



# Individual Dual Enrollment Program Overview Packet

**Spring 2022**

**Office of Early College Access**

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## Getting Started: Important Information for

### First-Time Early College Students



Congratulations on embarking on this exciting adventure! This packet will give you an overview of the Individual Dual Enrollment Program, as well as detailed instructions on how to start and complete the Application/Registration process as a first-time student.

Essentially, Massasoit Community College needs to get to know who you are, and build your new student account!

- Please make sure that you use a reliable, personal email address when filling out your very first Application and Registration forms. This is where all of your welcome information will be sent once you are registered for your courses.
- Once you are registered, you will receive an email containing your MyMassasoit Portal log in credentials and instructions, as well as your Massasoit email address.
- Once this email is received, your student portal is known as your “MyMassasoit” Portal. This portal is essentially the gateway to all of the services and information that you will need as a Massasoit student.
- Follow the detailed instructions on pages **17-18** of this resource guide to log in and set up your MyMassasoit student account.

## **What it means to be an Early College Student**

Being an Early College Student comes with countless possibilities and benefits. It also, however, comes with a great deal of responsibility, maturity, and self-discipline. By starting your college journey before you even complete your high school diploma, you are essentially on the fast track to complete your college degree. It will take you less time, *and* less money to complete your degree, because you are starting that process now!

The college courses that you will be taking are the same that any other college-level student would take. You will, if you haven't already, take the same placement exams, be placed in courses taught by college professors, and be held to the same academic expectations of a traditional college student. Although this can sound intimidating, you will have a great deal of personal and academic support throughout your journey.

It is important that you keep in constant communication with your Dual Enrollment Coordinator (me!), Professor and School Counselor/High School Liaison. We are here to support you, and assist you if/when you run into any difficulties or just need some advice. By communicating early and often, you are learning to be your own advocate – which is crucial in order to be a successful college student.

Remember, you are starting to build your college transcript. This can have long lasting implications on future college admissions and financial aid eligibility. You must maintain good grades, good conduct, and good attendance in order to remain an Early College student. Please do not take this responsibility lightly! This is *your* education, and *your* future.

## Massasoit COVID-19 Spring Semester Vaccination Requirement

### Covid-19 Information

Massasoit is committed to making your return to campus as smooth and safe as possible. We have created a webpage for COVID-19 related information, guidance, and resources.

You will find ongoing updates on the following:

- Vaccination requirements for January 2022
- Remote Student Services & Remote Resources
- How to submit vaccination records
- Available vaccination sites
- COVID-Testing Information
- **FAQs** regarding the College's COVID response









Face Coverings are  
**REQUIRED**  
when on campus.

Use the code below to learn more.

Use the code below to learn more.



# Covid-19 Information

Course Format	COVID Vaccination Required	
	YES	NO
Flex Online 		✓
Video Conference 		✓
Hybrid Flex Online & Video Conference 		✓
On Campus (In-Person) 	✓	
Hybrid Flex Online & On Campus (In-Person) 	✓	
Hybrid Video Conference & On Campus (In-Person) 	✓	

All student services and resources will be available remotely.

[massasoit.edu/covid-info](https://massasoit.edu/covid-info)

## **Individual Dual Enrollment Program Overview and Eligibility**

### **Individual Dual Enrollment Program Overview**

The Individual Dual Enrollment Program offers Massachusetts high school and homeschool (see policy below) students dual enrollment classes as an affordable way to earn college credits, and gain a head start on earning their college degree. The program provides students the opportunity to develop college-level academic skills while still in high school, as well as an accelerated college pathway that reduces time to graduation. There are two ways to save money on tuition and increase future earning potential while taking general education requirements or electives and exploring potential majors—the Massasoit Dual Enrollment Program (MDEP) and the Commonwealth Dual Enrollment Partnership program (CDEP). Students under the age of 16 are required to meet criteria for Massasoit’s Youth Learner Policy (see policy below).

### **Massasoit Dual Enrollment Program (MDEP)**

Massasoit Community College offers a reduced tuition rate of \$50 per credit hour for up to two courses per semester. Students who meet course pre-requisites can enroll in classes that meet certain criteria:

- After 4:00pm Monday through Friday.
- Any time on Saturday or Sunday.
- Select sections of online classes.

Students are required to pay for lab, or special course fees, in addition to books and supplies. To have the discounted rate applied, paperwork must be submitted to the Office of Early College Access.

