



DUAL ENROLLMENT PACKET

Earn College Credits
While in High School!

Charles County
2023–2024



Dear Student,

We are delighted that you are considering Dual Enrollment for the coming year as part of your educational schedule. The College of Southern Maryland (CSM) awards students with academic excellence an opportunity to earn early college credit to complete a CSM degree or transfer to another higher educational institution. We encourage you to work closely with your parents and high school guidance office to make the best decisions for your higher educational goals.

This packet is designed to aid you in that decision making process. Included you will find information about the program requirements, steps to enrollment, important deadlines to complete the process, and answers to our most frequently asked questions (FAQs).

Please do not hesitate to contact us at any point along the way for additional information.

The Enrollment Coordinator Team

Calvert County 443-550-6007
Charles County 301-934-7862
St. Mary's County 240-725-5456
askme@csmd.edu

CSM has academic divisions offering degrees in a variety of guided pathways:

- Arts and Humanities
- Business and Information Systems
- Education and Public Service
- Health
- Science, Technology, Engineering and Mathematics
- Trades, Transportation and Energy

WHY DUAL ENROLLMENT?

- Earn transferable college credit through CSM while still in high school
- Be that much closer to a college degree
- Add college courses to your high school résumé
- Receive free tutoring services
- Receive the benefits of being a CSM student including the use of our library, advising services and student life.

More information on Dual Enrollment can be found at our website: <http://www.csmd.edu/dualenrollment>

Eligibility for the program:

Students interested in participating in CSM campus based courses must:

- Hold a minimum high school GPA of 2.75 (must also meet one of the college readiness options).
- Apply to CSM online.
- Complete an electronic Dual Enrollment Form with appropriate signatures.
- Demonstrate College readiness (see below for options).
- Meet with an Enrollment Coordinator to register for courses prior to stated deadlines

Initiating the process:

1. **Meet with your high school counselor to determine if the dual program is a good fit for you and that you meet the stated GPA requirements.**
2. **Create an account and complete the CSM admission application located at: <http://www.csmd.edu/apply-register>**
 - Click on "Apply Now" and create an account. Once the account has been created select "Apply to CSM".
 - Choose the "Dual Enrollment Application" on the Apply to CSM screen.
 - Make sure to complete all sections with an asterisk.
 - Use legal name as stated on birth certificate (no nick names)
 - Enter Social Security Number (secure website, optional but will need to be on file before student registers for credit courses).
 - Verify all information is correct, read the agreement statement, check the box indicating you have read it and click "submit".
3. **Complete the online [Dual Enrollment Form](#):**
 - Dual Enrollment Form to be completed by student and parent/guardian online. The form will be submitted to CSM through our website and then sent by the Enrollment Coordinator to the high school counselor and principal for electronic signature and approval.
 - Student Release form is optional to be completed by the student allowing communication with parents about the student's record under the Family Educational Rights and Privacy Act (FERPA). There is a copy of the form at the end of this packet.
4. **Check College Readiness (with one of the following options):**
 - Option 1: High School Transcript
 - Send an unofficial copy of the high school transcript with an unweighted cumulative GPA of at least a 2.75.
 - Option 2: Placement Test
 - To be accepted into Dual Enrollment, you must get a minimum score of 254 on Reading and 240 on Writing portions of the CSM Accuplacer test.
 - ALEKS Math placement is required if a student is planning to take a Math course on the CSM campus or a course that may require Math.
 - Student must score: 30 for non-STEM Math and 46 for STEM Math.

