You are enrolled in one or more dual credit courses (eligible for college credit through MCC, in addition to high school credit) for the Spring 2022 semester. If you intend to take these courses for college credit, please complete the following steps.

**Step 1: Apply for Admission** (If you took dual credit classes with MCC previously you can skip this step.)

* Apply online to MCC at [www.mcckc.edu/apply](http://www.mcckc.edu/apply)
* For assistance with this step view this video - [How to Apply to Metropolitan Community College (MCC)](https://screencast-o-matic.com/watch/cYlXFB8hbT)

**Step 2: Complete the Dual Credit Intent to Enroll Form** (Last day to submit this form is Friday, January 21st.)

* Access and complete the Dual Credit Intent to Enroll Form at: [https://bit.ly/MW-Dual-Credit](https://urldefense.com/v3/__https%3A/bit.ly/MW-Dual-Credit__;!!NQI0uig!ybwWNIOpfNmFmwXo1qKqm8ON0G-eedeTWJfuBuHbrMzFOg2aOLOB9bkAyDrW6wedHHko4Erb$)

**Step 3: Review Placement Test Requirements and Take the ACCUPLACER (if needed)**

* Review Dual Credit Placement Requirements (see pg. 2).
* Email ACT Scores to MW Admissions at MW.Admissions@mcckc.edu. (ACT scores must be a picture of your official score report or a screenshot from the ACT website that shows your test date, your composite score and all subscores, and your first and last name.)
	+ The subject line of the email should be: **Dual Credit Placement Scores**
	+ The body should include:

**Full Name:**

**High School:**

**MCC ID Number:**

* If you have not taken the ACT or do not have qualifying ACT scores, take the ACCUPLACER (see pg. 2 for information). The last day to take the ACCUPLACER is January 21st.

**Step 4: Verify Enrollment & Pay**

* February 4th: Check your Student Center at <https://My.MCCKC.edu> to verify enrollment. If your enrollment is not correct, contact Dr. Miller immediately.
* March 9th: Deadline to pay in full or set up a payment plan. The bill can be paid online through your myMCCKC account. Failure to pay in full OR arrange a payment plan will result in your college credit enrollment being dropped.

**High School Dual Credit Contact:** Dr. Deborah Miller | MillerD@parkhill.k12.mo.us | 816.359.5894

**MCC Dual Credit Contacts:** Keri Cerda Reynolds | Keri.CerdaReynolds@mcckc.edu | 816.604.3201
 Lori Callow | Lori.Callow@mcckc.edu | 816.604.3005

**Dual Credit Placement Requirements**

In order to enroll in dual credit classes, you must meet placement qualifications. You can do this with qualifying ACT or Accuplacer scores. If you have qualifying ACT scores, you do not need to take the Accuplacer.

|  |  |  |
| --- | --- | --- |
| **Classes** | **ACT** | **ACCUPLACER** |
| Composition & Reading^Speech | English | 18 | Writing\* | 242-245 |  | 246 |
| Reading | 18 | Reading\* | 256 |  | 248 |
| College Algebra | Math | 22 | Quantitative Reasoning & Statistics⁺ | 241 |
| Advanced Algebra & Functions⁺ | 237 |
| All other dual credit classes  | Reading | 18 | Reading | 248 |

^ If you have an AP Score of 3 or higher on AP English Language & Composition, you will receive credit for ENGL 101 and do not need to complete reading or writing placement.
\* If taking the Accuplacer for Composition & Reading, both the reading and writing tests are required. The scores are dependent upon each other.
⁺The Math Accuplacer is a two-part test. Students must score high enough on the first test (Quantitative Reasoning & Statistics) in order to take the Advanced Algebra & Functions test, which will determine dual credit eligibility.

\*\*Seniors in their final semester may qualify for enrollment for all courses, except College Algebra, with an unweighted cumulative GPA of 3.0 or higher. Placement test scores are not needed. Seniors in their final semester may qualify for enrollment in College Algebra with an unweighted cumulative GPA of 3.3 or higher.

If you have previously taken the ACCUPLACER and qualified based upon those score(s) you do not need to retest in those areas. If not:

* Test at PHHS on Tuesday, January 18th at 3:00 P.M. Access the following link to register: <https://forms.gle/BSx8upyKe7aV5LUJ9>
* In person, testing at Maple Woods is available on a walk-in basis. See hours below.
* A small number of virtual tests are available by appointment. Email keri.cerdareynolds@mcckc.edu to inquire about availability. Include name, MCC ID, and your high school in your message.
* You must take the ACCUPLACER on or before Friday, January 21st.



**MW Testing Center**The MCC-Maple Woods Testing Center in the Learning Resources Building, Room 174, (located on the bottom level)

**Phone**: 816-604-3334
 **Testing Hours**
Monday, Thursday, and Friday – 8:30am to 4:00pm
Tuesday and Wednesday – 8:30am to 6:30pm

Arrive at least an hour before closing if taking the reading and/or writing tests. Arrive at least 90 minutes before closing if taking the math test.

**You must have a photo ID and MCC ID number to test. Masks are currently required when on campus.**