

How Do I Apply For Dual Enrollment Courses?

1. Confirm your eligibility:
 - You must have an un-weighted (state) **GPA of 3.0 or higher**
 - You must have the following qualifying test scores:

PERT	SAT Prior to 3/16	SAT After 3/16	ACT
Reading 106	Reading / Verbal 440	Reading / Verbal 24	Reading 19
Writing 103	N/A	N/A	English 17
Math 114*	Math 440*	Math 24*	Math 19*
123 for MAC 1105	510 For MAC 1105	27 For MAC 1105	21 For MAC 1105

2. Complete the appropriate paperwork:
 - If this is your first time taking dual enrollment courses, you must complete an HCC online application for admission at www.hccfl.edu
 - Complete Authorization Form B (2 pages)
 - Obtain signature from school counselor
 - Request a Student Summary Worksheet from school counselor
3. Email or Fax ALL documents :
 - Email: dualenrollment@hccfl.edu Fax: 813-253-7061
4. After you paperwork has been turned in:
 - The dual enrollment office will notify you when you have been authorized to register for classes.
 - Go to HCC and Meet with an HCC Counselor to register and receive a fee waiver. This is done on a walk-in basis
 - Take the fee waiver to the Bursar's Office. Failure to submit the fee waiver will result in you being billed for the class.
 - Complete your Textbook Order (see Ms. Shaw for info)
 - Bring a copy of your HCC schedule to your school counselor

Please Note:

- Any courses registered for or grades received become a permanent part of the student's record.
- Students are expected to be aware of the drop/add / withdrawal deadlines for each of their courses. This information can be located on the student's schedule in Web Advisor.
- If a student of any age enrolls in a postsecondary institution, the rights under FERPA transfer to them. Students who wish to give permission to their parents to access their academic, financial, and or registration records will be required to submit a FERPA release form to the Admissions Department. HCC will not provide information to a parent or allow them to register a student for classes without the student present unless the student has already submitted a release form.
- The student must maintain a high school GPA of 3.0 or above (un-weighted) and an HCC GPA of 2.0 or above to remain eligible.
- Students will be attending classes with non-high school aged students and may encounter students of various ages and backgrounds while on an HCC campus, including students who may hold criminal records.
- Students will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. Students must be able to engage in discussion in a mature and responsible manner.