### **Commonwealth Dual Enrollment Partnership (CDEP)**

CDEP is a state-funded grant opportunity for eligible students to enroll in a college class free of charge in the spring semester. Students are selected on a first-come, first-served basis and new students are given priority consideration. Grant criteria includes:

- Students who may not have had the opportunity to participate in an early college experience due to financial circumstances.
- Priority is given to first-generation college students and students interested in STEM fields (science, technology, engineering, and mathematics).

Applicants must be approved by the Office of Early College Access. State funding is limited and approved on a yearly basis.

### **Homeschool Policy**

All homeschool students without a high school diploma or GED/HiSET are eligible to apply for admission to the Individual Dual Enrollment Program provided they are successfully participating in an approved homeschool program in accordance with Massachusetts General Laws or the laws of their home states. To determine whether a student has participated in an approved homeschool program, the student shall submit evidence that the homeschool program has been approved by the student’s school district superintendent or school committee. Additionally, if the homeschool student is under the age of compulsory attendance, a letter from the student’s school district’s superintendent or school committee is required. This letter must state the student is not considered truant and would not be required to attend further schooling or continue to be homeschooled if the student has completed his or her home school program before the age of 16.

## Youth Learner Enrollment

Students below the age of 16 years old will be considered for credit and non-credit courses, with the exception of sports camps, on a case-by-case basis. The student must obtain Youth Learner approval from either the Early College Access office or the Dean of Students office, before registering for credit or non-credit courses. The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in credit or non-credit courses based on its case-by-case consideration of a variety of factors, including but not limited to: the student's maturity level, life experience, multiple measures or placement test scores, pre-requisites, prior education, course content, instructional methodology, and risks or requirements associated with a particular course(s). A Youth Learner approval meeting can be requested by emailing [earlycollege@massasoit.mass.edu](mailto:earlycollege@massasoit.mass.edu).



## Important Deadlines

SPRING 2022	
Description	Dates
Courses are viewable on course search	Now
Testing completed or Multiple Measures documentation submitted	December 3, 2021  <b>PLEASE NOTE:</b> For Spring 2022, <u>all testing must be completed by <b>December 3, 2021</b>, and all completed documents received by the Office of Early College Access by <b>December 10, 2022</b></u>
Completed Application (including Youth Learner approval, if required) and Registration form	December 17, 2021
First day of Classes	January 3, 2022 Winter Session begins; January 19, 2022 Spring classes begin
Add/Drop Period	January 3, 2022 for winter Session Ends 7 days from the first day of class for Spring
Last Day to withdraw from classes	January 11, 2022 Last day to withdraw from Winter Session classes  April 22, 2022 Last day to withdraw from Spring semester classes
Last day of classes	January 14, 2022 Last day of Winter Session classes  May 9, 2022 Last day of Spring semester classes
<b>MANDATORY Spring Semester 2022 Information Session</b>	Students can pre-register <a href="#">here</a> . See the dates below:  Wednesday, November 17th at 4 pm  Wednesday, November 24th at 4:30 pm  Tuesday, November 30th 4 pm  Wednesday, December 8th at 4:30 pm

## Multiple Measures and Testing Information

Many classes have prerequisites that students are required to meet. Prerequisites are designed to ensure students who enroll in a course are prepared to handle the rigor of that course. Students can meet this requirement by using Multiple Measures ([here](#)), or by taking the college Accuplacer assessment test.

### What are Assessments?

- ACCUPLACER is an assessment developed to help students entering a Community College achieve their educational goals.
- ACCUPLACER will help you identify your academic strengths and needs so that you can plan an appropriate schedule of course work at Massasoit Community College.
- ACCUPLACER will give you information about your skills in reading, writing, and mathematics, and will tell you at what level you need to begin your college studies
- [Download the ACCUPLACER Study Guide](#)

To register for Accuplacer placement tests in all 3 subjects (reading, writing, and math), students can request an Accuplacer placement testing appointment by clicking at [Massasoit Testing and Assessment \(please select a service\) - You can book online!](#) prior to registering for courses.

### How to Read your Accuplacer Scores

#### Reading

For the Reading test, you read short passages and answer questions based on what you read.

Please compare the table below with your test score to identify which course you should take during your first semester. If your score is close to the cut off score of 245, we advise you to retake the test to see if you can test out of reading (developmental reading is not eligible for reduced tuition).

Score Range	Course Placement	Course Number
229 or lower	Preparing for College Reading I	ENGL 091
230 - 244	Preparing for College Reading II	ENGL 092
245 or higher	<i>No reading courses required.</i>	

## WritePlacer

The WritePlacer test evaluates your ability to write a well-developed essay to a prompt generated from Accuplacer. The test is timed and you are given 70 minutes to write your response. The score you receive on the exam, along with the score you receive on the Reading Comprehension test determines your placement into a writing course.

