# How to apply for an Early College Class

Created by the University of Maine at Machias Early College.

## Step 1: Go to [explorec.maine.edu/](https://explorec.maine.edu/)

Page reads: “Welcome to ExplorEC: Your portal to Early College at Maine’s Public Universities. Please select your role to continue.”

Click on “High School Student.”

## Step 2: Click Start a New Application, or Login if you already have an ExplorEC account.

Do not create a new account if you already have one.

## Step 3: Enter your personal information

You will only have to enter this information once unless something changes.

### Fields you will be asked to provide:

* First Name
* Last Name
* Middle Name or Initial (optional)
* Preferred Name (optional)
* High School (or select homeschool)
* Social Security Number (The University of Maine System is required under IRS regulations to provide a Form 1098-T to each student enrolled in a course that offers college credit. This also includes high school students enrolled through their high school. The University is also required to request the student’s Social Security Number to include on the 1098-T)
* High School Graduation Year
* Email
* Create Password
* Date of Birth
* Gender
* Cell Phone Number (optional)
* Text message opt-in (optional)
* Parent/Guardian First Name
* Parent/Guardian Last Name
* Parent Email (optional)
* High level of education that parent/guardian 1 completed (optional)
* High level of education that parent/guardian 2 completed (optional)
* Mailing address (optional)
* Ethnicity (optional)
* Check that you reviewed your application carefully and that you entered your personal email address correctly (and did not use a high school email account). Failure to check and respond to your email may impact your application and registration status. Verify that you typed your name, address, and birthdate correctly. This information will be used to create a PERMANENT university transcript and must be accurate.

## Step 4: Read and Sign the Student Agreement

### Student Agreement:

By signing below I am acknowledging that I am enrolling in courses I am eligible for. Each student is responsible for his/her own conduct and agrees to adhere to the Student Code of Conduct while participating in Early College programs. The [Student Code of Conduct](https://www.maine.edu/board-of-trustees/policy-manual/section-501/) and Early College guidelines from each campus are provided to inform and educate students about their rights and responsibilities and appropriate community standards of the University. Violation of the Student Code of Conduct is subject to University enforcement and possible sanctions, up to and including dismissal from University programs.

GRADES

I understand all grades become a permanent part of my college transcript. The University will provide my grades to my high school so that my courses will also be reflected on my high school transcript. I understand I may request a copy of my university transcript.

TUITION & FEES

I understand that I may be eligible for up to 12 tuition-free credits per academic year between all public institutions (including the University of Maine System and Maine’s Community Colleges) under the Aspirations Program operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits I must meet minimum eligibility criteria established by [DOE](https://www.maine.gov/doe/learning/highered/earlycollege/eligibility), which includes without limitation being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit.

I understand and agree that I shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if I am not eligible for participation in the Aspirations Program.

DROP/WITHDRAW FROM A COURSE

I understand that as an Early College student, I am included in the University’s FERPA (the Family Educational Rights and Privacy Act) policy. My education records (including course grades and payment information) will be kept confidential and will only be shared with my permission or under provisions of the law. My parent(s) or guardian(s) will not be able to access my records unless I complete the FERPA waiver form and assign 4 digit PIN (personal identification number) to each person and share that number with them By signing below, I authorize the appropriate offices or personnel within Maine's Public Universities for the purpose of monitoring my education, to release information regarding my Educational Records which include: Academic, Financial Aid, Billing, Student Employment and UMS Student Code of Conduct information. I further consent to my Educational Records being released to appropriate administrators of my high school and the Maine Community College System for the purposes of recording grades on my transcripts, managing appropriate tuition reimbursement from the DOE, facilitating course selection, counseling, and reducing duplicate course enrollment.

\*BRIDGE ACADEMY

\*The following applies only to parents with students participating in the Bridge Academy program: Bridge Academy students will be responsible for paying a tuition rate of $40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.

## Step 5: Apply for Classes

Important: Students may earn up to 12 tuition free credits total per year at all public institutions. This total includes courses at Maine's Public Universities and Community Colleges combined. (Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.)

1. Select “Apply for Classes” from sidebar menu.
2. Use the form to search for classes. Please use the form to search for classes. You must select a TERM and narrow the search by selecting a SUBJECT, CAMPUS, or LOCATION (or Web/Online).
3. Select your course(s) and time as applicable. Make sure you meet the prerequisites! Prerequisites are requirements that must be met before a student can enroll in a specific course. If you have not met the prerequisites for a course then you will not be registered for that class.

## Step 6: Fill out FERPA Consent (Optional)

Include parents, guardians, and/or family members. This form is optional for students 16 and older, but is strongly encouraged. You do not need to include school counselors or teachers.

### FERPA Statement:

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as Amended, Maine's Public Universities will not release student grades, schedules, or financial information to parents, or others, unless permission is given by the student. You are encouraged to enter the name of parent(s) or guardian(s) that you wish to grant permission to access your education records (including course grades and payment information). You must also assign a 4 digit PIN (personal identification number) to each person and share that number with them. When your parent or guardian or counselor calls the EC Administrator, they will need to provide their PIN for verification purposes. This authorization will remain in effect until it is revoked in writing.

