



EARLY COLLEGE

2025-2026

Concurrent Enrollment Program Handbook for
High School Instructors, Staff, and Administrators



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SMCC Concurrent webpage: www.smccme.edu/concurrent

Introduction

Welcome

Concurrent Enrollment Instructors:

Your acceptance as an instructor for the concurrent enrollment program of Southern Maine Community College means that you are an instructor of the College (though not on payroll) and that you have a home in one of the academic programs of the College. You will be invited to attend faculty orientations and other events of interest to faculty members (department meetings), and you may request a faculty ID. You will also receive notification (via MAINECC.edu email) of all SMCC professional development opportunities provided over the course of the academic year.

We appreciate your willingness to take on the additional work in order to offer a great opportunity to your students and make your own professional life more challenging, rewarding, and interesting. Just as your concurrent enrollment students are taking on an extra challenge, so are you! We appreciate this dedication.

Last year, we started having instructors upload syllabi to the OnCourse site. This is a requirement for all courses. Please be sure to submit your course syllabus by one week before your course begins.

The program chairs and we will provide you with the support you need to do the best you possibly can as an instructor of SMCC classes in your high school or CTE. This Handbook is offered to try to make your job a little easier by consolidating the annual updates. We will welcome your suggestions for revisions to this Handbook throughout the year.

Please let us know anytime you need anything or have questions which are not answered by this Handbook.

Christopher Ike
Director of Early College

Molly Caso
Dual Enrollment
Success Coach

Rick DiFusco
Concurrent Enrollment
Coordinator

Mission

Southern Maine Community College transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed, and lead.

Values

Opportunity *We empower all to explore, experience, and become lifelong learners.*

Integrity *We respect others, honor diverse viewpoints, and challenge each other to do the right thing.*

Engagement *We are inclusive and come together to openly communicate, participate, and collaborate.*

Leadership *We can all be leaders, innovators, and stewards of the future.*

Success *We pursue excellence as we seek to achieve our goals.*

Overview

Concurrent Enrollment

Concurrent enrollment programs are cooperative agreements between colleges and high schools that allow high school students to take college classes in their high schools for both high school and college credit. Classes are taught by high school instructors who have been approved by SMCC as part-time faculty members and have the same qualifications as part-time faculty members who teach on campus. Instructors also follow the same course guidelines and College policies followed by instructors who teach on campus. CTE Directors and High School Principals of participating schools must sign agreements provided by SMCC every 3 years with addendums issued as needed to expand course offerings or adjust instructors. (The full agreement is available on request.)

What is NACEP?

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is the national organization that sets standards for Concurrent Enrollment Partnerships (CEPs) and accredits those partnerships that meet the national standards.

For more information about NACEP and the national standards, please see the organization's Web site at <http://www.NACEP.org>.

How Do Students Qualify

A concurrent enrollment student should be:

- 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+ and/or be recommended by your school counselor for placement into college-level courses
- 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/Advance Math)
- Be motivated to take a college-level course understanding it will be a challenge

What are Benefits for Students?

Studies have shown that students who participate in concurrent enrollment are more likely to enroll in college upon graduation from high school, stay in college, maintain higher GPAs, and earn college degrees. Additional benefits to students may include:

- Saving money by reducing future college costs
- Building academic confidence for the high school student
- Showing college admissions officers that they're serious students in their junior and senior years in high school
- Graduating from college earlier
- Starting on a pathway toward an SMCC academic degree or workforce credential
- Lightening their first or second semester course load in college and relieving some of the pressure and stress in their first year

Students with Disabilities

Students with a documented disability who are participating in an SMCC concurrent enrollment course may request ADA accommodations through the SMCC Office of Disability Services (ODS). To register, students must provide recent (within the last 5 years) evaluations (psychoeducational, neuropsych, academic, etc.) or documentation from doctors or therapists noting diagnosis/es and recommendations for accommodations. The documentation can be emailed to smccdisabilityservices@mainecc.edu or faxed to (207) 741-5678. Once that information is received, ODS will schedule an appointment with the student to determine reasonable accommodations. Accommodations are not retroactive so early submission of documentation to ODS is advised. Existing IEP and 504 plans do not apply to concurrent enrollment courses.

Provider Forms and additional information are available by contacting ODS via [email](#) or calling (207) 741-5680. Students can scan this code for the ODS Registration Form.



Scan or click this QR code to complete the form. More information can be found at

<https://www.smccme.edu/academics/resources/disability/>

How Do Students Register for their SMCC course?

Students will apply to take a course through the Maine Community College System OnCourse for College website: oncourse.mccs.me.edu. No paper forms are required for Maine schools. Out-of-state schools should contact Molly Caso directly for the appropriate forms. Directions for creating a user account and applying for a course are on the attached “Steps to Enrollment” guide. After applying, a parent and guidance/student services representative will automatically be emailed to approve and recommend you for the course. Once the Student Agreement, Parent/Guardian Agreement, and Guidance approval have been completed, SMCC will retrieve the student’s information and register them. Registration confirmation will be viewable on the student’s OnCourse user account. Instructors will be required to verify their student rosters on their OnCourse user accounts. Once all adjustments have been made, instructors will be emailed with class enrollment confirmation and guidance/student services will be copied on these emails.

For the 2025-26 academic year, both high schools and CTEs will have their students apply for courses in the beginning of the academic year in which the concurrent course is being taught (mid-September for Fall and Full-year courses, mid-January for Spring courses). The dates below can also be found on our website at www.smccme.edu/concurrent.



oncourse.mccs.me.edu

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

Other Key Deadlines:

- Syllabus must be uploaded and approved by **one week before** the start of your course.
- Any new instructor applications/approval and new course request must be completed by **April 1st** for the following academic year.
- Any requests after April 1st will be pushed to the **next** academic year.

Top Tasks

1. Know the student registration deadlines for year-long, fall, and spring semester courses
2. Log into **OnCourse** user account
3. Know your course's prerequisites, if required
4. Upload syllabi for approval to OnCourse
5. Check with guidance to make sure student registrations, parent consent, and counselor recommendations have been completed
6. Verify your class roster
7. Provide student with the SMCC Student Handbook, individual schedule and information on Disability Office.
8. Provide a course syllabus to all students and communicate with your Department Chair about changes to syllabus and/or curriculum
9. Know how students can request a Withdrawal on the OnCourse website
10. Log in to **MySMCC** so you can show students the resources available to them.
11. Know when final grades need to be submitted and how to submit them

Course Withdrawal

The college provides students the opportunity to withdraw from a course that may be too challenging for a student to be successful or if recommended by the instructor. The student can submit a request to withdraw from an SMCC course in their OnCourse for College user account. SMCC will review, process, and confirm the withdrawal to the student via the same portal. Deadlines for course withdrawal for the current academic year can be found on our website at: www.smccme.edu/concurrent.

This option would allow an instructor to provide necessary student expectations on assignments and/ or tests to provide the student an opportunity to finish the course successfully for high school credit, **but not college credit**. This allows the instructor to maintain the integrity of the course expectations for all students.

New Instructors: Getting Started

Qualifications for a new Instructor

Whenever possible, SMCC will appoint instructors who have the minimum qualification of a master's degree and teaching experience in the discipline. When appropriate, alternative qualifications may be considered. You need to be a full time employee of the school unit to teach a concurrent enrollment course for SMCC.

