**MCCC Winter 2025 Dual Enrollment Checklist**

* Apply to MCCC <https://www.monroeccc.edu/apply> Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* MCCC Student ID and MCCC Account Information
  + You will receive an acceptance email from MCCC to the e-mail you applied with. This will include important information such as your MCCC E-mail address and MCCC Student ID.
  + First MCCC Class -Sign up for a meeting with your counselor

- To Create the following MCCC accounts; email, Brightspace, & Webpal and check them weekly

* Orientation
  + MCCC New Student Orientation is mandatory at MCCC. You can sign up for New Student Orientation at [www.monroeccc.edu/orientation](http://www.monroeccc.edu/orientation).
* Testing/Accuplacer
  + If you need to take or retake an Accuplacer test. Contact the testing center (734-847-4144) https://www.monroeccc.edu/rctc/placement-testing.htm

* Calendar
  + Classes Start January 10th
  + Weather, Breaks, & Testing
  + Important MCCC Dates on the back
* E-mail your registration form
  + Scan or take a picture of your form after a **parent/guardian** has signed it.
  + **From your MCCC E-mail** -E-mail it to dualenrollment@monroeccc.edu & CC your counselor

Daniels@idaschools.org Ryan@idaschools.org

* + All e-mails **must** be e-mailed within **48 hours** of your meeting with your counselor!

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* Books
  + Check out the Ida High School library for your college books first
  + Buy or rent your books. Keep your receipt so we may be able to buy your books back.
    - MCCC Bookstore <https://monroeccc.ecampus.com/>
      * sign in-User name MCCC email
      * Password- MCCC Student ID
  + Book reimbursement forms and books are due to the librarian about two weeks after the class(s) ends.
  + If an access code is needed for your class, keep your receipt and we can reimburse at the end of the semester.
* Online/Blended Course(s)
  + If you are taking your first online course you will need to complete an orientation through Brightspace
  + Check the link for IMPORTANT information about your online/blended class: [www.monroeccc.edu/online-courses/](http://www.monroeccc.edu/online-courses/fall)winter
* Course Selection/Transfer
  + Keep a copy of your course plan or MTA and review <https://www.transferology.com>
* Resources
  + Take advantage of MCCC resources like the library, Writing Center, Learning Assistance Lab, and Math Den
* High School Requirements
  + **Turn in your attendance sheets on time**

Remember you are a high school student first!