- Option 3: SAT/ACT Scores
 - Submit SAT score of 570 or higher in Math (if taking Math on CSM campus)
 - Submit SAT Evidence-based Reading-Writing score of 480 or higher
 - Submit ACT scores of 21 or higher in English and Reading
 - Submit ACT score of 24 or higher in Math (if taking Math on CSM campus)
 - **Composite scores are not considered**
 - **PSAT scores are not accepted**

5. Submit dual enrollment form, HS transcript, SAT/ACT scores and/or take placement tests prior to set deadlines

- **July 15th** for Fall semester
- **December 15th** for Spring semester
- **April 15th** for Summer semester

6. Meet with an Enrollment Coordinator

- Make an appointment with an Enrollment Coordinator to meet, discuss placement test scores, provide HS Transcript, print SAT/ACT information, register for classes, and make payment. *All of the documentation must be brought to the appointment or must be received before the appointment.*
 - Students are recommended to take courses off of the Charles County Public Schools Dual Enrollment Approved list each school year.
 - Students will be given their log in information and learn how to navigate their my.CSMD account to access their online information.
 - Discuss transferability of CSM credits to other institutions.
 - Discuss the differences between high school pace and expectations of a college student.

Frequently Asked Questions (FAQs)

Why do I need to complete the CSM application? I don't plan to complete a degree there.

In order for CSM to establish an academic record for the student to apply course credits and to generate a transcript the student must complete the free admission application. Students who may have taken a personal enrichment (i.e. driver's education, kid's camp) must also complete the application.

I participated before in one of the high school based dual enrollment programs. Do I need to apply again?

No, students who previously applied do not need to re-apply. Students should complete the electronic dual enrollment form to register for new classes.

Do I have to take all parts of the placement test?

In order for students to be accepted into the Dual Enrollment program they must reflect college level skills in Writing and Reading, even though they have not completed their high school curriculum. If students are planning to take a math course or any course that requires a math prerequisite, the math placement test must also be taken to show college level skills. Students can provide their HS transcript with an unweighted GPA of a 2.75 or provide qualifying SAT or ACT scores in place of taking the placement test.

Do I need to provide my SAT/ACT scores?

If the student has acceptable SAT/ACT scores, it will waive the placement test. A copy of the scores must be sent to the Admissions office with all other appropriate paperwork or submitted to an Enrollment Coordinator. See section on Testing for score information.

Will this course transfer back to my high school as "weighted"?

Student should discuss this with their high school guidance office. CSM cannot determine how your high school will count our classes into your high school GPA.

Will my CSM course transfer to my chosen college?

In most instances yes, your CSM general education courses will transfer to other institutions. Students who plan to attend either Maryland colleges or a college out of state should contact the receiving school to determine how the credits will transfer. Discuss where you intend to go when speaking to an Enrollment Coordinator for more advice.

Does the parent/guardian have to attend the orientation?

Parent/legal guardians are not required to attend orientations with their child, however it is highly recommended they do attend the initial orientation/appointment.

Can parents/guardians access their student's CSM academic record?

Once a student has been admitted into a college, parents/guardians no longer have access to their child(s) record, even if the student is under the age of 18, due to The Family Educational Rights and Privacy Act (FERPA). Each information packet has an optional form the student can complete and return granting us permission to release certain information to the individuals stated.

Why can't I register online?

While students are still in high school, they will not be able to register online or adjust their schedules online. They must contact one of our Enrollment Coordinators to make schedule adjustments. Once the student graduates from high school, then they will be able to conduct business online. This ensures the student is signed up for the correct courses to satisfy requirements for graduation, transfer, etc.

Dual Enrollment program vs. AP courses, what is the difference?

The Dual Enrollment program can guarantee college earned credits, providing the student passes the course(s) they have taken. Many of these credits transfer to 4-year institutions with ease. After taking the AP course at the high school level, the student must receive a specified score on the AP exam in order to earn college credit.

Why is there so much paperwork involved in the Dual Enrollment program?

The Dual Enrollment program involves getting the high school's permission for the senior to leave school early to take college classes. They must sign and complete the enrollment form, and it is the student's responsibility to ensure all paperwork is received by CSM's Admissions Office.

Why are there deadlines associated with the Dual Enrollment program?

Deadlines are set to allow submission of the application, processing of the special admissions paperwork, and completion of testing and meeting with the Enrollment Coordinator prior to the start of classes. Dual Enrollment involves the high school counselors and their deadlines on completing the student's high school schedules before summer break ends. Note: Your high schools deadline may be earlier than CSM's deadline.

Can an exception be made to the deadline?

