliations.

Advantages of Dual Enrollment

• Students who participate in Dual Enrollment programs are more likely to graduate from high school, enroll in college, earn higher grade point averages, and complete college degrees.

• Dual Enrollment courses bear the same quality and quantity of credits as courses offered on campus but at 1/3 cost of tuition.

• Dual Enrollment students receive grades and feedback throughout the course, thus eliminating high-stakes, end-of-the-year testing.

• Dual Enrollment courses taken in high school may fulfill college degree requirements, serve as electives, or fulfill prerequisite requirements. This may allow students to graduate earlier or earn credits toward additional concentrations, minors, or majors.

• Dual Enrollment courses show colleges that you are a motivated student who has pursued challenging opportunities.

• Dual Enrollment courses help students explore careers. Students who are undecided in their career interests can benefit by the additional research and rigor provided in a Dual Enrollment Course.

*While most colleges accept MCC Dual Enrollment course credits when a grade of C or higher is earned, we cannot guarantee that all credits will be accepted because every college sets its own policy. If you are planning to attend another college or university, we recommend you check their transfer policies before enrolling in our courses.

Frequently Asked Questions

How do I find out if a course is offered for Dual Enrollment?
If a course is offered for Dual Enrollment, your school will let you know and provide a brochure and registration information to you. Your counselor can also help you plan a schedule that includes Dual Enrollment courses.

What is the cost of taking a course through Dual Enrollment?

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition + Fees</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>47 + 38</td>
<td>585</td>
</tr>
<tr>
<td>2</td>
<td>94 + 38</td>
<td>132</td>
</tr>
<tr>
<td>3</td>
<td>141 + 38</td>
<td>179</td>
</tr>
<tr>
<td>4</td>
<td>188 + 38</td>
<td>226</td>
</tr>
<tr>
<td>5</td>
<td>235 + 67</td>
<td>302</td>
</tr>
<tr>
<td>6</td>
<td>282 + 67</td>
<td>349</td>
</tr>
</tbody>
</table>

Tuition is charged per credit hour at 1/3 the rate of regular tuition. Presently, Dual Enrollment tuition is $47 per credit hour. There is also an $8 enrollment/records fee, and a technology fee based on the total number of credit hours taken in a semester.

How many Dual Enrollment classes am I allowed to take?
Students are allowed to register for a maximum of 11 credit hours per semester. This is usually about 3 classes per semester. Students can only register for classes that are part of their high school class schedule. Credits offered at BOCES locations are included in the 11 credit hour maximum per semester. There is no limit to the number of courses students can take during their high school career.

When can I register?
Students can register online during the open registration period, usually during the first two weeks of class. Your teacher will let you know when registration is open and you will have to register before the deadline. Late registrations are not accepted.

Can I wait to see how I’m doing in the course before I register for MCC credit?
You must decide if you want the MCC credit by the registration deadline (usually within the first two weeks of class). Dual Enrollment courses become part of your official college transcript; so if the course is in a subject area that is not one of your strengths, you may want to take it for high school credit only and not participate in the Dual Enrollment program. It is a good idea to discuss the Dual Enrollment option with your teacher and parent or guardian before you decide to enroll.
Grading System

The College uses a +/- grading system for courses. The grading system and corresponding GPA are outlined below. The conversion of a numerical high school grade to an MCC letter grade is determined by each MCC academic department and is outlined on the Course Information Sheet for your class. The high school teacher will consult with their MCC faculty liaison for an explanation on grade conversion.

<table>
<thead>
<tr>
<th>Grade Interpretation Numerical Value</th>
<th>Number of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D- Minimum Passing Grade</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>W Withdrawal</td>
<td>W</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>AU Audit</td>
<td>**</td>
</tr>
<tr>
<td>K Grade Not Rec’d from Instructor</td>
<td>**</td>
</tr>
</tbody>
</table>

*Semester hour credit and quality points shall not be granted.

**Administratively assigned grades. Semester and cumulative averages are calculated only on the basis of credit courses completed with grades of A through F. Withdrawals appear as a W grade on the transcript.

Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. Violations of these responsibilities consist mainly of cheating and plagiarism. Cheating is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or assessment process. Plagiarism is using someone else’s work as if it were one’s own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language, and using ideas without showing they originated in another’s work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students.

The Monroe Community College Catalog and Student Handbook describes the college’s expectations regarding academic honesty in more detail, and outlines the procedures for handling violations of this policy as well as disciplinary action which may be executed. The catalog can be found online at www.monroecc.edu, select the A-Z Index, then “C” to access the full catalog online.

Dual Enrollment: Taking the Next Step

There are factors to consider before you register for a Dual Enrollment course. Since it is an MCC class, it is important to know that you are beginning a college transcript and the class will become part of your permanent academic record. Before you take the next step, we suggest the following:

- Discuss this option with your parent or guardian. Deadlines, costs, and workload should be considered.
- Research how the course will fit with your college plans and intended major. Your counselor can help. You can also use MCC’s Career Coach, a free online tool that shows you the MCC classes needed for the career you select. Visit https://monroecc.emsicareercoach.com to access this interactive, career planning tool.
- Talk with your parent/guardian, teacher or counselor to determine if taking a Dual Enrollment class is right for you. The grade you earn will become part of your official college transcript at MCC.
- Review all the information in this brochure and familiarize yourself with college policies and student responsibilities.

Registering for a Dual Enrollment Class

In order to receive MCC credit you must officially register for the course during the open registration period. Registration for MCC Dual Enrollment courses takes place online at www.monroecc.edu/Go/DualEnroll.

The registration process is simple and easy to navigate. When completed, the student and parent will receive an email confirmation (both email addresses are required). Your teacher will let you know when registration is open and you will have to register before the deadline. Late registrations are not accepted. MCC course prerequisites apply. Please see “Course Prerequisites” on page 5.
Tuition and Fees

Courses are offered at 1/3 the cost of regular student tuition (presently $47 per credit hour, subject to change). Students also pay an $8 records fee and a technology fee based on the number of credits taken (1-4 credits has a $30 technology fee; 5-8 credits has a $59 technology fee; 9-11 credits has a $118 technology fee). To the right is a cost comparison for a three credit hour course.

Soon after registering for the course you will receive an account activation letter in the mail. This letter provides important student account and billing information. Soon after receiving the account activation letter, a bill will be mailed to the student. Student accounts can be paid online or according to the instructions on the bill. It is important that you send full payment by the posted deadline. Otherwise you will not receive college credit for the course – though you can still take the course for high school credit.

Grades and Course Information

Your teacher uses MCC’s guidelines to determine your final grade. College guidelines for each course are outlined on a Course Information Sheet. Some Dual Enrollment courses require an additional project or exam and in this case, your final high school grade might be different from your MCC grade. At the end of the course, you will receive a grade report from MCC. This course will also be part of your official MCC transcript.

College Policies Affecting Dual Enrollment

Class Attendance Policy
Prompt and regular attendance at all class and laboratory sessions is expected. Excessive absence may be reported and can adversely affect your academic achievement in a particular course.

Course Cancellation
At times conditions exist that may preclude the offering of particular courses; for example, courses may be cancelled due to low enrollment. Any other condition that affects the integrity of the course and the learning experience of the student is justifiable cause to cancel a course. When courses are cancelled, students who paid tuition for the cancelled course will be refunded.

Withdrawal from a Course
If the student and teacher agree that withdrawing from the course is in the student’s best interest, the teacher must contact the MCC faculty liaison. In order to receive a grade of W, a student must officially withdraw from the MCC course. It is important to note the withdrawal deadlines. Failure to properly withdraw from a course will result in the student receiving the letter grade he/she earned in the course. Students who no longer attend class, quit school, or move out of the school district also need to be withdrawn from their MCC course. There is no tuition refund for a course withdrawal.

Course Prerequisites
Admission to a particular course may be denied to students without the background and/or prerequisites deemed necessary by the College. The College reserves the right to evaluate students for their readiness for a particular course and to require appropriate documentation of a student’s readiness.

Transcript Request
All official transcripts must be requested by the student. Transcripts can be ordered online, in person or by mail/fax. Visit www.monroecc.edu/go/registration for detailed information on ordering transcripts.