Approval Procedures

After a CTE Director, Student Services Coordinator, or High School Principal recommends a teacher to teach an SMCC class, Rick DiFusco will take that teacher's request to the chairperson of the concurrent enrollment course's designated college academic program. An interview with the SMCC chair may be recommended before an instructor is approved. You will be provided with a course syllabus for your class, guidelines for syllabi, a Student Guide, and the Concurrent Enrollment Instructor Handbook.

Before we can approve you to teach a course, you'll need to:

- Provide a personnel file for SMCC including:
 - Current resume
 - Complete SMCC In-House application (attached)
 - College transcripts
- Complete course-specific training:
 - Attend the SMCC course you'll be teaching
 - Meet with Department Chair/designee to review course curriculum, assessment criteria, pedagogy, and course philosophy

New instructors must have completed this process by April 1st in order to teach the SMCC course at their high school that following academic year.

Once all required steps have been completed satisfactorily, you will receive an approval letter.

SMCC Email Accounts

After your personnel file is complete and you've been entered into the SMCC computer system, the Maine Community College System IT Department will create an email account which will also be your login to college webpages (MySMCC, Brightspace, library resources).

The Maine Community College System has been transitioning to a new Student Information System (SIS) which has required all users to convert to a @maineccc.edu email/login address. While the transition has been ongoing in waves for staff, regular on-campus faculty, and students, the concurrent enrollment instructors have not yet been processed.

We expect you to receive your login information this summer. Any questions can be directed to our system IT office at: ithelp@maineccc.edu or 207-331-9666

Preparing for Class

Syllabus

Concurrent enrollment instructors will use the syllabus provided by their SMCC department chairperson. SMCC, based on NACEP guidelines, requires that you adapt and revise it to reflect your high school policies (i.e. attendance, due dates etc). You may not change the course number or description and expected learning outcomes but you may provide additional content specific to the course. Any other suggested changes must be first approved by the SMCC Department Chair.

When your syllabus is carefully written, all students' questions about the requirements and expectations for your SMCC class/es should be answered on the first day of class, and the policies and guidelines for the entire semester will be clear from the start.

The syllabus for each course and section must be uploaded in OnCourse prior to the start of your class. The Department Chair will view and approve or request changes to your syllabus if needed. If you are teaching multiple courses you will be required to upload a syllabus for each section. This must be completed at least one week before the first day of your class. If you are asked to make changes once you have completed that you will follow the same process to upload the updated syllabus in OnCourse. It is important to do this early so that you your students only receive the syllabus approved by your department chair. Detailed instructions on how to do this are on page 35.

Syllabi Naming Convention for all Concurrent Enrollment Courses

In order for the college to properly index syllabi, we have asked all concurrent enrollment instructors to use the naming convention below. Do NOT name the file "Syllabus doc".or a High School title when uploading to ONCOURSE. Instead, use the format sample. The title for the course must be the same as the college title, not a replacement title.

DEPT-COURSENUMBER-TERM-YEAR-instructor first initialLast name

Term options

FA = Fall semester

FY = Full Year

SP = Spring semester

Naming Examples

ENGL-100-FA25-CIke

MATH-140-FY2425-MCaso

CNMS-111-SP25-RDiFusco

Textbooks / Software

The department chairperson will tell you whether all instructors must use the same book for the course you are teaching. They may approve for high schools to purchase and provide an older edition of the required text from the same publisher and author.

If your high school or CTE center cannot purchase the required books/software used on campus, you must either ask students to purchase the books or find alternative sources of funding.

Student Questions

Students apply and are enrolled at the beginning of the defined semesters above. Add/drop periods and course withdrawal periods correspond proportionally to the add/drop and withdrawal periods for non-concurrent SMCC courses.

The main resource for students is the Student Guide. Please read through the Student Guide (included in the Appendix of this Handbook) so you can understand and refer students to it when they ask questions about how to register or transfer their SMCC credits.

Class Lists & Roster Verification

With the high schools' option to offer concurrent enrollment courses either by the semester or as a full-year course, it is critically important for high school instructors/guidance staff to notify SMCC in advance as to which of the three options each course will be running (Fall semester / Spring semester / Full-year). This should be established no later than the end of May 1st for ALL courses.

At the end of the add/drop period (as published on www.smccme.edu/concurrent), the class list/roster must be verified by the high school instructor through the OnCourse for College website. Instructions for access and where to find the verification are attached.

At no time will students be enrolled in a concurrent course after the class roster is verified. Retroactive registration is not allowed and retroactive credit will not be given.

Class lists and the status of applications may also be viewed by *School Counselors and Student Services Coordinators* by: logging into OnCourse for College

(oncourse.mccs.me.edu), clicking on Students tile, Registrations by Term tab, choose appropriate term (note that full-year courses appear under Fall), then Sort alphabetically (click on up-arrow) by Course to get your concurrent classes grouped together.

Once all class lists have been verified, we will send the instructor a confirmation email which includes SMCC Class List, student schedules, and Student Handbook. The School Counselors and Student Services Coordinators will be copied on this email.

Because all student enrollment must be both reported to Student Clearinghouse and MDOE by specific deadlines, we must adhere to the add/drop dates listed on the website.

SMCC Department Chairperson

Program chairs will help provide discipline-specific information and support to concurrent enrollment instructors. They will provide you syllabi, review portions of your syllabi unique to your section; make suggestions; share information about classes on campus in your discipline; exchange ideas about assignments, tests, books, and teaching methods. Under NACEP requirements, one classroom observation will be requested and scheduled with you by the SMCC department chair, or liaison from that department. You will meet with your program chairperson at least one time each year on campus, in the spring semester at a required professional development program.

The list of program chairs for each of the disciplines offering concurrent enrollment classes is given below. (Current contact information for department chairs is also provided at <http://www.smccme.edu/info/resources/contact-us.html>.) Please feel free to contact your program chairperson whenever you have questions about your course.

First Year Seminar

Amy Havel
207-741-5891
ahavel@maineccc.edu

Architectural and Engineering Design

Meridith Comeau
207 -741-5779
mcomeau@maineccc.edu

Automotive Technology

Ruth Morrison
207-741-5851
rmorrison@maineccc.edu

Behavioral Health & Human Services

Tom Richardson
207-741-5655
trichardson@maineccc.edu

Biological Sciences/Science

Daniel Moore
207-741-5966
dpmoore@mainecc.edu

Business

Mark Reuscher
207-741-5857
mreuscher@mainecc.edu

Criminal Justice

Tom Joyce
207-741-5551
tjoyce@mainecc.edu

Communications & New Media

Kate Sibole
207-741-5768
ksibole@mainecc.edu

Construction Technology

Andrew Soule
(207) 741-5617
asoule2@mainecc.edu

Culinary Arts

Maureen LaSalle
207-741-5746
mlasalle@mainecc.edu

Early Childhood Education / Education

Rachel Parse
207-741-5687
rparse@mainecc.edu

Emergency Medical Services/Paramedicine

Don Sheets (temporary)
207-741-5666
dsheets@mainecc.edu

English

Kevin Sweeney
207-741-5558
ksweeney@maineccc.edu

Fine Arts

Virginia Rose
207-741-5537
vrose@maineccc.edu

Health Science

TBA

Horticulture

Cheryl Rich
207-741-5780
crich@maineccc.edu

Liberal Studies: History / Psychology / Sociology

Eben Miller
207-741-5683
emiller@maineccc.edu

Mathematics

TBA

Music & Performing Arts

TBA

Precision Machining & Manufacturing

Tom Narciso
207-741-5602
tnarciso@maineccc.edu

Directory

Christopher Ike

Director of Early College
207-741-5861
cike@maineccc.edu

Rick DiFusco

Concurrent Enrollment Coordinator
207-741-5896
rdifusco@maineccc.edu

Molly Caso

Dual Enrollment Success Coach
207-741-5605
mcaso@maineccc.edu

IT Help Desk

207-331-9666 (login)
207-741-5696 (other issue)
207-741-5998 (Marc Vitagliano, Brightspace)