In most instances exceptions are not made to the deadlines of the Dual Enrollment program. Approval for exception to deadlines must come from the high school the student is attending and the CSM Director of Admissions.

Do I need a textbook?

Yes, all academic courses at CSM will require a textbook. Textbooks are not subject to the half dual rate.

TIPS ON HOW TO BE ACADEMICALLY SUCCESSFUL

Set goals and prioritize your time. In order to be successful, one must set a goal and establish objectives to meet that goal. Understand, in order to gain something, you must give up something. To successfully reach your academic goals something else has to be sacrificed. It may be one's social life, it may mean working fewer hours on the job, and it may mean long hours of homework rather than watching television. Keep in mind that if you sacrifice those small things now in the pursuit of your degree, you will reap the bigger rewards later. Plan to commit your time and efforts to earning your degree now. Know that the pursuit of a degree is temporary. You determine how long it will take. However, once it has been earned it can never be taken away.

Know your strengths and weaknesses. Be aware of your academic progress in each course. Seek tutoring before it is too late to catch up. Mid-term is too late. This is especially true for those subjects where your academic skills are the weakest.

Be prepared for each class. Students need to prepare both physically and mentally for class. Physical preparedness requires some obvious things such as books, homework, paper, and pen or pencil. Mental preparation means that you are ready to learn. Arrive to class a few minutes before it starts. Review the notes you have taken on the day's reading assignment (this means part of your preparation is to read the assignment **before** class), review previous class notes and other relevant material. Be well rested, which means getting six to eight hours of sleep every night. Some young people think they don't need that much sleep, but lack of rest wears one down both mentally and physically.

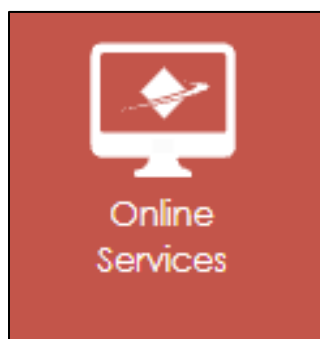
Attend class, on time, every day. When you miss class, you miss lecture notes, class discussions, homework explanations, assignments, and additions or changes in the course requirements the instructor may have made. It is extremely hard to make up what has been missed. Therefore, students need to decide to be in class every day. Unless you have an extended illness or a chronic health problem, you should not miss any classes.

Always do your homework. This means students have to include study time in their daily activities. Many students want "easy" courses and think they can pass without studying. This is not practical when one must follow a program of study in order to earn a degree. The only way to successfully pass a course is to do what it says on the syllabus. That is the instructor's directions on how to pass the course. Follow it by doing the assignments as instructed (never "rethink" the instructions to suit you!), understanding the course content, completing assignments on time, and attending class. It is that simple! Do the work, on time, and accurately and you will pass the course!

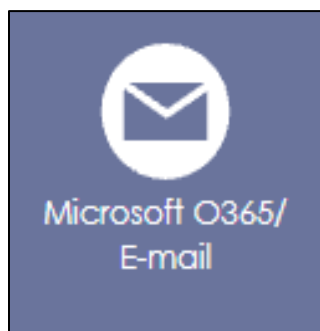
Learn how to adapt to different instructors. In the classroom, instructors are in charge and they make the rules. It is important to get to know each one of your instructors and their style of teaching. It doesn't matter if you agree with your instructor, it only matters that you follow their rules in order to be successful in class.

my.CSMD Account

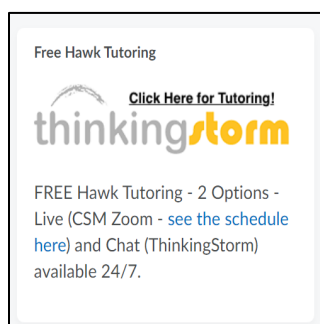
Students have access to their online student portal called my.CSMD after they have applied and been accepted into the college. Login instructions will be emailed to students in their acceptance letters. We encourage each student to complete the “Online Orientation” found under “Announcements” once logged into my.CSMD. There are plenty of resources students can explore inside their my.CSMD account:



Online Services. Allows students to pay for their courses and complete other activities pertaining to their student record.



