



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 or mcaso@maineccc.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 loan 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? Check out our Credits with a Purpose flyer, attached. 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 ONLY
- 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 for placement into college-level coursework
- Have met any course pre-requisites – for example, to take Pre-calculus, you need to either have completed College Algebra + Intro to Trigonometry 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! If they haven't received it after a few days, have another request sent to them by logging in to your OnCourse account, clicking on the Parental Consent tile, double-check you have the correct email, and click on Submit Parent Consent Request

- 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 My Student Guide, click on My Academics, then Class 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 above 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) 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 Office of Disabilities Services (ODS) if you wish to have college-appropriate accommodations. They can be reached at smccdisabilityservices@maineccc.edu or 741-5680. Note: disability accommodations are different in college versus high school! See attached. This QR code will bring you to the form you can complete and submit to our ODS



Scan or click this QR code to complete the form. More information can be found at <https://www.smccme.edu/academics/resources/disability/>

- 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)
- Pay attention to deadlines – see schedule p. 11

When the course is completed:

- Request a copy of your SMCC transcript using one of the methods on our site here: www.smccme.edu/transcript. Save this! It 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, be sure to request an OFFICIAL transcript (meaning it comes directly from SMCC to your intended college), see link above.
- 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?

For all Maine resident public high school students and registered (with your school district) home school students, the following costs are applicable:

- 12 credits per year with a lifetime maximum of 18 credits are FREE – tuition & fees will be waived
- These credits encompass all courses taken through the Maine Community College System and the Maine University System.
- If a student wishes to take more than either 12 credits/year OR 18/lifetime, OR for private-pay & private school students, they will be billed at these rates:
 - For concurrent enrollment courses (taught in a Maine high school by your high school instructor): \$60 per credit hour and no fees
 - For dual enrollment courses taught at the MCCS college by MCCS instructor (in person, online, hybrid): \$96 per credit hour and no fees

Out-of-state dual enrollment students, whether concurrent or regular dual enrollment, will be billed at \$96/credit hour and no fees.

For CTE students who are in a specific Pathway within the OnCourse website, the lifetime maximum is 24 credits (with a yearly max of 12).

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
- Access to Portland and South Portland bus routes for free
- It's fun to have a college ID!

SOUTH PORTLAND CAMPUS MAP



5	5 Surfsite Road Captain's Cupboard Food Pantry	80	Culinary Arts Center (CA) Culinary Arts Hospitality Management	91	Howe Hall (HOWE) Criminal Justice Emerging Leaders Program Fire Science Phi Theta Kappa Prayer Room Student Senate Veterans Center	3b	Ross Technology Center (TECH) Architectural & Engineering Design Behavioral Health Drop-in Computer Lab Human Services Information Technology Help Desk & Services Social Work Testing Center
8	8 Broadway (BBRWY) Communications & Marketing Workforce Training	36	Early Childhood Education (ECE) Early Childhood Education Education	119	Hutchinson Union Building (HUB) Athletics Fitness Center Gymnasium	86b	SeaWolves Cafe
185	185 Benjamin Pickett Street SMCC Foundation	124	Emergency Training Center (ETC) Emergency Medical Services	77	Jewett Hall (JEWET) Auditorium Precision Machining & Manufacturing Welding Lab	83	Spring Point Residence Hall Student Life Central Services & Receiving Student Activities
71	All Faiths Chapel	57	Facilities Management	123	Johnson Automotive Technology Center (JAT)	10	Surfsite Residence Hall
49	Art Studio (ARTST)	92	Fort Building Human Resources Security	58	Lighthouse Art Studio (LHART)	62	Sustainability & Energy Alternatives Center (SEA)
86a	Campus Center Admissions Advising Bookstore Career & Transfer Services Counseling Services Disability Services Dual Enrollment EMBARC Jobs for Maine's Graduates Library & Learning Commons Maine College & Career Access Path to Graduation Registration TRIO Student Success Services Veterans Services	43	Friends of Casco Bay	48	Mr. and Mrs. Fish Building (FISH) Classrooms	BUILDING KEY Academic & Administration Financial Services Student Life Student Services Security	
50	Canteen	3a	Hague Hall (HAGUE) Business Maine Community College System Offices	122	McKernan Hospitality Center (MCKERN) Conferences & Events		
126	Captain's House Financial Aid Student Accounts	70	Harborview Hall Social Sciences	95	Oceanview Dining Hall	SOUTHERN MAINE COMMUNITY COLLEGE 7/2022	
88	Cates Building Office of the President	79	Health Science Center (HSC) Cardiovascular Health Sciences Medical Assisting Nursing Nutrition & Dietetics Radiography Respiratory Therapy	93	Preble Hall (PREB) Developmental English & Global Languages English Math		
115	Computer Science & Engineering Center (CSEC) Computer & Information Sciences Electrical Engineering Technologies	124	Heating, Air Conditioning & Refrigeration (HAC) HVAC Plumbing				
65	Construction Technology (CTC) Building Construction Heavy Equipment Operations Waste Water Management	99b	Hildreth Media Center (HILDM) Communications & New Media				
		99a	Hildreth Science Center (HILD) Physical Sciences				
		31	Horticulture (HORT)				

