October 2019

Dear Parents and/or Guardians:

The College of Southern Maryland (CSM) and Charles County Public Schools have partnered to offer your student a great educational opportunity through the Dual Math Program. Through this program, your student has a chance to earn both college and high school credits for the course that he/she is currently enrolled in at the high school.

The Dual Math Program is a way for your student to get an early start on their college education at a discounted rate. The Dual student has the opportunity to take mathematics in the high school and to also receive college credit for that mathematics at CSM. Dual classes are transferable college-level courses which means that the credits transfer to a four-year college or university. In addition, students receive a 50% reduction in tuition for Dual courses.

In order to receive a passing grade and the college credits students must meet the following requirements:

- All students enrolled in Advanced Algebra with Trig or Pre-Calculus will take a final exam. For students participating in the dual enrollment course (MTH 1120 or MTH 1150), this final exam will count as 10% of the final grade reported to CSM. 90% of the grade will reflect student's high school coursework grade.
- The grade that students receive from their high school course may be different from that which is reflected on their CSM transcript. Please refer to the high school syllabus to determine how the high school course will be graded.

Here are the steps to participate in the Dual Math Program:

- Complete a CSM Application online at www.csmd.edu/apply-register/ (Click "Apply Now" link. Create an account then proceed through the application. The student’s Social Security Number is required for CSM to register the student for a class). If your student has participated in one of our Dual Enrollment offerings previously, they do not need to apply again.
- Complete a Dual Math Enrollment Form which requires the student’s, parent’s, and instructor’s signatures.
- Mail the completed Dual Math Enrollment Form, along with check payment (Option 1), to the College of Southern Maryland. You may also pay for the course online by using your student’s my.CSMD.edu account by choosing payment Option 2 on the registration form (login instructions are sent in the acceptance and registration confirmation emails). Once registered, your student will receive a registration confirmation email with instructions to make the payment.

We hope that you share in our excitement about this opportunity provided by Charles County Public Schools and the College of Southern Maryland. If you would like more information about the Dual program, please feel free to contact the Admissions Department at 301-934-2251 option 0.

Sincerely,

Shelby L. Potts
Interim Director of Admissions
**DUAL CREDIT PELL AT COLLEGE OF SOUTHERN MARYLAND**

The U.S. Department of Education has selected the College of Southern Maryland (CSM) to participate in an experimental program that allows students enrolled in dual credit classes to receive Pell Grants. The Pell Grant program provides monetary assistance to students demonstrating financial need. The maximum award for which you could qualify, depending on need and hours enrolled, is $6,195 for the 2019-20 academic year. To apply for Pell, families must complete the Free Application for Federal Student Aid (FAFSA).

**WHEN TO APPLY FOR FINANCIAL AID**

<table>
<thead>
<tr>
<th>Year</th>
<th>Application Begins</th>
<th>Tax Information to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>October 1, 2018</td>
<td>2017</td>
</tr>
<tr>
<td>2020-21</td>
<td>October 1, 2019</td>
<td>2018</td>
</tr>
</tbody>
</table>

**GET HELP COMPLETING THE FAFSA**

We provide individual assistance to complete the FAFSA in person and on the phone.
Call: 301-934-7531 Monday–Friday 8:30 a.m.-4:30 p.m.

**PARENT ACCESS TO FINANCIAL AID AND BILLING**

College of Southern Maryland offers students the opportunity to add one or more authorized users to the student account for financial aid and billing purposes. The authorized user is called a Proxy. The student controls what the user can access. To set up a proxy to act on your behalf, follow the instructions under the Parent/Guardian Access section of the Current Students section of your myCSMD account.

**PELL 6 YEAR LIMIT**

Federal Pell Grant Eligibility is limited to 6 years at full-time enrollment. Once a student has reached the Lifetime Eligibility the student may qualify for other types of financial aid but will no longer be eligible for Pell Grant. Pell Grant received for Dual Credit counts toward the six-year limit.

**EXAMPLE OF PELL SIX YEAR LIMIT**

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Years of Pell Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Credit Junior Fall 6 credits</td>
<td>.25</td>
</tr>
<tr>
<td>Dual Credit Junior Spring 6 credits</td>
<td>.25</td>
</tr>
<tr>
<td>Dual Credit Summer 6 credits</td>
<td>.25</td>
</tr>
<tr>
<td>Dual Credit Senior Fall 6 credits</td>
<td>.25</td>
</tr>
<tr>
<td>Dual Credit Senior Spring 6 credits</td>
<td>.25</td>
</tr>
<tr>
<td>Completed 1 year college work 30 credits</td>
<td>Amount of Pell Used: 1.25 years</td>
</tr>
<tr>
<td>College Full Time Full Year Sophomore</td>
<td>1.00</td>
</tr>
<tr>
<td>College Full Time Full Year Junior</td>
<td>1.00</td>
</tr>
<tr>
<td>College Full Time Full Year Senior</td>
<td>1.00</td>
</tr>
<tr>
<td>TOTAL Pell Used</td>
<td>4.25</td>
</tr>
</tbody>
</table>

**STEPS TO APPLY FOR FINANCIAL AID**

1. Apply for admission to CSM www.csmd.edu/apply-register/

2. Create an FSA ID for the student and parent (if dependent). This is a one-time process. The FSA ID gives you access to Federal Student Aid's online systems and will serve as your legal signature. You may register for the FSA ID at: https://fsaid.ed.gov/

3. Complete the Free Application for Federal Student Aid (FAFSA). CSM's Federal School code is 002064. You may complete the FAFSA online via the internet at www.fafsa.gov.


