



2026-2027
Concurrent Enrollment Program Handbook for
High School Instructors, Staff, and Administrators



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SMCC Concurrent webpage: www.smccme.edu/concurrent

Introduction

Welcome

Dear Concurrent Enrollment Instructors -

The SMCC Early College Office appreciates all of the extra work you put into running college courses during your high school day. We honor your efforts to ensure the courses have the same rigor as campus courses. We join with you in the goal of providing the most useable, transferable, and accessible college courses for the students we all serve. Thank you for being part of our team & working towards our program goals together.

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.*

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. All instructors were given a copy of the agreement upon signing. A generic version is attached.

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. SMCC follows NACEP guidelines because they are the national standard and best practice.

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 minimum cumulative HS GPA of 2.0+ and/or be recommended by your school counselor for placement into college-level courses
- Have met any course pre-requisites & co-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/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 Student Accessibility Services (SAS) Office at SMCC.

- Students must provide recent documentation (see website referenced below). These can be emailed to smccsas@maineccc.edu or faxed to (207) 741-5678.
- Once that information is received, SAS will schedule an appointment with the student to determine reasonable accommodations (can be virtual).
- Accommodations are not retroactive so early submission of documentation to SAS is advised.
- Existing IEP and 504 plans do not apply to college concurrent enrollment courses.
- Adherence to these policies is required by all Maine public colleges.
- See attached ADA & Accommodations in College document.

Provider Forms and additional information are available by contacting SAS via email or calling (207) 741-5680. Students can scan this code for the SAS 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. **Students MUST USE the OnCourse entry point of the site** to apply so that the correct Student and Parent Consents are issued. Students can use the same username and password as they use for the University entry point (EC Explorer) but should *not apply* through EC Explorer.

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 and confirm that their Brightspace roster matches it. Note that waitlists are not utilized in any dual enrollment processes.

Schools outside state of Maine:

Out-of-state schools will also use the OnCourse website for students to apply and parent consents to be signed. They will be provided with a course number by EC staff and choose Out of State High School as their school. The counselor recommendation will happen outside of the OnCourse site. SMCC will provide to the school counseling designated individual a spreadsheet with the names of the students who applied to take the course. They will complete the columns asking for high school GPA (range) and verifying approval to take the course. This spreadsheet will then be returned to SMCC for counselor recommendation input in OnCourse by Early College staff.

Application deadlines are shown in the chart below and also listed on our webpage here: www.smccme.edu/concurrent.



oncourse.mccs.me.edu

2026-27 Academic Year

SEMESTER	REGISTRATION MATERIALS DUE	START DATE	END DATE	ROSTER VERIFICATION DEADLINE	ADD/DROP DEADLINE	COURSE WITHDRAW DEADLINE
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

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 – using MCCS Single Sign On
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 Drop or 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 Drop & Withdrawal

If a student chooses not to take the course after starting it – or their high school schedule changes – if they can request a Drop through their OnCourse account by the deadline listed above. When a student drops a course, there is no permanent record on an SMCC transcript of the course.

Since concurrent courses start approximately a month and half after the high school/CTE term begins, SMCC recommends using this ample time to assess the student's placement in the course and determine whether the student should drop the class before the deadline.

If a student moves out of the district at any time and therefore cannot attend the concurrent course, the student services or school counselor will email the Early College office to notify them. The student will then be dropped from the course.

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. Students who withdraw from the SMCC course can remain in the class for high school credit only (exception is EMST course).

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

Potential concurrent enrollment instructors apply to teach courses at SMCC via the Early College Concurrent Enrollment Instructor Info [Form](#). This form is also the location for uploading the resume/CV and copies of college transcripts. Initial requests must be made through the Early College office, not with SMCC Dept Chairs.

Once the form and documentation have been submitted, the Early College office will review the course for alignment with SMCC pathways and programs. If deemed appropriate, the EC office will forward the CE Instructor electronic folder to the Department Chair. If the Chair approves the instructor/course, the Early College office will notify the HS/CTE instructor. Course-specific training will then be coordinated through the EC office.

They will be provided with a course syllabus for your class, guidelines for syllabi, the Concurrent Enrollment Student Handbook, Concurrent Enrollment Instructor Handbook, and textbook or online resource requirements.

To complete course-specific training, the CE instructor will:

- 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.

SMCC Email Accounts

All email accounts are now under the Microsoft Outlook domain for the entire Maine Community College System (MCCS): @mainecc.edu. An email address/username will be assigned once an instructor has been approved to teach a concurrent course. Our IT Dept (ITHelp@mainecc.edu) will email a temporary password to the personal email address on file (typically the instructor's high school email address). Once these login credentials are established, they will be used to access MySMCC, Outlook email, Brightspace, and the OnCourse site. This is a Single Sign on system! It is critical that the instructor set up their SSO login immediately.

How you get to your accounts:

SMCC email, MySMCC: from homepage www.smccme.edu, click on MySMCC in upper left-hand corner of page. Login using credentials provided.

A helpful landing page for Brightspace and online tools has been created by our Online Learning Director: <https://smccme.libguides.com/onlinelearning>

OnCourse site: oncourse.mccs.me.edu, choose High School/CTE Instructor

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.

Instructors **must** distribute the syllabus to all concurrent enrolled students on the first day of class. Please encourage students to retain a copy of the syllabus for future use – college transfer offices often require both a transcript and a syllabus to award transfer credit. An accurate and college-equivalent syllabus gives your students the best chance of having transfer credits count towards future degrees outside of the Maine Community College System.

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-Clke

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. Some of our courses have migrated to Open Educational Resources (OER) which offer the best case in terms of access/cost.

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, withdraw from, 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 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. The instructor should also cross-reference their Brightspace roster to ensure the two lists match.

If a student is not on the OnCourse Roster by the end of the add/drop period, they will not get college credit for the course.

If a student does not request a drop of the course by the end of the add/drop period, they will remain enrolled in the college course and would need to withdraw to remove themselves – this would result in a permanent grade of W on their college transcript.

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.

For Maine schools, 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), specify the particular course (i.e. MATH 140). You can then sort the students in any order you like.

