



**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, I am here as a resource throughout your Early College experience and encourage you to reach out if you have questions or need support along the way. We hope this opportunity is both rewarding and valuable as you explore your future educational and career goals. Please know that you can reach out to me at any time for questions/assistance!

Molly Caso

207-741-5605 or [mcaso@mainecc.edu](mailto:mcaso@mainecc.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
- Do you feel you have the maturity – emotionally & behaviorally *besides* academically – to take a college course? Important traits to consider: personal accountability, responsible, can handle pressure/stress, learning curiosity and openness, can engage in teamwork, diligent with assignments, able to ask for help if needed
- Are you ready to abide by the college policies found in the Course Catalog available on our website at [www.smccme.edu/catalog](http://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 minimum cumulative HS GPA of 2.0+ and 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
- Students who are still within the limits established between MDOE and MCCS/UMS for appropriate course load pacing:
  - Summer: 2 courses, cannot meet during the same shortened session.
  - Fall: 3 courses
  - Spring: 3 courses
  - Semester limit exceptions may be made for year-long concurrent enrollment courses.
  - EC offices have the right to deny enrollment to a student based upon their prior academic history. Course limits may be imposed regardless of the student's ability or willingness to pay for excess credits.

### How do I enroll (Maine students, for out-of-state students, see p 6)

1. Create an account (or use current account) on MCCS OnCourse for College website: [oncourse.mccs.me.edu](http://oncourse.mccs.me.edu). See attached Steps to Enrollment guide. If you're applying for a community college course, you need to use the **OnCourse** entry point *NOT* ExploreEC (though you use the same username & password for both)

2. Be sure there is time to still apply – *completed* applications (all signatures/approvals are done) are due on the date listed on our webpage here: [www.smccme.edu/concurrent](http://www.smccme.edu/concurrent)
3. Read and sign Student Agreement (which pops up automatically)
4. 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”.
5. Email documentation of any course prerequisites to Molly Caso
6. Wait for the behind-the-scenes process to happen, **checking your OnCourse account frequently** for status updates:
  - 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! You may need to nudge your parents to look for the email, checking their spam/junk folders as well. The email comes from a “NoReply@” address, not an SMCC one.
  - c. 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
  - d. When SMCC sees that your application is complete, you will be formally registered for the course.
  - e. You will know you are registered when:
    - You receive login credentials to SMCC from our IT Help Desk
    - Your status in OnCourse is updated to Registered.
    - Please note that we are unable to enroll you after your instructor has verified the SMCC roster (just after completion of the add/drop period).
7. 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 Student Portal:
  - Our IT HelpDesk will email you with your username and temporary password from [ITHelp@mainecc.edu](mailto:ITHelp@mainecc.edu). They will send this to the personal email account you used to apply in OnCourse. Check your SPAM folder if you don’t see it in your inbox. If you can’t locate it, you can contact them via the email above or 331-9666.
  - MySMCC is where you:
    - Can view your SMCC schedule (login, My Student Guide, My Academics, Advising, Quick Link Schedule)
    - Can find/schedule tutoring for your course
    - 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
- Complete a course evaluation when the course ends
- 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 card at our Security Office (see map on p. 9 for location circled in red)
- 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 Student Accessibility Services office (SAS) if you wish to have college-appropriate accommodations. They can be reached at smccsas@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 SAS



More information can be found at  
<https://www.smccme.edu/academics/student-accessibility-services/>

- 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](http://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’ll 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](http://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:

- 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 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 MCCC college by MCCC 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.

If you owe money for your courses, a bill will be mailed to your home. Bills can be paid via your MySMCC student portal: My Student Guide, My Finances & Aid, Pay my bill.

