

PGCC Dual Enrollment Application Process for Summer/Fall 2018

If students need help filling out the paperwork, I will have a session after school from 3-4:00pm on Monday, April 9th.

Step 1: Online Application

- If you are taking a PGCC course for the first time, complete the PGCC Online Admissions Application
- Indicate **Dual Enrollment SPEC.DUAL.ND** for Application Type
- You should have received an email with the Promo Code to waive your Application Fee.
- You will receive a confirmation email after you complete the application.

Step 2: Transcript Request Form

- All students are required to fill out a Transcript Request Form so that I can provide PGCC with your Official Transcript, which is required.

Step 3: SAT/ACT Scores

- If you are using your SAT/ACT scores as your eligibility. (instead of the Accuplacer), you must print out and turn in an Official Score Report from your CollegeBoard or ACT account.

Step 4: Dual Enrollment Course Application Front Page

- Fill out the top section with your name, your PGCPS student ID number, and your PGCPS email address (NOT your CMIT email address)
- If you have taken PGCC courses previously, please also write your PGCC ID number
- Check off ALL OF THE BOXES on the Application
- Parent MUST INITIAL in the two places where it asks them to do so
- Student must sign and date at the bottom
- Parent/Guardian must sign and date at the bottom

Step 5: Dual Enrollment Course Application Back Page

- Fill out the top section with your name
- If you have taken PGCC courses previously, please also write your PGCC ID number.
- Choose up to four courses from that list that indicates YOUR eligibility
 - To find the course sections and synonym numbers, follow the directions below.
 - Searching for Classes:
 - Go to www.pgcc.edu
 - Click on “Owl Link” at the top of the screen
 - Select the blue “Credit Students” button from the menu on the right
 - Scroll down and click “Additional Search Options”
 - Enter the information to search for your desired courses
- **Approved Class Example: EGL1010**
- **Section Number Example: XE01**
- **Synonym Number Example: 14356**
- If the course is on the list of courses I have provided, write “Y” in the column on the right
- Note: I recommend writing both a preferred section/synonym and alternate section/synonym just in case your preferred section is full at registration.

ALL MATERIALS ARE DUE TO ME BY
WEDNESDAY, APRIL 11TH

LATE APPLICATIONS WILL NOT BE ACCEPTED

NO EXCEPTIONS WILL BE MADE



Prince George's County Public Schools and
Prince George's Community College
Dual Credit Course List



For the PGCC courses listed below, students will earn both high school and college credit.

R= Reading Comprehension Required W= Writing Skills Required M= Math Required Any= Any Section Eligibility

PGCC Course	PGCPS Dual Enrollment Course #	PGCPS High School Graduation Credit	Eligibility
EGL 1010 Composition I: Expository Writing	106513 English 12 DE	1.0 English 12 credit	R & W
SPH 1010 Introduction to Speech	122303 Speech Interpersonal Communications DE	1.0 elective credit	R
FRN 1010 French for Beginners	152013 French 1 DE	1.0 World Language Level 1 credit	R
FRN 1020 French for Advanced Beginners	155013 French 2 DE	1.0 World Language Level 2 credit	R & FRN1010
FRN 2010 Intermediate French	156013 French 3 DE	1.0 elective credit	R & FRN1010
FRN 2020 Intermediate French II	157013 French 4 DE	1.0 elective credit	R & FRN1010
SPN 1010 Spanish for Beginners	162013 Spanish 1 DE	1.0 World Language Level 1 credit	R
SPN 1020 Spanish for Advanced Beginners	165013 Spanish 2 DE	1.0 World Language Level 2 credit	R & SPN1010
SPN 2010 Intermediate Spanish	166013 Spanish 3 DE	1.0 elective credit	R & SPN1020
SPN 2020 Intermediate Spanish	167013 Spanish 4 DE	1.0 elective credit	R & SPN2010
PSY 1010 General Psychology	200010 Psychology DE	.50 elective credit	R
POS 1010 American National Government	212210 LSN Government 1 DE	.50 LSN Government credit	R
POS 1020 Local and State Government	213310 LSN Government 2 DE	.50 LSN Government credit	R
HST 1310 Ancient and Medieval History	261110 World History 1 DE	.50 World History credit	R
HST 1320 Modern History	261210 World History 2 DE	.50 World History credit	R
HST 1410 History of the United States I	262010 US History Pt 1 DE	.50 United States History credit	R
HST 1430 History of the United States II	262020 US History Pt 2 DE	.50 United States History credit	R
PAR 1510 Introduction to Law for the Paralegal	281930 Law, Writing, and Research DE	.50 elective credit	R
HST 2310 History of American Foreign Policy	290410 Foreign Policy Issues DE	.50 elective credit	R
SOC 1010 Introduction to Sociology	290630 Sociology DE	.50 elective credit	R
CJT 1510 Introduction to Criminal Justice	291120 Constitutional Law DE	.50 elective credit	R
MAT 1190 Probability	373113 Probability and Statistics DE	1.0 Mathematics credit	M 45+
MAT 1140 Introduction to Statistics	374000 Introduction to Statistics DE	.50 Mathematics credit	M 45+
MAT 1350 College Algebra	381003 College Algebra DE	1.0 Mathematics credit	M 63+
MAT 1360 Trigonometry and Analytic Geometry	381013 Trig and Analytic Geometry DE	1.0 Mathematics credit	M 80+