Library

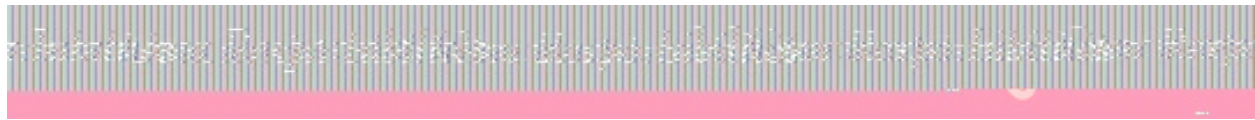
207-741-5521
smcclibrary@maineccc.edu

Registrar's Office

207-741-5788

Office of Disability Service (ODS)

207-741-5923
Fax: 207-741-5678
smccdisabilityservices@maineccc.edu



Concurrent enrollment instructors have to maintain records for Southern Maine Community College, follow SMCC policies, and attend at least one professional development program on campus each year (Concurrent Enrollment Instructor Training Day).

Because being a concurrent enrollment instructor does indeed require you to fulfill responsibilities additional to those you must fulfill as a high school instructor, you should only agree to teach dual enrollment classes if you are truly interested in providing this opportunity to your students and willing to accept that the benefits to you are mostly intangible.

Planned/unplanned leave guidelines to consider: By being approved to teach for SMCC you are committing to teach the course from start to end of the term. NACEP rules do not allow for a substitute to step in, unless they are a full-time employee of the school, vetted and approved by SMCC to teach the course. If you know you will have a leave partway into a semester in advance our advice would be to not offer that class/section for that term. If it is an unplanned leave you are responsible to let us know ASAP so that the school and college can work together to find an approved replacement. Failure to report/resolve a planned or unplanned leave could result in the students not receiving credit for the course/s.

Assigning & Submitting Grades

Instructors must submit final grades within two days after final day of class. Grades should be added to the Class List pdf which SMCC emails to you after the Add/Drop period, then emailed to James Duddy (jduddy@maineccc.edu). Final grades must be calculated using the following chart.

Grades at Southern Maine Community College are assigned by letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has met objectives of the course. Letter grades signify the following:

Grades / Notations	Quality Points per Credit Hour	Interpretation
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
F	0.00	Failure
P	None	
Successful completion of course work with the equivalent of a "C" (2.0) or better		
AF	0.00	
I	None	Incomplete
W	None	Official withdrawal from a
course prior to the date posted at www.smccme.edu/concurrent ; no credit earned.		

Important Deadlines / Procedural Steps

The responsibilities of dual enrollment instructors are outlined in the Agreement which is signed every three years by the Director of each participating CTE center and by the SMCC President and Dean of Academic Affairs. The checklist of items required by the end of each semester (below) will also help you see at a glance what you'll have to do throughout each semester to fulfill your responsibilities.

April/May

- By April 1st, mail or deliver materials for personnel file (resume, college transcripts, SMCC In-House application) to SMCC Concurrent Enrollment Coordinator (new instructors)
- Attend required professional development program at SMCC Concurrent Enrollment Instructor Day workshop. Finalize and communicate to SMCC your semester timing for your course
- High schools have students apply for their courses via the OnCourse for College website (oncourse.mccs.me.edu) for fall and full year courses (* for 2025-26 this will be done in September)

August – September

- Reach out to your SMCC Department chair for most recent syllabus
- Upload/receive approval for syllabus one week before class starts
- Provide syllabus to all students on first day of class
- CTEs (and HSs for 2025-26) have student apply for their courses via the OnCourse for College website (oncourse.mccs.me.edu) for fall and full year courses

October

- Complete Full Year and Fall semester Roster Verification in OnCourse website by date listed on www.smccme.edu/concurrent
- Schedule student visit on campus (optional but recommended)

November

- Students can begin applying for Spring semester courses

January

- Spring semester applications due

February

- Roster Verification for Spring courses due

June

- Distribute student evaluations of classes and return by published deadline
 - Under NACEP guidelines, concurrent enrollment students are required to complete an evaluation of their course at the conclusion of the course. This evaluation will be provided electronically by the college.
- Submit final grades to SMCC Registration office
- Remind students how to request transcripts: www.smccme.edu/transcript

Brightspace Access

Step 1: High school instructors apply for SMCC approval to teach in the following academic year

Step 2: High School instructor is approved for courses

Step 3: Instructor is added to SMCC Records system by the Academic Coordinator (L.A.)

Step 4: CTE or HS confirms to SMCC course semester designation (Fall, Full Year, Spring)

Step 5: Course schedule for academic year (and thereafter updates) are submitted to Registration office, courses are loaded into SMCC student records system (Anthology) by Molly Caso

Step 6: Brightspace course and user account are available via instructor's MySMCC portal

Step 7: Complete Brightspace training if teaching online or using Brightspace course content. Contact either Michael Hart (mhart@maineccc.edu) or Marc Vitagliano (mvitagliano@maineccc.edu) with question/issues.

Special Programs

SPRING AHEAD

AN EARLY COLLEGE PROGRAM OF MAINE'S COMMUNITY COLLEGES

Spring Ahead is a unique opportunity for high school seniors to take their spring semester courses at Southern Maine Community College supported by a dedicated college coach.

This program is for students who

- *Need only a 0.5 English credit and fewer than 2 other credits to graduate by January of their senior year. Any outstanding credits must be available through equivalents from the local community college.*
- *Have earned a maximum of 12 early college credits cumulatively and have at least 6 credits of Aspirations Program eligibility left for their senior spring semester*
- *Have been good citizens within their school and have the strong recommendation of their HS*
- *May be unsure of next steps after high school and not yet committed to a particular post-secondary path*
- *Have few to no high school extracurricular commitments for the spring semester*
- *Could benefit from a new social and academic setting, the support of a dedicated college coach, and a cohort of Spring Ahead peers*
- *Are mature/independent enough to handle college classrooms and responsibility*
- *Are willing to abide by the requirements of the program*

Contact Patrick Haviland (phaviland@mainecc.edu) or 207-741-5622



EMBARK helps juniors and seniors through the transition from high school to college. A student is right for EMBARK if they could be successful in college, even if they are not sure they want to attend college after high school as EMBARK will help them determine what options are the right path for them. Learn more about Embark at www.embark.me.edu.

Enrolling in this program is a great way to explore the benefits of a community college education. Your Embark advisor will meet you at your high school and guide you to the academic, personal, and financial resources you need for success in and beyond community college.