Please compare the table below with your test score to identify which course you should take during your first semester.

Score Range	Course Placement	Course Number
1 - 2	Introductory Writing	ENGL 099
3	Introductory to Writing or Accelerated Writing	ENGL 099
4 and 258 or lower on Reading score	Introductory to Writing or Accelerated Writing	ENGL099
4 and 230 or higher on Reading score	English Composition I	ENGL101
5 - 6 230 or higher on reading Score	English Composition I	ENGL 101
7 - 8 245 or higher on reading score	English Composition I or II	ENGL 101 or ENGL 102

## Math

Along with the Reading Comprehension Test, you took the math test. The table below describes the scores and placement:

### Arithmetic

Score Range	Course Placement	Course Number
254 or lower	Prep for College Math I Fundamentals of Math	MATH 001 MATH 010
255 or higher	Prep for College Math II Introductory Algebra Math Literacy for College Students Non-Algebra Support Algebra Support	MATH 002 MATH 011 MATH 060 MATH 061 MATH 065

### Quantitative Reasoning, Algebra and Statistics

Score Range	Course Placement	Course Number
245 - 267	Prep for College Math III Intermediate Algebra Math Literacy for College Students Non-Algebra Support	MATH 003 MATH 012 MATH 060 MATH 061

	Algebra Support Contemporary Math Math for Early Childhood Educators Technical Math	MATH 065 MATH 115 MATH 116 MATH 141
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### Advanced Algebra and Functions

Score Range	Course Placement	Course Number
200 - 242	Contemporary Math Math for Early Childhood Education Technical Math I Math for Elementary Teachers I or II Topics in Math I or II Introduction to Statistics College Algebra	MATH 115 MATH 116 MATH 125 MATH 127 or 128 MATH 152 or 153 MATH 158 MATH 203
243-262	Contemporary Math Math for Early Childhood Education Technical Math I Math for Elementary Teachers I or II Topics in Math I or II Introduction to Statistics Pre - Calculus	MATH 115 MATH 116 MATH 125 MATH 127 or 128 MATH 152 or 153 MATH 158 MATH 217
263 or higher	Contemporary Math Math for Early Childhood Education Technical Math I Math for Elementary Teachers I or II Topics in Math I or II Introduction to Statistics Calculus	MATH 115 MATH 116 MATH 125 MATH 127 or 128 MATH 152 or 153 MATH 158 MATH 221

### You will need a computer or laptop with a camera and internet connection.

- Mac & MacBook users, before testing, go into settings-security and privacy-accessibility tab. Make sure Zoom is checked off.
- Accuplacer is not compatible with older Chromebooks.

#### Directions for remote testing:

1. Download Zoom: <https://zoom.us/>
  - download the free version unless you already have Zoom.

2. Go to: <http://accuplacer.org/>
  - At the bottom right of your screen verify system requirements. You don't need to create an account.

**Please click on the link below to test your computer compatibility. Complete the Google form to get you into the remote placement testing doc.**

[https://docs.google.com/forms/d/e/1FAIpQLSciv\\_hLX8IYxPWQQ3GTRxISscLl5UvZX54ScbNZ7ZcOgjWtlw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSciv_hLX8IYxPWQQ3GTRxISscLl5UvZX54ScbNZ7ZcOgjWtlw/viewform?usp=sf_link)

If your computer fails testing you will be notified, please complete the steps below to disable-pop-up-blockers.

To take the Accuplacer test you need to allow pop up blockers. The link below provides instructions on how to toggle between enabling and disabling pop up blockers.

<https://blog.getadblock.com/how-to-disable-pop-up-blockers-in-every-browser-a1ccbae53e7>

Once you have completed the Google form and allowed pop-up-blockers, a link will be sent to you in an email with a bookings link.

If you have any questions about testing, please contact the Testing & Assessment Center, see below:

- The Testing Office can be reached by email at [testingoffice@massasoit.mass.edu](mailto:testingoffice@massasoit.mass.edu) and by phone at 508-588-9100 x1991. They will respond to emails and return calls **within 1 business day**.
- You can also email Nadia Dos Santos in the Testing and Assessment Office directly at [ndossant2@massasoit.mass.edu](mailto:ndossant2@massasoit.mass.edu)
- If you do not hear back within **1 business day**, please resend the email and cc Lara Tavares ([ltavare@massasoit.mass.edu](mailto:ltavare@massasoit.mass.edu)).

