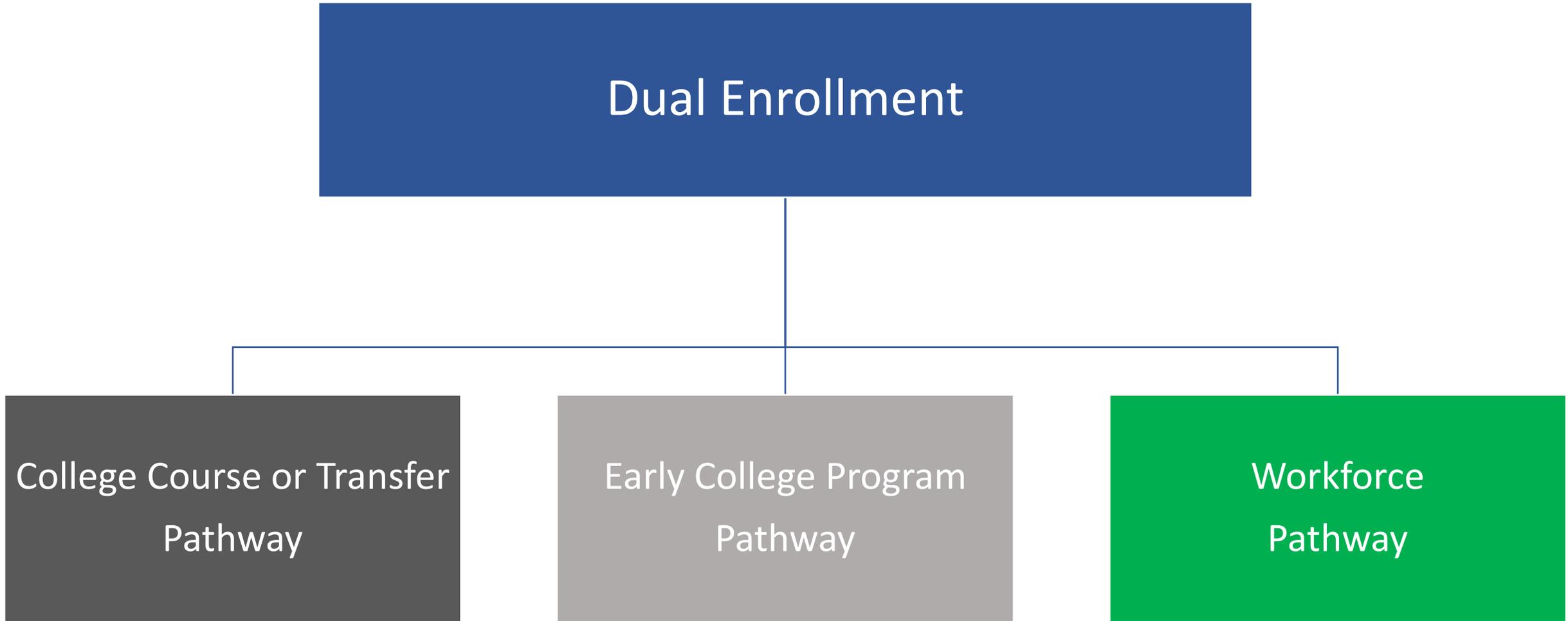


# Dual Enrollment

Harford County Public Schools  
Spring 2022

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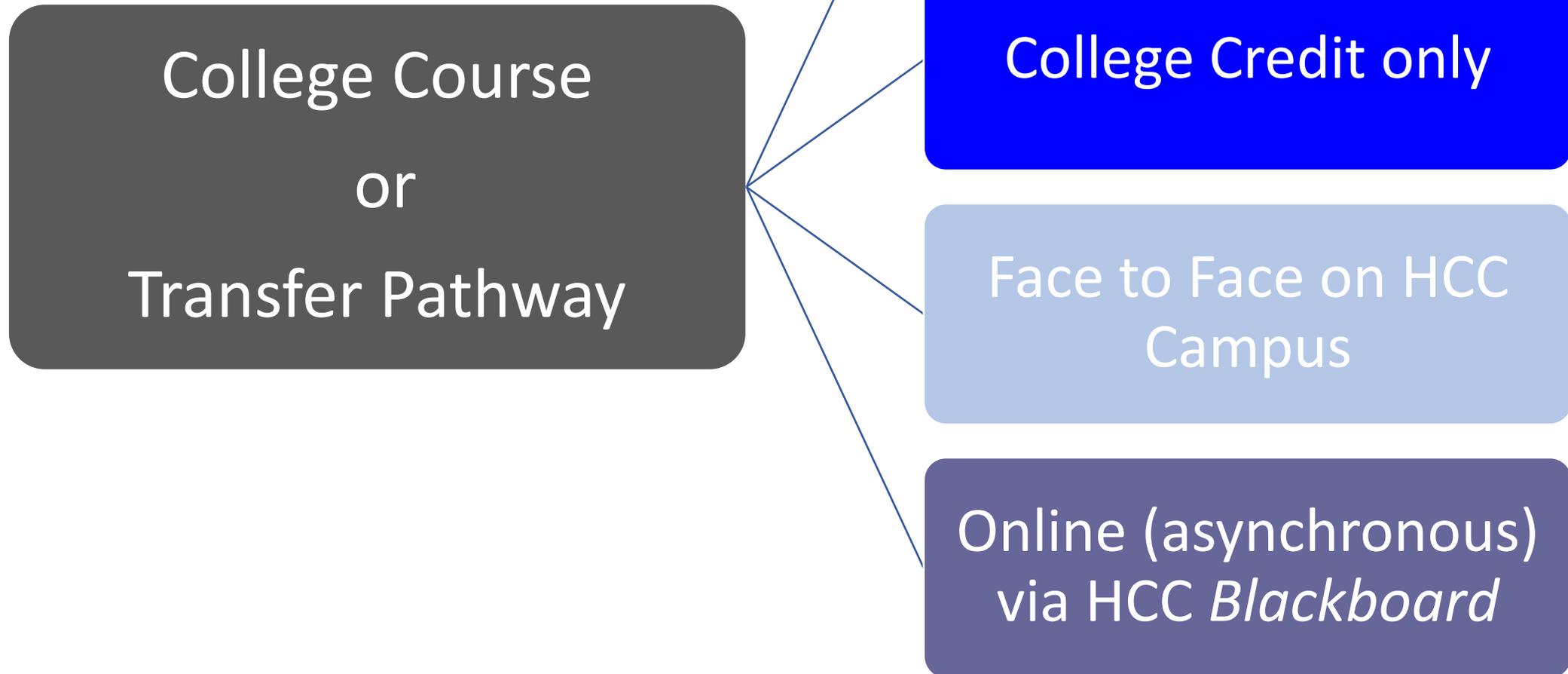
## Dual Enrollment Vocabulary

|                               |  |
|-------------------------------|--|
| Dual Enrollment               | Student enrolled in a high school and college at the same time.  |
| Dual Credit                   | College course earns both high school credit and college credit.   |
| College Credit only           | College course earns college credit only.  |
| Part-time Dual Credit         | 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. |
| Senior Waiver                 | Dual enrolled student with HCPS approval to take only college courses.   |
| Part-time College Credit only | 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.                         |

## Dual Enrollment Vocabulary

|                       |  |
|-----------------------|--|
| Completer Program     | Maryland high school graduation requirement students must complete. (Students can utilize Dual Enrollment to fulfill many courses in a completer program.)   |
| CTE                   | Career Technical Education is a content (subject) area for high school completer program requirement.  |
| Transfer Pathway      | College course(s) credit in a series of course that will transfer into a college or university.  |
| Early College Program | 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. |
| Cohort                | 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.   |

# HCPS-HCC Dual Enrollment





# Dual Credit vs. College Credit Only

## Dual Credit

- Aligned to high school standards.
- Must be pre-approved through HCPS.
- Meets high school credit requirements.
- Refer to HCPS Student Education Planning Guide.  
(<https://www.hcps.org/sepg/>) for list of approved courses.

## College Credit only

- Earns college credit.
- Transfers to most colleges or universities.\*
- Earns no high school credit.

# Dual Credit Courses: Earn high school and college credit

Check  
the date!

See the full list  
here on SEPG!



