



Dual Enrollment Guide for Parents & Students

**Harford County Public Schools and
Harford Community College**

INTRODUCTION	4
What is Dual Enrollment?	4
Purpose of This Guide	4
Benefits of Participating in Dual Enrollment	4
DUAL ENROLLMENT PROGRAMS	5
Dual Enrollment Options	5
Option 1: Dual Credit	5
Option 2: College Credit Only	5
Option 3: Early College Opportunities (Earning an Associate’s Degree while in High School)	5
Option 4: Eligible Non-Credit College Courses	6
ELIGIBILITY REQUIREMENTS	7
Basic Requirements	7
COLLEGE AND CAREER READINESS (CCR) STANDARDS	8
PROGRAM COSTS AND FINANCIAL BENEFITS	10
Zero-Cost Benefits for Eligible Students	10
What's Covered?	10
Course Limitations	10
When You May Be Charged	10
Financial Savings	10
DUAL ENROLLMENT TIMELINE	11
During Sophomore and Junior Year: Research and Planning	11
Spring Semester Before Enrollment: Apply for Dual Enrollment	11
Summer/Before Classes Begin: Finalize Registration at the College	11
Before First Day of Class: Prepare for Success	12
September or January: Begin Classes	12
DUAL ENROLLMENT REGISTRATION PROCESS FOR STUDENTS	13
Step 1: Meet with Your School Counselor	13
Step 2: Complete the HCPS Application for Approval (SEO)	13
Step 3: Wait for HCPS Approval	13
Step 4: Wait for HCC Acceptance	14
Step 5: Set Up Your OwlNet and OwlMail Account	14
Step 6: Choose Your Classes	15
What to Expect:	15
Step 7: Confirm Your Registration	15
Step 8: Complete Final Preparations Before Classes Begin	16
IMPORTANT POLICIES AND REQUIREMENTS	17
Placement Testing	17
Course Matching Requirement (CRITICAL)	17
Attendance Requirements	17

Course Load Limits	18
Ineligible Non-Credit College Courses	18
COURSE MATCHING AND CHANGES.....	19
The Importance of Course Matching.....	19
How to Avoid Course Matching Issues.....	19
Common Scenarios.....	19
Record Keeping	20
DUAL ENROLLMENT GRADING.....	21
High School Transcript Rules.....	21
Dual Credit Option	21
College Credit Only Option	21
Viewing Grades.....	21
Understanding College Grading.....	22
Impact on College Applications.....	22
CREDIT RECOVERY PROCESS.....	23
Step 1: Check Final Grades	23
Step 2: Choose Credit Recovery Option	23
Credit Recovery for Other Courses.....	24
SUPPORT SERVICES AND RESOURCES.....	25
Harford Community College Support Services	25
Harford County Public Schools Resources.....	26
TIPS FOR SUCCESS IN COLLEGE COURSES.....	27
After Classes Begin	27
Critical Success Factors	29
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	31
Important Legal Differences	31
Steps to Receive Accommodations at HCC	31
Types of Accommodations Available.....	32
Your Responsibilities.....	32
Frequently Asked Questions	32
CONTACT INFORMATION AND RESOURCES	34
Harford Community College Contacts	34
Harford County Public Schools Contacts	35
Important Websites.....	35
COMMONLY USED ACRONYMS.....	36
FINAL REMINDERS AND CRITICAL POINTS.....	37

INTRODUCTION

What is Dual Enrollment?

Harford County Public Schools (HCPS) recognizes that four-year enrollment in public high school may not serve the best interest of all students. To address this, HCPS offers Student Enrollment Options (SEO), one of which is **Dual Enrollment** at Harford Community College (HCC).

Dual enrollment allows eligible high school students to take college-level courses while still enrolled in high school, providing a unique opportunity to accelerate their academic journey and prepare for college success.

Purpose of This Guide

This guide was created in alignment with HCPS's core purpose, which is centered on increasing achievement for all students and providing a variety of pathways to prepare students for college and careers.

The purpose of this manual is to:

- Provide students, parents, and guardians with information about the dual enrollment programs offered to HCPS students
- Provide students, parents, and guardians with the procedures to follow to ensure proper registration of students in dual enrollment programs
- Explain eligibility requirements, costs, and academic expectations
- Identify resources and support services available to dual enrollment students
- Share strategies for success in college-level coursework

Benefits of Participating in Dual Enrollment

Participating in dual enrollment allows eligible students the opportunity to:

- **Earn college credit** while still enrolled in high school
- **Earn both high school and college credit simultaneously** (dual credit option)
- **Pursue career and workforce training** leading to industry-recognized credentials, certifications, or licensure
- **Experience college-level academics and campus life** before graduating high school
- **Save time and money** on their college education by earning credits at no cost
- **Explore academic interests** and career pathways in a college setting
- **Build confidence** in their ability to succeed in higher education
- **Develop independence** and college-level study skills

DUAL ENROLLMENT PROGRAMS

Dual Enrollment Options

Dual enrollment at HCPS provides students with flexible options to meet their educational and career goals. Dual Enrollment provides an opportunity for students to prepare for the rigors of college academics and college life while saving money and time. There are guidelines in place to ensure all HCPS students stay on track to graduate high school on time with their cohort.

Option 1: Dual Credit

Students earn **both high school credit and college credit** for successfully completing approved courses. This option allows students to fulfill high school graduation requirements while simultaneously earning college credits that will transfer to their future college or university.

Benefits:

- Course appears on both high school and college transcripts
- Grade is calculated into high school GPA
- Fulfills specific high school graduation requirements
- Provides college credits for future degree programs

Option 2: College Credit Only

Students earn **college credit only** that applies toward their future college degree but does not count toward high school graduation requirements.

Benefits:

- Course appears only on college transcript
- Does not affect high school GPA
- Allows students to explore college courses beyond graduation requirements
- Provides college credits for future degree programs

Option 3: Early College Opportunities (Earning an Associate's Degree while in High School)

Students participate in **early college** opportunities through Teacher Academy of Maryland (TAM+) or Pathways in Technology Early College High School (P-TECH) programs.

