

Charles County Public Schools and College of Southern Maryland



Charles County
Public Schools

Working together to achieve excellence for every student.



Dual Enrollment vs Early College

- Special Admissions Program available to High School Juniors and Seniors
 - Dual Enrollment classes are offered both in the High Schools and at CSM directly
 - Students pick their classes based on interest or need
 - Parents/Students must provide transportation for classes taken at CSM
- Special Admissions Program available to High School Juniors and Seniors
 - Early College is an all-day program with classes taken at CSM's La Plata Campus or Regional Hughesville Campus (for CTE Programs)
 - Early College courses are pre-determined by CSM to meet program requirements
 - Transportation to CSM provided by CCPS



Open to Juniors and Seniors from All Public High Schools in 2024-25 Academic Year

- Juniors will apply for and complete one of the following: Business Administration, Electrical, Medical Coding, or Pharmacy Technician
- Seniors will complete the General Studies Transfer Certificate

Early College Eligibility

- Be a junior or senior for the 2024-25 academic year at CCPS
- Students must be on-track for graduation, having completed the following graduation requirements:
 - World Language x 2 credits of the same language
 - Fine Art
 - Technology Education
 - PE/Health I
 - **Personal Financial Literacy and Health II will be offered virtually through CCPS to juniors who are enrolled in the Early College program
- All students will have completed Student Service-Learning requirements before starting at CSM
- Have an unweighted high school GPA of 2.75 or better
- All students will have completed all state testing requirements
- Met College and Career Readiness math guidelines appropriate to the program. These will vary:
 - GSTC will require completion of Algebra 2 with a C or better and/or ALEKs placement 46+
 - AS Degree programs completion of Algebra 2 with a B or better and/or ALEKs score of 66+
 - Trades and Health Science Program students will take ALEKs placement to determine math course
 - English Teacher recommendation as well as recommendation of the high school counselor will help to determine college readiness for reading and writing

Early College and High School Credits

- Students will take program requirements and pass the classes and meet all the requirements of the program to obtain the certificate or degree. Grades must be Cs or better, with some classes for certifications requiring a 75% or better to meet certifications.
- Students will meet high school requirements with classes that count for dual credit:
 - English (ENG1010 requires a 70% or better to pass) and ENG1020
 - Math (TBD by degree)
 - Science with a Lab
 - Social Studies (History)
- CCPS will provide opportunities to complete Financial Literacy and Health 2 for Juniors, as well as electives not yet taken.
- Students earn graduation credit and CSM credits
- Courses are weighted (.5) on CCPS transcript

What is the Business Administration Associate Degree?

Designed for students who are interested in pursuing a **business degree**. Can **enter workforce or transfer to four-year college in business or accounting** with this degree.

Prepares students to develop the skills required of managers in a variety of business settings. Provides a broad background in the functional areas of business:

- Ethics
- Business Law
- Accounting
- Entrepreneurship
- Leadership
- Critical Thinking

What is the Medical Coding Certificate?

- Two-year certificate program designed for students who are interested in pursuing a degree in Medical Coding. Can enter workforce or take one more year at CSM to earn Health Information Management , AAS and then transfer to four-year college.
- Medical Coding classes will be held at CSM's Center for Health Sciences on the Regional Hughesville Campus M/W/F
- General Studies courses will be at La Plata Campus T/Th
- Classes may be integrated with general student population
- Capacity-30 juniors

- Health Program Courses:
 - Introduction to Health Information **
 - Comprehensive Medical Terminology **
 - Introduction to Statistics **
 - Introduction to Human Anatomy and Physiology w/ Lab **
 - Pathophysiology **
 - Pharmacology for Healthcare Professionals **
 - Introduction to Revenue Cycle Management **
 - Diagnostic & Procedural Coding I **
 - Fundamentals of Physics I with Lab **
 - Diagnostic and Procedural Coding II **
 - Revenue Cycle Management
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- Application ** require 75% or better to pass

What is the Pharmacy Tech Certificate?

- Two-year certificate program designed for students who are interested in pursuing a degree in Pharmacy Tech. Students can enter workforce or continue studies at CSM or any 2 or 4-year institution
- Prepares students to work in pharmacies
- Classes may be integrated with general population
- Capacity-15 juniors

Pharmacology for Healthcare Professionals **

Comprehensive Medical Terminology

Introduction to Human Anatomy and Physiology w/ Lab **

Introduction to Pharmacy Technician Practice w/ Lab **

Pharmaceutical Calculations **

Advanced Pharmacy Technician Practice w/Lab **

Ethical Issues for Healthcare Professionals **

Introduction to Statistics **

Pharmacy Technician Practicum **

Health courses and exams require 75% or above to earn the certificate **

What is the Electrical Certificate?