HARFORD COUNTY PUBLIC SCHOOLS-HARFORD COMMUNITY COLLEGE  
2021-2022 DUAL CREDIT COURSE ALIGNMENT

*Updated: September 10, 2021*

| Dept. | HCC Course Number and Title (Long Title)                    | HCPS Transcript Course # (Course) | HCPS Transcript Course Title (Short Title) | HCPS Credit | School and Program of Study   | If fulfills HCPS course, then which course credit?   | HCPS-HCC Dual Credit Course Type: Graduation Requirement or Elective |
|-------|---|-----------------------------------|--|-------------|---|--|--|
| BE    | HCC ECON 101 Macroeconomics                                 | BE31W05                           | HCC ECON 101                               | 1           | Edgewood High School (Academy of Finance)                               |  |  |
| BE    | HCC ACCT 101 Accounting Principles 101                      | BE46W05                           | HCC ACCT 101                               | 1           |   | Noted courses meet course requirement for "Business Pathway Completer" Business and Entrepreneurship Capstone via Dual Enrollment. |  |
| BE    | HCC ACCT 102 Accounting Principles 102                      | BE47W06                           | HCC ACCT 102                               | 1           |   |  |  |
| BE    | HCC BA 101 Introduction to Business                         | BE48W05                           | HCC BA 101                                 | 1           |   |  |  |
| BE    | HCC BA 110 Introduction to Entrepreneurship                 | BE49W15                           | HCC BA 110                                 | 1           |   |  |  |
| BE    | HCC BA 203 Principles of Marketing                          | BE50W05                           | HCC BA 203                                 | 1           |   |  |  |
| BE    | HCC ECON 102 Microeconomics                                 | BE51W05                           | HCC ECON 102                               | 1           |   |  |  |
| BE    | HCC ACCT 108 Computerized Accounting                        | BE53W05                           | HCC ACCT 108                               | 1           |   |  |  |
| BE    | HCC BA 103 Public Relations                                 | BE54W05                           | HCC BA 103                                 | 1           |   |  |  |
| BE    | HCC BA 109 Principles of Management                         | BE55W05                           | HCC BA 109                                 | 1           |   |  |  |
| BE    | HCC BA 130 Introduction to Supply Chain Management          | BE56W05                           | HCC BA 130                                 | 1           |   |  |  |
| BE    | HCC CIS 102 Introduction to Information Sciences            | BE57W01                           | HCC CIS 102                                | 1           | Harford Technical High School (CISCO)                                   | Dual enrollment of BE57, BE63, and BE64 constitute for 1 high school credit in CT30  |  |
| BE    | HCC ECON 106 Consumer Economics and Personal Finance        | BE58W05                           | HCC ECON 106                               | 1           |   | Noted courses meet course requirement for "Business Pathway Completer" Business and Entrepreneurship Capstone via Dual Enrollment. |  |
| BE    | HCC FIN 100 Personal Finance                                | BE59W05                           | HCC FIN 100                                | 1           |   |  |  |
| BE    | HCC ISS 105 Introduction to Cybersecurity                   | BE60W05                           | HCC ISS 105                                | 1           |   |  |  |
| BE    | HCC OS 116 Communication Technologies                       | BE61W05                           | HCC OS 116                                 | 1           |   |  |  |
| BE    | HCC OS 129 Introduction to Office Procedures and Management | BE62W05                           | HCC OS 129                                 | 1           |   |  |  |
| BE    | HCC CIS 104 Computer Operating Systems                      | BE63W01                           | HCC CIS 104                                | 1           | Harford Technical High School (CISCO)<br>Joppatowne High School (PTECH) | Dual enrollment of BE57, BE63, and BE64 constitute for 1 high school credit in CT30  |  |
| BE    | HCC CIS 210 Fundamentals of Network Security                | BE64W01                           | HCC CIS 210                                | 1           | Harford Technical High School (CISCO)                                   | Dual enrollment of BE57, BE63, and BE64 constitute for 1 high school credit in CT30  |  |
| BE    | HCC CADD 265 Solidworks                                     | BE65W01<br>BE65W02<br>BE65W03     | HCC CADD 265                               | 1           | Harford Technical High School (Drafting and Design Technology)          | TE11* Advanced Design Applications   |  |
| CT    | HCC CIS 274 Cooperative Education: CIS (Internship)         | BE67W32                           | HCC CIS 247                                | 1           | Joppatowne High School (PTECH)  |  |  |
| CT    | HCC CIS 272 Cooperative Education: CIS (Internship)         | BE68W32                           | HCC CIS 272                                | 1           | Joppatowne High School (PTECH)  |  |  |
| CT    | HCC ISS 222 Computer Forensics (Online)                     | BE69W32                           | HCC ISS 222                                | 1           | Joppatowne High School (PTECH)  |  |  |

# Dual Enrollment Costs



- Tuition
  - Full price

or

  - Waiver Discount for GPA 2.4+ (unweighted)

or

  - 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](mailto:cashier@harford.edu)).



