Hi Dual Enrollment Student,

Our procedures for submitting paperwork for approval is changing. We hope this new way to submit documents will streamline and speed up the approval process. You must be able to access your Hawk mail and My HCC to submit your forms. You MUST follow the instructions below for the new submission form.



Access the form,[hps://forms.oce.com/Pages/ResponsePage.aspx?id=lB8DbALEOkOS0i086FFto4ckaMZVo8BLo\_kObLvFKPhUMjBSNk5ZQTBVS043SUtRUktTVzBRVkFJWCQlQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=lB8DbALEOkOS0i086FFto4ckaMZVo8BLo_kObLvFKPhUMjBSNk5ZQTBVS043SUtRUktTVzBRVkFJWCQlQCN0PWcu), you must sign in using your HCC login.



You must have all forms to submit:

o

Public school: Authorization Form B and your last report card or Summary Worksheet.

o

Private school: Authorization letter and your current high school transcript.

o

Charter school: Authorization form and your last report card or Summary Worksheet.

o

Home Education: Home School Approval Form.



Once you have uploaded your forms, you must click “Submit”



You will receive an email to your Hawk mail indicating your forms have been received by the Dual Enrollment Office.



Once your paperwork is approved, you will receive a second email to your Hawk mail with registration instructions’ are currently accepting paperwork for summer term. The summer schedule will be live on the HCC website about a week prior to registration beginning.

For additional dual enrollment questions, you may still utilize our email.