November 2019

Dear Parents and/or Guardians:

The College of Southern Maryland (CSM) and St. Mary’s Ryken High School 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 either the Honors Pre-Calculus or Honors Calculus mathematics 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 Math student has the opportunity to take math (Honors Pre-Calculus or Honors Calculus) in the high school and to also receive college credit for that mathematics course at CSM (see the Dual Math Enrollment form for course equivalencies). Dual Math classes are transferable college-level mathematics 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 Math courses.

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

- All students participating in the dual enrollment course will take the CSM final exam. This exam will be reflected as 10% of their final course grade that is reported to CSM. 90% of the grade will reflect their performance in the classroom.
- The grade that students receive from their high school math 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).
- Complete a Dual Math Enrollment form which requires the student’s, parent’s and math instructor’s signatures.
- Mail the completed Dual Math Enrollment Form, along with check payment, 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 St. Mary’s Ryken and the College of Southern Maryland. If you would like more information about the Dual Math program, please feel free to contact the Admissions Department at 301-934-2251, option 0.

Sincerely,

Shelby L. Potts
Interim Director of Admissions
# ST. MARY’S RYKEN 2019/2020 DUAL MATH ENROLLMENT FORM

**Student’s Name:** ___________________________________  **Date of Birth:** ____________

**Phone Number:** ___________________________________  **High School Grade:** __________

**High School:** ___________________________________

## 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>□ Honors Calculus</td>
<td>MTH 1200-162646 – Calculus I – 4 credits</td>
<td>$393.00 for 4 credits</td>
</tr>
</tbody>
</table>

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## 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).

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**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.

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

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

- **Student’s signature:** ___________________________  **Date:** ____________
- **Parent’s or Guardian’s signature:** ___________________________  **Date:** ____________
- **High school Math Instructor’s signature:** ___________________________  **Date:** ____________

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

AOD 09/19