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

ADA & Accommodations in College

Know Your Rights & Responsibilities

When you go to college or take a college course (regardless of location or modality), you become a college student. There are major differences in the rules high schools (IDEA or Section 504, Subpart D) and colleges (ADA and Section 504, Subpart E) follow in terms of disability services. It is important to learn these differences and prepare for them.

All early college courses are college courses and abide by college-level policies.

High School



College

The IEP is mandated and followed.

The high school IEP ends; colleges do not use IEPs.

Accommodations are provided to ensure the success of the student.

Accommodations are provided to ensure equal access; success is the responsibility of the student.

Parents are actively involved in planning and decisions. High school staff talk freely with parents.

Students should advocate for themselves. Students must give written permission for college staff to speak with parents.

Paraprofessionals (Ed Techs) or specialized services are provided to individual students.

All students are welcome to use general academic tutors and learning labs but no specialized supports are offered.

Your Next Steps

EXPLORE
your college
& course
options

CONNECT
with the ADA
Coordinator at
the college

GATHER
all required
documents &
evidence

BEGIN
studies and
use all support
services

Contact our ADA Offices directly for complete guidance:

CMCC: disabilityservices@cmcc.edu

EMCC: access@emcc.edu

KVCC: disability@kvcc.me.edu

NMCC: disability@nmcc.edu



Maine's
Community Colleges

SMCC: disabilityservices@smccme.edu

WCCC: esullivan@wccc.me.edu

YCCC: disabilityservices@yccc.edu



Reasons for Early College Credits with a Purpose

Students have access to many early college opportunities through Maine's public universities and community colleges. It is important to make sure students choose their courses with intention. There are many benefits of early college, however, credits without a purpose can have unintended impacts on college plans.



TRANSFERABILITY

- Only the receiving college can confirm whether a course will transfer
- While most credits will transfer as electives, college programs may limit the number of electives students can use
- College programs have specific course requirements and courses outside those requirements may not transfer

FINANCIAL AID

All colleges must follow federal financial aid rules. Many Maine students attend college using Pell Grants and/or federal loans. While most early college activity has no real impact on financial aid, students and families should be aware of these areas:



Satisfactory Academic Progress

- **Grades:** Failing or withdrawing from too many courses can impact the student's financial aid eligibility if they continue at the college where they earned those grades
- **Courses:** Taking too many courses outside of a college program will limit financial aid eligibility

Full-Time Enrollment: Taking too many courses that fill general education requirements may limit the student's ability to be full-time once they get to college, which may limit financial aid eligibility



COLLEGE SUCCESS

- Research has shown that students who take even just 1-2 early college courses benefit from higher college success rates
- Too many unsuccessful courses on a college transcript generated in high school can impact future academic standing or program acceptance
- Doing well in select courses is the best way students can prepare for a college major

A Collaboration of Maine's Community College System and the University of Maine System



ON COURSE FOR COLLEGE
LATE HIGH SCHOOL INTERACTION AT MAINE'S COMMUNITY COLLEGE SYSTEM

ExplorEC
Early College at Maine's Public Universities

The University of Maine System is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 North Stevens Hall, University of Maine, Orono, ME 04469-5754, 207.581.0226, TTY 711 (Maine Relay System).

The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information, please contact the MCCS Office of Human Resources at 207.629.4000. The complete notice of non-discrimination is available at mccs.me.edu/non-discrimination.

Concurrent Enrollment Semester Dates

2025-26 Academic Year

SEMESTER	REGISTRATION MATERIALS DUE	START DATE	END DATE	ROSTER VERIFICATION DEADLINE*	ADD/DROP DEADLINE	COURSE WITHDRAWAL DEADLINE
Fall 2025	9/19/25	10/1/25	1/23/26	10/15/25	10/10/25	12/19/25
Full Year 2025 - 26	9/19/25	10/1/25	6/11/26	10/15/25	10/10/25	4/3/26
Spring 2026	1/16/26	1/26/26	6/11/26	2/13/26	2/11/26	5/8/26