

HCC Dual Enrollment Procedures for First Time Students

*****Returning Dual Enrollment students go to page 2*****

Visit HCC's Dual Enrollment Website: tinyurl.com/HCCdualenroll

Then complete Steps 1 – 4 under *Get Started on Your Future*.

STEP 1: Meet Eligibility Requirements – Read the eligibility criteria under *Dual Enrollment*.

STEP 2: Complete the HCC Dual Enrollment Application for Admission – The supplemental items are not required for the Dual Enrollment application. You will receive two emails after you complete the application. The first email thanks you for submitting the application. The second email you receive is your acceptance email and contains your HCC email address and HCC ID number. This email can take up to 5 business days to receive. If you do not receive the second email after 7 business days, you should go to the Student Services Office at any HCC campus and speak with someone to obtain this information.

STEP 3: Set up your HCC Login – Complete this step after you receive your acceptance email with your HCC email address and HCC ID number.

STEP 4: Take a Placement Test or Submit Scores – Students must obtain qualifying college ready test scores to take most Dual Enrollment courses. This can be done by taking the SAT, PSAT, ACT, or PERT. Below are the required qualifying scores. Please note, MAC1105 (College Algebra) requires the following math scores: PERT 123, SAT 27, ACT 21, PSAT(NMSQT) 530. SLS1106 (First Year Experience Orientation – College Success) does not require test scores, only a 3.0 unweighted GPA.

PERT	SAT / PSAT	PSAT Digital	ACT
Reading 106	Reading 24	Reading & Writing 490	Reading 19
Writing 103	Writing 25	Reading & Writing 490	English 17
Math 114	Math 24	Math 480	Math 19

Requesting to take the PERT - fill out the *Dual Enrollment PERT Request* under STEP 4. You will use the HCC login you created in STEP 3 to sign in and submit the form. After you submit it, you will receive an email to your Hawkmail account with PERT study materials along with instructions on how to register for the test.

After you take the PERT, bring a printout of your test scores to your Durant school counselor so they can be entered into our system. Then continue to the back side of this sheet.

HCC Dual Enrollment Procedures for Returning DE and First Time Students

REGISTRATION DATES & DEADLINES (IMPORTANT)

Check out the *Registration Dates and Deadlines* section on HCC's Dual Enrollment website for the semester you plan to take classes. These deadlines are very important. If you miss the paperwork or registration deadlines, you will not be able to register for classes during that term.

Not sure what classes to take? Check out the *Preparing for Classes* section under *Selecting Classes* for resources and information.

Gather your required paperwork to submit:

- See your Durant School Counselor to get Authorization Form B.
- Download a copy of your most recent report card here <https://reportcards.sdhc.k12.fl.us/> or ask your School Counselor for a copy of your Summary Sheet.
- Read the [Dual Enrollment Student and Parent Agreement](#), print out page 4, and complete it.
- Download a copy of your SAT or ACT scores from your College Board or ACT account to submit. HCC can pull your PERT scores directly from their system if you took it with them.

Submit your required paperwork (You must do this for every semester you plan to take DE classes):

Visit HCC's Dual Enrollment Website: tinyurl.com/HCCdualenroll

Go to the *Submit Paperwork Every Semester* section and select *Submit Paperwork for Approval to be able to Register for Classes*.

- Click the *Submit Your Dual Enrollment Paperwork* link and use your HCC login credentials to sign in. If you have issues logging in, open a private browsing window then try again.
- Fill out the information, upload all required documents, and click submit.
- You will receive two emails to your Hawkmail account. You will receive the first email quickly indicating HCC received your form. **Once the Dual Enrollment Office processes and approves your paperwork, you will receive the second email with instructions on how to officially register for courses.** The second email will take longer to receive, especially if you submitted closer to the paperwork deadline.

REGISTERING FOR CLASSES (You can only do this **AFTER** receiving the approval email from the Dual Enrollment Office mentioned above):

Look up what course, section number, and instructor you want using [HCC's Search for Classes tool](#). Make sure you select a course with open seats available.

Once you've made your choices, visit <https://my.hccfl.edu>. Sign in with your HCC login info.

- Click *Admissions & Registration* (2nd button on left) > select *Student Forms* (6th button down) > select *Course Schedule Adjustment* (1st link under admissions and registration)
 - Add the term (ex. Spring 2023). Then under Action Type select "Add" and enter your course and section (ex. ENC 1101 (61481)). You can add more rows to add more than one class.
 - After you're done adding courses, scroll to the bottom to fill out the remaining info and submit. (Take a picture / screen shot for your reference).

Check Hawkmail and HCC Canvas frequently to make sure everything submitted. Once you are officially registered for your course, bring a copy of your HCC schedule to your Durant School Counselor.