Prince George's County Public Schools and Prince George's Community College Dual Credit Course List



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R= Reading Comprehension Required W= Writing Skills Required M= Math Required Any= Any Section Eligibility

PGCC Course	PGCPS Dual Enrollment Course #	PGCPS High School Graduation Credit	Eligibility
MAT 1360 Trigonometry and Analytic Geometry	381013 Trig and Analytic Geometry DE	1.0 Mathematics credit	M 80+
MAT 1370 Precalculus	381043 PreCalculus DE	1.0 Mathematics credit	M 80+
MAT 2410 Calculus 1	380023 Calculus AB DE	1.0 Mathematics credit	M 87+
MAT 2420 Calculus 2	395110 Calculus 2 DE	.50 Mathematics credit	M 75+
*BIO 1010 General Biology	420413 Biology DE	1.0 Biology credit	R
BIO 1110 Environmental Biology	425110 Environmental Biology DE	.50 elective credit	R
BIO 1100 Introduction to Forensic Biology	425313 Forensic Biology DE	1.0 elective credit	R
PHY 1010 Introductory Physics	440113 Physics DE	1.0 Science credit	R & M
BIO 2010 Microbiology	440210 Microbiology DE	.50 Science credit	R & M
BIO 2050 Human Anatomy and Physiology I	492110 Anatomy and Physiology DE	.50 Science credit	R & M
ACC 2001 Principles of Accounting I	511200 Principles of Accounting DE	.50 Finance-NAF credit	R & M
ART 1010 Introduction to Art	612210 Basic Design DE	.50 Fine Arts credit	R
ART 1570 Introduction to Computer Graphics	619513 Computer Graphics 2 DE	2.0 Fine Arts credit	R
MUS 1010 Music Appreciation	645113 Music Survey DE	1.0 Fine Arts credit	R
CUL 1100 Introduction to Culinary Arts	684633 Intro Culinary DE	1.0 elective credit	ANY
TED 2000 Foundations of Curriculum Education	689413 Found of Curriculum DE	1.0 Teacher Academy credit	R
PED 1030 Lifetime Fitness and Leisure Activities	718000 Your Personal Fitness 1 DE	.50 Physical Education credit	ANY
NTR 1010 Introduction to Nutrition	684013 Clinical Nutrition	1.0 elective credit	R
TRF 1330 Television Production I	760123 Television Production 1 DE	1.0 elective credit	R
INT 1010 Introduction to Information Technology (A+ Cert)	864333 Introduction to Information Technology DE	1.0 Technology Education credit	R
INT 1111 Programming Logic and Design	867333 Foundations of Computer Science DE	1.0 elective credit	INT1010
INT 1330 Integrated Applications	553163 Office Systems Management 2 DE	1.0 elective credit	ANY
INT 1450 CCNA 1: Network Fundamentals	886543 CCNA Networking DE	1.0 IT Systems Engineering Credit	ANY
INT 1460 CCNA 2: Routing Protocols	886553 CCNA Routing DE	1.0 IT Systems Engineering credit	INT1460
INT 1540 Computer Hardware I: A+ Prep	898883 IT Essentials 1 DE	1.0 elective credit	ANY
INT 1700 Understanding Operating Systems	886583 Systems Engineering 1 DE	1.0 elective credit	R & INT1010
INT 2140 Problem Solving with Spreadsheets	553153 Office Systems Management 1 DE	1.0 elective credit	INT 1010
INT 2540 Computer Hardware II: A+ Prep	898893 IT Essentials 2 DE	1.0 elective credit	INT 1540

CMIT-SOUTH TRANSCRIPT REQUEST FORM

This form must be filled out in order to obtain an official transcript. Allow up to 10 working days for transcript requests to be completed. Students must provide their own envelopes. One envelope must be provided for each transcript requested. When this form is complete, please return the copy to the main office with the envelope(s). Transcript requests are to be submitted as hard copies. Transcripts will not be sent electronically.

Today's Date: ___ / ___ / ___

Date Due: 04 / 11 / 18

Student Name: _____

Email Address: _____

Phone Number: _____ Student ID No. _____

I authorize CMIT-South to provide a transcript or any official information from the cumulative record for the location(s) below:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Number of Transcripts Requested: 1

[] Check here if the transcript(s) are for personal use or please list the location(s) the Transcript(s) will go to below:

PGCC Dual Enrollment

Your transcript (and any other requested materials) will be printed and put in the envelope you provide. It will be sealed and prepared for you to pick up to send to the above location(s).

