Charles County Public Schools

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College of Southern Maryland



COLLEGE of SOUTHERN MARYLAND

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Dual Enrollment and Early College at College of Southern Maryland

Dual Enrollment	Early College
Special Admissions Program for High School Juniors and Seniors	
• part-time • Dual in-school • Dual on-campus at CSM • public, private, and Homeschooled students who have met eligibility (CCR status or testing)	• Full-time • public school students • Juniors and Seniors
Students pick their classes based on interest or need with the help of an enrollment coordinator; up to 4 free classes per year	Students are assigned classes by CSM and the school system; all Early College program courses are free
Students earn college credit and save money while still in high school through discounts offered through CSM and school partnerships!	

What is the General Studies Transfer Certificate?

A one-year program for seniors 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. Students earn up to 25 credits!

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

Classes are highly transferable and include humanities, behavioral sciences and general studies courses such as:

- Psychology
- Sociology
- Communications
- Physics
- English*
- Math*

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

Capacity-60 seniors

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What is the Business Administration Associate Degree?

A 2-year program for juniors who are interested in pursuing a business degree. Students can enter workforce or transfer to four-year college in business or accounting with this degree. Students earn up to 60 credits!

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
- College Algebra
- HS English, math, history, and science requirements

Capacity-60 juniors



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Students inducted into Kappa Beta Delta Business Honors Society

What is the Medical Coding Certificate?

Two-year certificate program designed for juniors 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.

Courses include Health Information Mgt, Anatomy and Physiology, Pharmacology, Revenue Mgt., Physics, Diagnostic and Procedural Coding, plus HS requirements for English, math, science, and history.

- Medical Coding classes will be held at CSM's Center for Health Sciences on the Regional Hughesville Campus 2 days a week
- General Studies courses will be at La Plata Campus
- Classes may be integrated with general student population
- Capacity - 30 juniors

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What is the Pharmacy Technician Certificate?

Two-year certificate program designed for juniors who are interested in pursuing a degree in Pharmacy or work in a lab setting. Students will be able to enter workforce, continue their studies at CSM, or transfer to any 2 or 4-year institution.

- Courses include Comprehensive Medical Terminology, Introduction to Human Anatomy and Physiology, Pharmaceutical Calculations, Statistics, plus HS requirements in English, math, science, and history!

- Prepares students to work in pharmacies
- Classes may be integrated with general population
- Capacity-15 juniors

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Early College Eligibility

- Be a junior or senior for the 2027-2028 academic year at a CCPS high school
- Students must be on-track for graduation, having completed the following graduation requirements:
  - World Language-2 credits of the same language
  - Fine Art
  - Technology Education
  - PE/Health I
  - **Personal Financial Literacy and Health II will be offered by CCPS for those who have not yet met these requirements.
- All students will have completed Student Service-Learning requirements before starting at CSM
- All students must have completed all state testing requirements before attending CSM
- CCR Placement: 2.75 Unweighted GPA and a C or better in Algebra 1
- Business Administration applicants must have completed Algebra 2 and have earned a B or better by the time of registration.

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 to transfer, with some classes for certifications requiring a 75% or better to meet certifications.

A failing grade will require a student to retake the class and pay for it themselves or return to high school to take the required class.

CCPS will provide opportunities to complete Financial Literacy and Health 2 online, as well as electives not yet taken.

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- Students will meet high school requirements with classes that count for dual credit:
  - English (ENG-1010 requires a 70% or better to pass) and ENG-1020
  - Math (TBD by program)
  - Science with a Lab
  - Social Studies (History)

! Students who fail a course needed for high school credit, may have to return to high school to complete the course, repeat the course, and/or attend credit recovery or summer school to graduate.

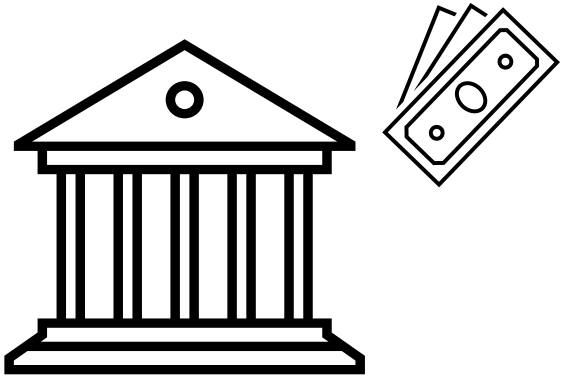
Costs and Benefits

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.

You save money by being able to earn college credits in high school!

Research has shown that Early College students graduate sooner and at a higher rate of success than non-Early College peers.



Communication

•CSM instructors and staff communicate directly with students via their CSM email address or phone number on record.

