



# Montgomery County Community College

## ONLINE REGISTRATION FOR DUAL CREDIT COURSES TAKEN AT YOUR HIGH SCHOOL

### 1) **Apply Online:**

If this is the first time you are taking a college course with MCCC, please complete the *FREE* online dual enrollment application at [www.mc3.edu/deap](http://www.mc3.edu/deap).

- There are two steps, you will be asked to create an account first and then you will complete the application.
- Be sure to enter your name as it appears on your birth certificate (no nicknames).
- If you do not know your social security number, please check with your parent/guardian as this is a required field in the application.
- Once your application is submitted to MCCC, you will receive an email within minutes to the personal email address that you entered on the application. This email will provide you with your MCCC ID number.

**You will need your MCCC ID number to complete the online dual enrollment registration form.**

Note: If you have taken college courses at MCCC and need to find your MCCC ID number.

Go to [www.mc3.edu/idfind](http://www.mc3.edu/idfind) to find out your MCCC ID number.

### 2) **Submit the Dual Credit Registration/Release Form Online:**

Go to [www.mc3.edu/dereg](http://www.mc3.edu/dereg) to complete the online dual credit registration. *Note: You will need to list your parent's name, phone number, and email address to complete your online registration.*

**Step #1-** The student completes the student information portion of the online **Dual Credit Registration/Release Form**.

- a) Select your high school, and then select the dual credit course(s) you are taking at your high school.
- b) Enter your electronic signature on the form and hit submit.

**Step #2-** Your parent/guardian will be emailed a link to **complete the Parent Permission/Release Form online**.

- a). Please contact the Help Desk at 215-641-6495 or [helpdesk@mc3.edu](mailto:helpdesk@mc3.edu) if you have not received the parent release form within one hour of submitting the dual credit registration form.
- b). Once your parent enters an electronic signature and submits the registration/release form, your registration form will be processed.

**MCCC will mail an invoice to your home. Please pay attention to the due date on the invoice to make sure you pay on time. Do not bring money to school.**