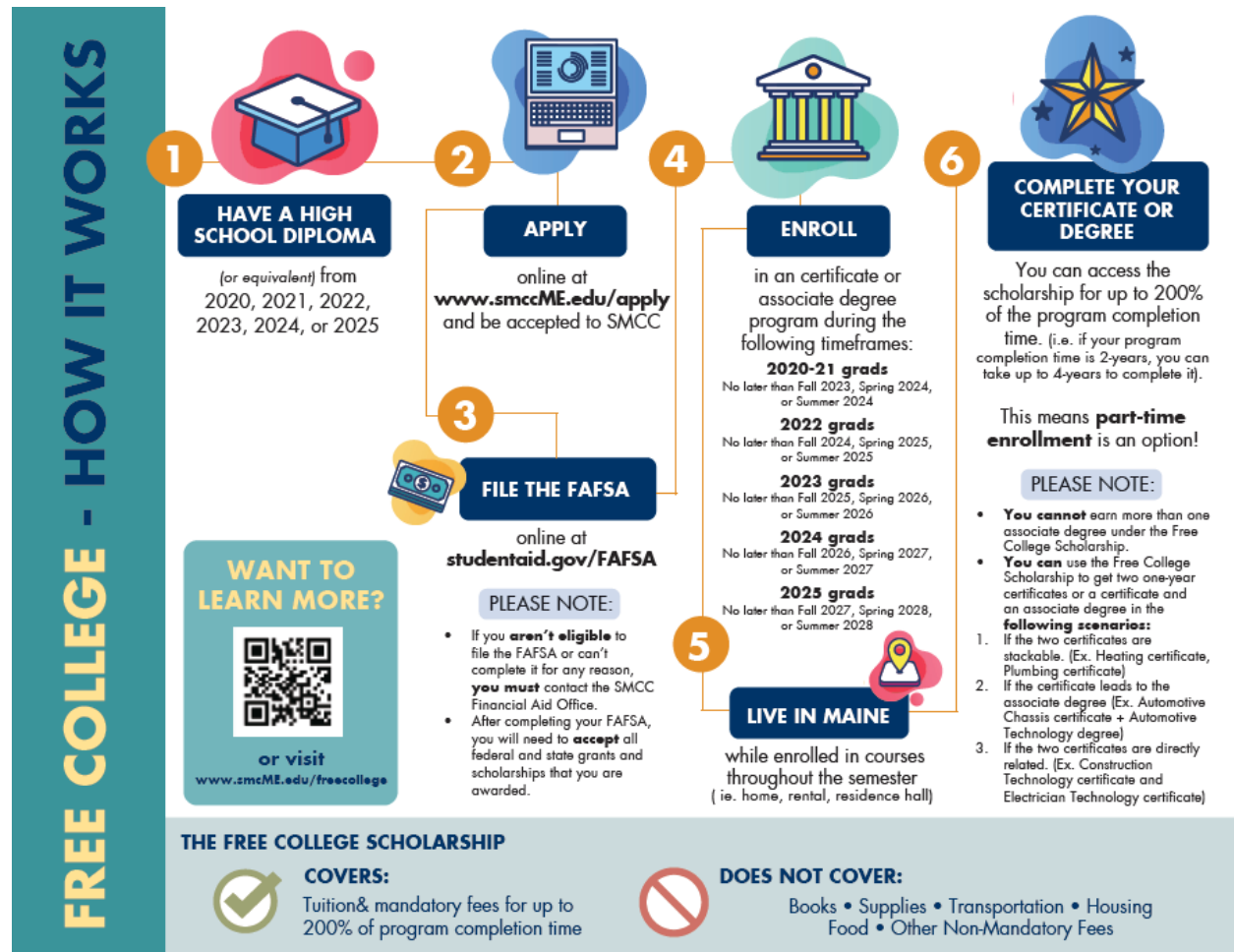
EMBARK students have the opportunity to compete for a Maine Community College Embark scholarship worth up to \$1,000 for a one-year program or up to \$2,000 for an associate degree. This program is available for students at over 80 Maine High Schools and CTEs.

Contact: Allison Reynolds-Merrithew: areynoldsmerrithe@mainecc.edu or 207-741-5962

Free College

TO BE DETERMINED for 2026 & beyond

FREE College- See details on SMCC's website here: www.smccme.edu/freecollege



SOUTH PORTLAND CAMPUS MAP



5 | **5 Surfside Road**
Captain's Cupboard Food Pantry

8 | **8 Broadway (BBRWY)**
Communications & Marketing
Workforce Training

185 | **185 Benjamin Pickett Street**
SMCC Foundation

71 | **All Faiths Chapel**

49 | **Art Studio (ARTST)**

86a | **Campus Center**
Admissions
Advising
Bookstore
Career & Transfer Services
Counseling Services
Disability Services
Dual Enrollment
EMBARK
Jobs for Maine's Graduates
Library & Learning Commons
Maine College & Career Access
Path to Graduation
Registration
TRIO Student Success Services
Veterans Services

50 | **Canteen**

126 | **Captain's House**
Financial Aid
Student Accounts

88 | **Cates Building**
Office of the President

115 | **Computer Science & Engineering Center (CSEC)**
Computer & Information Sciences
Electrical Engineering Technologies

65 | **Construction Technology (CTC)**
Building Construction
Heavy Equipment Operations
Waste Water Management

80 | **Culinary Arts Center (CA)**
Culinary Arts
Hospitality Management

36 | **Early Childhood Education (ECE)**
Early Childhood Education
Education

124 | **Emergency Training Center (ETC)**
Emergency Medical Services

57 | **Facilities Management**

92 | **Fort Building**
Human Resources
Security

43 | **Friends of Casco Bay**

3a | **Hague Hall (HAGUE)**
Business
Maine Community College
System Offices

70 | **Harborview Hall**
Social Sciences

79 | **Health Science Center (HSC)**
Cardiovascular
Health Sciences
Medical Assisting
Nursing
Nutrition & Dietetics
Radiography
Respiratory Therapy

124 | **Heating, Air Conditioning & Refrigeration (HAC)**
HVAC
Plumbing

99b | **Hildreth Media Center (HILDM)**
Communications & New Media

99a | **Hildreth Science Center (HILD)**
Physical Sciences

31 | **Horticulture (HORT)**

91 | **Howe Hall (HOWE)**
Criminal Justice
Emerging Leaders Program
Fire Science
Phi Theta Kappa
Prayer Room
Student Senate
Veterans Center

119 | **Hutchinson Union Building (HUB)**
Athletics
Fitness Center
Gymnasium

77 | **Jewett Hall (JEWET)**
Auditorium
Precision Machining & Manufacturing
Welding Lab

123 | **Johnson Automotive Technology Center (JAT)**

58 | **Lighthouse Art Studio (LHART)**

54 | **Lighthouse Building (LTHSE)**
Foundation for Maine's Community Colleges
Maine Community College System Offices

48 | **Mr. and Mrs. Fish Building (FISH)**
Classrooms

47 | **Marine Science Center (MSC)**
Marine Science
Biotechnology
Biological Sciences

122 | **McKernan Hospitality Center (MCKRN)**
Conferences & Events

95 | **Oceanview Dining Hall**

93 | **Preble Hall (PREB)**
Developmental English & Global Languages
English
Math

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

86b | **SeaWolves Cafe**

83 | **Spring Point Residence Hall**
Student Life
Central Services & Receiving
Student Activities

