



SOUTHERN
MAINE
COMMUNITY
COLLEGE

Welcome

Congratulations! You're taking an important step for your future! The class you're enrolling in through SMCC is a REAL college course using SMCC's basic syllabus but taught by *your* high school instructor in *your* high school classroom. SMCC has approved each of these high school instructors using the same standards and qualifications as our own professors. The course you're taking counts as both high school and college credit.

As SMCC's Dual Enrollment Success Coach, it is my goal to assist you in any way I can so that you complete the course/s and gain this credit. I hope that this experience is enjoyable as well as useful.

Please know that you can reach out to me at any time for questions/assistance!

Molly Caso 207-741-5605 mcaso@smccme.edu

Why should I enroll?

Studies prove that dual enrolled students are more likely to graduate from high school, enroll in college, earn a college degree, and maintain a higher college GPA. Also you may:

- Save money by reducing future college costs/student load debt
- Build academic confidence about pursuing college
- Show college admissions officers, job interviewers, scholarship committees your ambition as a student with your SMCC college transcript
- Lighten your initial course load in college and give you more flexibility in your college schedule – this can help ease your transition from high school to college
- Begin your pathway to a degree or credential – wherever you end up after high school graduation
- Graduate from college earlier

Things to consider before enrolling:

- Do you have the extra time to devote to a college-level course? Consider your high school course-load, extra-curriculars, and work or family obligations.
- Does the course help you meet your academic goals? Is it part of your planned degree program at SMCC or will it transfer to your intended college? Does it allow you to explore a career path

before pursuing it in college? You'll want to reach out to your school counselor and/or Molly Caso if you need assistance answering these questions

- Are you ready to abide by the college policies found in the Course Catalog available on our website at www.smccme.edu/catalog? These policies cover things like academic honesty/plagiarism, attendance, assignment and grading structures

Who can enroll?

Meet Qualifications:

- High school junior or senior
- Have approval from high school, parent/guardian (needed even if you're 18+)
- Have a cumulative HS GPA of 3.0+ OR be recommended by your school counselor
- Have met any course pre-requisites – for example, to take Pre-calculus, you need to either have completed College Algebra or have appropriate math test scores (PSAT/SAT/Advanced Algebra & Functions Accuplacer)
- Be motivated to take a college-level course understanding it will be a challenge

How do I enroll:

1. Create an account (or use current account) on MCCS OnCourse for College website: oncourse.mccs.me.edu. See attached Steps to Enrollment guide.
2. Read and sign Student Agreement (which pops up automatically)
3. Search for the class under "Classes in my high school" – making sure you've chosen the correct semester. Put a checkmark next to the courses you're planning to take, then click the box "Apply for Selected".
4. Email documentation of any prerequisites to Molly Caso
5. Wait for the behind-the-scenes process to happen:
 - a. Your school counselor receives an email prompting them to recommend you for the course. When they do, your status in OnCourse changes from Applied to Approved Pending Registration
 - b. Your parent/guardian receives an email with a link to sign the Parent Consent. Be sure you've used the correct email in your profile!
 - c. When SMCC sees that your application is complete, you will be formally registered for the course. Your status on the OnCourse site will be updated to Registered.
 - d. Your high school instructor will receive a copy of your schedule to pass on to you. You can also view your Registration status in your OnCourse account and find your schedule in your MySMCC student portal (login to my.smccme.edu, click on MyMaine Guide, click on MyCourses, then View or Print Schedule). If you don't have this schedule, you are NOT enrolled in the course! And we are unable to enroll you after your instructor has verified the SMCC roster (just after completion of the add/drop period).
6. Note that your high school classroom may have students who ARE and students who AREN'T taking the course for SMCC credit. Students who have not gone through the SMCC enrollment process described will only be receiving high school credit for the course.

After enrolling:

You're a REAL SMCC STUDENT - What does that mean?