Please note that Early College opportunities for TAM+ and P-TECH are available through the Magnet and Signature Programs application process. This application takes place during a student's **8th grade year of middle school**. Students and families interested in these programs should plan ahead, attend information sessions, and submit applications by the published deadline during the 8th grade year.

For more information about application timelines, eligibility, and program details, families should contact their middle school counselor or visit the Magnet and Technical Programs website, <https://www.hcps.org/schools/magnetprograms/>

Option 4: Eligible Non-Credit College Courses

College courses leading to **industry-recognized credentials** or post-secondary certification. Students not meeting the MSDE CCR standard may participate in a support pathway through these courses.

Benefits:

- Provides career-ready training and certifications
- Leads to industry-recognized credentials
- Prepares students for immediate workforce entry
- Supports students working toward meeting CCR standards

**** Important Note About High School Transcripts****

The high school transcript will **only include college courses and credits that fulfill the minimum graduation requirements** established by HCPS. Additional college credits earned beyond these requirements will not be reflected on the high school transcript, but they will appear on your college transcript and count toward your future college degree.

ELIGIBILITY REQUIREMENTS

To be eligible for dual enrollment, students must meet specific criteria established by HCPS and the Maryland State Department of Education (MSDE).

Basic Requirements

To qualify for dual enrollment and the tuition waiver, students must meet ALL of the following requirements:

1. Grade Level and Credits

- Currently enrolled as a junior (third-year cohort) during the fall semester or later OR a senior (fourth-year cohort) in a Harford County Public High School
- Have earned at least 16 credits

2. College and Career Readiness (CCR)

- **Meet the CCR standard** as determined by the Maryland State Department of Education (MSDE)
- See detailed CCR requirements in next section

3. Prerequisites

- Meet any **course-specific prerequisites** as determined by Harford Community College (HCC)

4. Attendance

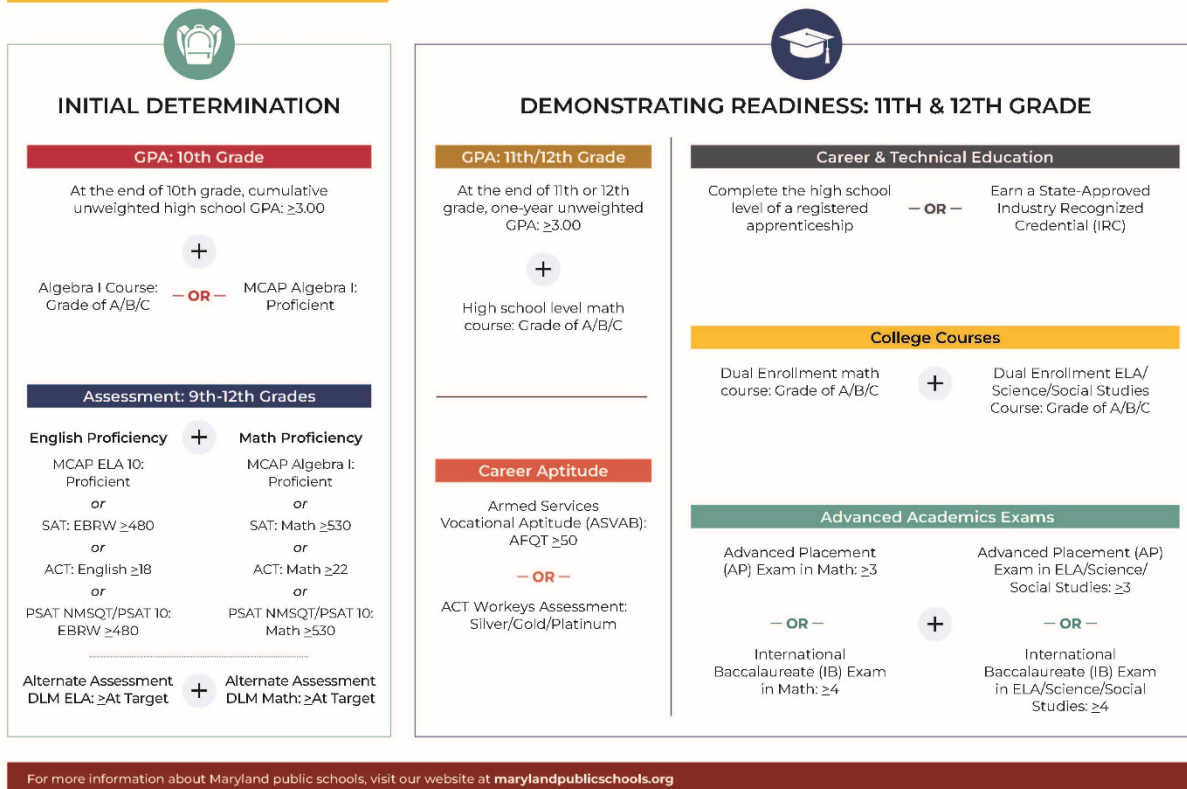
- **Regular attendance in high school** is extremely important and plays a pivotal role in the approval process
- Students must demonstrate consistent school attendance

5. Academic Progress

- Students must be on track towards meeting graduation and assessment requirements in order to participate in SEO

COLLEGE AND CAREER READINESS (CCR) STANDARDS

COLLEGE AND CAREER READINESS (CCR) STANDARD 2025-2026



What is CCR?

The College and Career Readiness (CCR) standard describes the **level of preparedness required for engaging in college-level courses or entry-level work experiences**. Meeting the CCR standard is a key eligibility requirement for dual enrollment with tuition assistance.

How to Meet the CCR Standard

In Maryland, students may meet the CCR standard through **one of the following two options**:

Option 1: Academic Success + Math Mastery

Students must demonstrate **BOTH**:

Academic Success:

- Earn a high school GPA of 3.00 or higher

Math Mastery (choose one):

- Earn a final course grade of **A, B, or C** in Algebra I, OR
- Score **Proficient or above** on the **Algebra I MCAP** assessment

Option 2: MCAP Assessments

Score **Proficient or above** on **BOTH**:

- English 10 MCAP assessment, AND
- Algebra I MCAP assessment

Determining Your CCR Status

Students should **meet with their school counselor** to:

- Discuss CCR standards and requirements
- Determine their current eligibility status
- Develop a plan to meet CCR standards if not yet achieved
- Understand how CCR affects dual enrollment eligibility

PROGRAM COSTS AND FINANCIAL BENEFITS

Zero-Cost Benefits for Eligible Students

One of the most significant benefits of the dual enrollment program is that **eligible HCPS students may enroll in dual enrollment classes at ZERO COST** to the student and family.