Scan for the HCC  
Tuition Estimator  
Calculator

HCC assistance:  
[cashier@harford.edu](mailto:cashier@harford.edu)

# 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

|  |                    |              |
|--|--------------------|--------------|
| Tuition  | $\$135 \times 3 =$ | \$405        |
| Fees   | $\$27 \times 3 =$  | \$81         |
| Tuition and Fees Total with <b>no discount</b> |                    | <b>\$486</b> |

- **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.

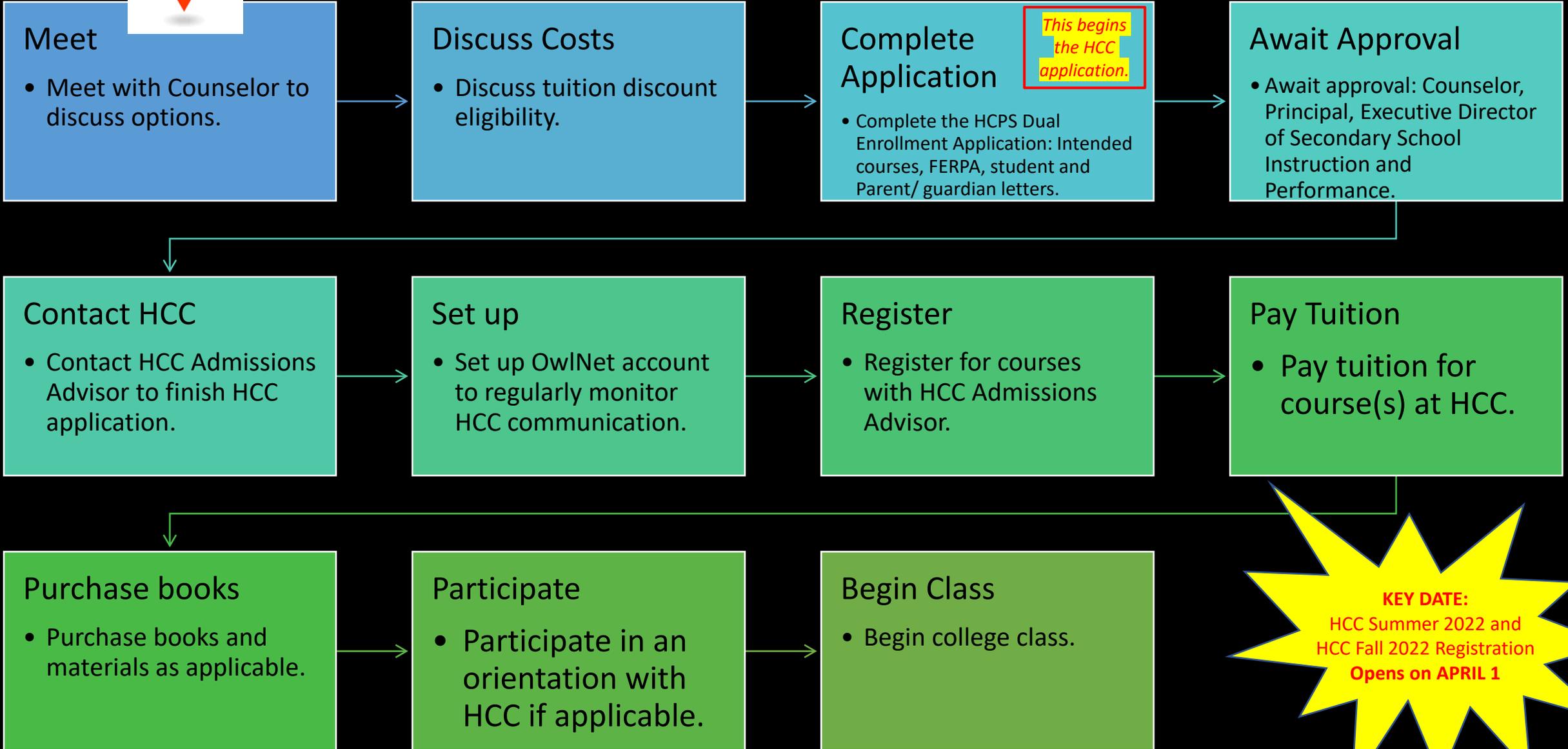
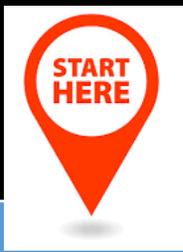
Example for a **3-credit course** like ENG101

|   |                      |                 |
|---|----------------------|-----------------|
| Tuition                                     | $\$90.45 \times 3 =$ | \$271.35        |
| Fees  | $\$27 \times 3 =$    | \$81            |
| <b>Tuition and Fees Total with discount</b> |                      | <b>\$352.35</b> |

- **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?