CSM Student Email. Created for students once they have registered for classes. All CSM communications will be sent to this email account. Students are encouraged to check their email regularly.



Free Tutoring. Tutoring is available to students on CSM campuses and through the 24/7 online Thinking Storm platform accessible through myLearning.



myLearning

CSM's online learning system is called myLearning, and it is powered by D2L Brightspace. All courses at CSM have a myLearning associated course environment. myLearning will work on any device and be fully accessible so students and instructors can use computers, smartphones, tablets or any browser-enabled device.

How do I access myLearning?

Step 1: Go to www.csmd.edu and click on myCSMD

Step 2: Enter your username and password and click Submit

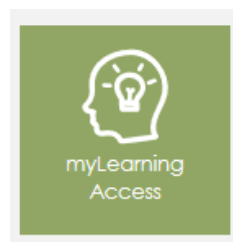
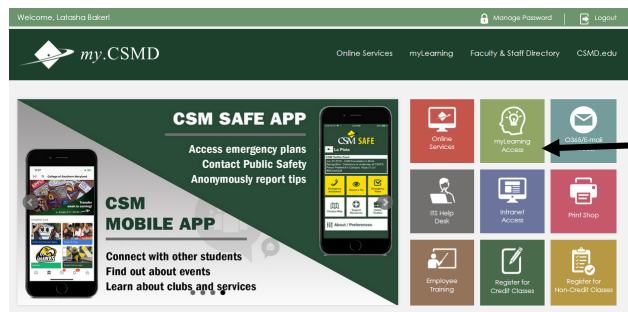


But I don't know my username or password?

Click on the "What's My Username" or "Forgot Your Password" links for help.

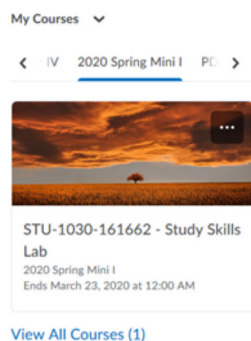
If you still cannot login, contact the ITS Help Desk at 301-934-7740

Step 3: Click on the myLearning Access Icon



How do I view my course(s)?

Once logged in, your classes are available from the "My Courses" area, located in the middle area of the right side of the screen.



Why don't I see my course(s)?

You will not see your course(s) until the week before the start date!

If you registered after the start date, you will not see the course until the following day.

Need more help with myLearning?

If you have technical issues regarding myLearning, contact the D2L Brightspace Help Chat. The D2L Brightspace Help Chat is 24x7 technical support for students, faculty, and staff. This first tier of support can provide immediate answers to your questions. You can access the myLearning Help Chat from the myLearning and any course home page. Just look for the Help Button!

Have questions or need help with myLearning? Chat now!



Note: Students are encouraged to check out the "Getting Started with MyLearning" website at: <http://www.csmd.edu/student-services/getting-started-with-mylearning.html>

Course Instructional Types offered to CSM students

Face-to-Face: Traditional classroom setting at a physical location on a CSM campus, according to a fixed schedule. The building, room, time of day, and a day of the week will be posted in the schedule.

Real-Time Technology (RTT): Courses take place completely in a virtual environment, with scheduled meeting days and times for live lectures and class activities.

Web-based: Courses take place completely in a virtual environment, with no set or required meeting days or times—although they do have fixed start and end dates that correspond to the academic session. Additional fees may apply. Some high school systems do not allow for a student to take courses in this format, discuss with your high school guidance counselor.

Hybrid: Courses combine the virtual environment with in-person instruction on campus. Hybrid courses have physical campus locations for the on-campus component; and have specific meeting days and times. The remainder of the course is online.

Hy-Flex: Courses combine the virtual environment with in-person instruction. Hy-Flex courses meet according to a set schedule, and you can choose to attend class virtually or on campus.

For more information on our instructional types please go to:

<https://www.csmd.edu/programs-courses/credit/online-learning/>

College Vocabulary!

