



HEARTLAND COMMUNITY COLLEGE

Early Admission Request Application

The early admission process at Heartland Community College exists to provide procedure for students and parents in requesting an exception to the admission requirements. This process does not apply to students who are participating in dual enrollment/credit programs offered in the high schools as admissions are handled separately.

Decisions for early admission and student enrollment are made on a case-by case basis and if approved are limited to one (1) academic class during their first term at Heartland Community College.

Procedures:

1. Complete the Early Admission Request Form
2. Obtain 2 letters of reference that address the students' maturity level and the student's ability to be successful in an adult setting.
3. Submit transcript of schoolwork listing all courses taken and grades received.
4. Take Heartland Community College's full battery of basic skills assessment.
Basic Skills Assessment includes reading, English and mathematics. The student must assess into college level (100 level and above). Students Assessing into developmental courses will not be considered for early admission.
5. Make an appointment to meet with the Academic Advisor for Accelerated College Enrollment. One parent/guardian and the student must attend this meeting.
6. Permission must be granted by the Associate Dean of the division in which the course has been requested.
7. If early admission is approved:
 - Student will be required to complete the HCC application for admission.
 - Enrollment may take place no sooner than the published first day of open enrollment and no later than the published last date of open enrollment for any term.
 - Payment deadlines apply.
 - All college policies and procedures apply in the same manner as any other college student.

TO BE COMPLETED BY STUDENT

Name _____

SS# _____ Age _____

Address _____

City _____ Zip code _____

Phone _____ Birth date _____

High School _____

Grade level _____ Expected graduation date _____

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR/PRINCIPAL

Semester 200__
Course Prefix _____
Course Number _____
Section Number _____
Date _____

Will the student be receiving high school credit for course(s)?

yes **no**

I believe this student has the ability to benefit from college instruction and has the maturity level to conduct himself/herself in a manner consistent with college-level expectations.

Signature _____ Title _____

Printed name _____ Phone _____

Date _____

For Office Use Only: *Date and Initial as Validated*

Dual Credit _____ *Dual Enrollment* _____

Transcript Received _____ HCC ID # _____

Assessment met _____ PS Group _____

Enrollment Validated _____