## MDEP Course Qualification

Massasoit Courses can be found at [Course Search - Massasoit Community College](#). It is important when you are selecting courses to pay attention to the following:

### Things to pay attention to:

**ENGL101 - English Composition I**  
**Summer 2021 - Credit Course**  
 Attribute: HU,LA  
 How to Register

This course helps students develop and organize extended pieces of writing. Students focus on the correct and appropriate use of language and the organization and development of paragraphs and essays. Research techniques, documentation of sources, and a short research paper are included. Constant reading and frequent writing is required.

Prerequisites: ENGL 091 Preparing for College Reading I and ENGL 099 Introductory Writing; waiver by placement testing results; or departmental approval.

CRN	Course#	Status	Campus	Location	Days	Start / End Time	Start / End Dates	Add / Drop Deadline	Instructor	Credits	Book	Fees
28367	ENGL101 HA4	FULL	Web	Web	T R	11:00 AM - 12:15 PM	02/22/2021-05/17/2021	02/24/2021	Paone, Lorna	3	Details	\$0
ENGL101 HA4:: Accelerated Session: course runs 2/22/21-5/17/21. Hybrid course: combination of fixed video conference and flex online classes. Internet and webcam required.												
28625	ENGL101 HA5	FULL	Web	Web	T	6:00 PM - 7:15 PM	02/22/2021-05/17/2021	02/24/2021	Krasnow, Claire	3	Details	\$0
ENGL101 HA5:: Accelerated Session: course runs 2/22/21-5/17/21. Hybrid course: combination of fixed video conference and flex online classes. Internet and webcam required.												

14. [ENGL101 HA5](#)

15. ENGL101 HA5:: Accelerated Session: course runs 2/22/21-5/17/21. Hybrid course: combination of fixed video conference and flex online classes. Internet and webcam required.

1. Course Description	9. Add/Drop deadline
2. Pre-Requisite	10. Instructor
3. CRN	11. Number of Credits
4. Course Number	12. Book Information
5. Seats available/full	13. Fees
6. Campus/Location	14. Modality (Web/Hybrid/Video Conference)
7. Days/times	15. Yellow Highlighted important information
8. Start/end dates	

### Please Note:

- Please be sure to check your placement scores and see if it fulfills the course prerequisite requirements.
- After you select the course(s) that you want to take, please fill out the registration form, and include the 5-digit Course Registration Number (CRN)!

## Eligible Fall and Spring Courses

Please keep in mind the following restrictions for dual enrollment students:

- For fall and spring semesters, reduced tuition qualified **courses must occur Monday-Friday after 4:00pm, or anytime on weekends.**
- **Some fully online sections may be eligible – please contact the Dual Enrollment Coordinator, Lara Tavares, for information on which sections are eligible.**

## Eligible Summer Courses

All summer courses qualify for the reduced tuition rate with the exception of developmental English: ENGL091/092/099, and developmental MATH: MATH001/002/010/011. **Please be advised that CDEP funds are not available over the summer.**



**Academic Instruction Formats**

Courses will be delivered via the following modalities:

**Online**

Primarily conducted through a learning management system like Canvas or ALEKS, students are able to complete their work on their own schedule but must be aware of deadlines when submitting their work. Limited activities, such as science labs or exams, may be required at fixed dates and/or times through Canvas, or by using a web conferencing program like Zoom. An optional online exam proctoring program may also be used at the discretion of the instructor.

**Video Conferencing**

Primarily conducted in real-time sessions at specific days and times through a video conferencing program like Zoom. Instruction may include limited required resources and other online learning activities through the Canvas learning management system or email.

**Hybrid**

A combination of Online and Video Conferencing. In a very limited number of cases, the combination can be either Online (Canvas) and in-person class sessions, or Video Conferencing and in-person class session.

**In Person**

Courses are held either at the Brockton, Canton, or Middleborough campuses.



## **Filling out the Application and Registration:**

The Application and Registration process can be an engaging and positive experience for you when decisions are made and documents are submitted in a timely manner.

Please complete all sections of page 1 of the application, including Emergency Contact information and **required** Parent/Guardian Signature.

- On page 2 of the Application, please include the **required** 10-digit SASID (State Assigned Student Identifier) in the upper right corner; this can be obtained from your High School Counselor.
  - For students applying for CDEP, there is a place on the second page of the application where a high school official is required to sign. If you are a homeschool student your parent or guardian will sign in this spot.
- Please submit the most current high school transcript if you are utilizing Multiple Measures for placement.
- The course Registration form must be completed by the student in its entirety, including course information and required student signature.
- Completed documents can be submitted to Lara Tavares, Dual Enrollment Coordinator by emailing to [ltavare12@massasoit.mass.edu](mailto:ltavare12@massasoit.mass.edu).

