HCPS Dual Enrollment with HCC

Use this guide as a Harford County Public Schools (HCPS) student to apply for Dual Enrollment with Harford Community College. Contact your school counselor with questions.

First: Start Process with HCPS

1. HCPS APPROVAL PROCESS: HCPS APPLICATION (takes approximately one week)
   a. Meet with your school counselor about your plans to attend Harford Community College (HCC) for college courses.
      Note: Some college courses can also earn high school credit (Dual Credit). The Dual Credit courses must be pre-approved by HCPS to meet graduation requirements. Discuss with your school counselor and see HCPS Dual Credit Guide.
   b. Complete the HCPS Dual Enrollment application to apply for Dual Credit and/or College Credit courses through the HCPS Student Planner. (See FIG. 1.)
      i. Go to https://studentplanner.hcps.org/.
      ii. Login with your student.hcps.org account.
      iii. Select Enrollment Options.
      iv. Select Dual Enrollment.
      Note: Application items include those that HCC require for the college application. The HCPS application begins the HCC application process.

2. HCPS APPROVAL STATUS
   a. Monitor your HCPS email for notification regarding approval status. One HCPS approved, move to Next: Complete Process with HCC.

Next: Complete Process with HCC

3. HCC ACCEPTANCE PROCESS (takes approximately one week from HCPS approval)
   a. Monitor your email for an HCC email notification regarding the HCC acceptance decision.
   b. Follow the next steps in the HCC email to finalize your HCC application.
      i. OwlNet account set-up: Online HCC portal for registration, email, and HCC communication.
      ii. HCC course enrollment and registration directions.
      Note: If you do not receive the HCC email, check the personal email address you provided on your application, your parent’s/guardian’s email, or your spam folder.

4. AFTER HCC ACCEPTANCE NOTIFICATION: HCC COURSE REGISTRATION AND BOOKS
   a. Create your HCC OwlNet account from the directions found in HCC acceptance email.
   b. Contact your HCC admission advisor to begin the HCC registration process. Email admissions@harford.edu to request a meeting with an Admissions Specialist.
   c. Schedule HCC placement testing if needed. Visit Harford Testing Center to determine if you require placement testing or if you are exempt. If testing is needed, schedule and complete it.
   d. Register for class(es). (See. FIG. 2)
      i. Login to your OwlNet account.
      ii. Click on My Academic Life tab.
      iii. Select Student Registration (left-side of the screen) and Register for Classes.
      iv. Choose the registration term and enter the Course Registration Numbers (CRNs) accordingly. Once you have checked everything for accuracy, click submit.
   e. Rent your course books through the HCC bookstore and HCPS pays for the books through the HCC rental agreement. For assistance, email bookstore@harford.edu and include name, Harford student ID number (H-ID) and email.

5. AFTER COURSE REGISTRATION AND ACQUIRED BOOKS
   a. Use HCC Blackboard and OwlNet to monitor course assignments and grades.
   b. Adhere to the HCC Academic Calendar for important dates.
   c. Communicate with HCC instructor about absences from classes, assistance with assignments, and/or general college information.

Information is accurate as of November 1, 2022.