



You are enrolled in one or more dual credit courses (eligible for college credit through MCC, in addition to high school credit) for the fall 2021 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 last year you can skip this step.)

- Apply online to MCC at www.mcckc.edu/apply (be sure to include your Social Security Number on the application form)
- **For assistance with this step view this video - [How to Apply to Metropolitan Community College \(MCC\)](#)**

Step 2: Set up your MCC Password

- Once you receive your MCC ID (S1234567) go to <https://my.mcckc.edu> to set up a password using the Need Password link.
- **For assistance with this step view this video – [Logging into MyMCCCKC and Creating Your Password](#)**

Step 3: Complete the Dual Credit Intent to Enroll Form

- Open a private, or incognito, window in your browser (click below for instructions to do this in the following browsers)
 - [Google Chrome](#)
 - [Microsoft Edge](#)
 - [Firefox](#)
 - [Safari](#)
- Paste this URL into the private browsing window you opened – <https://bit.ly/PHHS-F21>
- You will be prompted to login to your MCC Microsoft account to access the form. Use the following format to log in to the Microsoft Form:
 - Login: S#####@student.mcckc.edu
 - Password: same as MyMCCCKC
- **Fill out all the required information and submit it. Your Dual Credit Counselor will receive the submittal for approval.**
- **For assistance with this step view this video – [Filling out the Intent to Enroll Form](#)**
- Once you start this form you can leave then return to it as long as you are using the same device (phone, laptop, tablet, PC) with which you started.

Step 4: Complete Placement Testing (if needed)

- Review Dual Credit Placement Requirements (see pg. 2).
- Upload qualifying ACT Scores within the Dual Credit Intent to enroll form or email to MW.Admissions@mcckc.edu.
- If you have not taken ACT or do not have qualifying ACT scores, take the Accuplacer and receive qualifying scores.

Step 5: Verify Enrollment & Pay

- Log in to your MyMCCCKC Account by September 30th to verify you are enrolled in the correct classes. If you are not certain your enrollment is correct, contact your high school dual credit contact immediately.
- Pay in full or set up a payment plan by October 15th.

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
	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.

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:
- You must apply 24-48 hours before testing.
- In person, testing at Maple Woods is 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 September 9th.



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 – 8am to 4:30pm

Tuesday and Wednesday – 8am to 7pm

Saturday August 28th – 9am-1pm

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.