



Concurrent Enrollment Student Handbook

2026-2027

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K-16 Partnerships Team

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Mission and Vision Statements

Our Mission

The Middlesex Community College (MCC) Concurrent Enrollment Program provides equitable early college opportunities for high school students to engage in rigorous, college-level coursework while completing their secondary education. The program is committed to reducing disparities in access and affordability based on race, gender, and socio-economic status.

Through intentional partnerships with high schools, coordinated academic pathways, and alignment of curriculum and standards, the program expands access to college credit, strengthens college readiness, and supports clear and equitable pathways to postsecondary success. The MCC Concurrent Enrollment Program prioritizes the inclusion and success of underrepresented, first-generation, low-income, and economically disadvantaged students, as well as students of color, in order to close achievement gaps and promote retention, persistence, and completion.

Our Vision

The MCC Concurrent Enrollment Program envisions a future in which all high school students – regardless of background – have seamless access to high-quality college experiences that prepare them for postsecondary success.

We aspire to eliminate barriers to college access and aim to increase the number of students who graduate high school having earned transferable college credit, who matriculate at institutions of higher education with confidence and momentum, and who enter college prepared to succeed. We strive to serve as a model of equity-driven early college programming within the Commonwealth.

Welcome

Dear Concurrent Enrollment Students,

Welcome to the Middlesex Community College Concurrent Enrollment Program! We are excited that you have chosen to begin your college journey while still in high school. By enrolling in these courses, you are challenging yourself academically, exploring future pathways, and taking an important step toward your educational and career goals.

Concurrent Enrollment offers you the opportunity to experience the expectations and rewards of college-level learning in a supportive environment. The credits you earn here can help you get a head start on college, save time and money, and build the confidence that comes from knowing you can succeed at the next level.

As a Concurrent Enrollment student, you are part of the MCC community. We are committed to ensuring that every student has access to high-quality early college opportunities and a clear path to success. This handbook is here to guide you. It will help you understand expectations, responsibilities, and the resources available to support you. I encourage you to review it carefully, ask questions, stay engaged, and take full advantage of the MCC supports available to you.

We are proud to partner with your high school to bring college opportunities directly to you, and we can't wait to see what you accomplish.

Welcome to MCC, your college journey starts now!

Warmly,

A handwritten signature in cursive script that reads "Melissa Chandonnet".

Melissa Chandonnet

Dean of K-16 Partnerships

Contents

Contacts & Program Websites	5
Staff	6
Websites	6
What is Concurrent Enrollment?	6
What to Expect in Class?	8
Benefits of MCC Concurrent Enrollment & Student Responsibilities	9
Benefits.....	9
Responsibilities	10
Applying to Concurrent Enrollment & Registering for Classes	11
Retroactive Credit.....	12
Dropping and Withdrawing from a Course	12
MCC Concurrent Enrollment Course Catalog.....	13
Course Length & Grading.....	17
Program Fees & Billing	18
Concurrent Enrollment in a Massachusetts Early College Designated Program.....	18
Dual Enrollment Costs	18
Resources and Access to MCC	18
Students Access and Support Services	19
Student Code of Conduct	19
FERPA	19
Applying to MCC as a Senior	19
Transferring MCC credits to another college	19
Transcripts	19
Best Practices	19
College Vocabulary	19
Conclusion	19

Contacts & Program Websites

The MCC K-16 Partnerships Team is happy to help you answer questions and take care of your concerns. Many questions can be answered by reading the MCC Concurrent Enrollment Student Handbook. Give it a try! If you can't find what you are looking for, we are looking forward to hearing from you.

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Websites

[MCC Concurrent Enrollment](#)

[MCC Dual Enrollment](#)

What is Concurrent Enrollment?

Concurrent enrollment allows high school students to take college courses at your high school and earn both high school and college credit. By enrolling in Middlesex Community College (MCC) Concurrent Enrollment, you are taking real MCC courses, which are taught by one of your high school instructors who was certified by MCC based on their academic credentials and experience. MCC Concurrent Enrollment provides an opportunity for you to earn college credits early and experience college academics – at a reduced rate! Think of this as your very first college scholarship.

Middlesex Community College offers a few different early college options. They have different financial costs, and they are offered in different locations. Please take a second to understand the differences.

