



# guide<sup>to</sup> getting started

## step<sup>1</sup> Technology

### Access your MCC account

Visit [montcalm.edu/login](http://montcalm.edu/login) to complete and submit a **First Time Password Request**. Once your password is set, visit [montcalm.edu/login](http://montcalm.edu/login) and **Login Here**. Your MCC email address is your username. For assistance, call the IT Help Desk at 989-328-1246.

## step<sup>2</sup> Orientation

### Attend a new student orientation

Visit [login.montcalm.edu](http://login.montcalm.edu) to log into your MCC account. Open the Canvas app and complete course **DE 101–Dual Enrollment Orientation**. This entire orientation must be completed before registration can be enabled on your account.

## step<sup>3</sup> Placement Testing

**ACCUPLACER** - This test gauges students' abilities in reading, writing, and math. If you need to take this test, contact the MCC Student Success Center at 989-328-1264 or email at [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu) to schedule an appointment.

**PSAT/SAT** - You could skip all or some sections of the ACCUPLACER if you achieve certain scores on the PSAT or SAT. Please download your official PSAT or SAT full score report from [collegeboard.org](http://collegeboard.org) and send the pdf as an attachment to [admissions@montcalm.edu](mailto:admissions@montcalm.edu).

### SAT scores needed to waive testing

(Individual test sub scores)

Writing and Language	25
Reading	25
Math	26

### PSAT

Writing & language:	26
Reading:	25
Math:	25

## step<sup>4</sup> Authorization Form

The Dual Enrollment Authorization Form serves as a contract between the student and parents, the high school and MCC. The electronic form is located at [montcalm.edu/Dual-Enroll](http://montcalm.edu/Dual-Enroll). The form will automatically be emailed to your high school counselor for approval. MCC will register you for classes based off of approved forms.





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## step 5 Course Schedule

Login to **my.montcalm.edu**. On the Student Home page scroll down to **My Course Schedule**. Make sure your course schedule matches the classes you selected for the semester.

## step 6 Purchase Books

Most MCC classes will require a textbook. The MCC Bookstore has all the essentials you need to attend classes.

### Online

Visit **montcalm.bncollege.com** and select **Textbooks - Find Textbooks**. Be sure to enter your class information exactly as it is in your course schedule. When checking out, select **Financial Aid** to use your high school allotted funds. Be sure to always add a credit card in case your high school allotment does not cover the total cost of your order.

### At the Bookstore (MCC Sidney Campus)

You can make an appointment by calling (989) 328-1278. Be sure to bring along the following items:

- Current class schedule
- MCC student ID (visit Student Services to have one made)
- Some form of payment

While some high schools provide Dual Enrollment students with funds for books, it is not always sufficient to cover the full cost. Always come prepared with some form of payment.

## step 7 Student Account

Your high school's tuition allotment will be added to your account after classes start. After the high school's tuition allotment has been applied to your account any remaining balance for tuition is the responsibility of the student/parent to pay. A statement outlining the balance due will be sent home around week six of the semester. The balance must be paid by the designated due date (approximately seven weeks later) or your final semester grades will be withheld from your high school. You can view your student account at **my.montcalm.edu** under the **Finances** tab.

**These steps can be found online at [montcalm.edu/dual-enrollment-guide](http://montcalm.edu/dual-enrollment-guide)**



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