

Getting Started at MC



1 ► Apply for admission and financial aid.

Contact a Montgomery College Financial Aid Office for information, applications, and procedures. Financial aid discussions are most productive prior to application, but are helpful at any time.

If you are applying for admission to Montgomery College as a credit student for the first time ever, submit an Online Admissions Application together with a credit card payment of the \$25 one-time, nonrefundable processing fee:

<http://www.montgomerycollege.edu/admissions/Admissions/signature.html>

International students requiring student visas and early placement students (not yet in the final semester of high school) must apply only by mail or in person at any Office of Admissions and Records. By mail, use the printable Admissions Application: **<http://www.montgomerycollege.edu/admissions/StudentForms/admissionappl.pdf>**

NOTE: *Three programs require separate admissions processes:*

Health Sciences	http://www.montgomerycollege.edu/Departments/hlscitp/
School of Art & Design	http://www.montgomerycollege.edu/schoolofartanddesign/
International Students Requiring I-20	http://www.montgomerycollege.edu/admissions/I20/

2 ► Take assessment tests if required.

Assessment tests are required unless you are exempt. Test results determine your placement in reading, English, and mathematics and assure that your basic skills are adequate for other College-level courses. Montgomery College offers assessment tests at no charge, but also accepts standardized tests results, including the SAT, ACT, and TOEFL.

There will be an elevator outage in the Campus Center (CC) building at Rockville, which is where the Rockville Assessment Center is located. Students with mobility issues who plan to take an assessment test at Rockville between May 2009–August 2009 should call 240-567-7459 to speak with someone at the Assessment Center.

When English Assessment is Waived

ACT English Score	24
SAT Verbal/Critical Reading Score	550
TOEFL Score	iBT: 90 Computerized: 231 Written: 575

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When Math Assessment is Waived	
ACT Math Score	24
SAT Math Score	550

When Assessment Testing is Waived	
Prior U.S. Degree	New MC students who have a prior degree from an accredited U.S. college or university are not required to test.
Transferable U.S. English Credit from Accredited U.S. Institution	Students with transferable English credit from an accredited U.S. institution are exempt from English and reading tests.
Personal Interest Students	Adult students (out of high school for at least three years) who speak English as their first language may enroll in up to 11 credits of courses other than math or English prior to assessment testing—if officially classified as a “personal interest” student.
Visiting Students	Students from other colleges and universities should fax a Permission to Enroll form or letter (signed by an academic advisor) to the Office of Admission and Records of the campus where the class will be held. The approval must list the exact MC course(s).

3 ► Log in to MyMC.

MyMC is the portal or secure gateway to Montgomery College information for you as an individual student. There you will find 24/7 access to register and pay, and view your grades, academic record, and messages from instructors. To log-in visit <http://www.montgomerycollege.edu/admissions/Admissions/signature.html>.

4 ► Explore the College’s catalog.

The *Montgomery College Catalog* includes course descriptions, graduation requirements, course prerequisites, and other important student information. Find it online at <http://www.montgomerycollege.edu/verified/catalog>.

5 ► Be advised.

Initial advising for new students is done in groups. New students taking Montgomery College assessment tests will make an appointment for a MAP (Montgomery Advising and Placement Program); eMAP (online version of MAP); or an IMAP (MAP for international students) at the time of assessment tests. If your assessment tests have been waived, contact the Assessment Center at your campus to make an appointment for an advising program.

New students who hold prior U.S. degrees, those officially designated as “personal interest”, and visiting students from other colleges are not required to attend an advising program, but may do so by making an appointment through the Assessment Center. After completing an advising program, new students may contact the Counseling and Advising Office for assistance.