### Videos!

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

**How do I enroll – OUT OF STATE students:**

8. Create an account (or use current account) on MCCS OnCourse for College website: [oncourse.mccs.me.edu](http://oncourse.mccs.me.edu). See attached Steps to Enrollment guide.
9. Be sure there is time to still apply – *completed* applications (all signatures/approvals are done) are due on the date listed on our webpage here: [www.smccme.edu/concurrent](http://www.smccme.edu/concurrent)
10. Read and sign Student Agreement (which pops up automatically)
11. Search for the class using the special OnCourse Course Number, which will be provided to your instructor the EC office, making sure you've chosen the correct semester. Put a checkmark next to the course/s you're planning to take, then click the box "Apply for Selected".
12. Email documentation of any course prerequisites to Molly Caso
13. Wait for the behind-the-scenes process to happen, **checking your OnCourse account frequently** for status updates:
  - a. Your school counselor will provide a list of students who have been recommended to take the course (sent via email to Molly Caso). SMCC will change those students' status 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! You may need to nudge your parents to look for the email, checking their spam/junk folders as well. The email comes from a "NoReply@" address, not an SMCC one.
  - c. 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
  - d. When SMCC sees that your application is complete, you will be formally registered for the course.
  - e. You will know you are registered when:
    - You receive login credentials to SMCC from our IT Help Desk
    - Your status in OnCourse is updated to "Registered"
    - Please note that we are unable to enroll you after your instructor has verified the SMCC roster (just after completion of the add/drop period).
14. 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.