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 <https://www.smccme.edu/contact/>. 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

Computer Information Technology

Glenn Hussey
207-741-5764
ghussey@mainecc.edu

Construction Technology

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

Culinary Arts & Hospitality

(open)

Early Childhood Education / Education

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

Emergency Medical Services/Paramedicine

David Tauber
207-741-5604
dtauber@maineccc.edu

English

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

Fine Arts

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

Health Science

Deborah Brooks
207-741-5648
dbrooks@maineccc.edu

Horticulture

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

Liberal Studies: History / Psychology / Sociology

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

Mathematics

Jessica Conley
207-741-5542
Jconley2@maineccc.edu

Music & Performing Arts

Chris Humphrey
chumphrey@maineccc.edu

Precision Machining & Manufacturing

Jon Daniszewski
jdaniszewski@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
mcaseo@maineccc.edu

IT Help Desk

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

Library

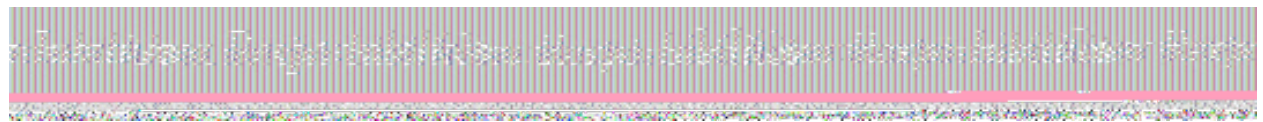
207-741-5521
smcclibrary@maineccc.edu

Registrar's Office

207-741-5788

Student Accessibility Services Office

207-741-5923
Fax: 207-741-5678
smccsas@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). This day will include updates and reminders on the concurrent enrollment process as well as working sessions with the SMCC Dept Chair for their course. This day, along with onboarding when an instructor begins teaching for SMCC, are requirements to meet NACEP standards F3:

Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

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 will be entered in the Brightspace E-learning platform using the instructions found here: [Brightspace Grade Entry](#) and as an attachment to this handbook.

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

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

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@mainecc.edu) or Marc Vitagliano (mvitagliano@mainecc.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@maineccc.edu or 207-741-5962

Free College

It's back! And permanent! See <https://www.smccme.edu/admissions-aid/free-college/>

*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
Whittier Regional Vocational Technical 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



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
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.

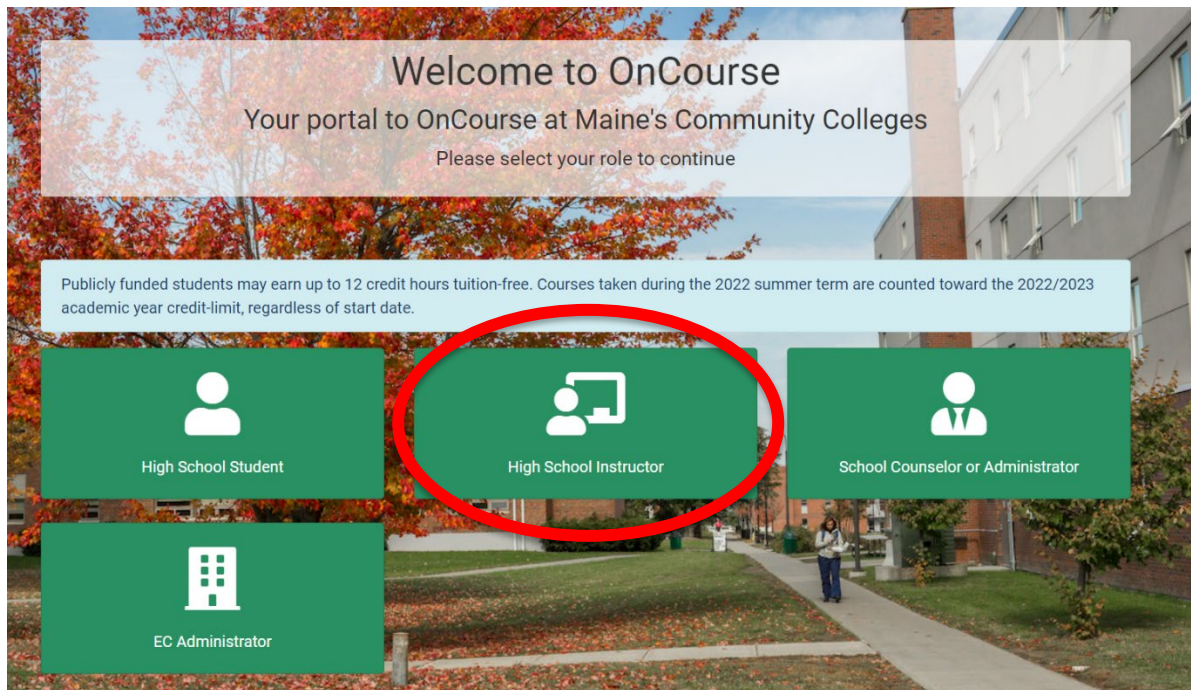
oncourse.mccs.me.edu



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).

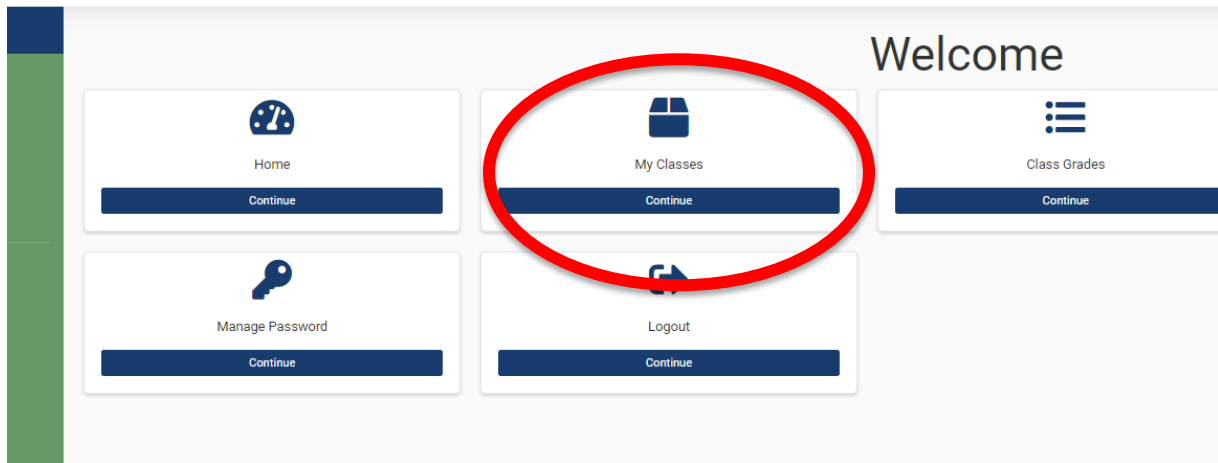
Please also send feedback about these training documents to Molly Caso so that we can improve your experience working with this system.

Log into oncourse.mccs.me.edu 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.