10 | **Surfside Residence Hall**

62 | **Sustainability & Energy Alternatives Center (SEA)**

BUILDING KEY

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



7/2022

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

Partnering Concurrent Enrollment High Schools & Career Technical Education Centers

High Schools:

Biddeford High School
Brunswick High School
Cape Elizabeth High School
Deering High School
Dexter Regional High School
Falmouth high School
Freeport High School
Gorham High School
Gray-New Gloucester High School
Greely High School
Kennebunk High School
Massabesic High School
Morse High School
Mt. Ararat High School
Old Orchard Beach High School
Portsmouth High School (RI)
South Portland High School
Telstar High School
Thornton Academy
Westbrook High School
Yarmouth High School
York High School

CTEs:

Bath Regional Center of Technology
Biddeford Regional Center of Technology
Capital Area Technical Center
Foster Technical Center
Hancock County Technical Center
Lake Region Vocational Center
Lewiston Regional Technical Center
Maine Region 10 Technical Center
Mid-Maine Technical Center
Oxford Hills Technical School
Portland Arts & Technology High School
Region 8 Mid-Coast School of Technology
Sanford Regional Technical Center
Tri-County Technical Center
United Technologies Center
Waldo County Technical Center
Westbrook Regional Vocational Center

For Office Use Only
<input type="checkbox"/> Database
<input type="checkbox"/> EX
<input type="checkbox"/> E-Mail
<input type="checkbox"/> LMS
<input type="checkbox"/> Security
<input type="checkbox"/> Background



For Office Use Only
SMCC ID No. _____
Dept. Acct No. _____

In-House Concurrent Instructor Info Form

Date: _____

Full Legal Name: _____

Maiden Name or Previously Used Name(s): _____

Preferred First Name: _____

SMCC Course Number(s) and Title(s): _____

Site Where You Teach: _____

Semester/ Year (All Year, Fall or Spring) in which you will teach for SMCC

Fall Semester__

Spring Semester__

Full Year_____

Your Mailing Address

Street: _____

City: _____ **State:** ME

Home or Work Phone Work: _____ **Cell Phone:** _____

E-Mail: _____

Birth Date: _____

Country of Citizenship: _____

Highest Degree You Have COMPLETED:



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.

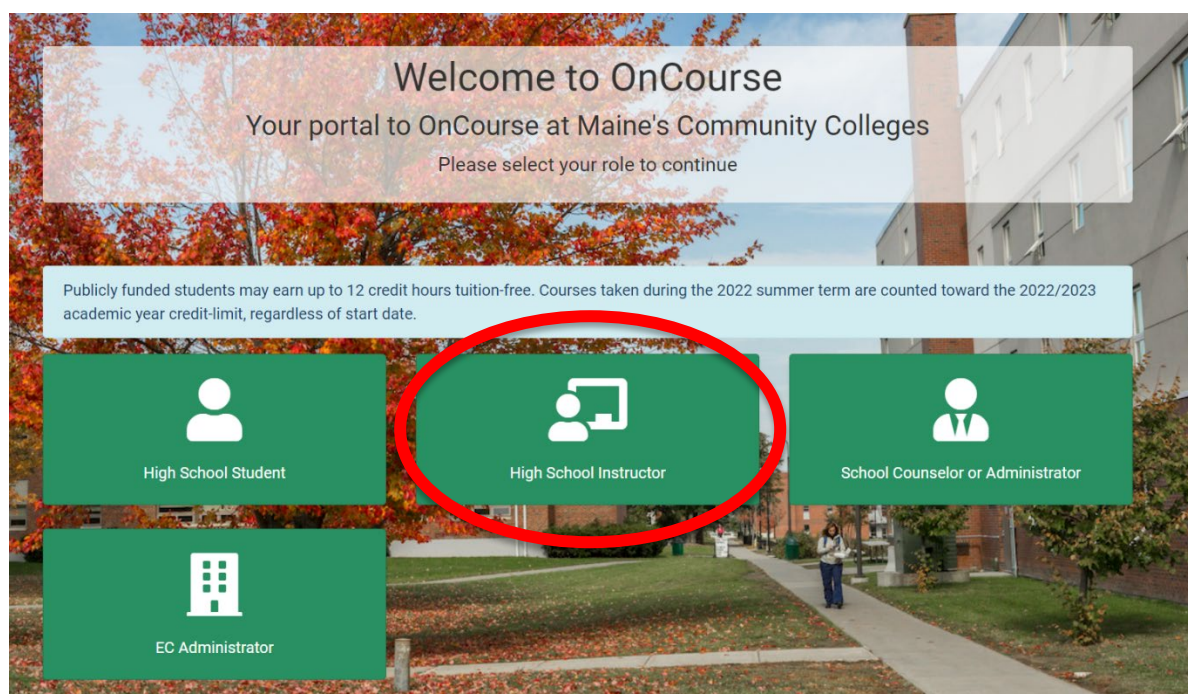
oncourse.mccs.me.edu



Thank you for your help in ensuring all students who wish to earn credit for your course are able to do so. This process is now required by Southern Maine Community College. We cannot award credit to students who do not register for their course through OnCourse after the deadline established (see www.smccme.edu/concurrent).

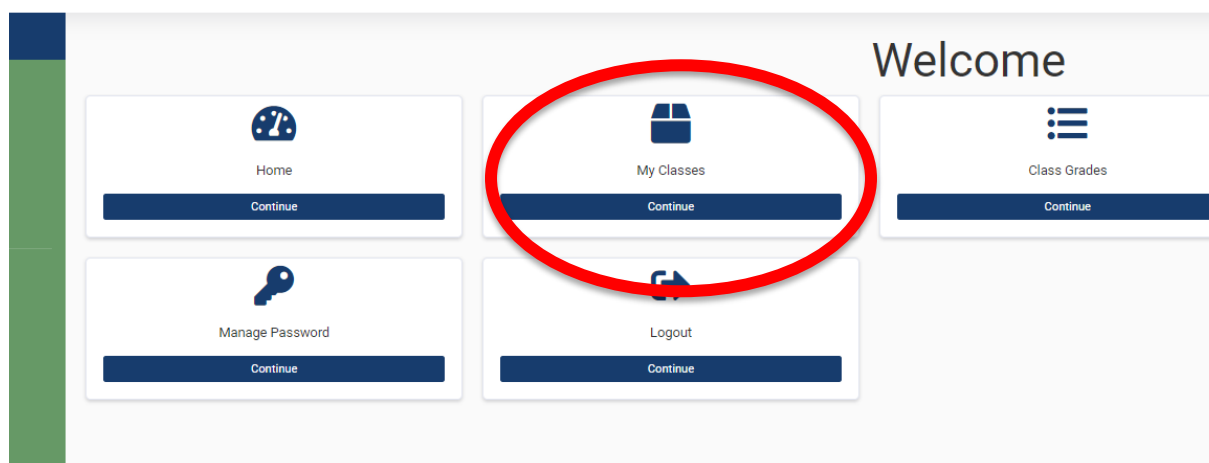
Please also send feedback about these training documents to Molly Caso so that we can improve your experience working with this system.

Log into [OnCourse](#) as a High School Instructor.



If this is your first time logging in, you will need to reset your password using the reset link that your SMCC contact sent to you. You also need to use the email address that that password was sent to. This is the email address we have on file at the college, it cannot be changed through OnCourse. If you need to change it for any reason, please contact SMCC.