What's Covered?

All students who have been approved for a tuition waiver through SEO receive:

- **Free tuition** for approved courses
- **Free fees** (consolidated, course, and direct access fees)
- **Free textbooks** through the College Book Rental program

Textbook Rental Program

- Books can be picked up from the **College Store**, located in the lower level of the Harford Community College Student Center
- Students must visit the College Store to pick up their **FREE books prior to the start of class**
- Books are provided through a rental program and must be returned at the end of the semester

Course Limitations

Students who meet the CCR requirements may enroll in courses at no cost, with HCPS paying tuition and textbook costs for a **maximum of four (4) total courses per academic year**.

When You May Be Charged

Students and families are responsible for costs if:

- The student does not meet eligibility requirements
- The student enrolls in more than four courses per academic year
- The course listed on the SEO form does not match the HCC registration; this includes if the semester listed in the SEO does not match the semester taken
- Changes are made to course registration without notifying the school counselor
- The student enrolls in ineligible non-credit college courses (courses not leading to industry-recognized credentials)

Financial Savings

Participating in dual enrollment can result in **significant financial savings**. By earning college credits in high school at no cost, students and families can:

- Reduce the total cost of a college degree
- Potentially graduate from college earlier
- Minimize student loan debt
- Save thousands of dollars in future tuition and fees

DUAL ENROLLMENT TIMELINE

Understanding the dual enrollment timeline is critical for successful participation. The process begins well before you take your first college course.

During Sophomore and Junior Year: Research and Planning

Actions to take:

- **Research dual enrollment options** with parents and school counselors
- **Discuss college readiness** and explore course options available at HCC
- **Review CCR requirements** and work toward meeting standards
- **Assess your academic goals** and determine if dual enrollment aligns with your plans
- **Explore potential college majors** and career pathways

Timeline: Ongoing during sophomore and junior years

Spring Semester Before Enrollment: Apply for Dual Enrollment

Actions to take:

- **Application opens** in the spring for both fall and spring semesters
- **Complete the HCPS Application for Approval (SEO)**
- **Discuss placement testing needs** with your school counselor
- **Meet with your counselor** to finalize course selections

Timeline: Spring semester (typically March-May)

Questions? Contact your school counselor

Summer/Before Classes Begin: Finalize Registration at the College

Actions to Take:

- **Prior to the end of the school year** for fall classes
- **Prior to winter break** for spring classes
- **Complete all HCC admission requirements**
- **Set up OwlNet and OwlMail accounts** (see Section 7 for details)
- **Choose your classes** by responding to HCC email prompts with Course Registration Numbers (CRNs)

Timeline: May-August for fall semester; November-December for spring semester

Questions? dualenrollment@harford.edu

Before First Day of Class: Prepare for Success

Actions to Take:

- **Review class syllabus and start dates**
- **Visit the College Store** to pick up FREE books
- **Get your student ID** from the Library Circulation Desk
- **Attend Dual Enrollment Orientation**
- **Review the Academic Calendar** and add important dates to your calendar
- **Email your instructor** to introduce yourself

Timeline: 1-2 weeks before classes begin

Questions? dualenrollment@harford.edu

September or January: Begin Classes

Actions to Take:

- **Start your journey as a Harford Fighting Owl!**
- **Attend all classes** (attendance is the #1 predictor of success)
- **Use Brightspace and OwlNet** to check assignments and grades
- **Communicate regularly** with your instructor
- **Take advantage of support services** available on campus

Timeline: First day of fall or spring semester

DUAL ENROLLMENT REGISTRATION PROCESS FOR STUDENTS

The dual enrollment registration process involves multiple steps across both HCPS and HCC. Following these steps carefully ensures a smooth registration experience.

Step 1: Meet with Your School Counselor

Actions to Take:

- **Discuss dual enrollment plans and options** with your school counselor
- **Determine whether you are taking courses for dual credit or college credit only**
- **Discuss whether placement testing is needed** (see CCR requirements)
- **Share your course selections** and confirm availability
- **Review your academic progress** toward graduation requirements
- **Confirm eligibility requirements** are met

Timeline: During sophomore and junior year for planning; formal application in spring

Questions? Contact your school counselor

Step 2: Complete the HCPS Application for Approval (SEO)

How to Apply:

1. Visit <https://studentplanner.hcps.org>
2. Login with your **student.hcps.org** account
3. Select **Enrollment Options**
4. Select **Dual Enrollment**
5. Complete all required information accurately

CRITICAL: The course listed in your SEO form must **exactly match** the course and semester you register for at HCC. If any changes occur, you must notify your school counselor by email **before classes begin** so that your SEO can be updated accordingly. **Failure to make these updates will result in being charged for any course not approved on your SEO.**

Timeline: Application opens in spring

Questions? Contact your school counselor

Step 3: Wait for HCPS Approval

What to Expect:

- **Monitor your HCPS email** to receive your approval from HCPS
- This approval allows you to continue the registration process at HCC
- Approval takes approximately **2 weeks**

Timeline: Approximately 2 weeks after submitting your application

Questions? Contact your school counselor

Step 4: Wait for HCC Acceptance**What to Expect:**

- Your **acceptance will arrive via the email** you provided on your HCPS Application for Approval (SEO)
- Acceptance typically arrives within **1 week** after HCPS approval
- The acceptance email confirms **Harford Community College has accepted your application** (registration for classes is still needed)
- **Carefully read and follow the instructions** to set up your OwlNet and OwlMail account

Timeline: Approximately 1 week after HCPS approval

Important: Even though you still have not secured your classes, the acceptance email confirms you are officially accepted at Harford Community College.

Questions? dualenrollment@harford.edu

Step 5: Set Up Your OwlNet and OwlMail Account**Actions to Take:**

- Use **instructions found in your acceptance email**
- Set up your **OwlNet portal access**
- Activate your OwlMail account
- This process takes **less than 1 hour**

What is OwlNet?