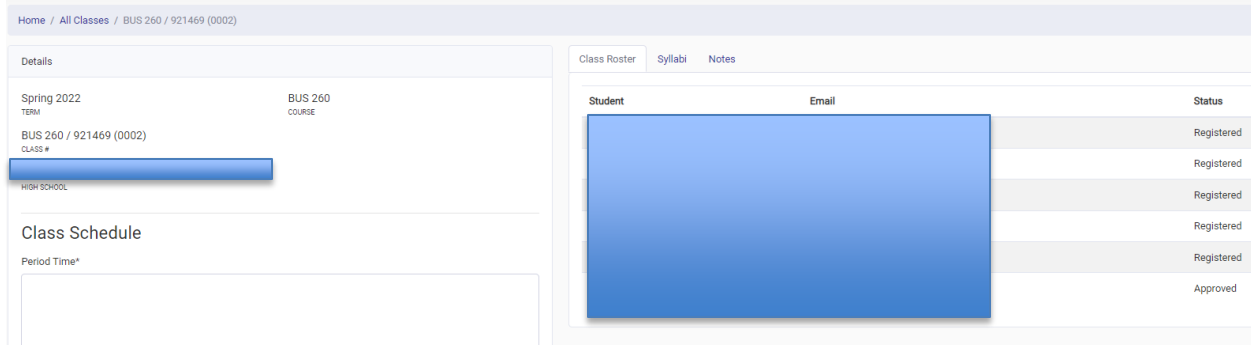
The following class section(s) have been assigned to you

Show entries

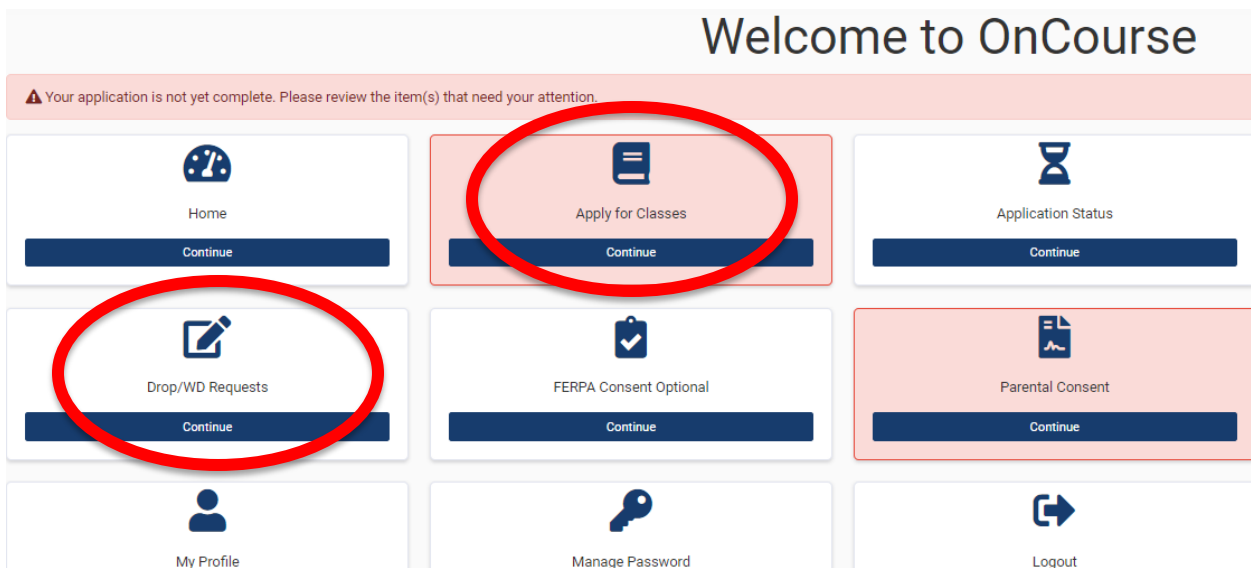
Term	↑↓	Course
<input type="radio"/> Fall 2021		ENG 101 English Composition II
<input type="button" value="View Details"/>		
<input type="radio"/> Fall 2021		ENG 100 English Composition I

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:



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”.



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.

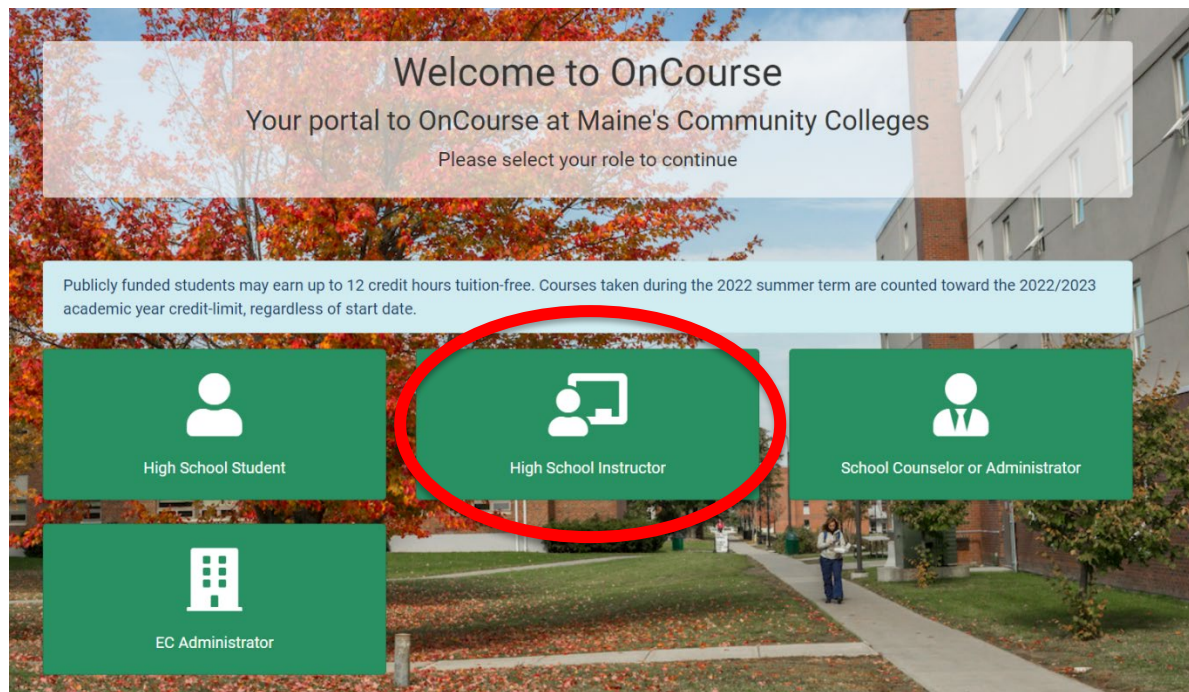
Once the roster verification process is complete, select “yes” to sign off on the roster. **This is the final list of students who will receive college credit for the course.**

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.

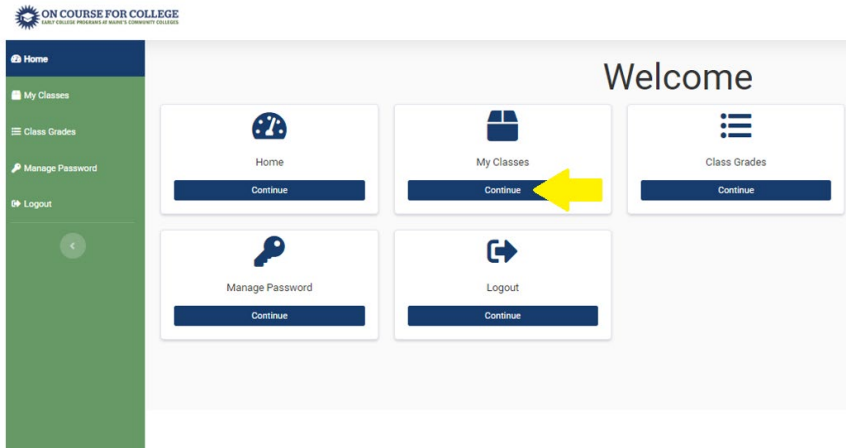
Log into [OnCourse](#) as a High School Instructor.