5. Complete and submit any required documents on My Documents.

6. Once processing is complete we will email your email account on file with CSM and post your award letter to your myCSMD account.

Using the example to the left, if you utilized the Pell Grant in 11th and 12th grades, you will still have over 4 additional years’ worth of Pell Grants available after high school.
Calculating Your Award Amount

Pell Grant is a federal program for undergraduate students. The data you provide on your Free Application for Federal Student Aid (FAFSA) is used in determining your Pell Grant eligibility. If you have a change in circumstances such as a loss of job or income that impacts your ability to pay, contact our office to discuss Special Conditions.

Part-Time Adjustments

Pell is adjusted for part-time enrollment. For planning purposes, if you are registered for 9-11 hours your Pell grant will be 3/4 of the award amount, 6-8 hours will be 1/2 of the award amount, and less than 6 hours your Pell will be 1/4 of the award amount.

Summer Eligibility

Students are automatically reviewed for summer awards and notified of any remaining eligibility in April. Pell awards for summer are based on remaining eligibility. Students who are full time fall and spring semesters may be eligible to receive additional funds for summer, depending on enrollment status. Students who graduate in May will not be eligible for aid under this program in the summer after they graduate.

Payment of Financial Aid/Disbursement

The Bursar Office will automatically deduct incurred costs (tuition, fees, lab costs, and other authorized charges such as books and supplies, etc.) out of the financial aid that is credited to your account. Any remaining financial aid is refunded to you after midterm grades have been posted to your student account.

Getting Your Books and Supplies

If your Pell Grant exceeds the cost of tuition and fees, the excess will be available at the Bookstore. Books may be charged to financial aid approximately two weeks before the start of the semester. Students may use their CSM Student ID card to charge books to their student account.

Book charge dates are posted each semester located in the financial aid office, admissions and bookstore. You may choose book rental or e-books as an option to lower your costs. ISBN’s for required books are available on the college website under class search or through the bookstore webpage.

Satisfactory Academic Progress

Students are expected to maintain a 2.0 grade point average (C average) in college courses and complete 67% of all hours attempted in order to receive future financial aid. The complete Satisfactory Progress policy is provided on CSM’s Financial Aid website under Policies and Procedures.

Participating High School

To participate in Dual Credit Pell, students must be enrolled at a participating public high school in Calvert, Charles or St. Mary’s County. Homeschooled students are not eligible under the program.

Student Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs to make certain disclosures to enrolled and prospective students, parents, employees, and the public. This information is available on our website under Student Consumer Information.

Return of Title IV/Drop Classes Rules

Students who withdraw from all college courses prior to completing 60% of the term are required to repay a portion of the Pell applied toward tuition and fees under the Return of Title IV regulations. We encourage you to contact the Financial Aid Office prior to withdrawing from class to discuss your individual situation.

Contact Us

For more information
Financial Assistance Department
PO Box 910
La Plata, MD 20646
La Plata Location: AD Building
Leonardtown Location: C Building
Prince Frederick Location: B Building

Phone: 301-934-7531
Email: finaid@csmd.edu
CHARLES COUNTY 2019/2020 DUAL MATH ENROLLMENT FORM

Student’s Name: ___________________________ Date of Birth: _____________

Phone Number: ___________________________ High School Grade: __________

High School: □ Lackey □ La Plata □ McDonough □ North Point □ St. Charles □ Thomas Stone □ Westlake

Select Appropriate Math Course

<table>
<thead>
<tr>
<th>High School Course</th>
<th>CSM Course</th>
<th>Dual Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Advanced Algebra</td>
<td>MTH 1120–162632– College Algebra – 3 credits</td>
<td>$294.75 for 3 credits</td>
</tr>
<tr>
<td>□ Pre-Calculus</td>
<td>MTH 1150–162638– Pre-Calculus Algebra with Trigonometry – 4 credits</td>
<td>$393.00 for 4 credits</td>
</tr>
</tbody>
</table>

Admission – Registration – Payment - Withdrawal Information

Step One: Apply to the college online at www.csmd.edu/apply-register (Click "Apply Now". Social Security number is required for class registration). Call 301-934-2251 option 0 with questions.

Step Two: Complete this Dual Math Enrollment Form (signatures are required).

Step Three: Mail this form to the College for course registration – Student will receive a registration confirmation via email after being registered for the course

Mail form to:
College of Southern Maryland
Admissions Office – Dual Math Program
PO Box 910
La Plata, MD 20646-0910

Choose payment option:
□ OPTION 1 – WITH CHECK PAYMENT INCLUDED
□ OPTION 2 – PAYMENT ONLINE

Pay with a credit card through the student’s my.CSMD.edu account after registration confirmation email is received (login instructions will be sent in this confirmation email).

All registrations must be received or postmarked by January 17, 2020

Timeline: Final grades will be posted on the student’s my.CSMD.edu account at the end of the Spring 2020 semester.

Withdraw Policy:
Last day to withdraw without a grade is March 20, 2020 for the Spring Semester.

Important: DO NOT submit this form to high school teachers or guidance counselors. Make a copy of this form for your records.

The following signatures (with dates) are required to participate in this program.

Student’s signature: ___________________________ Date: _____________
Parent’s or Guardian’s signature: ___________________________ Date: _____________

☐ Please check if this student is eligible for Free and Reduced Meals. These students will not be responsible for paying fees or tuition.

High school Math Instructor’s signature: ___________________________ Date: _____________

AOD Office Use Only: Application SS#/HS Info Payment Registered CSM ID#: ________