OwlNet is Harford Community College's online portal where you will receive email (OwlMail) and all-important communications from the College.

CRITICAL: 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). Check your OwlMail daily!

Timeline: Complete immediately upon receiving acceptance email

Questions? dualenrollment@harford.edu

Step 6: Choose Your Classes

What to Expect:

- Continue to monitor your **Harford Community College email (OwlMail)** for a "choose your classes" email from dualenrollment@harford.edu
- This email typically arrives **beginning in April for fall classes and beginning in November for spring classes**

IMPORTANT Actions:

- **Respond to this email by the indicated deadline**
- **Provide the CRN (Course Registration Number)** from the Harford Community College online schedule of the classes you choose to take
- If you are taking **multiple classes**, you must **respond to EACH email** you receive
- **If you do not complete this step, you will NOT be registered for your classes!**

What is a CRN?

A Course Registration Number (CRN) is a unique five-digit code assigned to each course section. You will use this number to identify the specific class you want to take.

Timeline: April-May for fall semester; November-December for spring semester

Questions? dualenrollment@harford.edu

Step 7: Confirm Your Registration

What to Expect:

- Once you have provided the College with the CRNs, a **registration confirmation email** will follow
- This email confirms your **registration, classes, and schedule**
- Confirmation typically arrives **within 1 week** of providing CRNs

Actions to Take:

- **Review your confirmation carefully** to ensure all courses are correct

- **Verify your class schedule** including days, times, and locations In the My Classes tile in OwlNet
- **Note any course format** (in-person, online, hybrid)
- **Contact HCC immediately** if you notice any errors or discrepancies

Students are responsible for ensuring their schedule is correct. Students must email dualenrollment@harford.edu to request any changes to their schedule (drop a class, etc.)

Timeline: Within 1 week of providing CRNs

Questions? dualenrollment@harford.edu

Step 8: Complete Final Preparations Before Classes Begin

Task 1: Visit the College Store (approximately 1 hour)

- **Location:** Lower level of Student Center
- **Action:** Pick up your FREE books
- **Website:** bookstore.harford.edu
- **Email:** bookstore@harford.edu
- **Phone:** 443.412.2209

Task 2: Visit the Library Circulation Desk (approximately 30 minutes)

- **Location:** 2nd floor of Library
- **Action:** Get your Student ID
- **Website:** go.harford.edu/library

Task 3: Review Important Information

- **Review class schedule** in My Classes tile in OwlNet
- **Review class syllabus and start dates** carefully
- **Add important dates from the Academic Calendar** to your calendar or phone (go.harford.edu/calendar)
- **Remember:** College days off aren't always the same as HCPS!
- **Attend Dual Enrollment Orientation** to familiarize yourself with campus, services, and OwlNet
- **Email your instructor** to introduce yourself and ask any preliminary questions

Timeline: 1-2 weeks before classes begin

DON'T FORGET: Visit the College Store to get your books before classes begin!

IMPORTANT POLICIES AND REQUIREMENTS

Understanding these policies is essential to maintaining your tuition waiver and ensuring a successful dual enrollment experience.

Placement Testing

Students may need to complete placement testing in **English and/or Math** depending on:

- Their CCR status
- The courses they wish to take
- Prerequisites for specific courses; Students must meet the pre-requisite of each class in order to register for it. Different classes have different pre-requisites. Some require final grades in HS work, AP exams, etc. [Course Descriptions < Harford Community College](#)

Action: Discuss placement testing requirements with your school counselor during the planning process.

Contact: Test Center at 443.412.2352 or testcent@harford.edu

Course Matching Requirement (CRITICAL)

It is essential that the course and semester listed in your Student Enrollment Options (SEO) form exactly matches the course you are registered for at HCC.

If any changes occur:

- You **must notify your school counselor by email before classes begin**
- Your SEO **must be updated accordingly**
- **Failure to make these updates will result in being charged for any course not approved on your SEO**

Why This Matters

The SEO form is the official document that authorizes HCPS to pay for your tuition and books. If the course and semester on your SEO doesn't match your actual registration, HCPS cannot provide the tuition waiver, and you or your family will be responsible for all costs.

Attendance Requirements

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

In College Courses:

The **number one indicator of success** in college courses is attendance! This means:

- **Not missing class unless absolutely necessary**
- **Reaching out to your instructor and classmates** to make up what you missed
- Being aware that **it is more difficult to make up missed work in a college course**
- Understanding that **college instructors have different attendance policies** than high school teachers

Impact on Eligibility:

Students must demonstrate consistent attendance in high school to maintain eligibility for dual enrollment. Poor attendance may result in:

- Denial of dual enrollment application
- Loss of tuition waiver eligibility
- Required withdrawal from dual enrollment courses

Course Load Limits

Students who meet the CCR requirements may enroll at no cost for a **maximum of four (4) total courses per academic year**.

What This Means:

- You can take up to 4 courses total across fall and spring semesters
- Courses beyond this limit are the student's financial responsibility

Planning Tip: Work with your school counselor to strategically plan which courses to take each semester to maximize your benefits.

Ineligible Non-Credit College Courses

Students are **not eligible** to enroll in college courses that:

- Do not lead to industry-recognized credentials
- Do not lead to post-secondary certification
- Are purely recreational or personal interest courses
- Do not align with academic or career pathways

Examples of ineligible courses may include hobby courses, personal enrichment courses, or courses that don't apply to degree programs or career certifications.

COURSE MATCHING AND CHANGES

The Importance of Course Matching

The most common reason students lose their tuition waiver is **course mismatches** between their SEO form and actual HCC registration.

