

Good Morning.

Your student is eligible to participate in the MHS/Middlesex College Dual Credit program due to their enrollment in one or more of the following classes:

- 1. Human Dynamics in Psychology
- 2. Sociology
- 3. Honors Pre-Calculus
- 4. AP Psych (see \*\* after table)
- 5. Honors English 12
- 6. French 5

Please visit the [MHS Dual Credit webpage](#) for all of the information you will need regarding Dual Credit.

Dual Credit is an agreement between high schools, universities and community colleges whereby a high school student may enroll in a college course and **simultaneously earn college credit and high school credit** for the course. The cost of the program at Middlesex College is \$135 per registered class.

If you wish to apply, please note that Middlesex requires all registration applications be submitted **no later than September 24<sup>th</sup>. FIRM**

REGISTRATION INSTRUCTIONS:

New Middlesex dual enrollment students:

- Complete the Middlesex College dual enrollment application and registration form [HERE](#). Submissions must be received by **midnight on 9/24**.

Returning Middlesex dual enrollment students:

- Complete the dual enrollment registration Jotform [HERE](#). Make sure you have your Middlesex College student ID number as it is a required field. Jotforms must be received by **midnight on 9/24**.

*\*If you don't know your MC ID#, please request it by emailing [MCCDE@middlesexcc.edu](mailto:MCCDE@middlesexcc.edu). Be sure to email from your high school email account and include your full name, home address, and birthdate. IDs will not be given over the phone or to a parent/guardian.*

A confirmation statement with login and payment instructions will be available for pick-up at your high school once registration is verified. **This process may take several weeks**. Families will receive an email from school counseling when the confirmation statements are received.

\*Please refer to the course matrix below and select the courses for which you are currently enrolled. If you are unsure if your course is eligible, please check with your teacher or guidance counselor before registering.

\*Submitting a form is a commitment to paying for your courses. **Applications cannot be withdrawn and drops will not be processed after submission. Tuition is non-refundable.**

\*Students with outstanding balances will not be registered for new courses. If you are a returning Middlesex Dual Enrollment student, please check self-service and submit payment for previous courses prior to submitting your registration request.

MC Course Code	MC Course Name	MHS Teacher	MHS Course	# MC Credits
ENG 121 ME	ENGLISH COMPOSITION I	JACOBI	Honors English 12	3
FRE 121 ME	ELEMENTARY FRENCH I	GIRIN	French 5	3
MAT 129 ME	PRE-CALCULUS	MURRAY	Honors Pre-Calc	4
PSY 123 ME	INTRODUCTORY PSYCH	CONNOLLY	Human Dyn or AP Psych	3
SOC 121 ME	INTRO TO SOCIOLOGY	SCHLAVIS	Sociology	3

**\*\* AP Psych students would need to decide on either Dual Credit or AP Credit (earned after AP exam). Duplicate college credits for this course will not be accepted.**

FAQ's

- I can't login to my MC self-service account; how can I get my account reset?  
*Email [MCCDE@middlesexcc.edu](mailto:MCCDE@middlesexcc.edu) from your high school email account with your full name, address, and birthdate to request an account reset.*
- How can I find out if my course(s) will transfer?  
*Check [www.njtransfer.org](http://www.njtransfer.org) for in-state public school transfer or reach out to college registrars at private and out-of-state schools to inquire. Transfer of MC DE courses is not guaranteed.*
- Your credits reside with Middlesex College, not Metuchen High School. Request a transcript at the link below and send that transcript to the college you will be attending in the fall. Be sure to check self-service to make sure your grades are posted before ordering a transcript.  
<https://www.middlesexcc.edu/registrar/transcripts/>

**Note: A 'C' or better is required for transfer, but all grades will remain on a permanent MC transcript.**

What is FERPA?

- Dual enrollment students have FERPA rights. Please review information regarding FERPA: <https://www.middlesexcc.edu/registrar/policies-procedures/ferpa/>

Explore, Grow, and Thrive as a dual enrollment student at Middlesex College!

