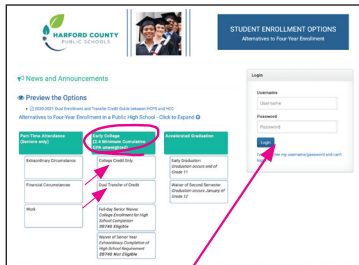


congratulations! You've chosen to Dual Enroll.

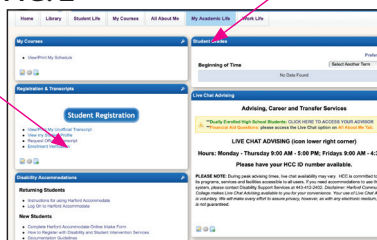
Below you will find the next steps to take at Harford County Public Schools (HCPS) and then at Harford Community College. **Contact your school counselor with questions.**

FIG. 1



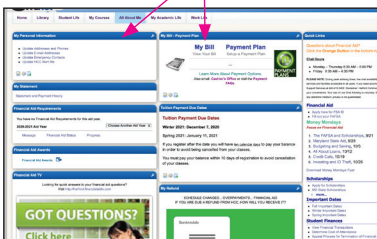
TIP: You may log back into SEO at any time to review your approval status or reprint the HCPS Dual Enrollment Verification form.

FIG. 2



COST & PAYMENT: Tuition waivers are not applied until after the start of the semester. To determine your discounted tuition balance contact cashier@harford.edu.

To learn about payment options, login to OwlNet and click the **All About Me** tab then **My Bill/ Payment Plan**.



STEPS at HCPS

1. **Talk with your school counselor** about your plans to attend Harford Community College for College Credit only OR Dual Transfer of Credit.

NOTE: for the Dual Transfer of Credit option you **MUST** verify with your school counselor that the college course you plan to take meets HCPS graduation requirements. See [HCPS Dual Transfer of Credit Guide](#).

2. **Apply for College Credit Only or Dual Transfer of Credit** through [SEO](#) Early College. See [FIG. 1](#)

3. **You will receive an auto-generated email from HCPS** once your application has been processed. If approved, the email will provide your HCPS approval letter and dual enrollment verification forms. You will need to provide both documents when registering at the College.

STEPS at Harford

4. **Apply online to the College.** This is a one-time process while you are in high school. If you have already taken a dual enrollment course you may skip this step.

NOTE: Your social security number will be required.

5. **You will receive an acceptance email** within 1-2 business days. This email will contain information regarding how to enroll in class(es) and how to set up your OwlNet account (the online portal used for registration, email, and communication from the College).

NOTE: If you do not receive the email, check the personal email address you provided on your application, your parent's email, or your spam folder.

6. **Placement testing.** Visit [Harford Testing Center](#) to determine if you require placement testing or if you are exempt. If testing is needed, schedule and complete it.

7. **Submit high school transcripts and applicable test scores** to admissions@harford.edu.

- SAT/ACT scores, if applicable, may be sent through your Collegeboard.org account.
- To request your high school transcript, sign into your HCPS Naviance account and request transcripts under *colleges I am applying to*.

8. **Complete a Disclosure of Information HCPS Form.** (also available through OwlNet>Forms) Access and completion of this form require your Harford username and password.

9. **Register for class(es).**

- Email admissions@harford.edu to request a meeting with an Admissions Specialist.
- Once you have spoken with an Admissions Specialist, login to your [OwlNet](#) account. Click on **My Academic Life** tab; **Student Registration** (left-side of the screen); **Register for Classes**. Choose the term you wish to register for and enter the CRNs accordingly. Once you have checked everything for accuracy, click on Submit on the bottom right. See [FIG. 2](#)