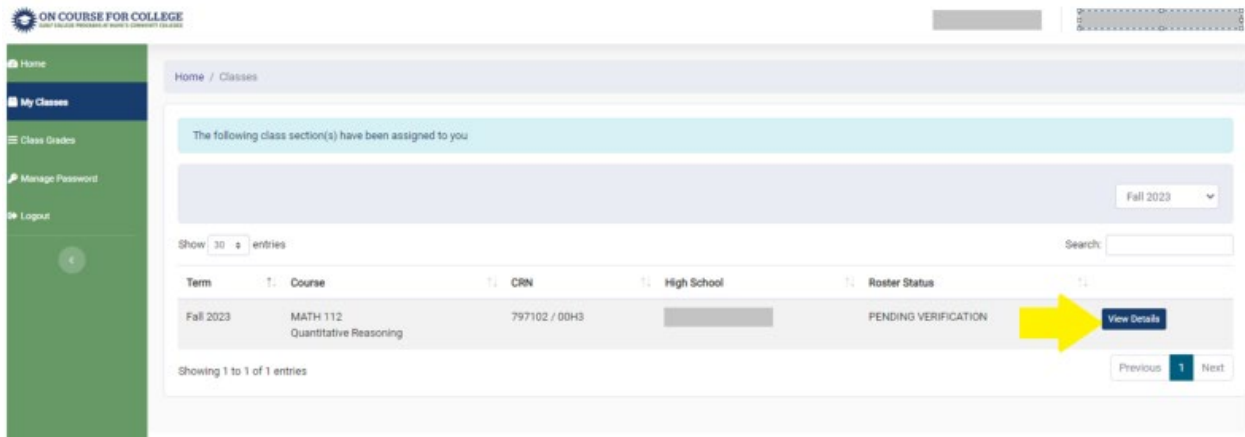
If this is your first time logging in, you will need to reset your password using the reset link that your SMCC contact sent to you. You also need to use the email address that that password was sent to. This is the email address we have on file at the college, it cannot be changed through OnCourse.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

Once you are logged in, select My Classes:

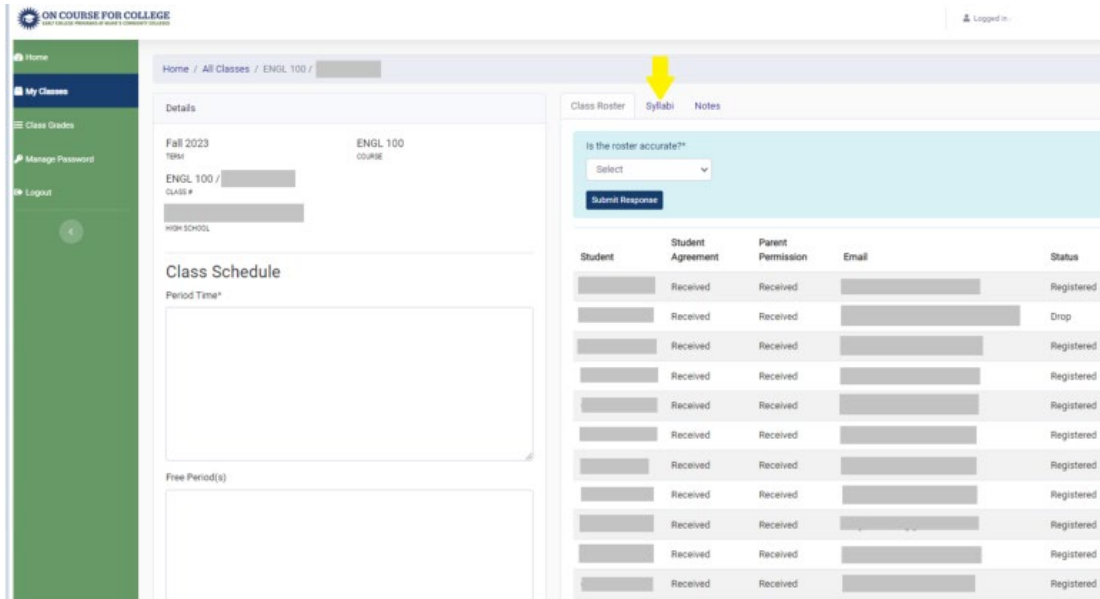
Select "My Classes"



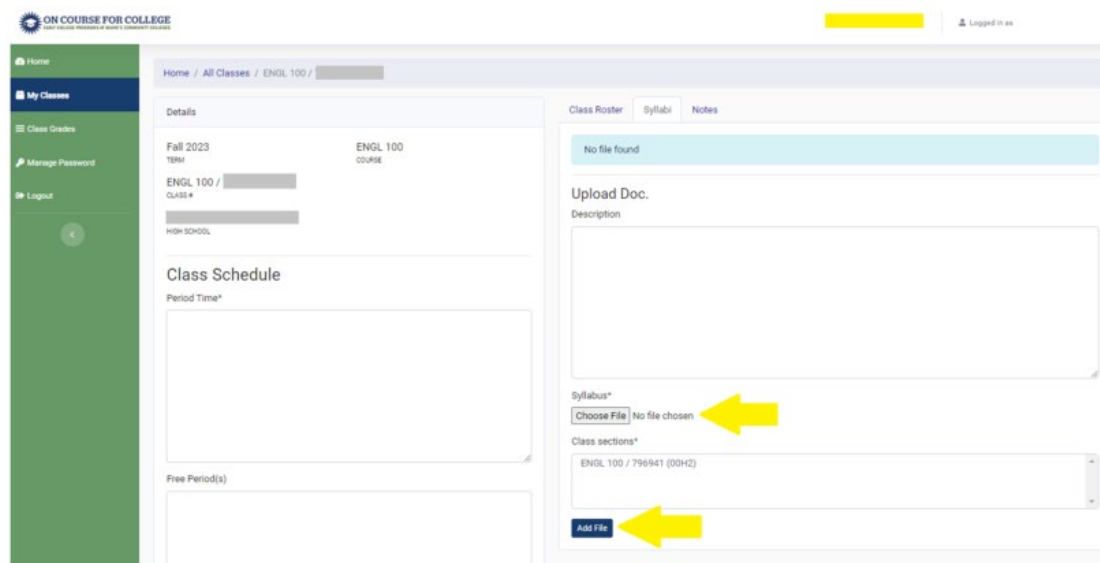
You should see the Course/s you are teaching on this page. Click "View Details"



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 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.



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.

