



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. Completed forms can be uploaded into the “supplemental items” section of your application. Please contact admissions@howardcc.edu if you have any questions.
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. Register for classes online through Student Planning or in person at the Office of Records, Registration, and Veterans' Affairs.

8th–10th Grade Students

Admission is considered on an individual basis. 8th through 10th grade students admitted into HCC will be in an adult learning environment, where the average age is 22 and older students are present. Course content may include adult subject matter without modification for younger students. Additionally, students must meet all course prerequisites and adhere to the academic standards set by faculty. The college does not provide transportation or assume parental responsibility while students are on campus, and parents may not attend classes unless also enrolled. Additionally, student records are protected under FERPA, meaning the college cannot disclose information without the student's consent. By signing this document you have reviewed and agree to these policies.

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: _____

Student Statement

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 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.

HCC's policies and regulations can be found in the [Student Handbook](#).

Student Signature: _____

Date: _____

Parent/Guardian Statement

I am aware of and support my student's plan to attend HCC. I understand that in accordance with the 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.

Parent/Guardian Signature: _____

Date: _____

Curriculum Coordinator Statement

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.

Cumulative GPA: _____

Date: _____

Curriculum Coordinator Signature: _____