## I'm Registered for Classes! Now What?



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Congratulations to you for completing all of the necessary steps, so far, to begin your Early College Experience. Well done! So, what's next?

1. Once you are registered for your courses, you will receive a Welcome email from the Registrar's Office. This email will be sent to the personal email address you provided on the Registration form. The email will contain your MyMassasoit Student Portal log in credentials and instructions. Be sure to check your junk/SPAM folder, as unrecognized mail can sometimes end up there.
2. You will log into your MyMassasoit Portal. This portal provides information and links to many programs and services. This is also how you access your email and Canvas-Massasoit's online learning platform. Refer to the process below for first time users and returning students, if needed.
3. **Check your Massasoit Student Email.** Your Professor will email you with instructions on how to proceed with starting your course.

## Student Technology Access at Massasoit

Students can find information [here](#) about how to access Massasoit's online technology for students.

## Course Payments Overview

The Office of Early College Access does not accept payment for courses. Please submit your completed documents without any method of payment attached. Once you are registered for your course(s), you will receive a confirmation email sent to the personal email address listed on your registration form, which will include information about your registration and how to log into your student account. You may also receive, either in the mail or by email, a schedule/invoice, as well as instructions for how to make payment.

Methods of payment include:

- Paying online through the MyMassasoit student portal. Students will receive instructions with their confirmation email to access the portal and locate links to payment options.
  - You can make payments by either logging into the MyMassasoit portal, click the “student” tab at the top, and on the right you will find links for making payment or setting up a payment plan. You can also contact the student accounts office at [SAO@massasoit.mass.edu](mailto:SAO@massasoit.mass.edu) to arrange payment.
- Mailing check (do NOT send cash) to Massasoit Community College, 1 Massasoit Blvd, Brockton, MA 02302: Attention Student Accounts. Students should include a reference to their student information (student V# found on their schedule/invoice) for proper payment application.

## **Online Student Orientation**

Every new student will need to complete an Online Canvas Student Orientation. After you are officially registered, you will receive an email from your Dual Enrollment Coordinator, Lara Tavares, with instructions on how to complete the Online Canvas Student Orientation. Prior to the Online Canvas Student Orientation, students are required to attend the Online Learning Student Training. **Please check your Massasoit email daily.**

Students will not be able to participate in the Orientation unless Application and Registration forms have been submitted.

Prior to your Orientation, all of the necessary information will be emailed to your Massasoit email address. The Online Canvas Student Orientation will provide you with all the important information you need to start your first college semester at Massasoit. After you complete the Online Canvas Student Orientation, you will get the opportunity to sign up for a one-on-one meeting with your advisor. Please come prepared with any questions or concerns that you may have.

### **Please Note:**

- **Orientation is mandatory for all new students.**
- **Failure to complete the Orientation may affect your eligibility to take additional dual enrollment courses.**

## **Support for Students with Disabilities**

Massasoit Community College is committed to assuring that students with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the college, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Please encourage students seeking accommodations and/or services to contact the Office of Access and Disabilities Resources (ADR) at [ADR@massasoit.mass.edu](mailto:ADR@massasoit.mass.edu), or 508-588-9100 ext. 1807. It is strongly recommended that students voluntarily disclose their disability to the ADR prior to testing, and 3 weeks prior to the start of the semester, to request services, complete the intake process, and to ensure that any accommodations required are in place by the first week of classes. For more information, please click [here](#).

## Dual Enrollment Process Checklist



- Review the Dual Enrollment Overview Packet
- Start Your application/registration process.
  1. Students under 16 must complete the Youth Learner Process
  2. Submit Multiple Measures Documents or Complete Accuplacer Testing
  3. Submit your Application and Registration Forms
- Do not miss the email confirmation from the Registrar's Office with your MyMassasoit Portal Information.
- Make the payment through MyMassasoit Portal.
- Check your Massasoit email!!!
  1. Attend Online Learning Student Training
  2. Attend Online Student Orientation
- Meet with your Dual Enrollment Coordinator, Lara Tavares.
- Attend your class(es).

### Dual Enrollment Coordinator Contact Information

For more information, please contact Lara Tavares,  
Dual Enrollment Coordinator, Early College Access

Email: [ltavare12@massasoit.mass.edu](mailto:ltavare12@massasoit.mass.edu)

Phone: 508-588-9100 ext 1685