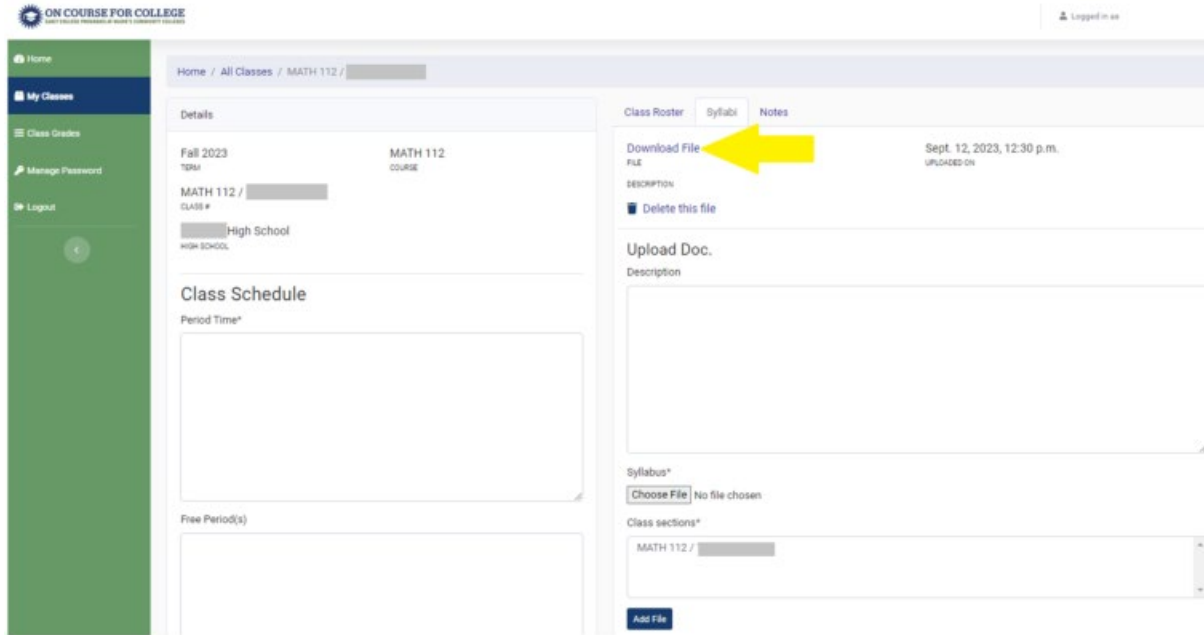
b) If the Syllabus is missing something or does not meet the learning outcomes for the course the Department Chair will pick “Not Approved” and add feedback for the changes needed and you will receive that by email. Once you make the requested changes you can upload the updated Syllabi using the same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

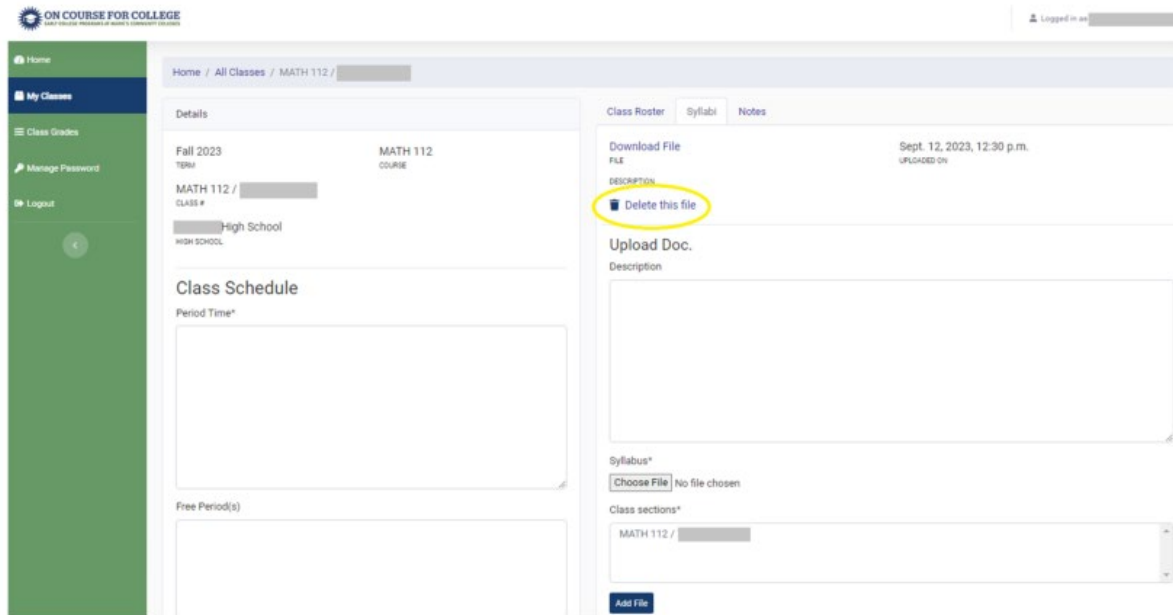
The screenshot shows the OnCourse for College interface. The top navigation bar includes "Home / All Classes / MATH 112 / [redacted]". The left sidebar contains navigation options: Home, My Classes, Class Grades, Manage Password, and Logout. The main content area is divided into two sections. The left section, titled "Details", shows course information for "Fall 2023" (TERM), "MATH 112" (COURSE), and "MATH 112 / [redacted]" (CLASS #). Below this is a "Class Schedule" section with a "Period Time*" field and a "Free Period(s)" field. The right section, titled "Syllabi", has a "Class Roster" tab selected. It contains a form asking "Is the roster accurate?" with a "Select" dropdown menu and a "Submit Response" button. Below the form is a table with the following columns: Student, Student Agreement, Parent Permission, Email, and Status. The table contains 10 rows of data, all with "Received" in the Student Agreement and Parent Permission columns, and "Registered" in the Status column.

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
[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.





SUBMITTING FINAL GRADES

Thank you for the work and time you put into teaching concurrent enrollment courses with Maine's community colleges. At the end of your course (s), you will submit final grades just as our on-campus faculty do. In our system, grades are submitted to our Student Information System (SIS) through an interface with our Learning Management System (LMS) – Brightspace. Some concurrent courses already use Brightspace for content or course management. Many, however, will only use Brightspace for grade submission.

