Dual Enrollment
Harford County Public Schools
Spring 2022
## Dual Enrollment Vocabulary

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Enrollment</td>
<td>Student enrolled in a high school and college at the same time.</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>College course earns both high school credit and college credit.</td>
</tr>
<tr>
<td>College Credit only</td>
<td>College course earns college credit only.</td>
</tr>
<tr>
<td>Part-time Dual Credit</td>
<td>Dual enrolled student with HCPS approval to be enrolled in high school courses part-time and enrolled in college courses part-time. The college courses meet the remaining high school requirements.</td>
</tr>
<tr>
<td>Senior Waiver</td>
<td>Dual enrolled student with HCPS approval to take only college courses.</td>
</tr>
<tr>
<td>Part-time College Credit only</td>
<td>Dual enrolled student with HCPS approval to be enrolled in college courses part-time. The college courses do not meet high school requirements and earn only college credit.</td>
</tr>
<tr>
<td><strong>Dual Enrollment Vocabulary</strong></td>
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<tr>
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<tr>
<td><strong>Completer Program</strong></td>
<td>Maryland high school graduation requirement students must complete. (Students can utilize Dual Enrollment to fulfill many courses in a completer program.)</td>
</tr>
<tr>
<td><strong>CTE</strong></td>
<td>Career Technical Education is a content (subject) area for high school completer program requirement.</td>
</tr>
<tr>
<td><strong>Transfer Pathway</strong></td>
<td>College course(s) credit in a series of course that will transfer into a college or university.</td>
</tr>
<tr>
<td><strong>Early College Program</strong></td>
<td>Partnership between a high school, college, and potential community organizations offering students a high school program meeting graduation requirements while concurrently earning college credits towards a degree.</td>
</tr>
<tr>
<td><strong>Cohort</strong></td>
<td>Group of HCPS students, sometimes by a school, scheduled to the same section of an HCC course. The course could be online or face to face.</td>
</tr>
</tbody>
</table>
HCPS-HCC Dual Enrollment

College Course or Transfer Pathway

Dual Credit

College Credit only

Face to Face on HCC Campus

Online (asynchronous) via HCC Blackboard
**Dual Credit vs. College Credit Only**

<table>
<thead>
<tr>
<th>Dual Credit</th>
<th>College Credit only</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Aligned to high school standards.</td>
<td>• Earns college credit.</td>
</tr>
<tr>
<td>• Must be pre-approved through HCPS.</td>
<td>• Transfers to most colleges or</td>
</tr>
<tr>
<td>• Meets high school credit requirements.</td>
<td>universities.*</td>
</tr>
<tr>
<td>• Refer to HCPS Student Education Planning Guide.</td>
<td>• Earns no high school credit.</td>
</tr>
<tr>
<td>(<a href="https://www.hcps.org/sepg/">https://www.hcps.org/sepg/</a>) for list of approved courses.</td>
<td></td>
</tr>
</tbody>
</table>
Dual Credit Courses: Earn high school and college credit

See the full list here on SEPG!

https://www.hcps.org/SEPG/docs/HarfordCountyPublicSchoolsandHarfordCommunityCollegeDualCreditGuide.pdf
Dual Enrollment Costs

- Tuition
  - Full price
  - Waiver Discount for GPA 2.4+ (unweighted)
  - Free based on eligibility for Free and Reduced Meal Status

PLUS

- Consolidated Fees
  - Presidential Grant awarded to cover fees for Free and Reduced Meal Status eligible

- Books
  - Scholarships may be available through HCC for eligible students. Please discuss with HCC financial aid office (cashier@harford.edu).

HCC assistance: cashier@harford.edu

Scan for the HCC Tuition Estimator Calculator

Spring 2022
First Four (4) Dual Enrollment Courses without GPA Discount

- HCC charges:
  - $135 tuition per credit hour and $27 consolidated fees per credit hour.

Example for a 3-credit course like ENG101

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$135 x 3 = $405</td>
</tr>
<tr>
<td>Fees</td>
<td>$27 x 3 = $81</td>
</tr>
</tbody>
</table>

Tuition and Fees Total with no discount $486

- Plus, book costs – varies by course
First 4 Dual Enrollment Courses* with GPA Discount

- 33% tuition discount from HCC and HCPS:
  - $90.45 tuition per credit hour and
  - $27 consolidated fees per credit hour.

Example for a 3-credit course like ENG101

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$90.45 x 3 =</th>
<th>$271.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$27 x 3 =</td>
<td>$81</td>
</tr>
<tr>
<td>Tuition and Fees Total with discount</td>
<td>$352.35</td>
<td></td>
</tr>
</tbody>
</table>

- Plus, book costs – varies by course
- HCC applies discounts 1-2 weeks before final payment is due per term.

*Note: Please be aware after the first four (4) courses, there is less of a discount and the cost increase. This is subject to change per HCC.
What is the process?

Meet
• Meet with Counselor to discuss options.

Discuss Costs
• Discuss tuition discount eligibility.

Complete Application
• Complete the HCPS Dual Enrollment Application: Intended courses, FERPA, student and Parent/guardian letters.

Await Approval
• Await approval: Counselor, Principal, Executive Director of Secondary School Instruction and Performance.

Contact HCC
• Contact HCC Admissions Advisor to finish HCC application.