# HCPS Dual Enrollment Application

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

- Go to <https://studentplanner.hcps.org/>.
- Login with your student.hcps.org account.
- Select *Enrollment Options*.
- Select *Dual Enrollment*.

## 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.

FIG. 1



FIG. 2

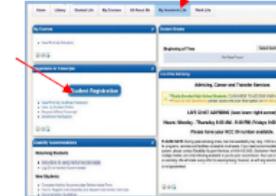


FIG. 3



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



### First: Start Application with HCPS

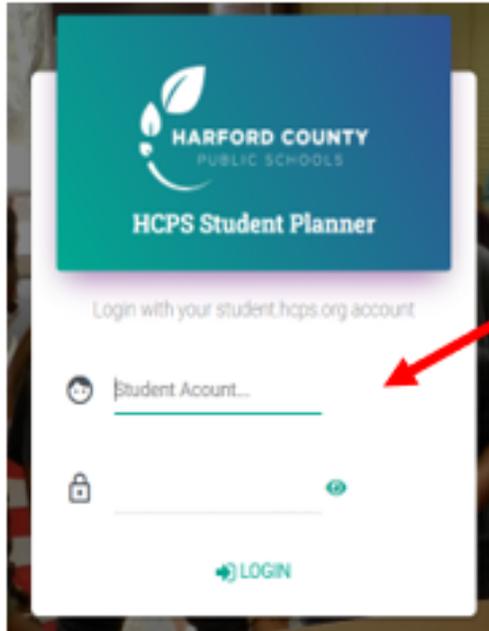
- Meet with your school counselor about your plans to attend Harford Community College for Dual Credit or College Credit only courses.  
*Note: Dual Credit courses must be pre-approved by HCPS to meet graduation requirements. Discuss with your school counselor and see [HCPS Dual Credit Guide](#).*
- Apply for Dual Credit or College Credit only courses through the HCPS Student Planner. (See FIG. 1.)
  - Go to <https://studentplanner.hcps.org/>.
  - Login with your student.hcps.org account.
  - Select *Enrollment Options*.
  - Select *Dual Enrollment*.
- 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.*
- 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

- 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.*
- Receive acceptance email from HCC within 1-2 business days. This email contains the following information.
  - OwINet account set-up: Online HCC portal for registration, email, and HCC communication
  - 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.*
- 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.
- Confirm HCC FERPA <https://hccweb1.harford.edu/ferpa/Default.aspx> (also available through *OwINet* Forms) as applicable (confirm with HCC Admissions Advisor). Access and completion of this form require your Harford Community College username and password.
- Register for class(es). (See FIG. 2)
  - Email [admissions@harford.edu](mailto:admissions@harford.edu) to request a meeting with an Admissions Specialist.
  - Once you have spoken with an Admissions Specialist, login to your *OwINet* account.
  - Click on *My Academic Life* tab.
  - Select *Student Registration* (left-side of the screen) and *Register for Classes*.
  - Choose the registration term and enter the Course Registration Numbers (CRNs) accordingly. Once you have checked everything for accuracy, click Submit.
- 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](mailto:cashier@harford.edu) for tuition discount information.*

# HCPS Dual Enrollment Application

(a.)