Video instructions:

[Detailed How To Video – 4 minutes](#)

[long](#) **Written instructions:**

Log in to Brightspace

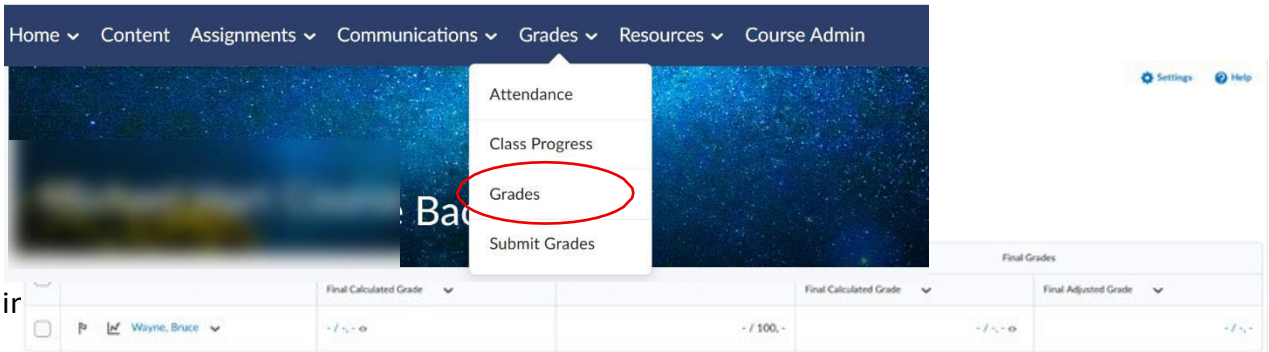
1. Navigate to MCCS Brightspace. [Homepage - Maine Community College System](#)
2. **You will need your mainecc.edu login here.** If you do not have that or need a password refresh, reach out to your Early College administrator at the college you teach with.
3. Navigate to the course you are teaching using either My Courses area or the Waffle



icon in the top right .

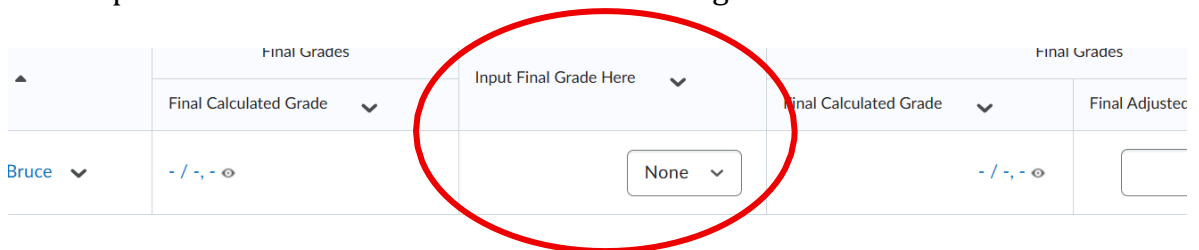
Navigate to Grades

4. Look for **Grades** in the course navigation bar and select **Grades**.



Once ir

- Review names to make sure all students are correctly listed. Navigate to the **“Input Final Grade”** column and select each student’s grade from the drop-down menu. Grades must be in the college schema.

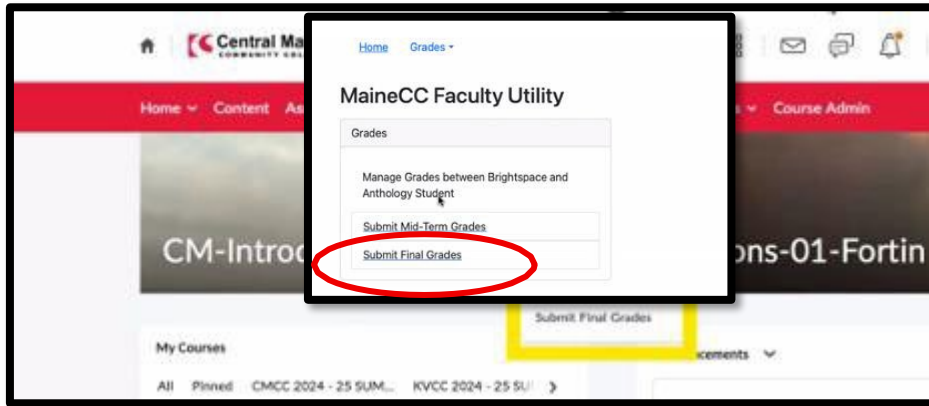


- Once entered and checked, Click **Save**.

Transmit Grades from Brightspace to the College SIS.

- Using the Top navigation bar, go to Grades > Submit Final Grades from the top menu.

Select Submit Final grades:



8. Choose the section you'd like to work with from the list of your courses:

Select a Brightspace Course	
Name	Code
CM-Introduction to Computer Applications-01-Fortin	CM_2425SU12CM_BCA120CM_01_CO
KV-Introduction to Health Professions-OLA-Fortin	KV_2425SUMCAKV_BIO125KV_OLA_CO
SM-Introduction to Philosophy-D1-Newton	SM_2425SUSM_PHIL100SM_D1_CO
YC-Electric Motors-01 Lovejoy	YC_2425SP7BYC_ELC250YC_01_LB_CO
YC-Social Media Marketing-04 ON-Osich	Crosslist_19_2425SP7BYC

9. The next page shows the letter grades that were entered in the gradebook:

The screenshot shows the gradebook for course CM_2425SU12CM_BCA120CM_01_CO. A 'Change Course' button is at the top left. A 'Submit All Grades' button is at the top center. The table below has the following columns: Student Name, Student Number, Brightspace Numeric Grade, Brightspace Letter Grade, Actions, Anthology Numeric Grade, Anthology Letter Grade, and Anthology Grade Notes. One student is listed with a Brightspace Numeric Grade of 85 and a Brightspace Letter Grade of B. A blue 'Submit Grade' button is located under the Actions column for this student.

- a. Grades that haven't been submitted show the letter grade in the Brightspace gradebook, with a blue "Submit Grades" button under the Actions column.
 - i. **You cannot adjust the letter grade on this page.** Any changes to the letter grade must first be made in the Brightspace Gradebook.
- b. Students who withdrew from the course should display the W grade in the Anthology letter grade column.

- c. This page **will not** allow you to modify grades after submitting them. If you need to correct a submitted grade, contact the Early College office.
 - d. You can **SUBMIT** grades individually or for the entire section:
 - i. Individually: Use the Submit Grade button next to each student's Brightspace Letter Grade
 - ii. Entire Section: Use the Submit All Grades button at the bottom of the student list.
 - e. Once grades are submitted, the Anthology Letter grade column will fill in and the Submit Grade button will be hidden.
10. To change to a different section, click the gray Change Course button on the top left.
11. If you have any questions or difficulties – reach out to your college Early Office – they can connect you to more college resources.



Welcome 2026-27 Student Handbook

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

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? 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. 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
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@maineccc.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@mainecc.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



Scan or click this QR code to complete the form. 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
- 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. 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 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.

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.

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. 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
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.