Once you are logged in, select My Classes:



You will see Roster Status in the My Classes tab. Click the blue + symbol and view details will appear.

The following class section(s) have been assigned to you

Show entries

Term	↑↓	Course
<div>⊖</div> Fall 2021		ENG 101 English Composition II
<div>View Details</div>		
<div>⊕</div> Fall 2021		ENG 100 English Composition I

Click on View Details and the Class Roster tab will appear. You will see the student list in the lower right hand corner (our screenshot only has one student). The process is not complete until the status is "Registered". "Approved" means the school counselor has approved the application. "Applied" means the student has applied but the counselor has not reviewed the application yet. "Registered" means college staff have processed

the application, the student has a college ID, and the course will appear on a college transcript. Note that the process does take time (these are manually processed). We also require parent signature (electronically) and if a parent does not sign off right away, the application will be delayed:

Home / All Classes / BUS 260 / 921469 (0002)

Details

Spring 2022
TERM

BUS 260 / 921469 (0002)
CLASS #

HIGH SCHOOL

Class Schedule

Period Time*

Student	Email	Status
		Registered
		Registered
		Registered
		Registered
		Registered
		Approved

In the drop down, you can say Yes or No. If the roster is accurate, select Yes and then Submit. **If the roster is inaccurate, please say No and add a Note detailing the inaccuracy.** Please work with your students (and the college as needed) until the roster is accurate. Students must manage their own registration through OnCourse. We cannot add or remove students via email or through notes sent through OnCourse. If a student has dropped the course, they must log in to OnCourse and select Drop/WD Requests. If they do not appear on the roster, students must create an account in OnCourse and Apply for courses. Once students have created an account, they can easily find your course under “apply for classes” and then “classes in my high school”.

Welcome to OnCourse

⚠ Your application is not yet complete. Please review the item(s) that need your attention.

<p>Home</p> <p>Continue</p>	<p>Apply for Classes</p> <p>Continue</p>	<p>Application Status</p> <p>Continue</p>
<p>Drop/WD Requests</p> <p>Continue</p>	<p>FERPA Consent Optional</p> <p>Continue</p>	<p>Parental Consent</p> <p>Continue</p>
<p>My Profile</p>	<p>Manage Password</p>	<p>Logout</p>

You will see all of the students and statuses on your roster (e.g. Jane Doe- drop, John Smith- withdraw) etc. That is OK, as long as all of the students that are remaining in the class are listed with the status of Registered the roster is accurate.

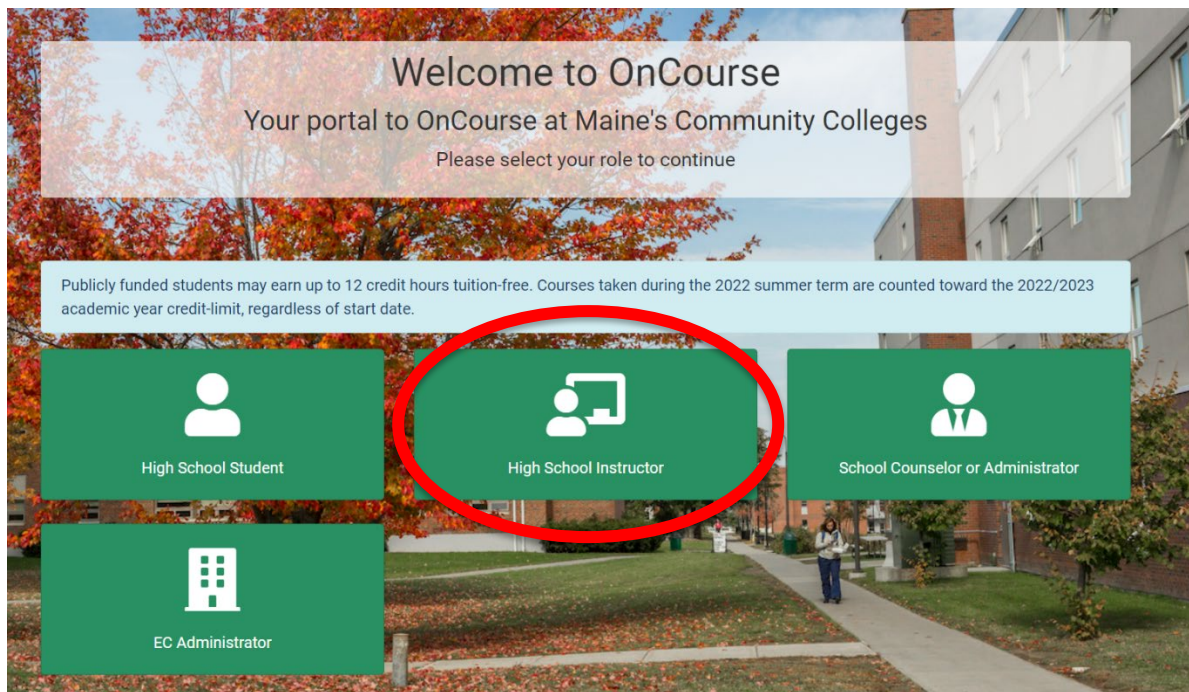
Once the roster verification process is complete, select “yes” to sign off on the roster. **This is the final list of students who will receive college credit for the course.**

Questions? Contact Molly Caso 207-741-5605 or mcaso@maineccc.edu

This process is now required by Southern Maine Community College. We encourage you to upload your syllabi as early as possible for review by your Department Chair. The first time you do this if you are new to teaching for SMCC or if this is a new course the Department Chair may request changes and provide feedback. After that you do need to upload it for each course every time you teach but it should be a fairly quick and easy process.

Please also send feedback about these training documents to Molly Caso so that we can improve your experience working with this system.

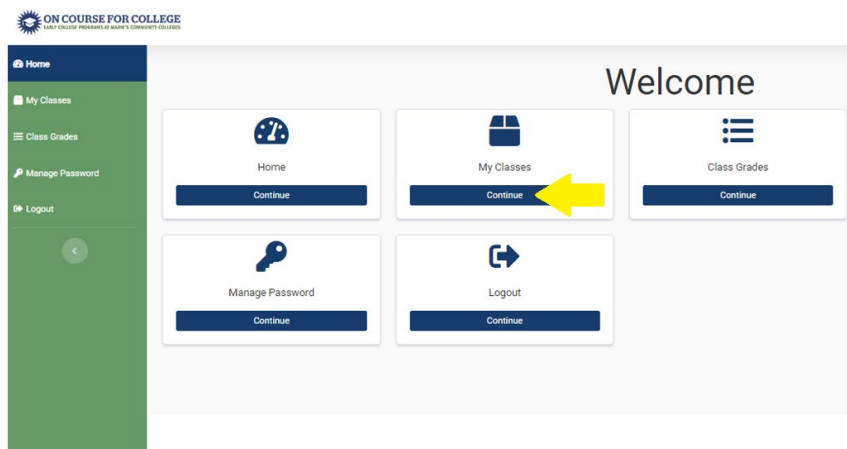
Log into [OnCourse](#) as a High School Instructor.