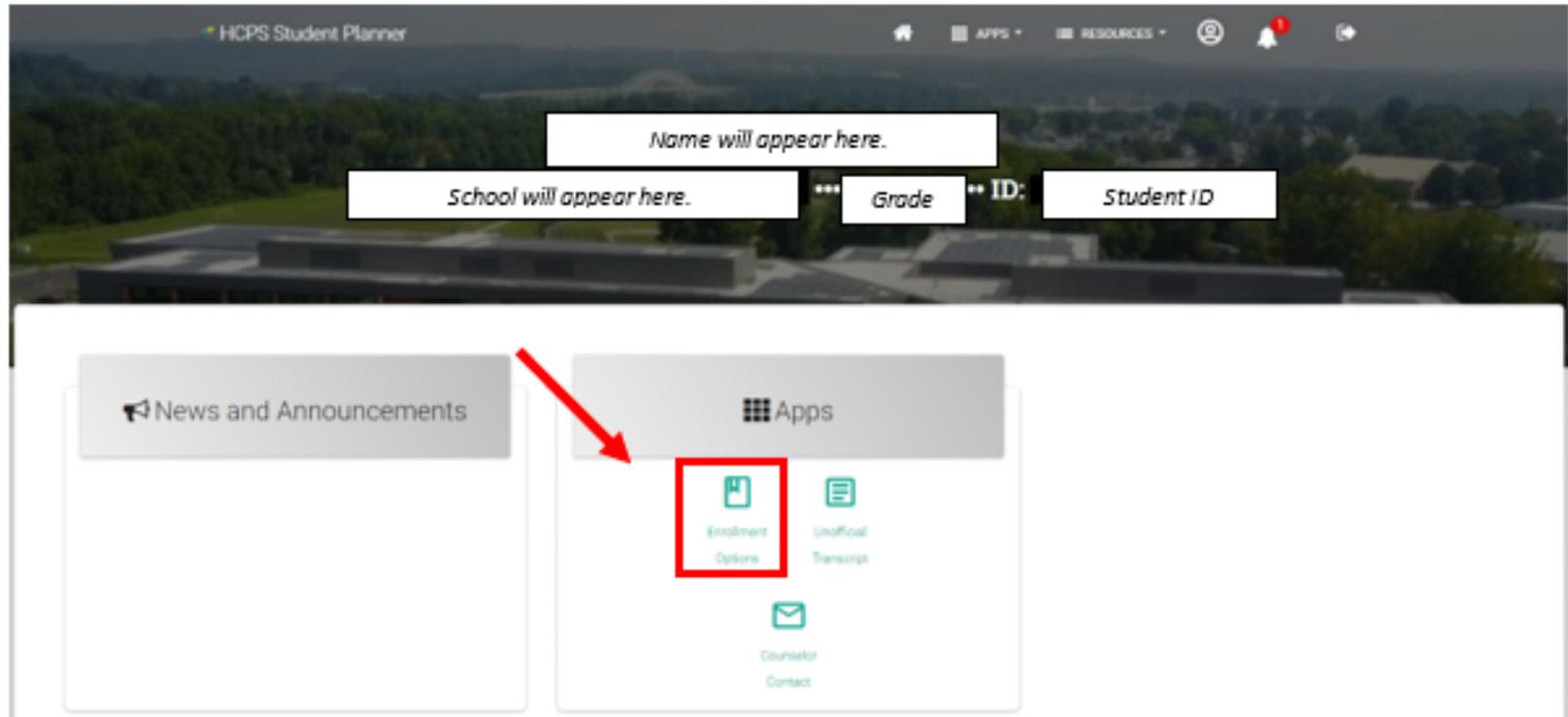
Use your  
HCPS login  
information.

(a.) Go to

[www.hcps.org/studentplanner/DualEnrollApp](http://www.hcps.org/studentplanner/DualEnrollApp).

(b.) Select *Enrollment Options*.

(b.)



# HCPS Dual Enrollment Application

(c.) Select *Dual Enrollment*.

(c.)