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

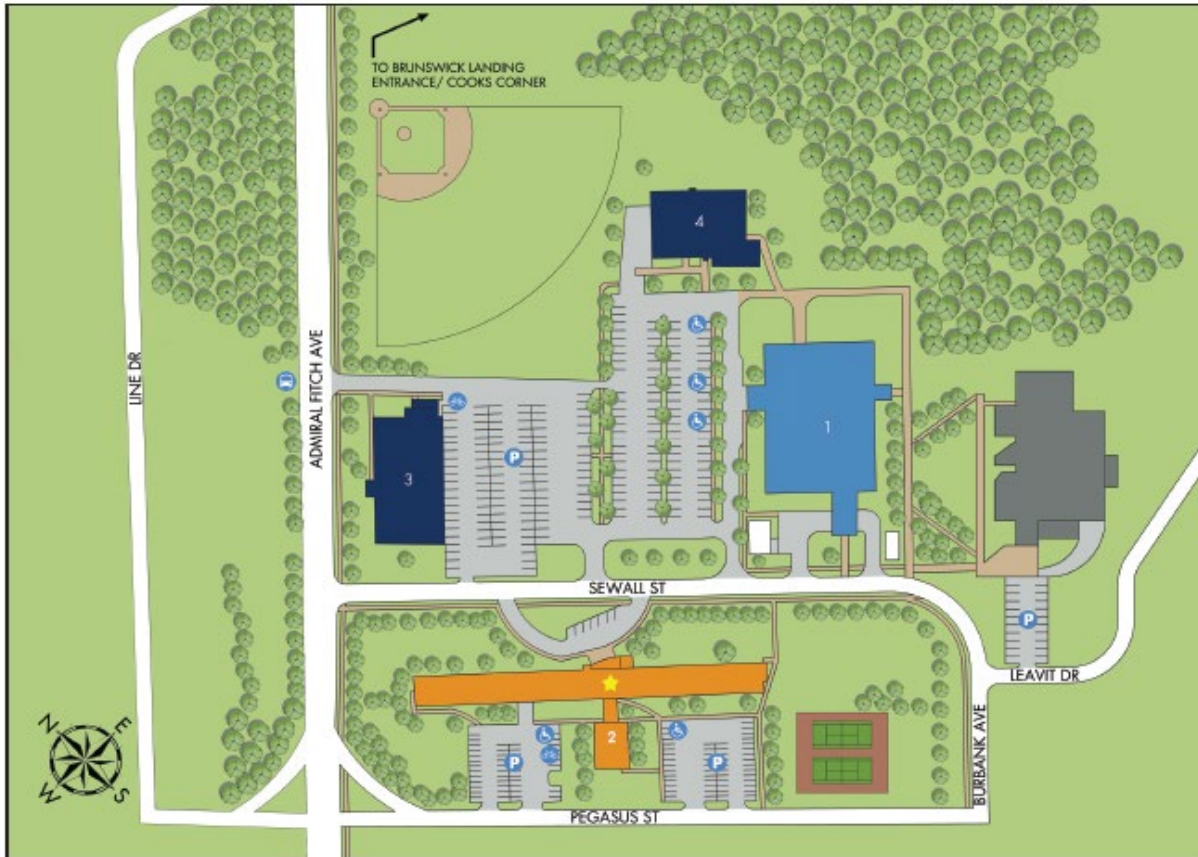


5 5 Surfsite Road Captain's Cupboard Food Pantry	80 Culinary Arts Center (CA) Culinary Arts Hospitality Management	91 Howe Hall (HOWE) Criminal Justice Emerging Leaders Program Fire Science Phi Theta Kappa Prayer Room Student Senate Veterans Center	3b Ross Technology Center (TECH) Architectural & Engineering 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 EMBARK 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 ■ Academic & Administration ■ Financial Services ■ Student Life ■ Student Services ★ Security
50 Canteen	3a Hague Hall (HAGUE) Business Maine Community College System Offices	48 Mr. and Mrs. Fish Building (FISH) Classrooms	
126 Captain's House Financial Aid Student Accounts	70 Harborview Hall Social Sciences	47 Marine Science Center (MSC) Marine Science Biotechnology Biological Sciences	
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 (MCKRN) Conferences & Events	
115 Computer Science & Engineering Center (CSEC) Computer & Information Sciences Electrical Engineering Technologies	124 Heating, Air Conditioning & Refrigeration (HAC) HVAC Plumbing	95 Oceanview Dining Hall	
65 Construction Technology (CTC) Building Construction Heavy Equipment Operations Waste Water Management	99b Hildreth Media Center (HILDN) Communications & New Media	93 Preble Hall (PREB) Developmental English & Global Languages English Math	
	99a Hildreth Science Center (HILD) Physical Sciences		
	31 Horticulture (HORT)		



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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
 EMCC: EMCCaccess@mainecc.edu
 KVCC: kvccaccessibility@mainecc.edu

NMCC: nmccdissability@mainecc.edu
 SMCC: smccdissabilityservices@mainecc.edu
 WCCC: wcccaccessibility@mainecc.edu
 YCCC : ycccaccessibilityservices@mainecc.edu



Revised October 2025

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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 TO COLLEGE THROUGH MAINE'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.

2026-27 Academic Year

SEMESTER	REGISTRATION MATERIALS DUE	START DATE	END DATE	ROSTER VERIFICATION DEADLINE	ADD/DROP DEADLINE	COURSE WITHDRAW DEADLINE
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

Sample only



SMCC transforms lives and communities through education and training. We welcome, prepare and inspire all to learn, succeed and lead.

Concurrent Enrollment Agreement

3-year agreement: 2024-2027

This contract is by and between Southern Maine Community College (hereinafter "COLLEGE") and Maine High school or CTE _____

(hereinafter "SCHOOL").

In the interest of effectively serving our community, SMCC and the SCHOOL are committing to this cooperative agreement aimed at providing high school students with greater access to higher education. Benefits of concurrent enrollment include: introducing students to the academic challenges of college while in their supportive high school environment, potentially reducing the time to attain a degree, and reducing costs for a college degree. This agreement aligns with standards of the National Alliance for Concurrent Enrollment Partnerships (NACEP).

1. **DUTIES OF COLLEGE.** The COLLEGE agrees to:

- Adhere to all Maine Community College System policies, NECHE accreditation standards, and align with NACEP accreditation standards.
- Approve high school instructors in accordance with MCCS, NECHE, NACEP guidelines.
- Provide approved high school instructors with an appointment letter.
- Provide course-specific training in course philosophy, curriculum, pedagogy, and assessment to new instructors at SCHOOL prior to them teaching a course.
- Provide annual discipline-specific professional development and ongoing collegial interaction between COLLEGE faculty liaison and SCHOOL instructor.
- Track and review attendance for all required COLLEGE and SCHOOL training events. Follow up as needed.
- Select and assign faculty liaisons with appropriate academic credentials to work with high school instructors for agreed upon courses. The liaison will conduct class observations and ensure that the course reflects the learning objectives and pedagogical, theoretical, and philosophical orientation of the COLLEGE discipline.
- Ensure all courses are college-catalogued courses with the same course descriptions, numbers, titles, and credits.
- Provide sample syllabus for each course to instructors.
- Identify the course textbooks/materials to be used.
- Provide Concurrent Faculty Handbook annually to include policies and procedures.
- Communicate student eligibility requirements to the SCHOOL.

