1. **First Access the Online Application via the Early Placement Programs website:**

[**www.montgomerycollege.edu/dep**](http://www.montgomerycollege.edu/dep)

* **Click on “Admission and Registration Procedures” on the left side of the screen.**
* **Select the appropriate school affiliation (MCPS or Non-MCPS)**
* **Click the “Online Application System” link in Step 2**
* **Complete the Online Application Start Page and click the submit button.**
* **Click the “On-line Application Process” link.**
* **Go to Part 2 of the On-Line Process and click on the yellow banner that reads “Click HERE to Begin Online Application.”**

**Application Step One: Create first time user account**

* Click on **First Time User Account Creation** (just below login button) to set up your temporary login for the application process.

**Application Step Two: Select Application Type**

* Application Type is **“Dual Enrollment”**

**Application Step Three: Apply for Admissions**

* Enter application term: **i.e. Spring 2016**
* Enter name: **First, Middle and Last name**
* Click **“Fill Out Application”**

You MUST fill out all applicable sections in order for the online portion of your application to be complete.

**Instructions for the sections of the Application Checklist**

**Name Verification (Checklist item 1 of 9)**

Complete all required fields as indicated.

**Address and Phone (Checklist item 2 of 9)**

Complete all required fields as indicated to include Phone Number **(Although a phone number is not a required field, we ask that you complete so that we may contact you if there are any issues regarding your application).**

**Personal Information (Checklist item 3 of 9)**

Complete all required fields as indicated to include email address **(Although an email address is not a required field, we ask that you complete this information as our office will use this email for all correspondence and to contact you if there are any issues regarding your application).**

**Non-Citizen Information (Checklist item 4 of 9)**

Complete all required fields as indicated. **(If you are a US Citizen you do not have to complete this item. Simply click continue at the bottom of the page and it will take you to the next item).**

**High School (Checklist item 5 of 9)**

Complete all required fields as indicated to include MCPS ID# **(MCPS Students Only).** **(For the required field “Date of Graduation or GED” those students that are still in high school need to provide their expected graduation date).**

**Additional Information (Checklist item 6 of 9)**

Complete all required fields as indicated

**US Military Information (Checklist item 7 of 9)**

Complete all fields were applicable.

**Program of Study (Checklist item 8 of 9)**

Complete all required fields.

**Electronic Signature (Checklist item 9 of 9)**

Complete all required fields. **(Once you complete your signature, click the continue button to go back to the Application Checklist screen).**

**Click on the “Application is Complete” to submit your application.**

**\* You application was submitted successfully if your web page reads: \***

**“Thank You for Applying.”**

**PLEASE NOTE: Montgomery College Dual Enrollment application process is not finished until all of the following have been completed:**

1. **Submit completed Dual Enrollment Approval form with all required signatures**
2. **Submit copy of high school transcript**
3. **Submit score report from SAT or ACT tests, if applicable. Or take the ACCUPLACER or ACCUPLACER ESL, if applicable.**
4. **Complete Academic Orientation (eMAP Session) online and printout certificate**