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 Application with HCPS

1. Meet with your school counselor about your plans to attend Harford Community College for Dual Credit or College Credit only courses. 
   **Note:** Dual Credit courses must be pre-approved by HCPS to meet graduation requirements.
   Discuss with your school counselor and see HCPS Dual Credit Guide.

2. Apply for Dual Credit or College Credit only courses through the HCPS Student Planner. (See FIG. 1.)
   a. Go to https://studentplanner.hcps.org/.
   b. Login with your student.hcps.org account.
   c. Select Enrollment Options.
   d. Select Dual Enrollment.

3. Complete the HCPS Dual Enrollment application. This includes intended courses, FERPA acknowledgment, student and parent/guardian letters, and Social Security Number (SSN).
   **Note:** HCPS does not save or store the SSN. It is securely provided to HCC since it is required for HCC application. Click here for details of each part of the application.

4. Receive an auto-generated email from HCPS once HCPS application is processed. If approved, the email will provide your HCPS approval letter and dual enrollment verification form. Additionally, this begins the HCC application process. HCC will receive your initial application information and intended course(s) request. The HCPS approval email may expedite your process with HCC.
   **Note:** Student is required to complete the next steps with HCC (below “Complete Application with HCC”) to finalize application and course registration.

Next: Complete Application with HCC

5. Finish the HCC Application. This is a one-time process during high school.
   **Note:** If you did not include your social security number with your HCPS application, it is required at this time with HCC.

6. Receive acceptance email from HCC within 1-2 business days. This email contains the following information.
   a. **OwlNet** account set-up: Online HCC portal for registration, email, and HCC communication
   b. HCC course enrollment and registration directions
   **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.

7. 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.

8. Confirm HCC FERPA https://hccweb1.harford.edu/ferpa/Default.aspx (also available through OwlNet>Forms) as applicable (confirm with HCC Admissions Advisor). Access and completion of this form require your Harford Community College username and password.

9. Register for class(es). (See. FIG. 2)
   a. Email admissions@harford.edu to request a meeting with an Admissions Specialist.
   b. Once you have spoken with an Admissions Specialist, login to your **OwlNet** account.
   c. Click on **My Academic Life** tab.
   d. Select **Student Registration** (left-side of the screen) and **Register for Classes**.
   e. Choose the registration term and enter the Course Registration Numbers (CRNs) accordingly. Once you have checked everything for accuracy, click Submit.

10. Make a payment. (See. FIG. 3) HCC must receive payment prior to the deadline per term. If HCC does not receive payment, student will be dropped from course.
    **Note:** Tuition waivers are available for eligible students. HCC applies a tuition waiver to the student account within approximately one week of the student registering. Contact the Cashiers Office at 443-412-2208 or cashier@harford.edu for tuition discount information.