Audit- registration for and participation in all functions of a class as outlined by contract. No grades are issued and no credit is earned for audited courses. Students can only audit sections by completing paperwork at a CSM campus. Students may request to audit any class other than a science lab. Courses that have been audited do not satisfy pre-requisites for sub-sequent courses. (Note: this option affects high school graduation if the course being withdrawn from is a graduation requirement.)

Bursar's/Student Accounts Office- an accounting style office that collects tuition payments.

Catalog- printed every year including the college mission, policies, programs of study and requirements, course descriptions and general education course listing.

College Prep courses- prerequisite courses that prepare students for college level work, required based on placement exams (dual students are not permitted to take these courses).

Credit Hour- one hour per week spent in class (3 credit class=approx. 3 hrs. a week of class time).

Dual Enrollment-Campus Based-students take courses in addition to their regular high school schedule on a CSM campus.

Dual Enrollment-High School Based- student is taking a course at their respective high school that is eligible for the dual status without having to come to campus for class. These students are registered through their high school classroom. Programs vary between counties.

Department/Discipline- subject area (ex. English ENG, Biology BIO).

Drop- students may "drop" a course from their schedule through the first week of classes. A dropped course will not show on a student's transcript. A refund is determined by the drop date in the schedule of classes.

Full Time- a class schedule of 12 or more credits hours during the fall or spring semester.

General Education Requirements (Gen Ed.)- General courses required in all degree programs transferable to all 2 and 4-yr. institutions in the state of Maryland and many other 4 yr. colleges.

Online Services- online system providing students with a convenient method to search for classes, access account information including bills, financial assistance, schedule of classes, and other student services. (Note: Dual Enrollment students are restricted from registering online. They must be registered through the Enrollment Coordinator).

Part Time- A class schedule with less than 12 credit hours.

Registration- adding courses to a student's academic account.

Prerequisites- a course that must be completed before you can take another course (ex. ENG 1010 must be completed before ENG 1020 can be taken). Appear with an asterisk (*) in the catalog.

Transcript- official record of your academic courses including grades and GPA.

Section Number- 5 digit number (following the course number) that designates the time, day and campus location that a particular class is offered.

Semester- 15-week sessions during fall and spring including 2- 7 week mini-sessions, and 3 condensed summer sessions.

Syllabus- an outline of course objectives, schedule of class activities, assignments, grading policy and contact information provided by the course instructor.

Withdrawal- students can withdraw from classes for any reason before the final semester withdraw date (check the schedule of classes) and receive a grade of "WD" on your transcript. "WD" will have no impact on your GPA and you will not receive any money back for the course. (Note: this option affects high school graduation if the course being withdrawn from is a graduation requirement).



COLLEGE OF SOUTHERN MARYLAND STUDENT RELEASE FORM

Directions to the Student: Complete and sign this form to release the information requested to your parent(s) or another third party. Return the completed form to the Registrar's Office (options listed at bottom of form).

TO AUTHORIZE RELEASE OF RECORDS:

Student's Name: _____ Student ID Number _____

First Name Middle Initial Last Name

--	--	--	--	--	--	--	--

Student's Address: _____

Mailing Address

City

State

Zip

Student's Day Phone #: _____ Student's Eve Phone #: _____

E-mail Address: _____

I understand that my Education Records at the College of Southern Maryland are protected. I understand that, subject to certain exceptions provided by law, my records cannot be released to a third party, including my parent(s), without my written permission.

I agree to release the following records:

_____	_____
_____	_____
_____	_____

Please release the above records to:

Name: _____

First Name

Middle Initial

Last Name

Address: _____

Legal address as shown on driver's license or other legal photo ID. We will request to see photo ID at time this person requests information.

City

State

Zip

Please note: Release will remain on the student record until the student requests in writing for it to be removed.

Student's Signature: _____ Date: _____

Options for submitting this form:

- (1) You may complete and turn this form in at any CSM campus (must show your picture ID at time of drop off)
- (2) You may mail to: College of Southern Maryland, Attn: Registrar's Office (REG), PO Box 910, La Plata, MD 20646 (you must also mail a copy of your driver's license to authenticate your request)
- (3) You may fax to 301-934-7698 (you must also fax a copy of your driver's license to authenticate your request)