



November 2024

Dear Parent or Guardian:

The College of Southern Maryland (CSM) and St. Mary's County Public Schools have partnered to offer your student a great educational opportunity through the Dual Digital Media Production (DMP) Program. Through this program, your student has a chance to earn both college and high school credits for their Introduction to TV/Video Production course that they are currently enrolled in at the Dr. James A. Forrest Career and Technology Center.

The Dual Digital Media Production Program is a way for your student to get an early start on their college education. Dual enrolled students can take TV/Video Production in high school and receive college credit for the equivalent Digital Media Production course at CSM. Dual classes are transferable, college-level courses, which means that the credits can be evaluated for transfer to a four-year college or university.

**Students should be aware of the following criteria regarding participation in the Dual Digital Media Program:**

1. The final grade that is reflected on the student's CSM transcript for the dual enrollment credit will consist of three projects (60%), high school coursework (30%) and a final exam (10%).
2. The grade that students receive from their high school course **may be different** from the grade reflected on their CSM transcript.
3. The cost of the dual course will only be covered by SMCPSS for students who meet the College and Career Readiness (CCR) criteria or participate in the Free and Reduced Meals (FARM) program. This course will count towards the four-course coverage limit for the academic year by SMCPSS. The dual cost of the class will be the responsibility of those students who do not meet the CCR or FARM criteria or who exceed the four-course coverage limit for the academic year.

**To register for the Dual Digital Media Production Program, your student must do the following:**

1. Create and confirm an account at <https://csmd.dualenroll.com>.
2. After the account is confirmed, the student will complete the Dual Enrollment application within <https://csmd.dualenroll.com>.
  - The student's Social Security Number is **required** to complete course registration. Please include it on the Admissions Application.
  - Please make sure the student regularly checks the email address they included on their application. **Also, please have the student use a personal email address and not a school email address.**
3. After submitting the application, students will be able to search through available dual enrollment courses. Students will look for the DMP-1010 course under course options and choose the section with their high school TV/Video Production teacher. A step-by-step guide can be found at [csmd.edu/dualenrollment](https://csmd.edu/dualenrollment).
4. Once the registration request has been submitted, the high school TV/Video Production teacher will receive a request for their approval. Those approved students will be registered for the college course by CSM Admissions. The participation deadline is **January 24, 2025**.
5. The student will receive a registration confirmation by email once enrolled into the college course.

We hope that you share in our excitement about this opportunity provided by St. Mary's County Public Schools and the College of Southern Maryland. If you would like more information about the Dual Digital Media Program, please feel free to contact the Admissions Department at 301-934-2251, option 0.

Sincerely,

A handwritten signature in black ink, appearing to read "Latasha Baker".

Latasha Baker  
Assistant Director  
Admissions Department

**College of Southern Maryland**

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