Concurrent Enrollment is when you take an MCC course at your high school, during the day, from one of your high school instructors who is certified by MCC based on their academic credentials. You earn both high school and college credit once you pass the class. Concurrent enrollment courses fit nicely into your high school schedule, and there is no need to travel to the college to take the course.

Dual Enrollment is when you travel to MCC to take a course on our campus with an MCC professor. These courses may be during the day, and they may be after school. Just like concurrent enrollment courses, once you pass the class, you earn credit on your high school report card and an [MCC transcript](#). Dual enrollment courses offer you a new experience. In addition to taking a rigorous college course, just like concurrent enrollment, you are in a new location and learning more about the college environment.

Concurrent enrollment and dual enrollment offer you different experiences while earning MCC credits. Depending on the partnership between MCC and your high school, you have different course offerings and opportunities. Also, the costs of the course will be different depending on whether you are taking it as a concurrent enrollment versus dual enrollment course. Please see [Program Fees](#) for a full description and details.

This student handbook explains the policies, procedures, and experiences concerning concurrent enrollment.

MCC Concurrent Enrollment is in the process of applying for national accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP). This means that we are constantly improving your course experience and once accredited, we will be among the elite programs in the nation. This will ensure that you have the best concurrent enrollment experience possible and that your credits may have an increased chance of transferring to a broader range of colleges and universities.

What to Expect in Class?

For many of you, this will be your first time taking a college course. Here are a few things to keep in mind. When you enter a concurrent enrollment classroom, you are entering Middlesex Community College. Your teacher is an MCC-approved instructor and is teaching the same content as other MCC professors.

You will study the same material as other MCC students in the same course, have the same grading standards, and use the same sorts of assignments as the course at MCC. These courses tend to move at a faster pace than your high school courses, require greater personal responsibility, and have higher academic standards than a typical high school class. Some courses offered at the high school will fit within the high school semester, while others span the full academic year. This decision is allowed by the department at MCC based on philosophies of how the timing of the class affects class rigor. This information will be listed in your [syllabus](#).

Just like other MCC students, you have access to all MCC's academic and support services, and we encourage you to use them! For a full list of resources, please read the [Resources and Access to MCC](#) section below.

Benefits of MCC Concurrent Enrollment & Student Responsibilities

When you enroll in a MCC concurrent enrollment course, you become an MCC student. This brings with it a number of benefits. You also have to be aware of the increased responsibility it brings.

Benefits

Earn college credit early – Take real college courses and begin your college transcript at MCC.

Build a college-going identity – See yourself as a college student before graduating high school.

Build confidence and academic skills – Develop the skills needed to succeed in college.

Save time and money – Reduce the time and cost needed to earn a college degree.

Access college resources and support – Use MCC academic resources, tutoring, libraries, and student support services.

Explore the value of a college degree – Learn about certificates, pathways, degrees, and academic majors.

Strengthen college applications – Apply to college with a college transcript, giving you a competitive edge.

MassTransfer – MassTransfer is an agreement between all Massachusetts *public* (and some private) community colleges and four-year universities that assures your credits transfer between institutions in the Commonwealth.

Check out what other benefits you have in the [Access & Resource to MCC](#) section below!

Responsibilities

While there are many benefits to taking college courses while still in high school, there are a few things you should consider before taking the courses.

You are starting your college record – By taking college courses you are starting a college transcript, which may impact your future studies. Earning grades below a C, as well as many withdrawals (Ws), may affect you during the college admissions process. It may also impact your financial aid in alignment with Satisfactory Academic Progress and your ability to transfer your credits and study certain majors, for example, nursing, engineering, or law.

Understand the time commitment – College courses require more studying outside of class than high school courses. Most courses require at least three hours of study outside of class per week.

Know course expectations before enrolling – Meet with your school counselor to understand course rigor, workload, and expectations.

Manage deadlines independently – You are responsible for knowing and meeting deadlines for assignments, exams, and retakes. In college, deadlines are strict, and retakes generally do not exist.

Follow college drop and withdrawal policies – College courses have strict deadlines, as mentioned above. If you do not add, drop or withdraw by the deadline, the course and grade will appear on your official MCC transcript. MCC does not allow [retroactive credit](#).

New student learning systems – You are probably used to Google Classroom. For a college course, however, you may be required to use college systems like Blackboard and other software, depending on the class.