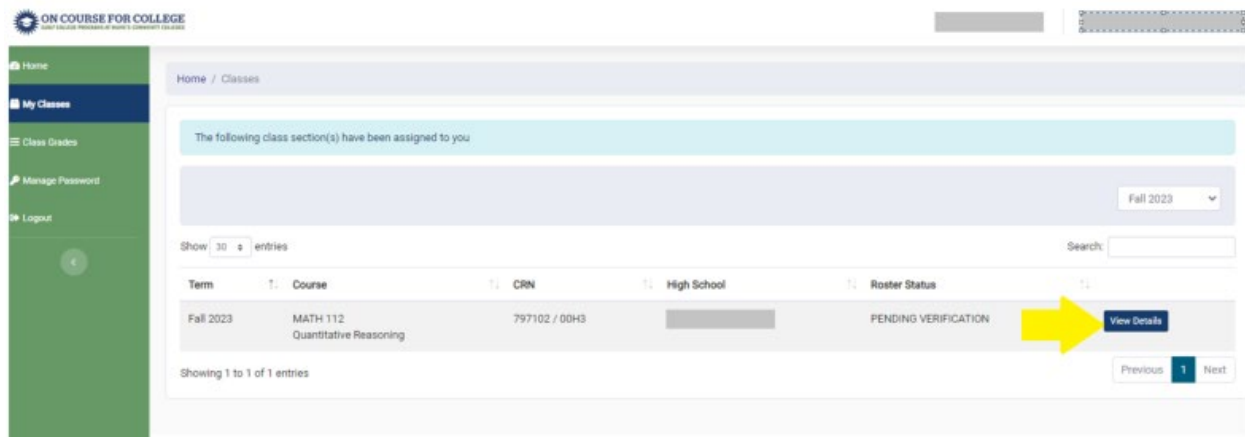
If this is your first time logging in, you will need to reset your password using the reset link that your SMCC contact sent to you. You also need to use the email address that that password was sent to. This is the email address we have on file at the college, it cannot be changed through OnCourse. If you need to change it for any reason, please contact SMCC.

Once you are logged in, select My Classes:

Select “My Classes”



You should see the Course/s you are teaching on this page. Click “View Details”



On the next page it defaults to your “Class Roster” tab. At the top next to that you will see the “Syllabi” tab, click on that:

ON COURSE FOR COLLEGE

Home / All Classes / ENGL 100 / [REDACTED]

Class Roster **Syllabi** Notes

Is the roster accurate?*

Select

Submit Response

Student	Student Agreement	Parent Permission	Email	Status
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Drop
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered
[REDACTED]	Received	Received	[REDACTED]	Registered

On the “Syllabi” tab page it will say “No file found” if you have yet to upload your Syllabi”, under that is “Upload Doc. Description” and below that it say “Syllabus and Choose File”. Click the “Choose File” and find that Syllabus file on your computer you want to upload.

ON COURSE FOR COLLEGE

Home / All Classes / ENGL 100 / [REDACTED]

Class Roster **Syllabi** Notes

No file found

Upload Doc.

Description

Syllabus*

Choose File No file chosen

Class sections*

ENGL 100 / 796941 (00H2)

Add File

The next step is to click “Add File” button.

Once that is complete the Department Chair will receive an email to prompt them to review your course Syllabus.

a) If it meets the requirements and learning outcomes they will selected “Approved”. You will receive an email once that is done.

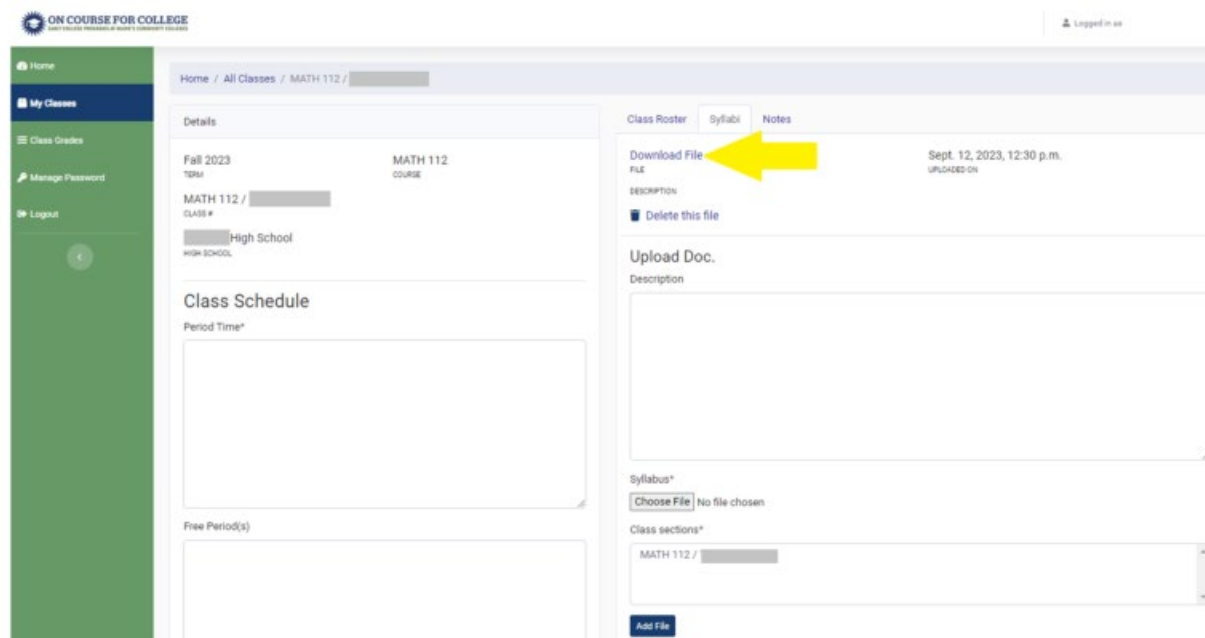
b) If the Syllabus is missing something or does not meet the learning outcomes for the course the Department Chair will pick “Not Approved” and add feedback for the changes needed and you will receive that by email. Once you make the requested changes you can upload the updated Syllabi using the same steps above.

Unsure if you uploaded your Syllabi already? Or want to see the Approved / Not Approved status? Login to OnCourse and navigate back to your class roster area. Click on the “Syllabi” tab at the top.