How to Avoid Course Matching Issues

Before Registration:

- **Carefully select courses** in consultation with your school counselor
- **Verify the exact course name and CRN** before submitting your SEO
- **Confirm the course is available** for the semester you plan to enroll
- **Ensure prerequisites are met** for your chosen courses

During Registration:

- **Double-check the CRN** matches what you discussed with your counselor
- **Verify the course section** (day, time, format) meets your needs
- **Confirm the course name** and semester on your HCC registration matches your SEO exactly

If You Need to Make Changes:

- **Contact your school counselor immediately by email**
- **Explain the change** you need to make and why
- **Wait for confirmation** that your SEO has been updated
- **Do not assume** the change has been made without written confirmation
- **Keep a record** of all communications about course changes

Common Scenarios

Scenario 1: Course Full or Cancelled

What to do:

- Immediately email your school counselor
- Explain the situation
- Discuss alternative course options
- Wait for updated SEO approval before registering for a different course

Scenario 2: Schedule Conflict

What to do:

1. Contact your school counselor as soon as you become aware of the conflict
2. Discuss alternative course sections or courses
3. Update your SEO before making registration changes

Scenario 3: Changed Your Mind About a Course

What to do:

1. Email your school counselor with your new course preference
2. Explain your reasoning
3. Request SEO update
4. Wait for approval before registering for the new course

Timeline for Changes

- **Before classes begin:** Changes can typically be made with proper notification
- **After classes begin:** Changes become much more difficult and may result in charges
- **After drop/add period** (check deadlines at catalog.harford.edu/academic-calendar):
Changes may not be possible, and withdrawal procedures apply; a “W” may appear on your transcript

Please note: Withdraw for Failure to Attend: students will be dropped from a course if they do not attend whether it is online or in-person

Record Keeping**Students should:**

- Keep copies of all SEO forms
- Save all email communications with counselors about courses
- Take screenshots of course registrations
- Document all CRNs and course names
- Maintain records of any changes or updates

DUAL ENROLLMENT GRADING

Understanding how dual enrollment courses appear on transcripts and impact your GPA is important for college applications and graduation planning.

High School Transcript Rules

The high school transcript will **ONLY** include college courses and credits that fulfill the minimum graduation requirements established by HCPS.

Additional college credits earned beyond these requirements will **not be reflected on the high school transcript**, but they will appear on your college transcript.

Dual Credit Option

For students who choose to take courses for dual credit (earning both high school and college credit):

- Courses **will appear on the high school transcript**
- The grade earned **will be calculated into the high school GPA**
- The course **will fulfill specific high school graduation requirements**
- The course and grade **will also appear on the college transcript**
- Credits will count toward both high school graduation and a future college degree

College Credit Only Option

For students who choose to take courses for college credit only:

- The courses **will NOT appear on the high school transcript**
- The grades **will NOT be calculated into the high school GPA**
- The credits **will only apply toward future college degree requirements**
- The course and grade **will appear on the college transcript**

Viewing Grades

During the Semester:

- **OwlNet (HCC portal):** Check current grades and course progress
- **Brightspace (HCC learning management system):** View assignments, grades, and feedback

After the Semester:

- **OSCAR (HCPS student information system):** HCC grades will be viewable for transcript purposes
- **HCC transcript:** Official college transcript shows all HCC courses and grades

Grade Reporting Timeline

- HCC grades are normally viewable **within one week of the conclusion of classes** in OSCAR

- For fall semester courses: Grades typically available **in mid-to-late December**
- For spring semester courses: Grades typically available in **mid-to-late May**

Understanding College Grading

College grading may differ from high school:

- **Fewer assignments:** Grades may be based on fewer high-stakes assignments or exams
- **Higher expectations:** College-level work requires more depth and analysis
- **Less partial credit:** Incomplete and late work may receive little to no credit
- **Attendance impact:** Some instructors factor attendance into grades
- **Participation matters:** Class participation may be a graded component

Impact on College Applications

When applying to colleges:

- Submit both your high school transcript and HCC transcript
- College admissions officers will see all dual enrollment coursework
- Strong performance in college courses demonstrates college readiness
- Weak performance may raise concerns about preparedness

CREDIT RECOVERY PROCESS

If a student needs credit recovery for high school graduation due to failing a Harford Community College (HCC) course during the fall semester, specific procedures must be followed.

Step 1: Check Final Grades

- **OwlNet (HCC portal):** Check current grades and course progress
- **Notify your counselor if you fail a graduation requirement**

Please note:

- The failing grade from HCC will appear on the high school transcript
- The grade will be calculated into the high school GPA
- Even if credit is recovered, the original failing grade remains

Step 2: Choose Credit Recovery Option

Students have two credit recovery options pending availability:

Recommended Credit Recovery Option: Virtual Recovery through HCPS

Process:

5. School enrolls student into a **recovery course** by submitting a request form to Katie.Addington@hcps.org
6. Schools obtain a **teacher of record certified in English** to fulfill the MSDE 80/20 requirement
7. Students must **meet with the teacher of record at least once a week** to receive live instruction, take module exams, and/or receive remediation
8. For students who participate **during the school day**, the school will enroll them in the appropriate class section that meets during the school day
9. For students participating **outside of the regular school day**, the final grade will be recorded on their transcript upon completion
10. **Final grade is recorded** on student transcript upon completion
11. **Quarterly grades are not recorded** for online recovery

Alternative Credit Recovery Option: English IV 21st Century

If online recovery is not appropriate, students may be enrolled in an **English IV 21st Century section** at the high school.

Grading Structure:

- **Quarter 1:** Student receives E (for the HCC failure)
- **Quarter 2:** Student must be given an opportunity for assignments during a refresher period (time between the end of HCC Fall semester and the beginning of HCPS 3rd quarter). Schools can utilize the SB 740 Transition Course Modules the RELA Office provides if additional assignments are needed.
- **Quarters 3-4:** Student participates in course as expected

Credit Recovery for Other Courses

Additional graduation recovery options for courses **approval from the student's principal.**

Process:

1. Meet with your school counselor to discuss the failed course
2. Discuss available credit recovery options
3. Obtain principal approval for the recovery plan
4. Follow the approved recovery process

Important Notes About Credit Recovery

- Credit recovery **does not remove the failing grade** from your transcript
- Both the failing grade and recovery grade may appear on your transcript
- Credit recovery allows you to **earn the credit needed for graduation**
- Credit recovery options must be completed according to **established timelines** to ensure graduation on time
- Students should work closely with their school counselor throughout the credit recovery process

SUPPORT SERVICES AND RESOURCES

Both HCPS and HCC provide extensive support services to help dual enrollment students succeed.