Counseling and Advising

Germantown Campus	http://www.montgomerycollege.edu/Departments/studevgt/counselinggt.htm 240-567-7734
Rockville Campus	http://www.montgomerycollege.edu/Departments/studevrv/counseling-fs.html 240-567-5063
Takoma Park/ Silver Spring Campus	http://www.montgomerycollege.edu/Departments/studevtp/counselors.htm 240-567-1408

Specialized Advising Services

Active Duty Military Personnel and Veterans	http://www.montgomerycollege.edu/admissions/veb/
College Access Program	http://www.montgomerycollege.edu/Departments/lcpr/
Distance Learning	http://www.montgomerycollege.edu/Departments/studevgt/onlinists/
Early Placement Students	http://www.montgomerycollege.edu/admissions/StudentForms/StudentForms.htm
First Generation or Low Income Students	http://www.montgomerycollege.edu/Departments/ssserv/
International Students with F1 Student Visas	http://www.montgomerycollege.edu/admissions/I20/
Germantown Options for Adult Learners (GOAL)	http://www.montgomerycollege.edu/Departments/goal
Rockville Office of Adult Student Services (OASS)	http://www.montgomerycollege.edu/Departments/studevrv/adultreentry.html
Students with Disabilities	http://www.montgomerycollege.edu/Departments/dispsvc/
TRIO	http://www.montgomerycollege.edu/Departments/ssserv

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6 ▶ Register for classes.

Register for classes online 24/7 through MyMC. Check the online Schedule of Classes for up-to-date information about time and place of classes and seats available. Before attempting to register make sure you meet all prerequisites and required assessment levels by checking the course description for each class.

Once a class begins, you must register in person with written approval of the instructor. Late fees may apply. Many classes fill early in the registration period. Register early to obtain your first choice of classes.

If you have difficulty accessing MyMC, contact the IT Help Desk at 240-567-5000, option 2. Registering students may seek help in person at the Office of Admissions and Records.

Easy online instructions are located on the last page of this schedule!

7 ▶ Pay for classes.

You are responsible, both financially and academically, for all classes listed on your registration confirmation. Registration errors must be reported within the drop deadlines to the Office of Admissions and Records. You must officially drop any unwanted classes that appear on your record. Failure to do so does not relieve you of the financial or academic responsibility.

Payment or payment arrangements are due the day of registration.

You may also pay for your tuition and fees at the Cashier's Office and the Office of Admissions and Records. Failure to meet the payment deadline may result in the loss of one or more classes in your schedule.

- Drop dates for non-payment are listed in the schedule calendar.
- Payment by credit/debit card or check may be made via MyMC.
- Credit card, check, or money order payments may be made in the Cashier's Office or the Office of Admissions and Records. Cash payments must be made at the Cashier's Offices by 4 p.m.

8 ▶ Buy your books.

To see Bookstore hours or to order your books online, visit <http://www.montgomerycollege.edu/Departments/bkstores/>.

9 ▶ Get your student ID.

A student ID card with current semester registration sticker will allow you to check out library books, use swimming pools and computer/writing labs, and receive FREE transportation on Ride On buses within Montgomery County 24 hours a day, 7 days a week. Your ID card must be validated each semester by placing the current semester registration sticker on the card. For details on how to obtain a valid MC student ID, visit <http://www.montgomerycollege.edu/studentid>.

Where to Get Your Student ID Card

To obtain your student ID card, bring your **paid receipt** and another form of photo identification to:

Germantown Campus	Office of Student Life 20200 Observation Drive Germantown, MD 20876
Rockville Campus	Student Services Lobby 51 Mannakee Street Rockville, MD 20850
Takoma Park/Silver Spring Campus	Office of Student Life 7600 Takoma Avenue Takoma Park, MD 20912

10 ▶ Look into transportation options.

Transportation

Current Montgomery College students can take the Ride On bus free of charge. Simply show the Ride On driver your MC student identification card with a current semester sticker. Ride On schedules, maps, and routes are available online at the Ride On Schedules page of the Montgomery County "Ride On and Transit Services" Web site. The general County Web site can be found at <http://www.montgomerycountymd.gov>. For details on how to obtain a valid MC student ID, visit <http://www.montgomerycollege.edu/studentid>.

Motor Vehicle Registration/Parking

Each person associated with the College who parks a vehicle on any campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Motor vehicle registration is done online through MyMC. Students, faculty, staff, and visitors must abide by College traffic regulations. The College reserves the right to tow, at the owner's risk and expense, any unregistered vehicle parked in violation. Information about vehicle registration and parking is available online at <http://www.montgomerycollege.edu/parking>. The Montgomery College Motor Vehicle Regulations are available online at <http://www.montgomerycollege.edu/verified>.