



ON COURSE FOR COLLEGE

EARLY COLLEGE PROGRAMS AT MAINE'S COMMUNITY COLLEGES

HOMESCHOOL PARENT/GUARDIAN GUIDE

<https://oncourse.mccs.me.edu/>

High school-aged homeschool students may apply for early college courses through Maine's seven community colleges. Students must meet all college and course requirements and pre-requisites. Students and parents may want to explore college websites to look for career paths and full course descriptions/availability before applying through OnCourse.

1. Student creates an account at [Oncourse.mccs.me.edu](https://oncourse.mccs.me.edu/)

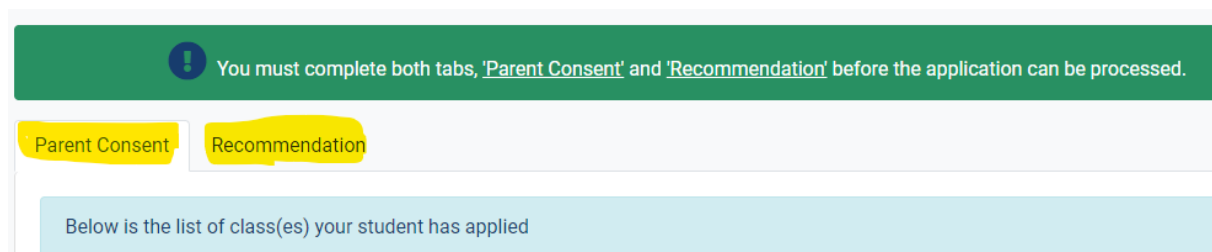
Visit for <https://www.mccs.me.edu/our-programs/early-college-programs-courses/course-college/> general information, frequently asked questions, and student directions to begin the application process.

2. The student will submit the application

After the student submits the application, the parent will receive an email with a link to the Parent Consent Form.

3. Parent Consent Form/Recommendation form

For homeschool parents there are **two** tabs. You must click on both tabs to complete the process.



The Parent Consent Form tab acknowledges FERPA limitations, credit limitations, and fee responsibility.

The Recommendation Form is what the school counselor would normally see, so the parent will be performing this role. **You must approve/not approve each course with a drop-down tab;** otherwise the application will be incomplete and therefore delayed.

Some fields below the course will be redundant or not seem applicable (e.g. “The students parent/guardian has been informed” and “the student has permission of the high school”). Please enter yes in these fields. Student GPA can be estimated. The only required fields in the recommendation section are highlighted below. Note that transcripts, standardized test scores, and other documentation are not required unless the college requests them.

Student state ID:

Enter a random, unique 9 digit number that starts with 9. Please DO NOT enter 999999999.

This is necessary in order for the automated part of the system to recognize the student as homeschooled, and automatically create a unique college ID. This process has been approved by the DOE and will not affect the free tuition opportunity.

Student State ID*

Student GPA*

Grade Level of student when taking the above course(s)*

The student has met the course prerequisites and has the permission of the high school to enroll in the course(s)*

4. Upload Documents (only if needed for prerequisites)

If additional documentation is needed (e.g. to demonstrate prerequisites have been met) or information is requested, use the upload feature and description field to provide information to help the college make a final decision about the student application. If no information is needed, you can “submit recommendation” and leave these fields blank. Parents will use the same email link to return to this page if additional information is required after the application has been submitted.

5. Submit Consent & Recommendation

After you submit the recommendation you will receive a success message. You can verify that the process is moving forward by having the student log in to their account. If the course status is “Approved” then the application will move forward. Note students should watch the “Status” area of their applications. Student/parents will be notified when the student is registered for the course or if any further documentation is necessary. When students are actually registered for the course their status will be “Registered.”

For Aspirations eligibility information see: <https://www.mccs.me.edu/our-programs/early-college-programs-courses/course-college/free-reduced-tuition-eligibility/>

For questions about specific courses and prerequisites, please contact the Early College Office at your local college: <https://www.mccs.me.edu/our-programs/early-college-programs-courses/course-college/take-a-college-course-contacts/>

Please contact mpour@mccs.me.edu if you have any questions or issues with OnCourse.