By signing below, I authorize the appropriate offices or personnel within Maine's Public Universities for the purpose of monitoring my education, to release information regarding my Educational Records which include: Academic, Financial Aid, Billing, Student Employment and UMS Student Code of Conduct information. I further consent to my Educational Records being released to appropriate administrators of my high school and the Maine Community College System for the purposes of recording grades on my transcripts, managing appropriate tuition reimbursement from the DOE, facilitating course selection, counseling, and reducing duplicate course enrollment.

## Step 7: Parent/Guardian Consent

### Option 1*:* Request Parent Consent

Select “Request Parent Consent”, enter parent/ guardian name & email address. An Email will Be Sent to your Parent or Guardian with a Link To The Consent Form.

### Option 2: Sign Parent Consent Now

Select “Sign Parent Consent” & have your parent/guardian sign now.

### Parent/Guardian Consent Form:

I agree to enroll my student in the Early College Program at the University. I agree to abide by the guidelines of the Early College Program as well as the University policies and procedures.

\*GRADES

I understand all grades become a permanent part of the student’s college transcript.

\*TUITION & FEES

I understand that my student may be eligible for up to 12 tuition-free credits per academic year between all public institutions (including the University of Maine System and Maine’s Community Colleges) under the Aspirations Program operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits my student must meet [minimum eligibility criteria](file:///C:\Users\amy.l.hubbard\Downloads\=%22https:\www.maine.gov\doe\learning\highered\earlycollege\eligibility) established by DOE, which includes without limitation my student being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit. I understand and agree that I or my student shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if my student is not eligible for participation in the Aspirations Program.

\*DROP/WITHDRAW FROM A COURSE

I understand that my student must use the Class Application or Drop/Withdraw Tab in ExplorEC to in order to drop a course within the add/drop period or the course will appear on the college transcript.

\*FERPA

I understand that my Early College student is included in the University’s FERPA (the Family Educational Rights and Privacy Act) policy. The student's education records will be kept confidential and will only be shared if the student completes the FERPA waiver form and provides me with the PIN (personal identification number) chosen by the student. If my student completes the FERPA waiver form, I understand I will need to provide the PIN for verification purposes when I call the EC Administrator.

\*BRIDGE ACADEMY

\*The following applies only to parents with students participating in the Bridge Academy program:

Bridge Academy students will be responsible for paying a tuition rate of $40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.

## ExplorEC Menu

The menu on the left hand side of the screen will help you keep track of your progress as each step in the application process is completed.

Menu includes:

* Home
* Apply for Classes
* Drop/WD Requests
* FERPA Consent Optional
* Parental Consent
* My Profile
* Manage Password
* Logout

Once you have completed a step a checkmark will replace the caution symbol.

If you need to change any of your contact or other information, select “My Profile”.

The next time you visit the ExplorEC portal, you can login using your email address and the password you just created.

## Step 9: Approval by Your School Counselor

This is the last step. They have their own portal which lists the applications for all their students. They can approve or not approve any application.

## ExplorEC Application Process Summarized:

Student + Parent/Guardian + School Counselor = Complete Application.

The Early College Office gets an email that your application is complete, registers you for the class in MaineStreet, and sends you a confirmation email. Incomplete applications WILL NOT be processed!

## What if I change my mind or my class is too hard or something comes up and I can’t do my work?

2 weeks to drop - The class will not show up on your transcript and if you paid any money you will be refunded.

12 weeks to withdraw - The class will show on your transcript with a grade of a “W” for Withdraw.  You will not get a refund.

Use ExplorEC to Drop or Withdraw. Select “Drop/WD Requests” from the sidebar menu.

Page reads: To drop or withdraw from a course, please check the class status in the Class Applications Tab. If the course status is “APPLIED”, you may remove the course on your own in that tab. If the course status is "APPROVED" or "REGISTERED" you must use this form to DROP or WITHDRAW from a course.

DROP - remove class during the add/drop period, before classes start or within the first days of the new semester, course does not appear on the college transcript,

WITHDRAW - remove class after the add/drop period, during the semester, course will appear on the college transcript

Once you submit your request, the Early College Administrator and School Counselor will be notified, and you will receive an email when your request is processed.

Page form includes:

* select the class
* explain why you want to drop or withdraw from the course.

## Important Things to Remember

* Check your @maine.edu email EVERY DAY!!
* Answer your instructor’s emails. (And if they don’t email you back within a couple days can contact the Early College Administrator at your campus: www.maine.edu/students/early-college/contact-information/ )
* You will be treated EXACTLY like every other college student. You must follow all the same policies & procedures & meet the same deadlines.
* Reach out IMMEDIATELY if you need help!!
* Everything you need to know is on the UMS Early College Web Page: www.maine.edu/students/early-college/
* or you can contact the Early College Administrator at your campus: www.maine.edu/students/early-college/contact-information/