## ON COURSE FOR COLLEGE

EARLY COLLEGE PROGRAMS AT MAINE'S COMMUNITY COLLEGES

# 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!



# 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.

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

### STEP 1 CREATE ACCOUNT AND APPLY

1. Create an account at [oncourse.mccs.me.edu](http://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.

### 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](http://oncourse.mccs.me.edu)

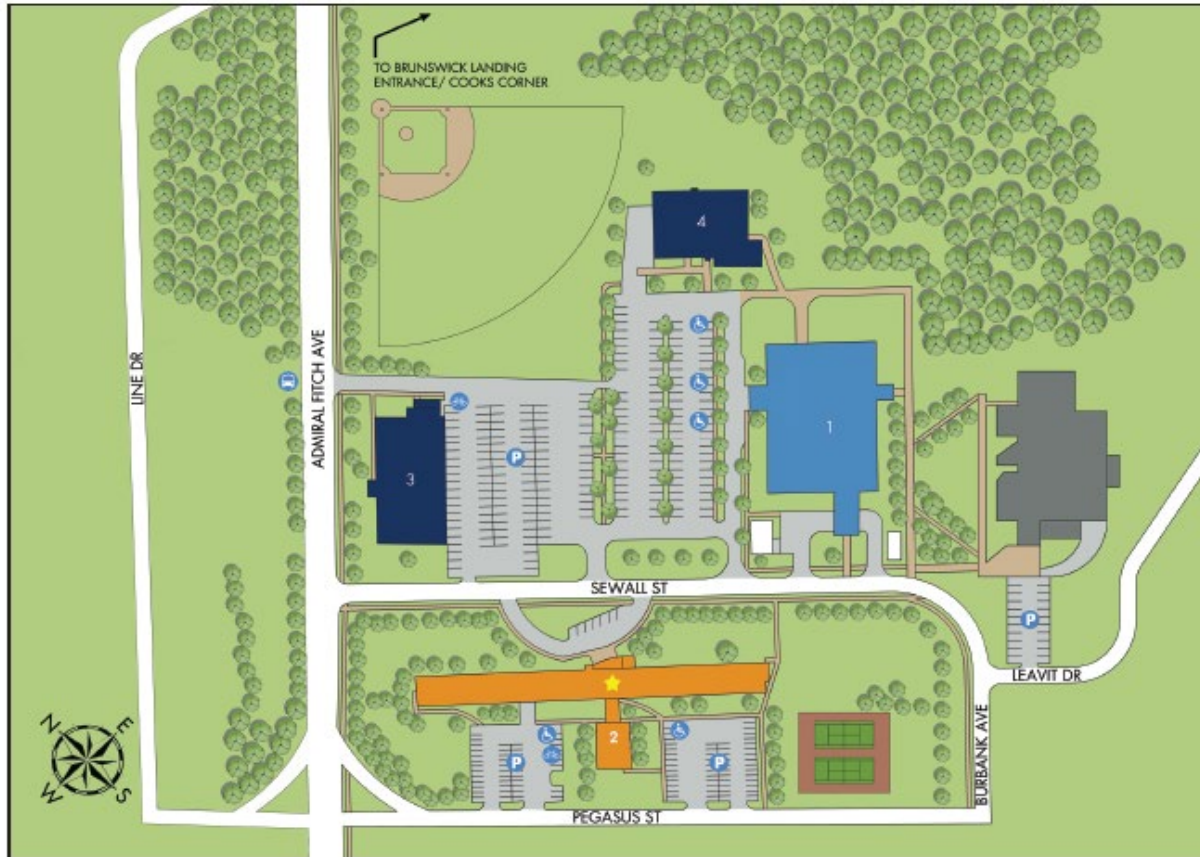
# SOUTH PORTLAND CAMPUS MAP



<p><b>5</b>   5 Surfsite Road Captain's Cupboard Food Pantry</p> <p><b>8</b>   8 Broadway (BBRWY) Communications &amp; Marketing Workforce Training</p> <p><b>185</b>   185 Benjamin Pickett Street SMCC Foundation</p> <p><b>71</b>   All Faiths Chapel</p> <p><b>49</b>   Art Studio (ARTST)</p> <p><b>86a</b>   Campus Center Admissions Advising Bookstore Career &amp; Transfer Services Counseling Services Disability Services Dual Enrollment EMBARC Jobs for Maine's Graduates Library &amp; Learning Commons Maine College &amp; Career Access Path to Graduation Registration TRIO Student Success Services Veterans Services</p> <p><b>50</b>   Canteen</p> <p><b>126</b>   Captain's House Financial Aid Student Accounts</p> <p><b>88</b>   Cates Building Office of the President</p> <p><b>115</b>   Computer Science &amp; Engineering Center (CSEC) Computer &amp; Information Sciences Electrical Engineering Technologies</p> <p><b>65</b>   Construction Technology (CTC) Building Construction Heavy Equipment Operations Waste Water Management</p>	<p><b>80</b>   Culinary Arts Center (CA) Culinary Arts Hospitality Management</p> <p><b>36</b>   Early Childhood Education (ECE) Early Childhood Education Education</p> <p><b>124</b>   Emergency Training Center (ETC) Emergency Medical Services</p> <p><b>57</b>   Facilities Management</p> <p><b>92</b>   Fort Building Human Resources Security ★</p> <p><b>43</b>   Friends of Casco Bay</p> <p><b>3a</b>   Hague Hall (HAGUE) Business Maine Community College System Offices</p> <p><b>70</b>   Harborview Hall Social Sciences</p> <p><b>79</b>   Health Science Center (HSC) Cardiovascular Health Sciences Medical Assisting Nursing Nutrition &amp; Dietetics Radiography Respiratory Therapy</p> <p><b>124</b>   Heating, Air Conditioning &amp; Refrigeration (HAC) HVAC Plumbing</p> <p><b>99b</b>   Hildreth Media Center (HILDM) Communications &amp; New Media</p> <p><b>99a</b>   Hildreth Science Center (HILD) Physical Sciences</p> <p><b>31</b>   Horticulture (HORT)</p>	<p><b>91</b>   Howe Hall (HOWE) Criminal Justice Emerging Leaders Program Fire Science Phi Theta Kappa Prayer Room Student Senate Veterans Center</p> <p><b>119</b>   Hutchinson Union Building (HUB) Athletics Fitness Center Gymnasium</p> <p><b>77</b>   Jewett Hall (JEWET) Auditorium Precision Machining &amp; Manufacturing Welding Lab</p> <p><b>123</b>   Johnson Automotive Technology Center (JAT)</p> <p><b>58</b>   Lighthouse Art Studio (LHART)</p> <p><b>54</b>   Lighthouse Building (LHSE) Foundation for Maine's Community Colleges Maine Community College System Offices</p> <p><b>48</b>   Mr. and Mrs. Fish Building (FISH) Classrooms</p> <p><b>47</b>   Marine Science Center (MSC) Marine Science Biotechnology Biological Sciences</p> <p><b>122</b>   McKernan Hospitality Center (MCKRN) Conferences &amp; Events</p> <p><b>95</b>   Oceanview Dining Hall</p> <p><b>93</b>   Preble Hall (PREB) Developmental English &amp; Global Languages English Math</p>	<p><b>3b</b>   Ross Technology Center (TECH) Architectural &amp; Engineering Design Behavioral Health Drop-in Computer Lab Human Services Information Technology Help Desk &amp; Services Social Work Testing Center</p> <p><b>86b</b>   SeaWolves Cafe</p> <p><b>83</b>   Spring Point Residence Hall Student Life Central Services &amp; Receiving Student Activities</p> <p><b>10</b>   Surfsite Residence Hall</p> <p><b>62</b>   Sustainability &amp; Energy Alternatives Center (SEA)</p> <p><b>BUILDING KEY</b></p> <ul style="list-style-type: none"> <li>■ Academic &amp; Administration</li> <li>■ Financial Services</li> <li>■ Student Life</li> <li>■ Student Services</li> <li>★ Security</li> </ul>
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# 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

