

Dual Enrollment Signature Form



Students applying for Dual Enrollment are required to fill out the Application for Admission online or by paper and answer “yes” to the questions on the application about being a current high school student and taking classes at HCC while in high school. Applications are not complete until this document is signed by the student, parent/guardian, and the student’s Curriculum Coordinator.

Admissions and Registration Process Checklist

1. Complete an Application for Admission.
 2. Meet with your Curriculum Coordinator or Guidance Counselor to discuss appropriate classes.
 3. Submit this completed Signature Form in person at the Office of Admissions and Advising (RCF 242) or by email to admissions@howardcc.edu.
 4. Complete placement testing or submit proper documentation for exemptions (SAT Scores, ACT Scores, CLEP, or AP Scores) as needed to an HCC Outreach Advisor.
 5. Meet with an HCC Outreach Advisor to discuss classes and scheduling.*
 6. Register for classes online through Student Planning or in person at the Office of Records, Registration, and Veterans’ Affairs.
- *Recommended, not required for 11th and 12th grade students.

8th-10th grade students: Admission is considered on an individual basis. Meeting with an HCC Outreach Advisor for a pre-admission interview is required along with documentation supporting outstanding ability. Accepted documentation may include proof of gifted and talented ability, test scores, recommendations, portfolios, awards, and placement scores. A signed addendum is also required and will be provided at the interview.

Student Information

Please Note: High school students are not eligible for Financial Aid prior to completing a High School Diploma.

Print Name:	Date of Birth:
Address:	Email:
City, State, Zip Code:	Phone Number:
High School and Graduation Year:	Anticipated Start Term:
<p>Student Statement:</p> <p>I agree to comply with and abide by all of Howard Community College’s policies and regulations, including the college’s Student Code of Conduct.** I understand that failure to do so can lead to sanctions such as suspension and/or dismissal. I recognize that it is my responsibility to notify the Office of Admissions and Advising of any changes in the information that I have provided on my application. Upon the request by a designated college official, I agree to provide evidence of the information on my application. I recognize that the transferability of these credits is not guaranteed and that it is my responsibility to request transcripts from HCC for use at other higher education institutions. I understand that by registering for college courses, I am responsible for my own coursework as well as the applicable tuition, fees, and books.</p> <p>** HCC’s policies and regulations can be found in the Student Handbook (http://www.howardcc.edu/student-life/student-handbook/index.html).</p> <p>Student Signature: _____</p>	<p>Parent/Guardian Statement:</p> <p>I am aware of and support my student’s plan to attend HCC. I understand that in the accordance of Family Education Rights and Privacy Act (FERPA) policies, HCC may not release academic or other student record information to anyone other than the student, regardless of the student’s age. For questions and exceptions to FERPA, please contact the Office of Records, Registration, and Veteran’s Affairs or visit www.howardcc.edu/FERPA.</p> <p>Parent/Guardian Signature: _____</p> <p>Curriculum Coordinator Statement:</p> <p>A review of the student’s record indicates that the student is making adequate progress towards high school graduation requirements and should be considered for admission to Howard Community College as a Dual Enrollment Student.</p> <p>Cumulative GPA: _____ Date: _____</p> <p>Curriculum Coordinator Signature: _____</p>