Set up
• Set up OwlNet account to regularly monitor HCC communication.

Register
• Register for courses with HCC Admissions Advisor.

Pay Tuition
• Pay tuition for course(s) at HCC.

Purchase books
• Purchase books and materials as applicable.

Participate
• Participate in an orientation with HCC if applicable.

Begin Class
• Begin college class.

This begins the HCC application.

KEY DATE:
HCC Summer 2022 and HCC Fall 2022 Registration Opens on APRIL 1
HCPS Dual Enrollment Application

Use the HCPS Dual Enrollment with HCC “How to Guide” step-by-step instructions for dual enrollment with HCC.

a. Go to https://studentplanner.hcps.org/.
b. Login with your student.hcps.org account.
c. Select Enrollment Options.
d. Select Dual Enrollment.
HCPS Dual Enrollment Application

(a.) Go to www.hcps.org/studentplanner/DualEnrollApp.
(b.) Select Enrollment Options.
(c.) Select *Dual Enrollment*.

The application is now in view.
- Select *School Year* and confirm *Counselor*

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**Dual Enrollment**

Students considering Dual Enrollment must meet with the school counselor to discuss options and interests. Then, submit the Harford County Public Schools Dual Enrollment application found here. Once approved, students must complete the application and course registration through Harford Community College (or respective Institute of Higher Education), including tuition payment as applicable. Students with a minimum of 2.4 (unweighted) GPA are eligible for a tuition discount. For more information regarding tuition discounts, please click here.

**School Year and Counselor**

School Year: 22-23 (NEXT SCHOOL YEAR) →

Counselor: Kaitlyn Hubberman
## HCPS Dual Enrollment Application

### Select Type of Dual Enrollment.

<table>
<thead>
<tr>
<th>Select Dual Enrollment Type</th>
<th>Description</th>
<th>Select DE Course Credit Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| I want to attend HCPS AND College/Post-secondary Institution. | • The student will take a combination of both high school and college classes.  
• Student must take a minimum of 4 classes to meet the full-time status. | I want to earn both HCPS high school graduation credit and college credit from the college course(s) I select. (Dual Credit) | College courses selected can earn both high school credit and college credit. |
| OR | I want to earn College Credit ONLY from the college course(s) I select (College Credit only). | OR | College courses selected earn college credit only (and no high school credit). |

### OR

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| I want to attend College/Post-secondary institution only. | • The student will take college courses only for college credit.  
• Student must take a minimum 4 college courses to meet the full-time status. | Not Applicable. No selection because all college courses for this type are college credit only. | This enrollment type means a student is taking 4 or more college courses earning only college credit (no high school credit) and has a full-time student status. |
HCPS Dual Enrollment Application

• Select Location.

  Location

  - HCC
  - Maryland Public Higher Ed. (In-state)
  - Maryland Private or Out of State Institution

• Select HCC courses from the drop-down list for Dual Credit or College Credit only.

  Scan for the HCC Course Schedule

https://hccweb1.harford.edu/scheduleofclassescredit

OR

• Select the other Maryland college/university (or enter the name of out of state Institute of Higher Education (IHE)).

• List the course number(s) and name(s) for courses.
HCPS Dual Enrollment Application

- Type letter explaining interest and reason(s) for Dual Enrollment classes (student and a parent/guardian).

- Select the box indicating acknowledgement of FERPA.

The Family Educational Rights and Privacy Act (FERPA) protects a student’s educational rights. Institutions of Higher Education (IHEs), including Harford Community College (HCC), are not permitted to release information, other than directory information, to another party without the permission of the student.

Checking this box indicates that the Student and Parent/Guardian agree to the following:

- We grant permission to release the student’s college records (i.e., grades, financial aid information, tuition balances) to Harford County Public Schools.
- We grant permission to release the student’s high school registration and transcript information to the IHE, including Harford Community College as part of the college application process.
Why is FERPA important for HCPS Dual Enrolled Students?

- Protects the rights of students and families.
- Makes the process easier for students and families.
- Enables registration and grade information to be securely exchanged between HCPS and HCC.
- Allows for HCPS teachers to provide support as applicable with some of the dual credit cohort courses.
- Enables HCC to release information to a parent/guardian.
HCPS Dual Enrollment Application

• Select *Submit* and Enter Social Security Number (SSN) to complete the HCPS application.

• HCC requires the SSN (or Federal Identification Number) for college enrollment.
• HCPS does not store or save the SSN.
• SSN is fully encrypted and provided to HCC through an encrypted and secure exchange.

Your federal ID (SSN) number is required for HCC enrollment. You will be prompted to enter it when you submit this application.
Now what?

Meet
- Meet with Counselor to discuss options.

Discuss Costs
- Discuss tuition discount eligibility.

Complete Application
- Complete the HCPS Dual Enrollment Application: Intended courses, FERPA, student and Parent/guardian letters.

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Begin Class
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This begins the HCC application.
Spring 2022
NEXT: COMPLETE APPLICATION WITH HCC

- Monitor student email for approval and when received, go to “Next: Complete Application with HCC”.

- Contact HCC Admissions Office
  - 443-412-2109
  - admissions@harford.edu

- Scan here to schedule HCC virtual appointment

https://outlook.office365.com/owa/calendar/HarfordCommunityCollegeAdmissions@email.harford.edu/bookings/