Harford Community College Support Services

Dual Enrollment Admissions

- **Website:** go.harford.edu/dualenroll
- **Phone:** 443.412.2109
- **Email:** dualenrollment@harford.edu
- **Services:** Application assistance, registration support, general dual enrollment questions

Test Center

- **Website:** go.harford.edu/test-center
- **Phone:** 443.412.2352
- **Email:** testcent@harford.edu
- **Services:** Placement testing, makeup exams, testing accommodations

Library Services

- **Website:** go.harford.edu/library
- **Phone:** 443.412.2131
- **Email:** librarians@harford.edu
- **Services:** Research assistance, study spaces, computer access, textbook reserves, tutoring referrals

Student Support Services

- **Website:** harford.edu/experience/support/index.php
- **Services:** Academic support, technology assistance, behavioral health services, mental health support, counseling services, crisis intervention

Office of Accessibility

- **Website:** harford.edu/experience/support/disability.php
- **Phone:** 443.412.2402
- **Email:** accessibility@harford.edu
- **Services:** Accommodations for students with disabilities, assistive technology, testing accommodations, note-taking services

The College Store (Textbook Rental)

- **Location:** Lower level of the Student Center
- **Website:** <https://bookstore.harford.edu/home.aspx>
- **Phone:** 443.412.2209
- **Email:** bookstore@harford.edu

- **Services:** Free textbook rental for eligible dual enrollment students, course materials, HCC merchandise

Academic Support

- **Tutoring services:** Available for most subjects
- **Writing Center:** Assistance with papers and writing assignments
- **Math Lab:** Support for mathematics courses
- **Study groups:** Peer-led study sessions for many courses

Harford County Public Schools Resources

Your High School Counselor

- **Primary contact** for HCPS portion of dual enrollment
- **Services:** Eligibility determination, SEO application assistance, course planning, credit evaluation, graduation planning

HCPS Student Education Planning Guide (SEPG)

- **Website:** www.hcps.org/sepg
- **Content:** Comprehensive information about courses, Student Enrollment Options (SEO), graduation requirements, course descriptions

TIPS FOR SUCCESS IN COLLEGE COURSES

Succeeding in college courses while in high school requires adjustment to new expectations and increased independence.

Before Classes Begin

1. Attend Dual Enrollment Orientation

- **Familiarize yourself** with the campus layout and buildings
- **Learn about services** available to you (library, tutoring, counseling)
- **Understand OwlNet** and other technology systems
- **Meet other dual enrollment students** and build your support network

2. Review the Academic Calendar

- Visit go.harford.edu/calendar
- **Add important** dates to your calendar or phone (exam dates, drop/add deadlines, holidays, final exam period)
- **Remember:** College days off aren't always the same as HCPS!
- Note registration dates for future semesters

3. Review your classes/schedule in the My Classes tile in OwlNet:

- **Meeting times**
- **Locations**
- **Modality**, online/in person

4. Email Your Instructor

- **Introduce yourself** before classes start
- **Mention** you are a dual enrollment high school student
- **Ask any preliminary questions** about the course
- This **breaks the ice** and opens a valuable line of communication

5. Get Your Materials Ready

- **Pick up your FREE textbooks** from the College Store
- **Get your student ID** from the Library Circulation Desk
- **Review the course syllabus thoroughly**
- **Purchase any additional materials** mentioned in the syllabus (notebooks, calculators, etc.)

After Classes Begin

1. Stay Organized

- Use **Brightspace** and **OwlNet** to check assignments and grades regularly
- **Keep track of assignments** and due dates in a planner or digital calendar
- **Stay on top of your studies** - don't let work pile up
- **Be aware** that it is more difficult to make up missed work in a college course
- **Create a dedicated study space** at home for college coursework

2. Attend Every Class

The number one indicator of success is attendance!

- Failure to attend (even logging into Brightspace for an online course) **will result in being dropped from the class.**
- **Don't miss class** unless absolutely necessary; communicate with instructor when absence is unavoidable
- **Arrive on time** - college instructors may lock doors after class begins
- **Stay for the entire class** - important information often comes at the end
- If you must miss class, **reach out to your instructor and classmates immediately** to inquire about what you missed
- **Get contact information** from classmates on the first day for sharing notes

3. Communicate with Your Instructor

- **Attend faculty office hours** in person or virtually
- Office hours are a **great checkpoint** to make sure you're staying on track
- **Ask questions** when you don't understand something - don't wait until it's too late
- **Communicate about absences**, help with assignments, and general college information
- **Respond to instructor emails** promptly and professionally
- **Use professional communication** - proper grammar, respectful tone, clear subject lines

4. Be Proactive

- **Don't wait until you're struggling** to seek help
- **Use all available resources** - tutoring, writing center, library, study groups
- **Form study groups** with classmates
- **Start assignments early** - don't procrastinate
- **Ask questions in class** when concepts are unclear

5. Manage Your Time Effectively

- **College courses require more independent study time** than high school classes
- **General rule:** Expect 2-3 hours of study time outside of class for every hour in class
- **Balance** your high school coursework, college coursework, extracurricular activities, and personal time
- **Create a weekly schedule** that includes all commitments
- **Prioritize** assignments based on due dates and complexity

6. Understand College Expectations

College is different from high school in many ways:

- **More independence:** Instructors won't remind you of deadlines or chase you for assignments
- **Higher expectations:** Work should be more analytical and in-depth
- **Faster pace:** Material is covered more quickly than in high school
- **Different assessment:** Fewer assignments mean each one counts more

- **Professional behavior expected:** You're treated as an adult and expected to act like one

7. Get Involved

- **Be open to new things**
- **Meet your classmates** and build connections
- **Participate in class discussions** actively
- **Join study groups** or form your own
- **Remember:** You're in this together!

Critical Success Factors

Be Aware of Deadlines

College courses move quickly, and missing deadlines can significantly impact your grade.