- Two-year certificate program designed for students who are interested in pursuing an electrical certificate. Can enter workforce with apprenticeship or continue studies at CSM.
- Classes held at CSM's Center for Trades and Energy Training at the Regional Hughesville Campus M/W/F and at the La Plata Campus T/Th
- Prepares students to work in electrical trades
- Provides support to obtain apprenticeship following graduation
- Classes may be integrated with general population
- Capacity-15 juniors



TEC 9300 Construction Trade Core Skills (75 hours)



TEC 7860 Electrical Year 1 Part 1 (75 hours)



TEC 7870 Electrical Year 1 Part 2 (75 hours)



Electrical Apprenticeship Transition Course (75)

2-OSHA 10-Hour Construction (10 hours) 3- NSC First Aid/CPR/AED (8 hours) Resume prep for application to IEC apprenticeship 5-Guidance through IEC apprenticeship application (application fee of \$60 is waived and included in course) 6-Prep and remediation if indicated for IEC math and reading tests as well as time to complete these assessments in our computer lab.

What is the General Studies: Transfer Certificate?

- Designed for students who intend to continue at CSM to earn an Associate's Degree **OR** transfer to a four-year college or university for a non-STEM degree.
- Classes are highly transferable and include humanities, behavioral sciences and general studies such as:
 - Psychology
 - Sociology
 - Communications
 - Physics
 - English*
 - Math*

*Early College students who continue their studies at CSM after high school save **time** and **money** towards the completion of their associate degree.*

**Must pass to earn dual credit for HS and meet graduation requirements*



How Do Credits Transfer?



By participating in Early College, you create a college transcript at CSM. Your CSM transcript records your course attempts and your final course grades.

When you attend another institution, you can send a copy of your CSM transcript to your school of choice for evaluation.

Most credits earned through CSM will transfer to four-year colleges and universities within the state of Maryland.

You are encouraged to contact your school of choice to verify that your credits will transfer. CSM holds regular Transfer Thursdays where you can meet admissions personnel from colleges.





Costs

- Tuition, fees, and course materials (e.g. books, access codes) will be paid by CCPS
- Students have access to all CSM amenities/facilities as part of their tuition

Benefits

Students graduate with a high school diploma and a certificate:

- CSM graduates in May
- CCPS graduates in June

Parents and students save money by being able to earn college credits in high school



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Transportation

CCPS buses will transport students from their home high schools to CSM, La Plata Campus and back to the high school at the end of the school day.

On days CCPS is closed or has an Early Dismissal, students will be transported to and from their home bus stop.

On late arrival days, CCPS students will arrive late, and schedules will be adjusted.



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Activities and Academics

- Students will remain CCPS high school students
- Students can participate after school activities at high school such as dances, sports, and clubs.

Admissions Steps

How to Apply:

- Application and Recommendation Forms will become available on www.csmd.edu/earlycollege/charles on January 2, 2024.
1. Have your Early College Recommendation Forms completed by your high school English teacher and high school counselor.
 2. Obtain an unofficial copy of your transcript to upload in the portal.
 3. Complete an online Early College admissions application to CSM. Upload your completed recommendation forms and high school transcript along with your application submission.

Deadline to complete steps for admissions consideration is February 15, 2024.



Resources Available to Early College Students

- New Student Orientation 1-2 weeks before starting classes
 - Parents and students gain more details and information about schedules, programs, and procedures for transportation
 - Students learn how to use CSM email, MS365, and MyLearning LMS
 - Students get their class schedule
- Access to free tutoring, academic workshops, library resources, Student Life activities, and participation in campus clubs
- HS Counselors/Academic and Career Counseling
- CSM Transfer Information
- Math and Writing Tutoring/Learning Support Services
- Disability Support Services

FERPA and Communication with Parents

- FERPA is the Family Educational Rights and Privacy Act.
- FERPA mandates that college academic records (grades and progress) may not be shared with third parties, including parents/guardians.
 - This applies to any student enrolled in a college/university setting even while the student is in high school.
- Students must give written permission for disclosure of grades and other information to third parties (parents/guardians).
- Per the Early College agreement, student record information may be shared with the student's high school; likewise, the school system may share academic records with CSM. CSM reports student progress every 3-4 weeks and more often as necessary.

Disability Support Services

- **Students should be the initiator** of the Disabilities Request and are encouraged to review the information on the website: www.csmd.edu/disabilityservices
- Parents are encouraged to participate in the intake meeting as they often hold the student's medical history. This form requires a **medical report** from a physician.
- **A student seeking disability services at CSM should provide their IEP/504 plan.** It is encouraged that the student provide their most recent psychological assessment
- This process should be completed several weeks before the semester starts