Follow the MCC Student Code of Conduct – Cheating, plagiarism, and other academic misconduct requires your instructor to follow MCC standards of misconduct, which may be different from the standards at your high school.

Applying to Concurrent Enrollment & Registering for Classes

To apply for MCC Concurrent Enrollment, students must submit and be eligible for the following:

- MCC Concurrent Enrollment Application form – available at your high school
 - This is required for first-time students in the program
 - If there is a lapse in enrollment, a student may need to submit a new application form.
- MCC Concurrent Enrollment Registration form – available at your high school
- English Multiple Measures Form – available at your high school
 - This is required for first-time students in the program
 - English teacher or administrator recommendation is required
- Math Multiple Measures Form – available at your high school
 - This is required before taking your first math or STEM course
 - Math teacher or administrator recommendation is required
- Minimum GPA of 2.0
 - A copy of your high school transcript is required

All materials should be submitted to the designated high school point person, who will forward the application to MCC for processing. **Even if you are 18 years or older, a parent/guardian signature is needed for concurrent enrollment paperwork.**

Important Deadlines:

- **Fall and Full-Year Classes:** Applications must be submitted by the first Friday of June. The add/drop deadline is the last Friday of September.
- **Spring Classes:** Applications are due by the first Friday of December. The add/drop deadline is last Friday of February.
- **Withdrawal Deadlines:** December 9, 2026 (Fall), March 17, 2027 (Full-Year), and May 5, 2027 (Spring).

Students are encouraged to submit materials early to ensure processing by the appropriate deadline.

Retroactive Credit

It is essential that you register for the course by the enrollment deadline. It sometimes happens that students forget to register, sit for the entire class, earn a grade, but because they are not registered, they cannot earn MCC credits for the course. MCC has a strict policy of no retroactive credit. It is your responsibility to make sure you are registered.

Dropping and Withdrawing from a Course

Once you register for a course, you may find that it is not the right fit. Before making a decision, talk with your instructor and your school counselor to determine whether dropping the course is the best option.

If you decide to drop the course, you must notify both your instructor and your school counselor via email. They will communicate the request to MCC to process the change.

It is important to understand the difference between **dropping** and **withdrawing** from a course:

Dropping a course means leaving the class before the drop deadline, typically within the first month of the course. If you drop a course by the deadline, it will not appear on your college transcript, and you will not be charged for the course.

Withdrawing from a course means leaving the class after the drop deadline. A withdrawal will appear on your transcript as a “W.” The grade of a W does not affect your [GPA](#) (grade point average) and you will not earn credit for the course. A withdrawal may, however, impact [Satisfactory Academic Progress](#) which may negatively impact future academic or financial aid opportunities.

If you withdraw from a course **after the add/drop deadline**:

- **You are still responsible for paying the full cost of the course.**
- If your bill is not paid, a **billing hold** will be placed on your MCC account.

If you are having trouble in a course, speak with your instructor as early as possible. Addressing concerns early can help you stay on track and avoid the need to drop or withdraw.

To withdraw from a class, you must complete a formal [Withdrawal Form](#).

MCC Concurrent Enrollment Course Catalog

We have nearly 70 courses to choose from! Read the course descriptions to learn more. Talk to your school counselor to learn which of these courses is offered at your high school. You can access the full [MCC Catalog](#) here.