Sample only

- Participate jointly with SCHOOL personnel in the planning and implementation of information sessions for students as requested.
- Provide SCHOOL with Student Handbook (issued annually) that outlines concurrent enrollment benefits, implications, and COLLEGE policies and expectations.
- Register qualified students for classes once applications are completed (SCHOOL recommendation listed as approved and Parent Consent signed) via the OnCourse for College website.
- Distribute contact information to INSTRUCTOR and STUDENT about the COLLEGE Office of Disability Services (ODS). The STUDENT is responsible for the timely submission of disability documentation to ODS. Documentation can be hand delivered, emailed to mdisabilityservices@smccme.edu, or faxed to 207-741-5678. Once documentation is received, ODS will complete an intake interview with the STUDENT to determine accommodations. ODS uses both the disability documentation and the interactive interview process to determine accommodations. Following the intake meeting, the COLLEGE/ODS will issue an Accommodations Memorandum to the STUDENT to share with their instructor(s). Accommodations are not retroactive.
- Notify students and SCHOOL for students who don't meet course pre-requisites or are denied taking a course for other reasons (i.e. previous failure in dual enrollment or concurrent enrollment program).
- Provide courses and access to learning resources, including the library and learning management system.
- Prompt instructors to verify rosters at end of add/drop period via the OnCourse website.
- Provide students with login information for COLLEGE student portal with access to tutoring, library, student ID procurement etc.
- Provide academic advising for students enrolled concurrently to include benefits and implications of taking college courses and college policies and expectations.
- Ensure the Student Evaluations are administered for each course.
- Deliver other periodic surveys, as required by NACEP.
- Post grades to the students' college transcript upon receiving them from the SCHOOL.
- Award college credit to registered students upon completion of courses.
- Participate jointly with SCHOOL personnel in periodic meetings to discuss the program.
- Create invoices for students when waiver funding is not available (i.e. student has exceeded 12-credit limit reimbursed via MDOE or student is private-pay).

2. **DUTIES OF SCHOOL.** The SCHOOL agrees to:

- Provide qualified faculty to teach concurrent courses at the high school. All faculty will remain employees of the SCHOOL.
- Provide textbooks and other required course materials after approval by the COLLEGE.
- Be responsible for publicity, marketing, recruiting and selecting students to participate in the program.
- Participate jointly with COLLEGE personnel in the planning and implementation of information session for students as requested.

Sample only

- Implement educational accommodations as approved by COLLEGE Disability Services Office.
- Ensure that all completed student application materials, including transcripts, GPA, and/or nationally normed test scores have been submitted to the COLLEGE.
- Coordinate with COLLEGE if Accuplacer testing is required.
- Assist students through the application process on the OnCourse for College website, including obtaining Parent Consent, and work with instructor to verify student rosters on OnCourse at end of add/drop period. Verified Rosters are the final listing of students – no additions or subtractions to the class list can be made after this point. Credit CANNOT be awarded retroactively if student was not on verified roster list.
- Participate jointly with COLLEGE personnel in periodic meetings to discuss the program
- Inform students of need to submit disability documentation and the difference in legislation and accommodation of High School vs College.

3. **Duties of the Instructors:** The Instructors agree to:

- Follow current year Concurrent Enrollment Faculty Handbook issued annually by COLLEGE.
- Teach course at SCHOOL without additional compensation from COLLEGE.
- Submit evidence of qualifications to teach course: In-house application, Resume, Transcripts via OnCourse site.
- Create school-specific syllabus using sample provided by COLLEGE to include SCHOOL attendance and homework policies.
- Submit syllabus via OnCourse site for approval by faculty liaison and make adjustments if necessary.
- Teach course following syllabus objectives & learning outcomes when teaching course.
- Hold students to the same standards of achievement and using the same grading standards as those expected of students in the on-campus section of the course.
- Observe a regularly scheduled on-campus course at COLLEGE, schedule permitting.
- Provide course grades to the COLLEGE within three days of course completion.
- Participate jointly with COLLEGE personnel in periodic meetings to discuss the program.
- Allow SCHOOL classroom observation by COLLEGE faculty liaison using the same tool used by the COLLEGE for full and part-time instructors.
- Participate in course-specific training to new instructors by COLLEGE prior to teaching course first time. Attend annual discipline-specific professional development and ongoing collegial interaction between COLLEGE faculty liaison and SCHOOL instructor.
- Notify students of process for reporting a documented disability to COLLEGE.
- Distribute the Concurrent Enrollment Student Handbook which includes the COLLEGE Office of Disability Services (ODS) contact information to STUDENTS. The STUDENT is responsible for timely submission of disability documentation to ODS via fax at 207-741-5678 and completion of the process. Following the intake interview, COLLEGE (ODS) will determine appropriate accommodations. The COLLEGE ODS office will issue
-

Sample only

- an Accommodations Memorandum to the student to share with their faculty and only then is the student allowed the stated accommodations.
 - Verify student rosters on OnCourse at end of add/drop period.
 - Verified Rosters are the final listing of students – no additions or subtractions to the class list can be made after this point. Credit CANNOT be awarded retroactively if student was not on verified roster list. New course sections will not be created to accommodate students who failed to complete applications at the start of a course.
 - Distribute Concurrent Student Handbook (issued annually) and Student Schedules once roster is verified.
4. **Duties of the Students:** The students agree to:
- Complete application - including Parent Consent - via the OnCourse for College website. Only completed applications will result in registration and course credit. See Student Handbook for details on process.
 - Meet all course pre- and co-requisites as listed in COLLEGE catalog unless waived by COLLEGE Dept Chair.
 - Obtain Course Schedule from instructor. These will be sent electronically to the instructor by COLLEGE after Roster Verification is complete. All students have access to the MySMCC portal including a schedule at any time after registration. It is a STUDENT's responsibility to log into COLLEGE student portal, obtain a student ID (if desired), and utilize resources on it.
 - Read and follow Concurrent Student Handbook (issued annually).
 - Understand the STUDENT is responsible for the timely submission of disability documentation to ODS. Documentation may be hand delivered, emailed to mdisabilityservices@smccme.edu or faxed to 207-741-5678. The STUDENT is responsible for completing the registration process with ODS. ODS uses both the disability documentation and the interactive interview process to determine accommodations. Following the intake meeting, the COLLEGE/ODS will issue an Accommodations Memorandum to the STUDENT to share with their instructor(s) in order to receive their accommodations. Accommodations are not retroactive.
 - Request transcript from COLLEGE Registration Department after completion of course.

Sample only

5. Approval and Review

This agreement will be in effect for the duration for this agreement signed by the following parties.

Have Seen and Agree to:

The College:

_____	_____	Dr. Kristen	_____	_____
Miller	Date		Dr. Matthew Goodman	Date
President			Acting Vice President / Academic Dean	
Southern Maine Community College			Southern Maine Community College	

The School:

Principal / Director Signature _____ Date

Name

High School or CTE

SMCC Concurrent Enrollment Instructor:

SMCC Course/s:

Name

High School Instructor Signature _____ Date

Name

High School Instructor Signature _____ Date

Name

High School Instructor Signature _____ Date

Name

High School Instructor Signature _____ Date

Name

High School Instructor Signature _____ Date

Name

High School Instructor Signature

Date

Name

High School Instructor Signature

Date

Name

High School Instructor Signature

Date