

## Dual Enrollment: ELIGIBILITY

Regular attendance in high school is extremely important and plays a pivotal role in the approval process for dual enrollment.

Students applying for Dual Enrollment may choose:

- dual credit (earning both high school and college credit) **OR** college credit only.

To be eligible, a student must:

- be currently enrolled as a junior (third year cohort) or senior (fourth year cohort) in a Harford County Public High School and have earned at least 16 credits.
- meet the **CCR standard\*** as determined by MSDE. (see information below)
- meet pre-requisites (if required) as determined by Harford Community College.

Students not meeting the CCR standard\* may choose to have their application reviewed if they meet the other eligibility standards **AND**:

- have a 2.0 unweighted GPA **AND** a minimum of 90% attendance for the current and prior school years.

\* COLLEGE and CAREER READY (CCR)

CCR describes the level of preparedness required for engaging in college-level courses or entry-level work experiences. In Maryland, to be designated as CCR, students must meet one or more of the following criteria:

**OPTION 1:** Meet the CCR Standard by demonstrating both Academic Success and Math Mastery. Academic Success is achieved by earning a high school GPA of 3.00 or higher. Math Mastery may be achieved by either earning a final course grade of A, B, or C in Algebra I, **OR** by scoring Proficient or above on the Algebra I MCAP assessment.

**OPTION 2:** Meet the CCR Standard by scoring Proficient or above on BOTH the English 10 MCAP assessment **AND** the Algebra I MCAP assessment.

## Dual Enrollment: COSTS

Eligible HCPS students may enroll in dual enrollment classes at **ZERO COST** to the student and family.

All students who have been approved for a tuition waiver through SEO receive free tuition, fees (consolidated, course, and direct access), and textbooks (through the College Book Rental program). Books can be picked up from the College Store, located in the lower level of the Harford Community College Student Center.

## Dual Enrollment: STEPS to BEGIN

### STEP ONE



- Meet with your school counselor, share your plans for Dual Enrollment and discuss whether placement testing is needed. (See CCR requirements.)

- Complete the **HCPS Application for Approval\* (SEO)**
  - <https://studentplanner.hcps.org/>
  - Login with your student.hcps.org account.
  - Select Enrollment Options.
  - Select Dual Enrollment.

- Monitor your HCPS email to receive your **approval from HCPS**, allowing you to continue the registration process. [approx. 2 weeks]

**QUESTIONS?** Contact your school counselor.

### STEP TWO

Wait for response.

- Wait for your **acceptance email** from Harford Community College's Admissions team.
  - Your acceptance will arrive via the email you provided on your HCPS Application for Approval (SEO).

- Even though you still have not secured your classes, the **acceptance email** confirms you are officially a Harford Community College student. Carefully read and follow the instructions to set up your OwlNet\* and OwlMail account. [approx. 3-5 bus. days]

\*OwlNet is Harford Community College's online portal where your student will receive email (OwlMail) and all important communications from the College.

**QUESTIONS?**  
dualenrollment@harford.edu

### STEP THREE



- Set up your OwlNet\* and OwlMail account using instructions found in your **acceptance email**. [less than 1 hour]

After this point, all communication with the College will be sent to your OwlMail account, **NOT** the email account provided on your HCPS Application for Approval (SEO).

- Continue to monitor your Harford Community College email (OwlMail) for a **choose your class(es) email** from dualenrollment@harford.edu. [beginning in April for fall classes\*]

**IMPORTANT!** Respond to this email by the indicated deadline and provide the CRN of the class(es) you choose to take. Those taking multiple classes must respond to EACH email they receive. **If you do not complete this step, you will NOT be registered for your class(es)!**

- Once you have provided the College with the CRN(s), a **registration confirmation email** will follow to confirm your registration, class(es) and schedule. [within 1 week]

**DON'T FORGET!**

Visit the **College Store** (lower level, Student Center) to get your books. bookstore@harford.edu

Visit the **College Library Circulation Desk** (2nd fl.) to get your Student ID. [go.harford.edu/library](http://go.harford.edu/library)

[approx. 1 hour]

**QUESTIONS?**  
dualenrollment@harford.edu

\* beginning in November for spring classes



**Be aware of deadlines!**

Keep track of assignments and stay on top of your studies. It is more difficult to make up missed work in a college course.

**Tips to help you succeed in college.**

**The number one indicator of success is attendance!**

That means not missing class unless absolutely necessary and reaching out to your instructor and classmates to make up what you missed.

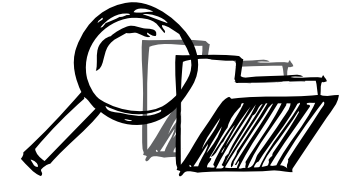
**Before classes begin:**

- Attend Dual Enrollment Orientation and familiarize yourself with the campus, services, and OwlNet.
- Look at the Academic Calendar [go.harford.edu/calendar](http://go.harford.edu/calendar) and add important dates to your calendar or phone. Remember that the College's days off aren't always the same as HCPS!
- Email your instructor and introduce yourself. It breaks the ice and opens a valuable line of communication.

**After classes begin:**

- Use Brightspace and OwlNet to check assignments and grades.
- Attend faculty office hours in person or virtually. It's a great checkpoint to make sure you're staying on track and is a valuable resource for help.
- Communicate with instructors about absences from classes, help with assignments, and/or general College information.
- Be open to new things. Meet your classmates and get involved. You're in this together!

## DUAL ENROLLMENT TIMELINE



**RESEARCH DUAL ENROLLMENT OPTIONS** with parents and school counselors during sophomore and junior year.



**APPLY FOR DUAL ENROLLMENT AT HCPS** when the application opens in the spring for both fall and spring semesters.



**FINALIZE REGISTRATION AT THE COLLEGE** prior to the end of the school year for fall classes and prior to winter break for spring classes.



**REVIEW CLASS SYLLABUS and START DATES.**



**VISIT THE COLLEGE STORE** to pick up your **FREE** books prior to the start of your class.



**BEGIN CLASSES as a HARFORD FIGHTING OWL!** September or January start