



# Individual Dual Enrollment Access (IDEA) Overview

**Academic Year 2022 - 2023**

**Office of Early College Access**  
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## Information for First-Time Early College Students



Congratulations on embarking on this exciting adventure!

This document will give you an overview of the Individual Dual Enrollment Access (IDEA) program, as well as detailed instructions on how to start and complete the application and registration process as a first-time student.

Massasoit Community College needs to know who you are to create your student record.

- Please make sure that you use a reliable, personal email address when filling out your Application and Registration form. This is where all of your student 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 student portal contains services and information required as a Massasoit student.
- Follow the detailed instructions on pages **12-13** of this overview to log in and setup 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 the Office of Early College Access, your Professor, and your School Counselor/High School Liaison. We are here to support you, and assist you if 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 Community College COVID-19 Vaccination Requirement

### COVID-19 Information

Massasoit is committed to making the return to campus as smooth and safe as possible. We have created a webpage for COVID-19 related information, guidance, and resources. As of August 29, 2022, masks are optional when indoors at all three Massasoit locations.

You will find ongoing updates on the following:

- Vaccination requirement as of January 2022
- How to submit vaccination record
- Remote Student Services & Remote Resources
- FAQs regarding the College's COVID-19 response

Course Format	COVID-19 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) 	✓	

Scan the QR code below or visit [massasoit.edu/covid-info](https://massasoit.edu/covid-info) to learn more.



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

### **Individual Dual Enrollment Access (IDEA)**

The Individual Dual Enrollment Access (IDEA) 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. For fall and spring semester:

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

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. 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 summer 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.
- Students must earn both high school and college credit
- 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. CDEP funds are only available during the spring semester.

## **Homeschool Policy**

All homeschool students without a high school diploma or GED/HiSET are eligible to apply for admission to the Individual Dual Enrollment Access (IDEA) 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 Policy**

Students under 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, placement assessment, 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).

## Multiple Measures and Placement 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](#), which includes completing the Accuplacer placement exam or submitting documentation for placement assessment to [earlycollege@massasoit.mass.edu](mailto:earlycollege@massasoit.mass.edu).

To secure an appointment for the Accuplacer placement exam in all 3 subjects (reading, writing, and math), students can request an in-person or remote Accuplacer placement testing appointment at the following hyperlink prior to registering for courses: Schedule Accuplacer Appointment with Massasoit's Office of Testing & Assessment [here](#).

### [Download the ACCUPLACER Study Guide](#)

If you have any questions about testing, please contact the [Testing & Assessment Center](#). Contact information 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 Early College [earlycollege@massasoit.mass.edu](mailto:earlycollege@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** [Back to top](#)  
 Attribute: HU,LA  
 How to Register

1. 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.

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

3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.		
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	<a href="#">Paone, Lorna</a>	3	<a href="#">Details</a>	\$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.												
14.												
28625	ENGL101 HA5	FULL	Web	Web	T	6:00 PM - 7:15 PM	02/22/2021-05/17/2021	02/24/2021	<a href="#">Krasnow, Claire</a>	3	<a href="#">Details</a>	\$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.												

- |                         |  |
|-------------------------|--|
| 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)**
- For additional Course Search instructions, please view [Massasoit's YouTube: Course Search Direction - YouTube](#)

## Academic Instruction Formats

### **Flex Online**

Primarily conducted through a learning management system like Canvas, 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.

More information on course modalities can be [here](#) and [Massasoit Course Formats - YouTube](#).

## 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.

- New students can now apply using our new and secure online application. The application must be signed by a parent/guardian to be considered complete. Please click [here](#) to begin the application process.
- If a student is not able to complete the online application, please contact the Office of Early College Access for assistance at [earlycollege@massasoit.mass.edu](mailto:earlycollege@massasoit.mass.edu).
  - Please submit the most current high school transcript.
  - The Registration form must be completed by the student in its entirety, including course information, and required student signature.

Please [click here](#) to access the Registration form.

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

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.

## Course Payment

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 then click on "Student Self-Service". On the left 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 with Attention to 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 is required to complete an Online Student Orientation. After you are officially registered, you will receive an email from the Office of Early College Access, with instructions on how to complete the Online Student Orientation. Prior to the Online 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 form have been submitted.

Prior to your Orientation, all of the necessary information will be emailed to your Massasoit email address. The Online Student Orientation will provide you with all the important information you need to start your first college semester at Massasoit.

**Please note: Failure to complete the Orientation may affect your eligibility to take additional dual enrollment courses.**

## Student Technology Access at Massasoit

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

## 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](#).



Read the Individual Dual Enrollment Access (IDEA) Overview Packet.

- Start the application process
- Students under 16 must adhere to the Youth Learner Policy
- Submit documentation for placement assessment or complete Accuplacer exam
- Submit your application, registration form, & high school transcript

Look out for the email confirmation from the Registrar's Office with your MyMassasoit Portal information.

- Make the payment through MyMassasoit Portal
- Check your Massasoit email
- Attend Online Learning Student Training
- Complete Online Student Orientation
- Attend your class(es)

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