ART 121 – Drawing I	EGR 101 – Introduction to Engineering
ART 105 – Art History Before 1500	ENG 101 – English Composition I
ART 113 – 2-D Design	ENG 102 – English Composition II
ART 115 – Intro To Sculpture&3-D Design	ENG 120 - Holocaust Literature
ART 126 – Painting I	ENG 140 – Early World Literature
ART 129 – Ceramics I	ENG 141 – Modern World Literature
ART 144 – Digital Photography	ENG 161 – Modern American Literature
ART 153 – Visual Design I	ENG 190 – The Graphic Novel
BIO 105 – Basic Anatomy & Physiology	ENV 115 – Environmental Studies
BIO 108 – Nutrition	ENV 131 – Environmental Science with Lab
BIO 120 – Introduction to Biology	GOV 120 – American Government
BIO 131 – General Biology I	HST 121 – US History Through 1876
BIO 132 – General Biology II	HST 122 – US History After 1876
BUS 110 – Introduction to Business	HST 131 – History World Civ After 1500
BUS 210 – Principles of Management	IDS 101 – First-Year Experience
BUS 211 – Entrepreneurship and Opportunity	IDS 106 – Career Exploration
BUS213 – Business Communications	IDS 107 – Career Readiness for the Real World
BUS 221 – Financial Accounting	IDS 120 – Money Matters: Personal Finance
BUS 240 – Principles of Marketing	LAN 213 – Italian 3 and Culture
CAP 101 – Computer Applications	LAN 214 – Italian 4 and Culture
CHE 121 – Introduction to Chemistry	LAN 251 – Spanish 3 and Culture
CHE 131 – College Chemistry I	LAN 252 – Spanish 4 and Culture
COM 103 – Public Speaking & Prof Pres	LAN 285 – Latin 3 and Roman Culture
COM 106 – Film & Society	LAN 286 – Latin 4 and Roman Culture
COM 125 – Social Media	LGL 101 – Introduction to Law
COM 150 – Introduction to Journalism	MAT 177 – Statistics
CSC 101 – Introduction to Computer Science	MAT 195 – PreCalc for Engineering and Science
CSC 151 – Programming I	MAT 196 – Accel PreCalc/ Trig for Engineering & Science
CRJ 111 – Introduction to Criminal Justice	MAT 290 – Calculus I For Science
ECO 140 – Principles of Macroeconomics	PHY 105 – Astronomy
ECO 150 – Principles of Microeconomics	PHY 151 – Physics I
EDU 100 – Introduction to Early Childhood Education	PSY 101 – Introduction to Psychology
EDU 122 – Child Growth & Development	SCI 130 – Forensic Science

Course Length & Grading

Most courses offered through MCC Concurrent Enrollment are semester-long; however, some may be offered for the full academic year at the high school. While a typical collegiate semester is approximately 15 weeks long, MCC Concurrent Enrollment courses follow the high school semester schedule. As a result, semester-long courses generally run from the beginning of September through mid-January and mid-January to mid-June.

In some cases, a course may be offered across the full academic year. This decision is made at the discretion of the MCC department offering the course. Departments may extend a course to a full year if doing so does not affect the academic rigor or learning outcomes of the course. For your MCC transcript, year-long courses will appear as fall semester courses.

Courses offered through MCC Concurrent Enrollment follow MCC grading standards. While each department uses its own grading rubrics, the percentage-to-letter grade equivalencies are consistent across all classes. Please refer to the chart below to see how percentage grades correspond with letter grades and grade points.

MCC Letter Grade	Percent Grade	Grade Points*
A	93-100	4.00
A-	90-92	3.65
B+	87-89	3.35
B	83-86	3.00
B-	80-82	2.65
C+	77-79	2.35
C	73-76	2.00
C-	70-72	1.65
D+	67-69	1.35
D	63-66	1.00
D-	60-62	0.65
F	0-59	0.00

* When Grade Points are averaged, you get your [GPA](#), grade point average.

Program Fees & Billing

Courses offered through MCC Concurrent Enrollment are offered at a considerable discount to courses offered on campus. You should think of this opportunity as your very first college

scholarship. The concurrent enrollment tuition rate for Fall 2026 is **\$131 per credit**. Most courses offered through the program are three credits.

- If you take a **3-credit course**, your total cost will be **\$393**.
- If you take a **4-credit course**, your total cost will be **\$524**.

When you sign an MCC registration form, you are agreeing to pay for your MCC course(s). You will be billed for the total cost of the course. If you do not pay your bill, MCC will put a billing hold on your account.

Please Note: If you withdraw from a course you are still responsible for paying your student bill.

- If you have a **billing hold** on your account, you will not be registered for your course.
- If you have an **outstanding balance from a previous semester**, you must pay it in full by the concurrent enrollment add/drop deadline listed above.
- If your balance is not paid by the add deadline, you will not be registered for the course and will not receive college credit.

Concurrent Enrollment in a Massachusetts Early College Designated Program

If you are enrolled in a designated program, the cost of the concurrent enrollment program is free to the student. This is true for dual enrollment courses too. Please check with your school counselor for details.

