Enrollment Procedures:

1. Work with your U-High counselor and have their final approval.
2. Fill out a Heartland Community College application if this is your first HCC class.
3. Submit the application, along with your transcript to HCC and take the Basic Skills Assessment Test if required.
4. Meet with a HCC advisor, provide the permission letter, and register for your class.
5. Once registered with HCC, fill out the course information listed below.
6. Complete the attached Dual Enrollment/Credit Program Application. Early Completion Grade Form and the Release of Student Information form and submit them to the HCC advisor.
7. If for any reason you drop this course, notify the Counseling Center immediately and follow the deadlines and procedure at HCC for dropping a class.

Date: ________________________

Student Name: ____________________________________________ Grade: 10 11 12

Student Email: ____________________________________________ Phone: __________

Course Information:

Semester (circle one): Fall Spring Summer

Choice of Credit: College Credit Only ☐ College and High School Credit ☐

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Semester Hours</th>
<th>Course Title</th>
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<th>Days</th>
<th>Time</th>
<th>Building/Room</th>
<th>Instructor Name</th>
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Required Signatures:

Student: ____________________________________________ Date: ________________

Parent/Guardian: ____________________________________________ Date: ________________

HCC Advisor: ____________________________________________ Date: ________________

Counselor: ____________________________________________ Date: ________________

Completed form must be returned to your counselor within the first three (3) days of a semester.
HEARTLAND COMMUNITY COLLEGE
Dual Enrollment/Credit Program Application

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

Procedures:
1. Student must complete a Heartland Community College Application and a Dual Enrollment/Credit Program Application.
2. Student must meet the basic skills criteria for course enrollments through assessment or ACT scores.
3. Student must receive approval from a high school official and obtain their signature on the dual enrollment/credit application.

TO BE COMPLETED BY STUDENT

Name ________________________  HCC ID#________________________
SS# ________________________  Age ________________________
Address _________________________________________________________
City ________________________  Zip code ________________________
Phone ________________________  Birth date ________________________
High School ________________________  University High School

Grade level _________________  Expected graduation date ________________

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR/PRINCIPAL

Student's ACT Sub score:  English_____  Reading_____
Semester 200       Semester 200       Semester 200
Course Prefix_______  Course Prefix_______  Course Prefix_______
Course Number_______  Course Number_______  Course Number_______
Section Number_______  Section Number_______  Section Number_______
Date__________________  Date__________________  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 ability to conduct himself/herself in a manner consistent with college-level expectations.

Signature_________________________________________Title______________________________________
Printed name________________________Phone__________309-438-5691
Date______________________________
Dual credit/enrollment acceptance will be based on the following:

- High school students may apply to take college-level courses if they are a junior or senior, have met the required stated and unstated prerequisites of the course, are at least 16 years of age or older. Students must be currently attending a recognized Illinois high school and be in good standing.
- Students may enroll in a maximum of nine college-level dual credit/enrollment credit hours per semester (if approved by appropriate high school official). Students may NOT enroll in courses that are numbered sub-one hundred for dual credit/enrollment.
- Students will be held to all the requirements, policies and procedures of Heartland students, including grading standards and student code of conduct.
- The type and amount of credit given by the high school toward high school graduation is the sole purview of the high school. College credits and grades earned are recorded on the student’s Heartland permanent transcript.
- Dual credit/enrollment students admitted under this program do not qualify for financial aid and are considered course enrollees. Performance in dual credit/enrollment courses may have short-term and long-term implications on future financial aid eligibility. For additional information, contact the office of Financial Aid at (309) 268-8020.

Release of Information to be signed by student:

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

Student’s Signature_________________________ Date___________

Parent/guardian’s name and address:
________________________________________________________________________
________________________________________________________________________

For Office Use Only:  Date and Initial as Validated
☐ Dual Credit_______________  ☐ Dual Enrollment ______________
☐ Transcript Received _____________  ☐ ACT___________________
☐ Assessment met _________________  ☐ PS Group______________
☐ Enrollment Validated_____________
HEARTLAND COMMUNITY COLLEGE

EARLY COMPLETION GRADE FORM

Student Name ______________________ Social Security # ______________________

Semester course was taken: Semester ______ Year ________

Course Prefix _______ Course # _______ Term section if Open Learning _______

Midterm grade _________ Final grade _________

I hereby certify the above listed student has completed all requirements to receive a Midterm and Final grade.

Instructor Name ________________________________

Instructor Signature ___________________________ Date __________________

Records Office Use Only.

Posted Date ______________

Records Office Signature ____________________________