Enrollment Options ×

New Application

 Dual Enrollment

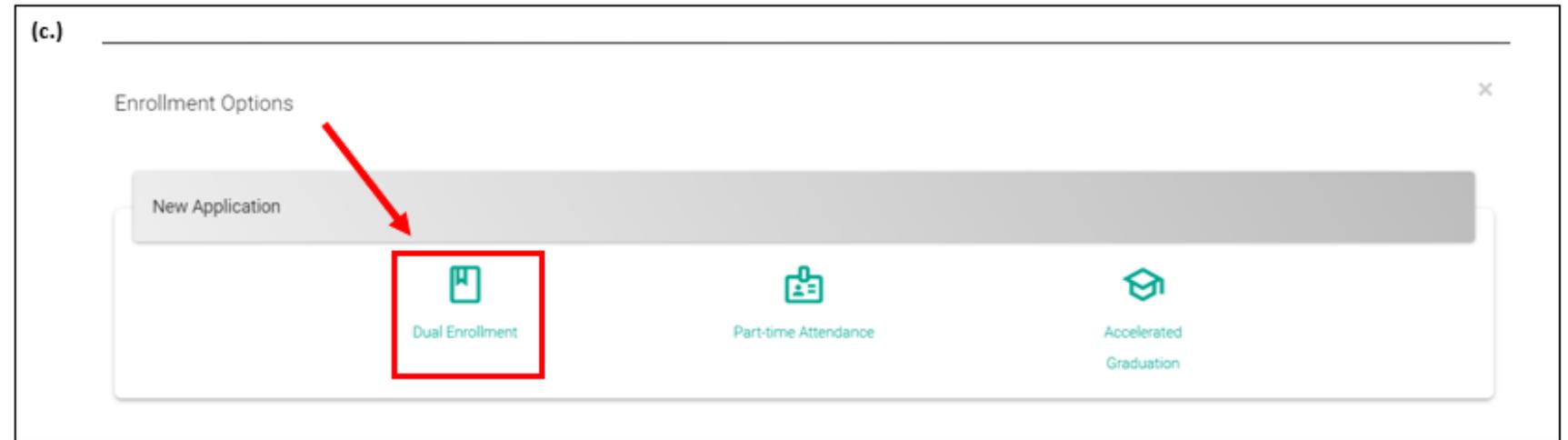
 Part-time Attendance

 Accelerated Graduation

Dual Enrollment

Part-time Attendance

Accelerated Graduation



The application is now in view.

- Select *School Year and confirm Counselor*

## 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*.

| Select Dual Enrollment Type  | Description  | Select DE Course Credit Type   | Description  |
|--|--|--|--|
| I want to attend HCPS <b>AND</b> College/Post-secondary Institution. | <ul style="list-style-type: none"> <li>• The student will take a combination of both high school and college classes.</li> <li>• Student must take a minimum of 4 classes to meet the full-time status.</li> </ul> | 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.  |
|  |  | <b>OR</b>  |  |
|  |  | I want to earn College Credit <b>ONLY</b> from the college course(s) I select (College Credit only).                         | College courses selected earn college credit only (and no high school credit). |

## OR

| Select Dual Enrollment Type                               | Description   | Select DE Course Credit Type   | Description   |
|---|---|--|---|
| I want to attend College/Post-secondary institution only. | <ul style="list-style-type: none"> <li>• The student will take college courses only for college credit.</li> <li>• Student must take a minimum 4 college classes to meet the full-time student status.</li> </ul> | Not Applicable:<br>No selection because all college courses for this type are college credit only. | This enrollment type means a student is taking <u>4 or more</u> 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*.

Courses ?

| <input checked="" type="checkbox"/> HCPS and College Credit? | Semester | Select HCPS Dual Transfer Course          | <input type="button" value="DELETE"/> |
|--|----------|---|---------------------------------------|
| <input checked="" type="checkbox"/>                          | FALL     | EN04W85 - HCC ENG 101 English Composition | <input type="button" value="DELETE"/> |

Scan for the HCC Course Schedule



**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).

Letters
?

Student: In the area below, please type (or copy and paste) a letter explaining your reasons and interest in taking college courses.

Parent/Guardian: In the area below, please type (or copy and paste) a letter supporting your student's application.

Student Letter

↶ ↷ Paragraph ▾ A ▾ **B** *I*
≡ ≡ ≡ ≡
≡ ≡

≡ ≡ ≡ ▾

Parent/Guardian Letter

↶ ↷ Paragraph ▾ A ▾ **B** *I*
≡ ≡ ≡ ≡
≡ ≡

≡ ≡ ≡ ▾

- Select the box indicating acknowledgement of FERPA.

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.

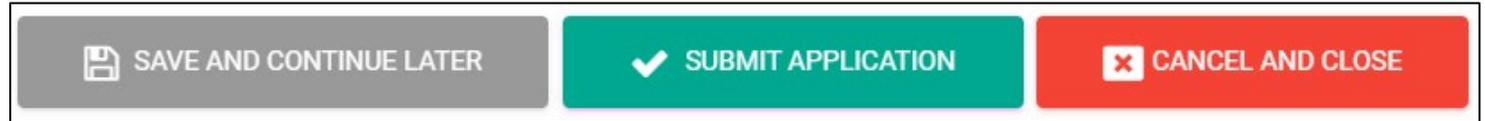
Enables registration and grade information to be securely exchanged between HCPS and HCC.