Dual Enrollment Costs

Dual enrollment has a different pricing structure. In addition to the cost of the course, you should expect additional general fees (amount may vary), plus the cost of books and any other required fees.

Resources and Access to MCC

As an MCC Student, you have access to the college like all other MCC students. Some of your resources are virtual, while other resources are only online. Below is a list of the most popular resources.

- **Library** – Borrow books and other materials, use library computers, access academic databases and journals. While there are many resources in the library on campus, there are also many online.
- **Digital Access** – Email, MyMCC Student Portal, and Blackboard.
- **Tutoring and Support Services**

- [Academic Centers for Enrichment \(ACE\)](#) - Learn about available resources to help students succeed in their classes, including individual and group tutoring and support for college systems and software.
- [Student Access and Support Services](#) - Visit this web page to learn about support and accommodation services for students, which include academic advising and other academic developmental supports.
- **Wellness Resources**
 - [Wellness Resource Center](#) – MCC Offers many other supports for students who need them. This includes the Food Pantry, Counseling Services, Community Resources, and other Essential Needs.

Students Access and Support Services

If you have a 504 Plan or IEP in high school, it will not automatically apply to your college course. Students who need an accommodation must request one through MCC Student Access and Support Services. If you think you may need an accommodation, please contact their office to learn about the process and how to submit your documentation.

Students must reach out to [MCC Student Access and Support Services](#) – this is a student-initiated process.

Student Code of Conduct

MCC Concurrent Enrollment students are held to the same standards as all other MCC students. This includes expectations related to academic integrity, such as plagiarism, cheating, unauthorized use of generative artificial intelligence (AI), and other forms of academic misconduct.

Students are responsible for understanding these standards. Please review the [Student Code of Conduct](#) for more information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the rights of students. It prohibits the unauthorized sharing of student information and records with anyone outside the college. This will impact parents/guardians should they contact MCC for grade information. Students must reach out to MCC when requesting grading, financial, and other personal information. More information on [FERPA](#) can be found on the MCC website.

Applying to MCC as a Senior

By participating in MCC Concurrent Enrollment, you have already taken an important step by earning college credits at MCC. The next step is exploring your options for continuing your education and applying to college to pursue a certificate, associate degree, or bachelor's degree.

You are very welcome to apply to Middlesex Community College to continue your education. Remember, community colleges in Massachusetts are free for residents! Learn more [HERE!](#)

Your credits are already on an MCC transcript waiting for you. Despite having MCC credits, when you apply, please check that you are a New Student on your college application, not a Transfer Student.

[APPLY to Middlesex Community College](#)

Transferring MCC credits to another college

If you are attending another college, please have your MCC transcripts forwarded to your college. Here are the steps you need to follow.

STEP 1: Contact your academic advisor or admissions office where you will be going to college and ask them who should receive your MCC transcript to transfer your credits.

STEP 2: Request your official transcripts from MCC to be sent directly to that office. Colleges and universities will only accept official transcripts right from the college as they are sent electronically. *See the Transcripts section below for additional details and information on fees.

STEP 3: Meet with your college advisor at your college to discuss how the credits will transfer into the college.

NOTE: You should always hold onto your MCC course syllabus for each course. Sometimes your college will ask for the syllabus to review the content covered in the course.

Transcripts

Unofficial Transcripts are sent to high schools in February (Fall courses) and July (Spring and full-year courses). Students can also view their unofficial transcripts through the [MyMCC portal](#).

Official Transcripts must be requested through Parchment with MyMCC credentials. Students should request official transcripts after final grades have been submitted. An official e-transcript will be sent to the college(s) or university(s) of the student's choice. The fee is \$5, plus applicable state taxes, per electronic transcript.

Your official e-transcript will be sent to the college(s) or university(s) of your choice. You will have access to real-time, end-to-end tracking of your transcript order.

Transcripts may also be sent directly to you or any non-college recipient. The fee is \$5, plus applicable state taxes, per electronic transcript. An additional charge will be added to request a paper transcript delivered by U.S. Mail or FedEx.

[Request transcripts here!](#)

Best Practices

There are some really easy best practices that will help you succeed in this program and in college. We will keep them short and right to the point.