Deadline for add/drop/withdraw- students must email dualenrollment@harford.edu to request by deadlines

- Mark all assignment due dates in your calendar
- Set reminders for major projects and exams
- Submit work early when possible
- Understand late work policies - they vary by instructor

Read the Syllabus Thoroughly

The syllabus is your contract with the instructor:

- **Grading breakdown:** How much each assignment is worth
- **Attendance policy:** How absences affect your grade
- **Late work policy:** Penalties for missing deadlines
- **Office hours:** When and where you can get help
- **Course schedule:** What will be covered each week
- **Required materials:** What you need to purchase or access
- **Communication expectations:** How to contact instructor, response times

Take Responsibility for Your Learning

- You are responsible for knowing what's due and when
- You are responsible for getting notes if you miss class
- You are responsible for seeking help when needed
- You are responsible for managing your time effectively
- **Instructors will not remind you** - they expect you to be self-directed

Words of Encouragement

You can do this! Thousands of HCPS students have successfully completed dual enrollment courses and gone on to college success.

- Take advantage of all the support available to you
- Don't be afraid to ask for help

- Stay organized and manage your time well
- Attend every class and stay engaged
- Remember that challenges are opportunities to grow
- Celebrate your successes along the way

College-level work is challenging, but **you've been selected for this program because your counselors and teachers believe you can succeed.** Trust in your abilities, use the resources available, and give it your best effort.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

All students, including students with disabilities, can access dual enrollment courses. However, the process for receiving accommodations at the college level differs from high school.

Important Legal Differences

High school (K-12) and college operate under different laws:

- **High school:** Covered by IDEA (Individuals with Disabilities Education Act) and Section 504
- **College:** Covered by ADA (Americans with Disabilities Act) and Section 504
- **Key difference:** In college, students must **self-disclose** their disability and **request** accommodations

What This Means for Dual Enrollment Students

- **HCPS does not automatically share** your 504 Plan or IEP with HCC
- **HCC does not automatically implement** what is on your current high school plan
- **You must initiate** the accommodation process at HCC
- **Different documentation** may be required at the college level
- **Accommodations may differ** from what you receive in high school

Steps to Receive Accommodations at HCC

Step 1: Contact the Office of Accessibility

Students with a 504 Plan or IEP who are dually enrolled should contact the **Office of Accessibility at HCC** to request accommodations **prior to the start of the course**.

- **Website:** harford.edu/experience/support/disability.php
- **Phone:** 443.412.2402
- **Email:** accessibility@harford.edu

Step 2: Self-Disclose Your Disability

- Schedule an appointment with the Office of Accessibility
- Discuss your disability and its impact on your learning
- Explain what accommodations have been helpful in high school
- Be prepared to advocate for your needs

Step 3: Provide Documentation

- Provide **documentation** to determine eligibility for accommodations
- Documentation requirements vary by disability type
- Your high school IEP or 504 Plan may be sufficient, but additional documentation may be required
- Work with the Office of Accessibility to ensure documentation meets requirements

Step 4: Receive Accommodation Letter

- Once approved, you will receive an **accommodation letter**
- This letter outlines the specific accommodations you are entitled to receive
- You are responsible for providing this letter to each of your instructors

Step 5: Meet with Your Instructors

- **Schedule a private meeting** with each instructor
- **Provide your accommodation letter**
- **Discuss** how accommodations will be implemented in that specific course
- **Maintain communication** throughout the semester about your needs

Types of Accommodations Available

Common accommodations at the college level may include:

- Extended time on tests and quizzes
- Distraction-reduced testing environment
- Note-taking assistance or access to instructor notes
- Assistive technology (screen readers, speech-to-text software)
- Priority registration
- Alternative format textbooks or materials
- Recording lectures
- Reduced course load
- Breaks during exams

Note: Accommodations are determined on an **individual basis** and must be **reasonable** and directly related to your documented disability.

Your Responsibilities

When receiving accommodations at HCC:

- **Register with the Office of Accessibility** each semester
- **Provide accommodation letters** to instructors in a timely manner
- **Schedule testing accommodations** in advance (typically at least 3 business days before the exam)
- **Communicate** with the Office of Accessibility if accommodations are not being provided
- **Maintain confidentiality** - instructors will only know about accommodations, not your specific diagnosis
- **Advocate for yourself** - you are responsible for ensuring your needs are met

Frequently Asked Questions

Q: Will my high school accommodations automatically apply at HCC?

A: No. You must register with the Office of Accessibility and provide documentation to establish eligibility.

Q: Will my instructors know about my disability?

A: Instructors will only know that you are approved for specific accommodations. They will not know your diagnosis unless you choose to share that information.

Q: What if my instructor won't provide my accommodations?

A: Contact the Office of Accessibility immediately. They will work with you and the instructor to ensure accommodations are implemented.

Q: Can I receive different accommodations at HCC than I have in high school?

A: Yes. Accommodations are determined based on college-level requirements and your specific needs in that environment. Some high school accommodations may not be applicable at the college level.

Q: When should I start the accommodation process?

A: As soon as you are accepted to HCC and before classes begin. This allows time for documentation review and accommodation approval before you need them; Accommodations cannot be applied retroactively.

Support Resources

If you have questions about the accommodation process:

- Contact the **Office of Accessibility** at HCC (443.412.2402 or accessibility@harford.edu)
- Speak with your **high school counselor** about coordination between HCPS and HCC
- Contact **Dual Enrollment Admissions** (dualenrollment@harford.edu) for general questions

Remember: **Advocating for yourself is an important college skill.** The accommodation process at HCC is designed to support your success while helping you develop independence and self-advocacy skills you'll need in college and beyond.

CONTACT INFORMATION AND RESOURCES

Harford Community College Contacts

For a Full list of HCC policies, deadlines and procedures including:

- add/drop/withdraw deadlines
- drop vs withdraw
- grade discrepancy steps

Please visit : catalog.harford.edu/academic-policies-information/#academicproceduresgradereportstext

Dual Enrollment Admissions

- **Website:** go.harford.edu/dualenroll
- **Phone:** 443.412.2109
- **Email:** dualenrollment@harford.edu

Test Center

- **Website:** go.harford.edu/test-center
- **Phone:** 443.412.2352
- **Email:** testcent@harford.edu

The College Store (Textbooks)

- **Location:** Lower level of the Student Center
- **Website:** <https://bookstore.harford.edu/home.aspx>
- **Phone:** 443.412.2209
- **Email:** bookstore@harford.edu

Office of Accessibility

- **Website:** harford.edu/experience/support/disability.php
- **Phone:** 443.412.2402
- **Email:** accessibility@harford.edu

