The Dual Credit/Enrollment program allows eligible high school students to earn college credit toward a degree while still in high school.

Procedures/Requirements:
1. Student must be at least 16 years of age.
2. Student must complete a Heartland Community College Application and a Dual Credit/Enrollment Application.
3. Student must meet the criteria for course enrollment through:
   - Basic Skills Assessment (Placement Test) OR ACT score
   - Course prerequisites
4. Student must receive approval from a high school official (principal or guidance counselor) and obtain his/her signature on the dual credit/enrollment application.
5. Student enrollment cannot exceed 9 credit hours per semester unless prior written approval is received from the high school administrator AND the Vice President of Instruction for Heartland Community College.
6. Pay applicable tuition and fees
7. Student will be held to all requirements, policies and procedures of other Heartland students, including grading standards and student codes of conduct.

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR/PRINCIPAL

Will the student be receiving high school credit for course(s)?
(As determined by high school administration)

□ YES   □ NO

I believe this student has the ability to benefit from college instruction and has chosen to enroll in a course appropriate to his/her educational objectives, and has the ability to conduct himself/herself in a manner consistent with college-level expectations. I signify that this high school student is in good standing.

Signature________________________________________ Title______________________________________

Printed Name____________________________________ Phone_____________________________________

Date____________________________________________ E-mail ____________________________________

TO BE COMPLETED BY STUDENT

Name_____________________________________________ HCC ID# ______________________

SS#_____________________________________________ Date of Birth ____________________ Age________

Address_______________________________________________________________________________________

City___________________________________ Zip code___________________ Phone _________________

Email Address _________________________________________________________________________________

High School_______________________________ Grade level __________ Expected Graduation Date_______
I have received a copy of the Heartland Community College Dual Credit Handbook. I am aware that it contains the policies and procedures regarding dual credit and/or dual enrollment that are relevant to me, including how this college credit may affect me in the future.

Student Signature ______________________________ Date ________________

**Student Release of Information**

Heartland Community College has my permission to share information regarding my performance with my parents/guardians and/or high school.

Student Signature __________________________________ Date ________________

Email Address __________________________________________ Date ________________

Parent/Guardian's Name __________________________________________

Parent/Guardian's Address _________________________________________

**Student Course Enrollment**

<table>
<thead>
<tr>
<th>Fall/Sprg/Summer 2020</th>
<th>Fall/Sprg/Summer 2020</th>
<th>Fall/Sprg/Summer 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix and #:</td>
<td>Course Prefix and #:</td>
<td>Course Prefix and #:</td>
</tr>
<tr>
<td>Section #:</td>
<td>Section #:</td>
<td>Section #:</td>
</tr>
<tr>
<td>Course Code:</td>
<td>Course Code:</td>
<td>Course Code:</td>
</tr>
</tbody>
</table>

**For HCC Use Only**

| Authorizing Signature: __________________________ Date: ________________ |

**Please Date and Initial for Validation:**

1. [ ] Dual Credit  [ ] Dual Enrollment
2. [ ] Application Date ________________  [ ] Transcript Received ________________
3. [ ] Assessment:
   - ACT Sub scores: English ______ Reading ______ OR
   - Compass Placement: English ______ Reading ______
4. [ ] Enrollment Completed & Validated ________________  [ ] PeopleSoft Group ________________

August 26, 2009