•For general questions, students and parents may contact the Early College team at CSM.

•Parents may contact school system staff for questions related to high school.

- Dwaine Carr, Early College Specialist (CCPS)

•The school system will contact students and/or parents as needed.

Tutoring

•The Early College Program is rigorous, and tutoring is a key component of student success. Tutoring is free, available for all courses, and accessible without an appointment, either in person or online through Zoom.

•Students are expected to participate in tutoring at least once per week during Hawk Time to build strong academic habits and remain on track academically.

•While classes are held Monday through Thursday, additional tutoring is available on Fridays at CSM, with transportation provided.

•Friday tutoring is open to all students; however, attendance may be required for students needing additional academic support to help ensure success in the program.

Transportation



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

The CCPS and CSM calendar are not the same. On days CCPS is closed for a holiday or break or has an Early Dismissal, students will be transported to and from their home bus stop.



When school is delayed for weather, CCPS students will have online instruction. There will be no bus transportation even if CSM is open.

Activities and Academics



Students will be able to participate in high school activities, clubs, and maintain contact with their high school counselor.

Students can participate in after school activities at their high school, activities like:

- Dances
- Sports
- Clubs

Students can consult their counselors for help with scholarships and class activities.

Graduation



Students graduate with a high school diploma and a college certificate or degree:

- CSM graduates in May
- CCPS graduates in June

CCPS will pay for graduation regalia.

CSM will provide an Honors Stole to wear at CSM Commencement and HS graduation.

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 information sessions where you can meet admissions personnel from colleges.

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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

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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

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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.

Admission Steps

How to Apply: Applications will be made available at www.csmd.edu/earlycollege/charles on December 16, 2026 and are due on or before January 15, 2027.

1. Complete your application online, making sure to complete all sections and hit submit.
2. Use a personal email address and include your SS#
3. CCPS and CSM will meet to confirm your current classes, grades, and GPA.
4. Email notifications of acceptance will be sent to students in March.

Students will be either accepted, conditionally accepted pending final grades, waitlisted, or told they do not meet the requirements. When there are more applicants than seats in a program, a lottery system will be used.

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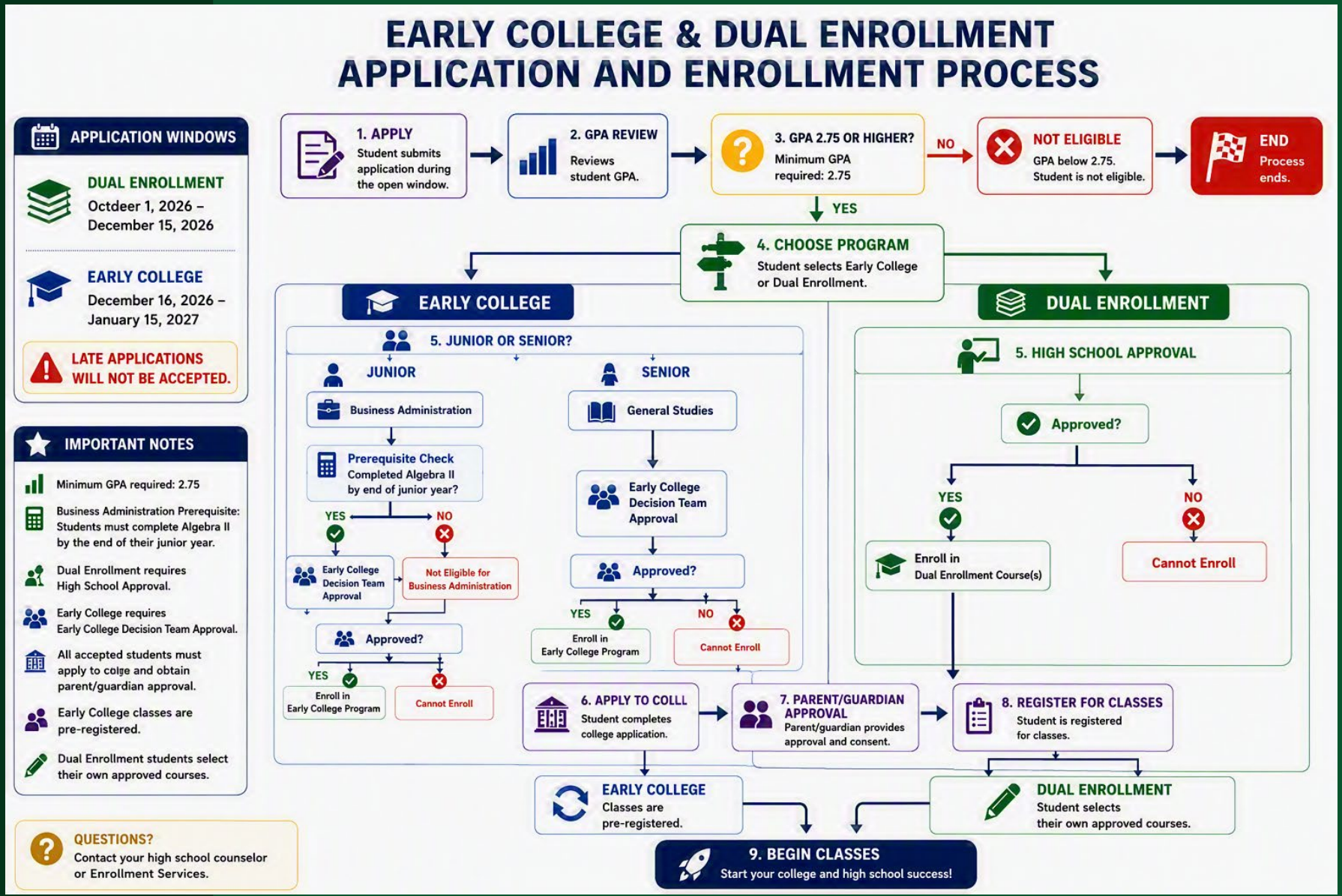