Library

- **Website:** go.harford.edu/library
- **Phone:** 443.412.2131
- **Email:** librarians@harford.edu

Student Support Services

- **Website:** harford.edu/experience/support/index.php
- Includes information and contacts for academic, technology, behavioral, and mental support services available on campus

HCC Cashier's Office

- **Phone:** 443-412-2287
- **Email:** cashier@harford.edu

Harford County Public Schools Contacts

For HCPS Dual Enrollment Questions

- Contact your high school counselor directly

For Credit Recovery

- Rebecca Pensero
- **Email:** Rebecca.Pensero@hcps.org
- **Phone:** 410-588-5325

For Grades, Scheduling, and Transcripts

- LaWanda Brown
- **Email:** LaWanda.Brown@hcps.org
- **Phone:** 410-588-5251

Important Websites

HCPS Resources

- **HCPS Student Education Planning Guide:** hcps.org/sepg
- **Student Enrollment Options Application:** studentplanner.hcps.org

HCC Resources

- **HCC Academic Calendar:** go.harford.edu/calendar
- **HCC Dual Enrollment:** go.harford.edu/dualenroll
- **OwlNet Portal:** Access through HCC website after setup

COMMONLY USED ACRONYMS

Understanding these acronyms will help you navigate dual enrollment communications and resources.

Acronym	Definition
MCAP	Maryland Comprehensive Assessment Program
CCR	College and Career Readiness
MCCRS	Maryland College and Career Ready Standards
SEO	Student Enrollment Options
CRN	Course Registration Number
HCC	Harford Community College
HCPS	Harford County Public Schools
MSDE	Maryland State Department of Education
GPA	Grade Point Average
IEP	Individualized Education Program
IDEA	Individuals with Disabilities Education Act
ADA	Americans with Disabilities Act
IHE	Institution of Higher Education
SEPG	Student Education Planning Guide
COMAR	Code of Maryland Regulations

Table 1: Common acronyms used in dual enrollment

FINAL REMINDERS AND CRITICAL POINTS

Ten Critical Points to Remember

1. **Meet with your school counselor early** to discuss your dual enrollment plans and ensure you meet eligibility requirements.
2. **The course and semester on your SEO form must match your HCC registration exactly.** Notify your counselor immediately of any changes to avoid being charged.
3. **Attendance is the #1 predictor of success.** Don't miss class unless absolutely necessary.; Communicate with your instructor when you must miss class
4. **You can take up to 4 courses per year at zero cost** if you meet CCR requirements. Plan strategically with your counselor & include the courses on the SEO.
5. **Only courses that fulfill HCPS graduation requirements will appear on your high school transcript.** Additional courses appear on college transcript only.
6. **Use all the support services available** - from tutoring to accessibility services to faculty office hours.
7. **Check your OwlMail daily** for important communications from HCC. After setup, all college communications go to OwlMail, not your HCPS email.
8. **Pick up your free textbooks from the College Store before classes begin.** This is your responsibility - books won't be delivered to you.
9. **College courses move faster than high school courses.** Stay organized and don't fall behind. It's much harder to catch up in college.
10. **You've got this!** HCPS and HCC are partners in your success. Ask for help when you need it.

Understanding the Commitment

Dual enrollment is an incredible opportunity, but it requires:

- **Maturity and responsibility:** Managing your time and meeting deadlines independently
- **Strong work ethic:** College-level work requires significant effort outside of class
- **Communication skills:** Reaching out to instructors, counselors, and support services when needed
- **Adaptability:** Adjusting to college expectations and different learning environments
- **Persistence:** Not giving up when coursework becomes challenging

The Investment is Worth It

Students who successfully complete dual enrollment:

- Save thousands of dollars in future tuition costs
- Enter college with credits already completed
- Have demonstrated college readiness to admissions officers
- Develop study skills and time management abilities
- Gain confidence in their ability to succeed in higher education
- May graduate from college earlier than peers
- Build relationships with college faculty and resources

When Things Don't Go as Planned

If you encounter difficulties:

- **Reach out immediately** - don't wait until it's too late
- **Talk to your instructor** during office hours
- **Contact your school counselor** about options
- **Use HCC support services** - tutoring, counseling, accessibility services
- **Consider your course load** - sometimes taking fewer courses leads to better success
- **Learn from the experience** - challenges help you grow

Remember: Not every student succeeds in every dual enrollment course, and that's okay. What matters is that you:

- Gave it your best effort
- Used available resources
- Learned something about yourself and college expectations
- Have a plan moving forward

Looking Ahead

As you prepare for dual enrollment:

- **Start the conversation early** with your family and counselor
- **Set clear goals** for what you want to achieve
- **Create a realistic plan** that balances high school and college coursework
- **Build your support network** - family, friends, counselors, teachers, instructors
- **Stay organized** from day one
- **Be patient with yourself** as you adjust to college expectations
- **Celebrate your progress** along the way

Parental Support

Parents and guardians play a crucial role in dual enrollment success:

- Encourage independence while remaining supportive
- Help with time management and organization initially
- Understand that college instructors won't contact you directly - students must self-advocate
- Monitor progress through OwlNet (with student's login credentials)
- Celebrate successes and support through challenges
- Trust that your student can handle increased responsibility
- Communicate with the school counselor if serious concerns arise

Final Thoughts

Dual enrollment represents a significant step toward college and career readiness. By taking college courses while still in high school, you are:

- **Demonstrating ambition** and willingness to challenge yourself
- **Investing in your future** by earning credits at no cost
- **Developing skills** that will serve you throughout college and your career
- **Exploring options** for your future educational and career path

- **Building confidence** in your abilities as a learner

Harford County Public Schools and Harford Community College have created this partnership to support your success. Take advantage of every resource, ask questions when you need help, and remember that challenges are opportunities to grow.

**We believe in your potential and are committed to supporting you every step of the way.
We Wish You Success in Your Dual Enrollment Journey!**

For additional information and updates, please visit:

- **HCPS:** www.hcps.org/sepg
- **HCC Dual Enrollment:** go.harford.edu/dualenroll

Questions? Contact your high school counselor or email dualenrollment@harford.edu