- You are given an SMCC ID number and login information to use the [MySMCC \(my.smccme.edu\)](https://my.smccme.edu) Student Portal:
 - Our IT HelpDesk will email you with your username and temporary password. They will send this to the personal email account you used to apply in OnCourse.
 - MySMCC is where you:
 - Can find/schedule tutoring for your course and use the online library search & document access
 - Find your SMCC student email account
 - View your college transcript and midterm/final grades
 - Find general information and announcements for SMCC students
 - Access the e-learning platform Brightspace for any online portions your instructor uses in your course
- Your high school instructor will give you a syllabus for the course – SAVE a copy –it will come in handy later. What is a syllabus? “A syllabus lets students know what the course is about, why the course is taught, where it is going, and what will be required for them to be successful in the course” (Altman & Cashin, 2003).
- If you come on-campus, you can get a Student ID at our Security Office
- You have a permanent student record at SMCC – and any grade assigned will be permanent
- You can use all SMCC student services – online or in-person tutoring and library, on-campus clubs, activities, fitness room
- If you have a diagnosed disability, you'll need to reach out to our Disabilities Services office if you wish to have college-appropriate accommodations. They can be reached at mdisabilityservices@smccme.edu or 741-5680. Note: disability accommodations are different in college versus high school! See attached.
- As a college student, the privacy of your college academic record is protected under the FERPA law (Family Educational Rights & Privacy Act). If you'd like to share information about your concurrent enrollment course with your parent/guardian, you'll need to establish this in your OnCourse user account by logging in and clicking on the FERPA Consent Optional tile on the landing page. Follow the directions in listing the email addresses and assigning PIN numbers to those you want to share academic information with. Once you've provided your electronic signature, SMCC will be able to respond to requests from those people when they enter the PIN number.

During the course:

- We'd love to have you on campus for a tour – with your HS or CTE class or by yourself. See www.smccme.edu/visit
- If you'd like to discuss attending SMCC after high school graduation, I can help! Contact me to get you started.
- If you are struggling in your course and feel you may not pass, please discuss with your instructor and school counselor – and reach out to me if needed. You can request a course

withdrawal on your OnCourse for College account. You'll log into your user account, click on the Drop/WD Requests tile, from the drop-down menu click next the course you wish to withdraw from, provide a reason why you wish to withdraw, and then click on Process Request. You'd be assigned a final grade of W – which is a permanent grade on your SMCC transcript but is not calculated into an SMCC GPA (though it can impact your completion rate if you attend later)

When the course is completed:

- Print out a copy of your unofficial transcript from MySMCC! Save it as a pdf! This will come in handy in the future.
- If you plan on attending SMCC, we'll have your concurrent course listed as part of your student record – no extra steps are needed
- If you are ready to send your transcript to another college, you need to complete a transcript request – a few methods are available - see www.smccme.edu/transcript.
- If another college asks to see the syllabus of the course, please request from your high school instructor
- If you are not successful in the class, SMCC will review whether additional dual enrollment courses may be taken in subsequent semesters.

What's this going to cost me?

The dual enrollment program – including regular dual enrollment (courses taught by SMCC faculty online or on our campus) and concurrent enrollment – offers up to 12 credits per academic year for FREE! Please note that the 12 credit limit includes those taken at all MCCS and UMS schools. If you go beyond the 12, you can take an additional 6 credits at the discounted high school rate of 50% tuition/no fees. You can spread the free and discounted credits over the Summer, Fall, and Spring semesters.

Videos!

Meet me and learn about concurrent enrollment in an audio-visual way here:
www.smccme.edu/concurrent.

Welcome SeaWolf!