Survey

Email earlycollege@csmd.edu

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EARLY COLLEGE & DUAL ENROLLMENT APPLICATION AND ENROLLMENT PROCESS



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Frequently Asked Questions

Where can I find the CCPS 'approved list' of courses
Current CCPS list of dual enrollment approved courses.
http://ccboe.com/departments/student-services/student-registration/college-dual-enrollment

Is dual enrollment free? Yes- if taking courses on the approved list from CCPS. CCPS will pay for up to four courses in an academic year. Work with your high school guidance office. Students may opt to take more courses; however, there will be tuition and fees. Students do receive a discounted price. More information: https://www.csmd.edu/apply-register/credit/high-school/dual-enrollment/index.html

Can you do dual enrollment junior year and Early College senior year? Yes, it is possible, we encourage you to work with your HS guidance office to plan out the best course options for your student's goals.

Can the students take classes at CSM during the winter session? The Early College program is designed around fall/spring scheduling. Should you be interested in winter session options we encourage you to talk to your high school guidance office about our dual program opportunities.

Is there a link to sign up for Early College or where specifically do we enroll? The application for the program will be available starting December 16th on the CSM website.
https://www.csmd.edu/apply-register/credit/high-school/early-college/charles.html

Do you need SATs for CSM? SAT scores are not required for our Early College program

Does the student's current attendance or previous attendance record become a factor in acceptance in this program? Your student's attendance record does not factor into the application process.

Do they have the same winter break as CCPS? The students in the Early College program will follow the CSM calendar. Their winter break is longer than CCPS. They also have a different Spring Break and may not have the same days off for holidays.

How many days per week are the CSM classes? Students are on campus Monday-Thursday from 8:30-1:30. Students can also come to CSM on Friday to use the Library and participate in tutoring. Some courses may require meetings/internships on Fridays.

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Questions cont.

Are those math courses the only ones available to GSTC students? No calculus? Typically, the math courses students take in this program are 'general-transfer' courses. If a student has already taken the course we offer, we will work with them.

Can the junior program be combined with the HS CTE? Unfortunately, no, the Early College program requires them to be at campus all day Mon-Thurs. To participate in a CTE Program, they would have to go to their high school. We encourage you to work with your HS guidance office for making the best program decision for your student. Dual Enrollment may be a possibility.

If you haven't taken Algebra 2, can you take that on the summer and still attend CSM in the fall? No, you must take it before or during the year you're applying.

If a student does dual enrollment in the junior year, is it correct they must take these courses outside of the school day? They can take dual in-school, after school, or web-based courses.

What if my student has AP credit for one of the program courses? CSM recognizes AP scores, should your student have the acceptable AP score CSM will work your student and CCPS to determine an appropriate schedule adjustment.

Where can I see the courses my child would take in the Business program?
You can find the Business Admin degree program courses on the CSM website. Please note a few changes are made to accommodate HS graduation requirements: https://www.csmd.edu/programs-courses/program-finder/business-administration.html

Are the classes mixed with other college students or is it only high school students? Your student will be in assigned cohorts, moving as groups that integrate with general population students.

Will electives be available for early college program? The Early College programs are prescriptive; the courses are specifically planned based on degree/certificate program. There are no options for electives within those parameters unless a student has college credits to apply to the program and requires a substitute course.

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