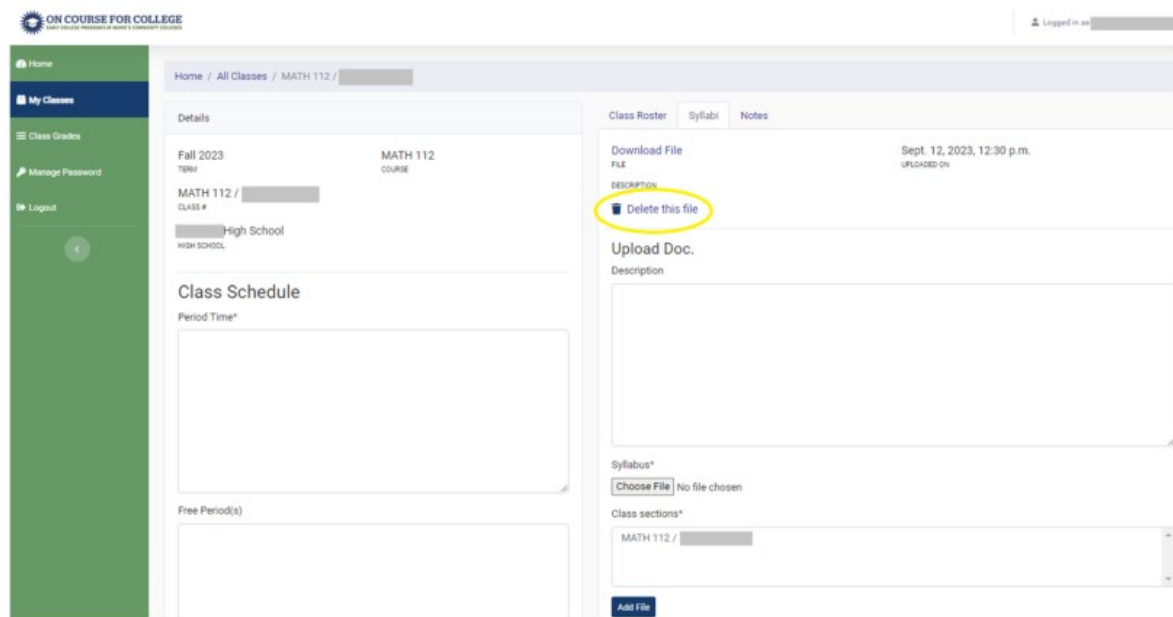
The screenshot shows the OnCourse for College web application. The top navigation bar includes 'Home', 'My Classes', 'Class Grades', 'Manage Password', and 'Logout'. The main content area is divided into two sections. The left section, titled 'Details', shows information for 'Fall 2023 TERM' and 'MATH 112 COURSE'. The right section, titled 'Class Roster', has tabs for 'Class Roster', 'Syllabi', and 'Notes'. A yellow arrow points to the 'Syllabi' tab. Below the tabs, there is a form asking 'Is the roster accurate?' with a 'Select' dropdown and a 'Submit Response' button. Below this form is a table with columns: Student, Student Agreement, Parent Permission, Email, and Status. The table contains eight rows of data, all showing 'Received' for Student Agreement and Parent Permission, and 'Registered' for Status.

Student	Student Agreement	Parent Permission	Email	Status
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered
[Redacted]	Received	Received	[Redacted]	Registered

If you already uploaded a Syllabi you will see the “Download File” option. This will let you view your Syllabi at any time as well.



Once it has been approved the “Delete this file” option will no longer be available as the Syllabi stays linked to your course to meet NACEP requirements.





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)

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?

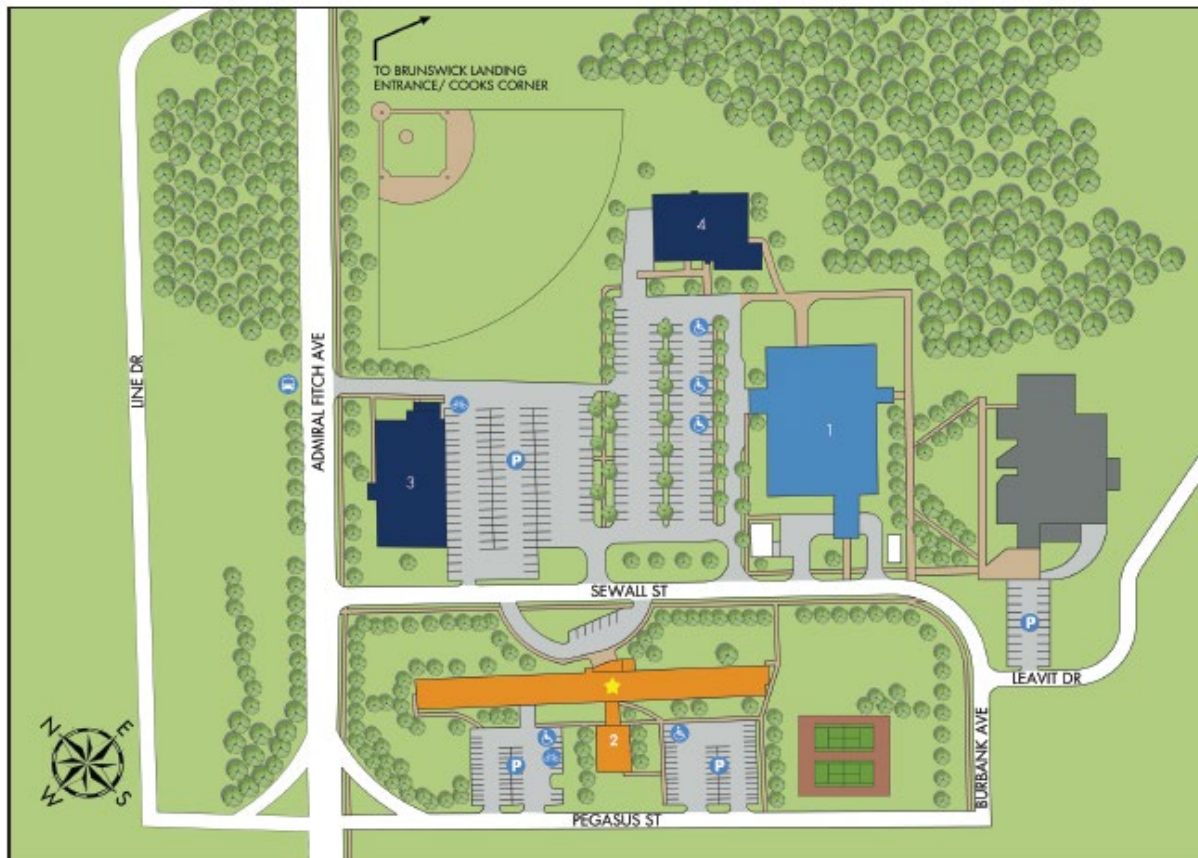
- Gets you into facilities on campus
- Allows you to fully access Library materials and in-person tutoring
- Access to Portland and South Portland bus routes for free
- It's fun to have a college ID!

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	54	Lighthouse Building (LHSE) Foundation for Maine's Community Colleges Maine Community College System Offices	BUILDING KEY	
50	Canteen	3a	Hague Hall (HAGUE) Business Maine Community College System Offices	48	Mr. and Mrs. Fish Building (FISH) Classrooms	■ Academic & Administration	
126	Captain's House Financial Aid Student Accounts	70	Harborview Hall Social Sciences	47	Marine Science Center (MSC) Marine Science Biotechnology Biological Sciences	■ Financial Services	
88	Cates Building Office of the President	79	Health Science Center (HSC) Cardiovascular Health Sciences Medical Assisting Nursing Nutrition & Dietetics Radiography Respiratory Therapy	122	McKernan Hospitality Center (MCKERN) Conferences & Events	■ Student Life	
115	Computer Science & Engineering Center (CSEC) Computer & Information Sciences Electrical Engineering Technologies	124	Heating, Air Conditioning & Refrigeration (HAC) HVAC Plumbing	95	Oceanview Dining Hall	■ Student Services	
65	Construction Technology (CTC) Building Construction Heavy Equipment Operations Waste Water Management	99b	Hildreth Media Center (HILDM) Communications & New Media	93	Preble Hall (PREB) Developmental English & Global Languages English Math	★ Security	
		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

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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
LEAD UP COLLEGE PREPARATION AT MAINE'S COMMUNITY COLLEGE SYSTEM

ExplorEC
Early College at Maine's Public Universities

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