For School Use Only:

Date Request Received: ___ / ___ / ___

Date Completed/Sent: ___ / ___ / ___

DUAL ENROLLMENT

Professional High School Counselor's Checklist



Name	
PGCPS Identification Number	High School Name CMIT-SOUTH
Counselor Name Katie Amos	

ELIGIBILITY CRITERIA

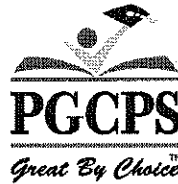
- 2.5 cumulative grade point average at your high school and in good academic standing at Prince George's Community College
- 11th or 12th grade on the first day of the college class
Also applies to students who are rising 11th and 12th graders during the summer session
- Minimum score on at least one of the assessment tests listed below
 - > Accuplacer
 - Reading | 79+
 - Sentence Skills | 90+
 - College Level Math | 45+ AND Elementary Algebra | 82+
 - > SAT
 - Evidence-Based Reading and Writing | 480+
 - Mathematics | 530+
 - > ACT | 21+ (in one of the following areas: Critical Reading, Writing, and/or Mathematics)

REQUIRED DOCUMENTS

- Completed Prince George's Community College online Admissions Application
 - > Indicate **Dual Enrollment SPEC.DUAL.ND** for Application Type
 - > Student will receive confirmation email
- Completed Dual Enrollment Form
 - > Signed by Student, Parent, Counselor, and Principal
 - > Include COURSE, SECTION NUMBER, and SYNONYM NUMBER (Example: MAT-1350 LD06 83597)
 - > Indicate an alternate section in case first section is full
- High School Transcript
- Copy of SAT or ACT Test Scores (if applicable)

DUAL ENROLLMENT

Application



Name		PGCC Identification Number	
High School CMIT- SOUTH		PGCPS Identification Number	
Student PGCPS Email Address @pgcps.org		New or Continuing Student	
Counselor's Name Katie Amos	Academic Semester (Fall, Spring, Summer) / Year Summer or fall 2018	Grade	

- I am aware that I must meet college requirements for dual enrollment before I am admitted to Prince George's Community College (PGCC). Additionally, I agree to allow the college to share information regarding my academic record with Prince George's County Public Schools (PGCPS) until I graduate or am no longer a registered PGCPS student.
- I am aware that I must provide my own transportation.
- I understand that I am to abide by both the PGCPS and PGCC student codes of conduct.
- I am aware that I MUST select an alternate course/section in the event my preferred course is no longer available, prior to submitting my application. I further understand, if an alternate is not selected prior to submitting the application, I may be denied the option to select a different course.
- I am aware that if approved, I will receive an email to my PGCPS email address stating that I am approved to register for courses online. It is my responsibility to register myself for courses online, in accordance with program deadlines. I may not register myself for class until I receive the approval email from MDCompletionAct@pgcc.edu.
- I am aware that I may only register for approved courses on this Dual Enrollment Application Form.
- I am aware that if I register for a course that was not approved on this form, I must submit a new Dual Enrollment Application Form to PGCC that includes the new course. If I register for any unapproved courses, I may be dropped from the course or held responsible for the cost of the course. Also, it may impact my program eligibility in the future, as well as my high school graduation eligibility if I were taking dual credit courses.
- I am aware that I must complete my registration no later than two weeks prior to the semester's first day of classes at PGCC. After that date, I must contact the PGCC Dual Enrollment Coordinator for assistance with any schedule changes.
- I understand that I am responsible for paying the cost of textbooks and applicable fees. The instructional services fee is \$48 per credit and the registration fee is \$25 per semester.* Textbook prices vary. Students who receive free and reduced meals (EARMS) will have textbooks and fees paid by PGCPS. (Parent/Guardian Initials)
- I am aware that if my child withdraws (W) or fails a dual enrollment course with an F (college/university) or E (PGCPS), I may be required to pay 90% of tuition paid by PGCPS. I further understand that my child will NOT be able to take another dual enrollment course paid by PGCPS. (Parent/Guardian Initials)
- I consent to receiving calls, including automated or prerecorded, for the purposes of receiving college-related information from Prince George's Community College. I am aware that I can revoke this consent at any time.
- I am aware that if I would like to receive academic accommodations at PGCC, I must self-identify, provide proof of disability and a paid tuition bill to PGCC's Disability Support Services (dss@pgcc.edu) at least one month prior to the start of classes.
- I understand that PGCC is prohibited from providing certain information from my student record to a third party, including parents/guardians, unless a current Consent for Access form is on file, in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA).

* Updated fee costs are available at www.pgcc.edu. Click "Paying for college."

Student Signature	Date
Parent/Guardian Signature	Date

DUAL ENROLLMENT

Application



Name		PGCC Identification Number
Academic Semester (Fall, Spring, Summer) <i>Summer or fall</i>	Year <i>2018</i>	High School <i>CMIT-SOUTH</i>

Approved Class (Indicate course #)	PREFERRED		ALTERNATE		Dual Credit Course? (Y/N)
	Section #	Synonym #	Section #	Synonym #	

The above student is certified to be in the 11th or 12th grade on the first day of the college class or is a rising 11th or 12th grader during summer session; a registered PGCPS student; and has a cumulative grade point average of at least a 2.5.

Counselor's Signature	Date
Principal's Signature	Date