



HEARTLAND COMMUNITY COLLEGE

Dual Credit/Enrollment Form

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 _____

Parent/Guardian's Name _____

Parent/Guardian's Address _____

Student Course Enrollment

Fall/Sprg/Summer 20 _____	Fall/Sprg/Summer 20 _____	Fall/Sprg/Summer 20 _____
Course Prefix and #: _____	Course Prefix and #: _____	Course Prefix and #: _____
Section #: _____	Section #: _____	Section #: _____
Course Code: _____	Course Code: _____	Course Code: _____

For HCC Use Only

Authorizing Signature: _____ Date: _____

Please Date and Initial for Validation:

- ☐ Dual Credit ☐ Dual Enrollment
- ☐ Application Date _____ ☐ Transcript Received _____
- ☐ Assessment:
ACT Sub scores: English _____ Reading _____ **OR**
Compass Placement: English _____ Reading _____
- ☐ Enrollment Completed & Validated _____ ☐ PeopleSoft Group _____