

Montgomery College
Office of Academic Initiatives

New Student Checklist
for Dual Enrollment Students

- Establish your MyMC account (online student account) to:**
Before you login for the first time, you need to find your MyMC ID and Claim Your Account. Any problems related to MyMC, MC email, or Blackboard, please contact IT Service Desk at 240-567-7222.
 - View your Class Schedule (under Registration Quick Links)
 - View account balance and MC Bill Pay (under Student Quick Links)
 - Access your class through Blackboard (My Courses tab)
 - Setup and Check your MC email (Under MC Email & Stuff tab)
 - Order MC Parking Permit (under Student Quick Links) – MC permits cannot be used at USG
 - View midterm and final grades (under Student Quick Links)
 - Order textbooks online (under Student Quick Links or through online class schedule)

- Verify your class schedule** (starting & ending date, time, location, etc.)

- View and pay your bill**
 - By mail, in person, or online through MyMC

- Obtain your MC College ID Card** (no charge)
 - To obtain your student ID card, bring your paid receipt*, validation sticker and another form of photo identification to the Office of Student Life at any of our main campuses. For hours of service check the web or call the Response Center at 240-567-5000

- Obtain your course textbook(s)**
 - Online through MyMC- click the textbook icon on your class schedule
 - At the Campus Bookstore (check online for bookstore details)
 - If taking the course at your HS, go to the campus bookstore nearest your school
 - If taking the course on campus, go to the campus where the course is offered.
 - If taking the course through Distance Learning, check online for details.

- Request accommodations through Disability Support Services**
 - Students seeking disability support services for any MC course **must** be approved by MC's Disability Support Services. Please contact the office **immediately**: 240-567-5058;
<http://www.montgomerycollege.edu/Departments/dispsvc/> Professors are not obligated to provide any accommodations without notification from MC's DSS regardless of your HS status.

- Visit the Dual Enrollment Website** www.montgomerycollege.edu/dep
 - View general semester info.
 - Learn how to log onto MyMC
 - MCPS Dual Enrollment Program Assistant (DEPA) contact information
 - MC DE program staff contact info and many other resources

- MC classes begins!**
 - Check your schedule for the first day of class and BE ON TIME
 - Bring your textbook– do not unwrap or mark in books until after the first class meeting
 - Verify with the professor that you are on his/her class roster.

- Sign up for MC Alert**
 - To receive text and e-mail messages regarding MC delay openings and closures
 - Go to: <https://alert.montgomerycountymd.gov/register.php>.

- Check your MC e-mail account weekly for communications from your professor and the Dual Enrollment Program**