

Montgomery College

Fire Science and Emergency Services Programs

Fire and Emergency Services Management

Getting Started in the Program – Admissions Procedures

1. Apply for Admission

If you are attending Montgomery College for the first time, submit an "Online Application for Admission" together with a credit card payment of \$25 one-time, nonrefundable processing fee. If you are currently enrolled as a college student at another institution and you want to take classes at Montgomery College to transfer back credits to your current educational institution, or to transfer credits in to Montgomery College see Special Transfer Information.

Application is available at: www.montgomerycollege.edu

Designate Program of Study Code "346A" – Fire and Emergency Services Management. Program codes for the Fire Protection Technology and Fire Prevention Technology programs have not been issued as yet.

2. Complete Assessment or Placement Testing

College assessment tests are used to determine skill levels for placement in reading, English, and mathematics. All new full-time students, part-time students who seek a degree, certificate, or letter of recognition or who plan to transfer to another institution, or students who are taking a mathematics or English course must either take College assessment tests or provide documentation of previous college-level course work in these areas or documentation of appropriate scores on one of the standardized tests accepted by the institution. Students cannot schedule a time for assessment testing until an application is on file in the Admissions, Records, and Registration Office. New students whose first language is not English--U.S. citizens and residents as well as international students--must be tested for assessment of skill level in English and reading. The tests should be taken at the Rockville campus.

Who is exempt from Placement Testing?

- ◆ Students with an associate's degree or higher from a U.S. accredited college or university.
Note: Those who have been out of college for at least three years and who intend to take a math or English course are advised to take the Accuplacer.
- ◆ Students enrolling with a letter of permission from another college or university.
- ◆ Specific assessment exemptions may be made on the basis of the following criteria:
 - **English:** SATV 550 or higher; ACT 24 or higher; TOEFL 575/231 (paper and pencil/computer based test respectively.)
 - **Math:** SAT 550M or higher; ACT composite 24 or higher; (SATM 600 or higher for MA 180)
 - **English/Math:** Students who have passed a college-level (not developmental) English/math course with a C or better (English/math waivers respectively.)
 - **Additional course assessment waivers:** may be granted (and in some cases, credit awarded) on the basis of appropriate scores on specific CLEP, Advanced Placement, and SAT II exams.

Who must complete Assessment Testing?

- ◆ With certain exceptions, the following students must participate in assessment testing:
 - New, full-time students.
 - New, degree-seeking students.
 - Students planning to transfer.
 - Students taking their first math or English course.
 - Students on alert or restriction who have not taken the Accuplacer test.
 - Students enrolled in a course with a required skill level or prerequisite, who do not meet any of the exemptions.

3. Meet with the Program Coordinator

Students should contact Kathleen Dayton, Coordinator of the Fire Science and Emergency Medical Services Program (information below). You will develop an Academic Plan, assess where you stand with prior credits (if applicable), develop your schedule for the upcoming semester, and receive information on tuition reimbursement programs for Fire Science majors.

4. Meet with a Counselor

The College requires advising for **new** students. You will receive your assessment scores, learn how to register, and find out about the resources and support services of the college. Registration can take place when advising has been completed. The Counselor assigned to the program is Aggie Harrell at the Rockville campus. She is located in CAB 215. **Mention that you are in the Fire Science program.**

5. Specialized Advising Services

- ♦ Students with disabilities - contact a counselor for [Disability Support Services](#), at the Rockville campus. A separate application process with appropriate documentation is required to receive DSS services. DSS counselors will determine eligibility and accommodations.
- ♦ International students who require an I-20, contact the [International Student](#) Coordinator at the Rockville campus.
- ♦ U.S. veterans - contact the Veterans Affairs Office at the Rockville Campus, 240-567-5033.

6. Register for classes

Consult the online [Class Schedule](#) at www.montgomerycollege.edu or on this website.

7. Pay for classes

- ♦ You are responsible, both financially and academically, for all classes listed on your registration confirmation. Registration errors must be reported immediately to the Office of Records and Registration. You must officially drop any unwanted classes that appear on your record. Failure to do so does not relieve you of the financial or academic responsibility.
- ♦ Your registration is only guaranteed when payment is made by the deadline. You may also pay your tuition at the cashier's office. Failure to meet the payment deadline may result in the loss of one or more classes in your schedule.
 - Payment due dates are listed in the [Academic Calendar](#).
 - A tuition installment plan is available for the Fall and Spring terms only for those students who are degree-seeking.

8. Purchase textbook(s)

- ♦ Order your books online at www.montgomerycollege.edu/Departments/bkstores/.
- ♦ Textbooks are only available at the Rockville Campus, Campus Center, Upper Level.
- ♦ Textbooks are also available from several online sources (i.e., Amazon.com, ifsta.org).

9. Attend Classes

Montgomery College does not recognize "excused" absences. Check out the Student Handbook (available online). Some courses have mandatory attendance requirements.

For additional information, contact:

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