- Follow Deadlines – Deadlines are strict in college and for this program.
- Do not Procrastinate – Delaying means that you are giving away time.
- Use Pen – Pen is expected for all documents. Anything in pencil will be returned or not processed.
- Check your MCC email – We will communicate with you using your MCC email.
- 100% Participation
- Communicate

College Vocabulary

Sometimes, one of the biggest barriers to college success is understanding the language that professors and college staff assume students already know. Below is a short list of common college terms that may be confusing.

Associate's Degree

An Associate's Degree is typically a two-year college degree. It can prepare students to enter a specific career through a guided program of study, or it can serve as the first two years toward earning a bachelor's degree. An associate's degree is a form of higher education.

Bachelor's Degree

A Bachelor's Degree is typically a four-year college degree. It prepares students for a wide range of careers and is often required for professional jobs. A bachelor's degree is also required before pursuing a master's degree. It is a form of higher education.

Certificate Program

A Certificate Program is a short-term college program that focuses on a specific skill or career

area. Students complete one or more college-level courses and earn a credential, but not a degree. Examples include Professional Drone Operation, IT Help Desk Technician, and Emergency Medical Technician (EMT). Some certificate programs can be applied toward an associate's degree.

Dropping a Course

Dropping a course means leaving the class before the drop deadline, typically within the first month of the course. If you drop a course by the deadline, it will not appear on your college transcript and you will not be charged for the course.

Early College Designated Program

Designated Early College Partnerships are part of the Massachusetts Early College Initiative, which seeks to address systemic inequalities by supporting students who are traditionally underrepresented in higher education by offering not only dual credit programs at no cost to students or families, but also academic, non-academic, pathway, and career supports. Designated Early College programs are special partnerships between a high school and a college, where support programs are embedded into the model.

Early College Pathway

An Early College Pathway is a focused area of study that helps students explore how specific college courses connect to college majors and future careers.

FAFSA/MAFSA

The FAFSA is a federal form students complete to determine eligibility for federal financial aid such as grants, loans, and work-study for college. The MAFSA is a Massachusetts alternative for eligible non-U.S. citizens, who can access state financial aid at MA public higher education institutions. Eligible students would complete this instead of the FAFSA.

General Education Course (Gen Ed)

General Education courses, often called “Gen Eds,” are required classes that provide a broad foundation of knowledge across different academic subjects, such as math, science, English, and social sciences.

GPA (Grade Point Average)

Your GPA is the average of all the final grades you earn in your college courses. College letter grades (A–F) are converted into numbers on a scale from 4.0 to 0.0, and those numbers are averaged. Each class syllabus explains how grades are calculated, so always read it carefully and ask your professor if you have questions.

Lecture

A lecture is a part of class when the professor presents information through explanation and discussion. During lectures, students are expected to listen respectfully. If you have a question, raise your hand and ask at an appropriate time.

Major

A major is the primary subject or field of study a student chooses to focus on during their undergraduate education.

Minor

A minor is a secondary area of study that complements a student's major and usually requires fewer courses.

Satisfactory Academic Performance (SAP)

SAP means that you meet minimum academic standards, such as maintaining a required GPA and completing enough of your attempted courses. Students who do not meet SAP standards may lose eligibility for financial aid and other college opportunities.

Syllabus

A syllabus is a document created by the professor that explains how the course works. It includes course topics, learning goals, assignments, grading policies, deadlines, required materials, and weekly schedules. Many professors post the syllabus online and review it on the first day of class. Read it carefully—it is one of the most important documents in a college course.

Transcript

In high school, you receive report cards. In college, you have a transcript. A transcript is an official record of all the college courses you have taken, the credits earned, and your GPA.

Withdrawing from a Course

Withdrawing from a course means leaving the class after the drop deadline. A withdrawal will appear on your transcript as a "W." The grade of a W does not affect your GPA (grade point average) and you will not earn credit for the course. A withdrawal may impact Satisfactory Academic Progress which may negatively impact future academic or financial aid opportunities.

Important Reminder:

If you do not understand a word, concept, or assignment in class, ask your professor. If you are confused, there is a good chance other students are too.

Conclusion

We are very happy you have chosen to start your college education early with Middlesex Community College. Our concurrent enrollment program offers you many opportunities for success. We encourage you to make the most of these opportunities and we hope this student handbook helps you with your success in the program. Again, welcome to Middlesex Community College Concurrent Enrollment! We are proud of you!