



Montgomery County Community College

Application & Registration Process for Dual Credit Students

Pottstown High School

Application Process - In order to participate in Dual Credit at Montgomery County Community College, there are two forms you need to complete and submit to apply to the college – the general “New Student Application” (which needs to be submitted online) and the “Early Admission Application” for high school students (which must be submitted in hard copy). **There is no charge for submitting either application.**

- Complete the general “New Student Application” online as follows:
 - Go to the College home page at www.mc3.edu
 - On the left side of the page bring cursor over “Prospective Students & Parents”. Another menu will slide out left to right.
 - On the slide out menu, Click on “Admissions”
 - On next menu, Click on “Early Admissions for High School Students”
 - On the “Early Admissions for High School Students” page, click “New Student Application” (highlighted in red) in Step 1. Complete the application online.
- Complete the “Early Admission” application as follows:
 - The “Early Admissions Application” is included in the Dual Enrollment Packet that is available from your guidance counselor. This two page document **may not** be submitted online. It requires signatures from you, your parent, and your guidance counselor. You will take the signed “Early Admission” application when you go to the College to register for your class.

Placement Testing, Registration Process, & Purchasing Books:

- Placement Testing and Academic Advising at the College – Call 610.718.1906 to set up an appointment for placement testing and for academic advising. Be sure that you state you are an Early Admit Dual Credit student from Pottstown High School.
- Registering for Class at the College
 - Once your online application is submitted, your Dual Enrollment packet paperwork is completed with your guidance counselor, and you have completed your placement testing, you are ready to register for your class.
 - Take all of the signed papers in your packet to the registration window at the College (1st floor, to the left of the reception desk). Your paperwork includes: the signed Early Admissions Application, copy of your signed Pottstown Dual Enrollment student agreement, signed Release of Information form, and Pottstown High School Dual Enrollment Course Selection Form.
 - Once you register at the window, you are ready to purchase your text book(s).
- Purchasing Books – Go to the Student Development Center (the offices behind the registration windows) and ask for a text book voucher to use at the bookstore. Be sure you explain that you are a Pottstown High School Dual Enrollment student. Take the voucher to the bookstore to purchase your textbook(s). The bookstore is also on the first floor, near the reception desk.