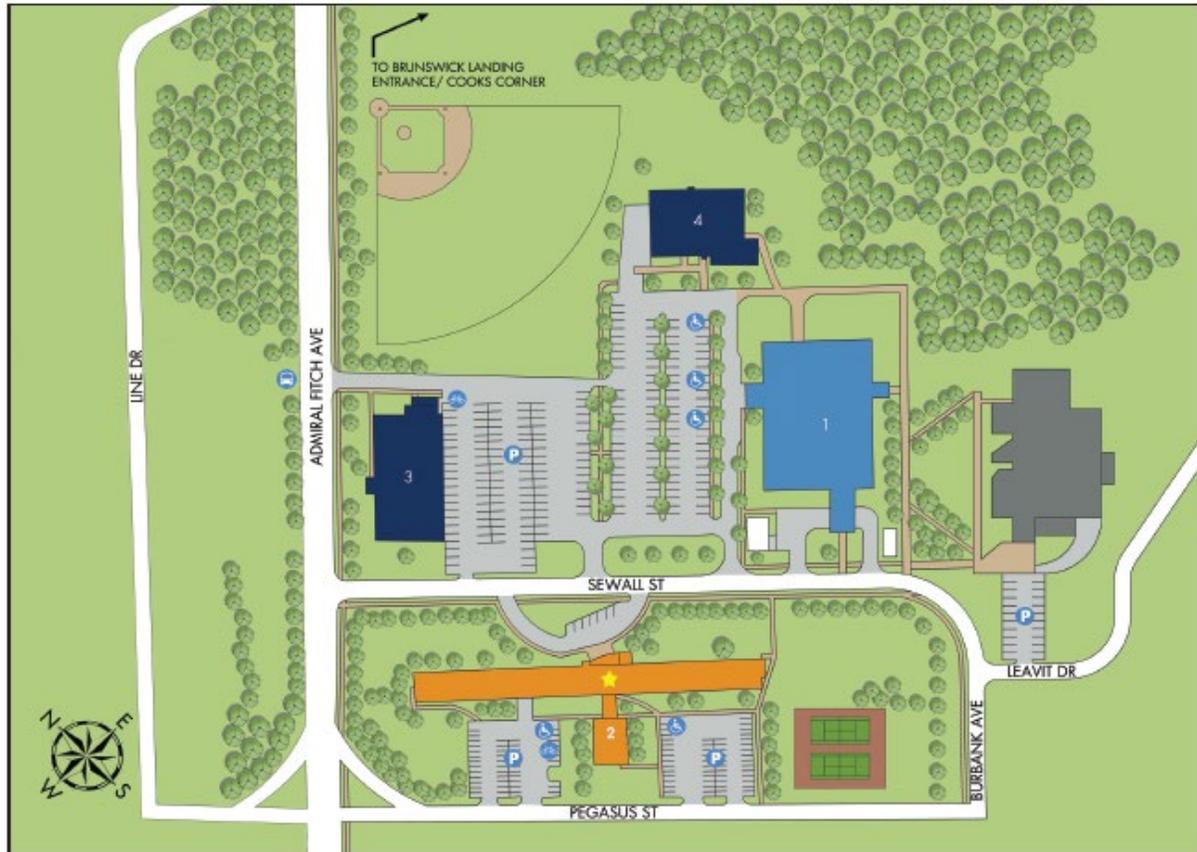


Time Get your SMCC Student ID

Where? Security Office on South Portland Campus or Midcoast Campus – see maps below

Why? Gets you into facilities on campus, allows you to fully access Library materials and in-person tutoring

MIDCOAST CAMPUS MAP



- 1** **LL.Bean Learning Commons & Health Science Center**
 Advising
 Bangor Savings Bank Library
 Biological Sciences
 Health Sciences
 Maine Career Center
 The Landing Cafe
 Tutoring

- 2** **Orion Hall**
 Fitness Studio
 Residence Life
 Security ★
 Student Activities
 University of Maine at Augusta's Brunswick Center

- 3** **Maine Advanced Technology & Engineering Center (MATEC)**
 Physical Sciences

- 4** **Academic Building**
 Hannaford Lecture Hall
 Maine Fire Service Institute

BUILDING KEY

- Academic & Administration
- Student Life
- Student Services
- ★ Security

Need assistance? Please visit the Learning Commons located in Building 1.

7/2022



ON COURSE FOR COLLEGE

EARLY COLLEGE PROGRAMS AT MAINE'S COMMUNITY COLLEGE SYSTEM

STEPS TO ENROLLMENT

I have not taken early college courses before OR
I have *not* used either the On Course or ExplorEC (UMS) portal before.

STEP 1 CREATE ACCOUNT AND APPLY

1. Create an account at oncourse.mccs.me.edu
2. Use an email other than your school email that you check regularly.
3. Have your SSN on hand.
4. Have a parent or guardian's email on hand.
5. Use Apply for Classes to find and apply for classes.

I have taken a course AND
already have a login with either On Course or ExplorEC portal

STEP 1 LOG IN AND APPLY

DO NOT CREATE A NEW ACCOUNT: *This can delay course placement.*

1. Log in to the On Course portal using the same email & password you created with On Course OR ExplorEC.
2. Use Apply for Classes to find and apply for classes.

STEP 2 PERMISSION

1. Your parent or guardian will receive an email with a permission form.
2. A school official will make academic recommendation through the On Course portal.

Homeschool parent/guardians will grant both parental permission and academic recommendation.

STEP 3 PLACEMENT

1. An Early College advisor will review your application and confirm availability and placement.
2. Check Application Status to see where your application is.
3. You will be contacted if the college needs further information.
4. You will receive further information at the email you used.

STEP 4 CONFIRM AND ATTEND

1. Check Application Status to see where your application is.
2. If your course is on campus or online, look for additional information to arrive in your email.
3. You can manage your enrollments through the On Course portal and reach out to your Early College advisor when you need to.

oncourse.mccs.me.edu