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

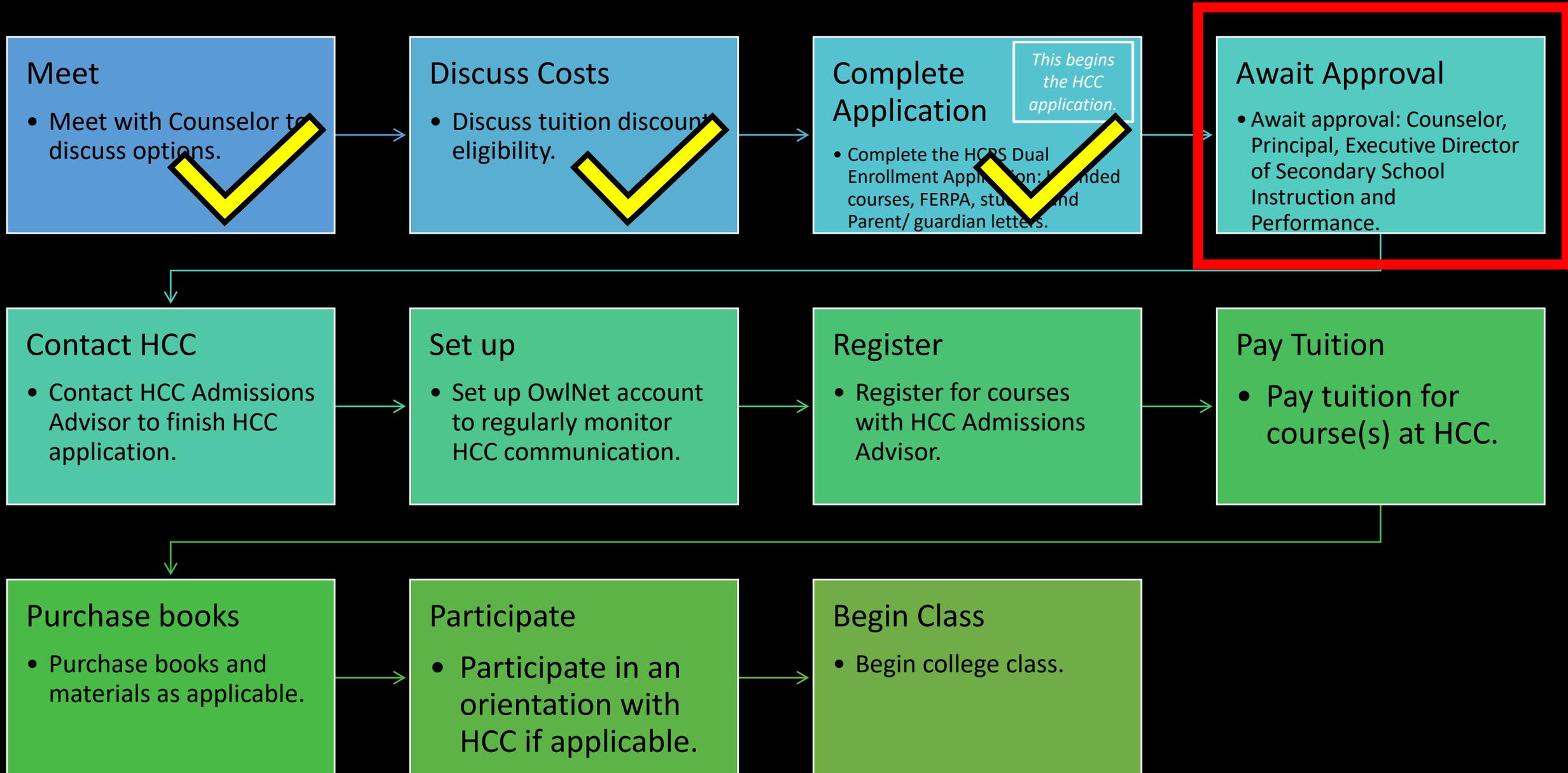
- Select *Submit* and Enter Social Security Number (SSN) to complete the HCPS application.



- 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?



# 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](mailto:admissions@harford.edu)
- **Scan here** to schedule HCC virtual appointment



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

March 2022



## HCPS Dual Enrollment with HCC

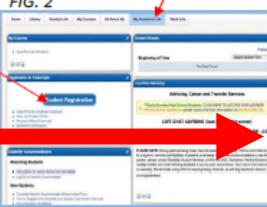


Use this guide as a Harford County Public Schools (HCPS) student to apply for Dual Enrollment with Harford Community College. Contact your school counselor with questions.

**FIG. 1**



**FIG. 2**



**FIG. 3**



To learn about payment options, login to OwlNet, click the All About ME tab, then My BillPayment Plan.

**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*.
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3. Complete the HCPS Dual Enrollment application. This includes intended courses, FERPA acknowledgment, student and parent/guardian letters, and Social Security Number (SSN).  
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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](mailto: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.  
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