## Accommodations in Early College Courses: **Your Rights and Responsibilities**

When you go to college or take a college course (whether on-campus, online, or at your school), 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 follow college policies.**

High School	College
The IEP/504 plan is required and followed.	The high school IEP/504 plans end; colleges do not use these.
Schools may modify the curriculum and provide instructional supports.	Colleges provide accommodations but do not modify course content or academic expectations.
Parents are involved in planning and decisions. High school staff speak freely with parents.	Students advocate for themselves. Students must give written permission for college staff to speak with parents.
Individual support services (like Ed Techs) may be provided.	All students use tutors and learning labs, but not all high school accommodations will carry over.

### Your Next Steps:



### Contact our ADA Offices for Complete Guidance:

CMCC: [CMCCdisabilityservices@mainecc.edu](mailto:CMCCdisabilityservices@mainecc.edu)  
 EMCC: [EMCCaccess@mainecc.edu](mailto:EMCCaccess@mainecc.edu)  
 KVCC: [kvccaccessibility@mainecc.edu](mailto:kvccaccessibility@mainecc.edu)

NMCC: [nmccdisability@mainecc.edu](mailto:nmccdisability@mainecc.edu)  
 SMCC: [smccdisabilityservices@mainecc.edu](mailto:smccdisabilityservices@mainecc.edu)  
 WCCC: [wcccaccessibility@mainecc.edu](mailto:wcccaccessibility@mainecc.edu)  
 YCCC : [ycccaccessibilityservices@mainecc.edu](mailto:ycccaccessibilityservices@mainecc.edu)



Revised October 2025

## 3

## 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 TO COLLEGE THROUGH AT-TENDING'S COMMUNITY COLLEGE SYSTEM

**ExplorEC**  
Early College at Maine's Public Universities

The University of Maine System is an EEO/AAE 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](http://mccs.me.edu/non-discrimination).

**2026-27 Academic Year**

<b>SEMESTER</b>	<b>REGISTRATION MATERIALS DUE</b>	<b>START DATE</b>	<b>END DATE</b>	<b>ROSTER VERIFICATION DEADLINE</b>	<b>ADD/DROP DEADLINE</b>	<b>COURSE WITHDRAW DEADLINE</b>
Fall 2026	CTEs: 9/18/26  High schools: 6/11/26	10/2/26	1/22/27	10/15/26	10/13/26	12/18/26
Full Year 2026-27	CTEs: 9/18/26  High schools: 6/11/26	10/2/26	6/11/27	10/15/26	10/13/26	4/2/27
Spring 2027	1/18/27	1/25/27	6/11/27	2/12/27	2/8/27	5/7/27

\* Instructor will verify roster via their account on the OnCourse for College website