



## Dual Enrollment at an HCC Campus Public Schools

### Eligibility:

- Be a high school student
  - 3.0 cumulative **unweighted** GPA
  - Test scores (not more than two years old)  
**SAT:** 440 Critical Reading/Verbal, 440 Math for MAT 1033 and science classes, 510 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023  
**ACT:** ENC 17, REA 19, Math 19 for MAT 1033 and science classes, 21 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023  
**PERT:** 106 REA, 103 Writing, 114 Math for MAT 1033 and science classes, 123 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023
- Application for Admissions must be on file before student takes the PERT.**

### Procedure to Apply:

#### New Students:

- Complete HCC **online** Application for Admission
- Obtain transcript documenting unweighted GPA
- Obtain document showing test scores with date taken
- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form (available on the HCC Dual Enrollment website).
- Complete HCC Dual Enrollment Transcript Request Form (available on the HCC Dual Enrollment website).
- Mail all required documents **30 working days prior to the start of the semester** to:  
Hillsborough Community College                      or hand deliver to:                      District Administrative Offices  
Dual Enrollment Office, Room 320                      39 Columbia Dr. (Davis Island)  
P.O. Box 31127                      Room 320  
Tampa, FL 33631                      Tampa, FL 33606

#### Returning Students:

- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form (available on the HCC Dual Enrollment website).
- Complete HCC Dual Enrollment Transcript Request Form (available on the HCC Dual Enrollment website).
- An updated high school transcript may be required.
- Mail all required documents **30 working days prior to the start of the semester** to the address above. See Dual Enrollment website for deadline dates.

### Procedure to Enroll:

Student will be notified when application has been approved. At that time student may proceed:

- Meet with an HCC counselor and receive fee waiver. (Meetings are done on a walk-in basis).
- Take fee waiver to Bursar Office. It is the student's responsibility to submit the fee waiver to the Bursars office. Failure to do so may result in the student being billed for the class.
- Notify your high school counselor when you have registered for classes at HCC.
- Complete online Textbook Order Form. Login information available from your schools guidance office.

### After completing course:

- Return textbooks to SDHC Warehouse **NO LATER** than 5 working days after the last day of class at HCC.
- An HCC transcript will automatically be sent to your high school.

### HINTS:

- List an alternate class in case your first choice is unavailable (alternate courses must be approved).
- The earlier you apply the better.
- Students limited to 9hrs. per semester.
- Students must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 to remain eligible.
- One (1) attempt per dual enrollment course (including withdrawals) – don't blow it!
- The grades you earn in these classes will forever be part of your college transcripts. Do your best!

<http://www.hccfl.edu/dualenrollment>

## ACADEMIC PROCEDURES

### DUAL ENROLLMENT (OFF THE HIGH SCHOOL CAMPUS)

#### Qualifications

Students may attend HCC or USF on a part-time basis. Students may only take courses at USF that are not offered at HCC. USF verifies the course selection and makes the final enrollment decision. The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The student must achieve an acceptable score on the Postsecondary Education Readiness Test (PERT), SAT, or ACT.

#### Academic Impact

The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.

Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

#### Student Responsibilities

During the program planning process, the student, with the assistance of the school counselor, should establish the *need* for dual enrollment off the high school campus based on the student's academic requirements and the class offerings at the school site. The student will complete **Authorization Form B "Dual Enrollment Off the High School Campus"** under the supervision of the school counselor. For dual enrollment at HCC, the student must also complete the **"Special Category Student Authorization Form"** found on the HCC website ([www.hccfl.edu](http://www.hccfl.edu)) keyword "dual enrollment" (Steps to Apply). The student must research the availability of courses at the postsecondary institution, complete and submit the application for admission to the institution. The application for HCC is online. The application fee is waived. Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF. All paperwork must be submitted to HCC or USF 30 working days prior to the start of the semester.

#### Counselor Responsibilities

During program planning, the school counselor assists the student in completing the **Authorization Form B "Dual Enrollment Off the High School Campus"** and verifies student eligibility. The school counselor retains the original authorization form and gives a copy to the student. The student's schedule should be adjusted to accommodate the off-campus course. **Students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.**

**AUTHORIZATION FORM B**  
**DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**  
**STUDENT RESPONSIBILITY**

(CIRCLE ONE)

**SEMESTER:**     1

**SEMESTER:**     2

Date: \_\_\_\_\_

Hillsborough County Public

School Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Postsecondary Institution: \_\_\_\_\_

Dual Enrollment Course(s): \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Alternative Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

☐ Grade Level (9, 10, 11, or 12 only) - circle one

☐ Grade Point Average (minimum GPA: 3.0 unweighted): \_\_\_\_\_

☐ Acceptable test score on the PERT, SAT, or ACT

☐ Application submitted to HCC or USF: \_\_\_\_\_

**ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED.** If the course chosen is unavailable on the HCC or USF campus, and the student wishes to take another course, the student is required to consult with the counselor for approval of an alternative course from the master list of DOE approved courses.

Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

**Principal's Statement**

In order to meet the academic needs for the student named, the student may dually enroll in a postsecondary institution for the course(s) indicated.

\_\_\_\_\_  
Principal's Signature (or Designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

***Please continue for additional information***     

## **AUTHORIZATION FORM B (continued)**

### **DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**

#### **Student's Statement of Responsibility**

- ☐ Student **must** obtain signature from principal or designee.
- ☐ Student **must** obtain signature from counselor.
- ☐ Student and parent **must** sign "Statement of Responsibility."
- ☐ Student understands if course(s) is/are unavailable, additional approval is **required** from the high school counselor
- ☐ After enrolling/registering at HCC, students must obtain an access code from the high school to order textbooks online (HCC courses only).
- ☐ Additional fees such as online access codes (ie... My Math Lab (MML), XL, Access Code) and consumables will be the responsibility of the individual student.
- ☐ Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

*I understand that HCC will submit a transcript to my high school. For courses taken at USF, I understand that I must request to have my transcript sent by USF to my high school and pay any applicable fees. In addition, **students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.** HCPS textbook personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, **the student will be charged a textbook fine or the replacement cost of the textbook.** Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## **HCC Transcript Request Dual Enrollment SDHC Public Schools**

I authorize Hillsborough Community College to furnish my high school any and all information pertaining to my academic record while I am enrolled in Hillsborough Community College as a Dual Enrollment student. I hereby release Hillsborough Community College from any liability or damage that may result from furnishing the information requested.

\_\_\_\_\_  
Name of High School (Please Print)

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security or HCC Student ID No.

Processed
Campus: _____
Date: _____
By: _____



Dual Enrollment Office  
P.O. Box 31127  
Tampa, FL 33631  
(813) 253-7121  
Fax (813) 253-7061  
[www.hccfl.edu/dualenrollment](http://www.hccfl.edu/dualenrollment)

## Special Category Student Authorization Form

### On HCC Campus, Center or Site

Name: \_\_\_\_\_ SS# or HCC ID# \_\_\_\_\_  
Campus: \_\_\_\_\_ Term: Year \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Student Type:

- ☐ Dual Enrollment – Public School ☐ Dual Enrollment – Home Education ☐ Dual Enrollment – Early Admit  
☐ Dual Enrollment – Private School ☐ Dual Enrollment – Charter School

Name of High School: \_\_\_\_\_ Expected Date of HS Graduation: \_\_\_\_\_

Course(s): 1. \_\_\_\_\_ Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ 3. \_\_\_\_\_ Course Name \_\_\_\_\_ Course Number \_\_\_\_\_  
2. \_\_\_\_\_ Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ 4. \_\_\_\_\_ Course Name \_\_\_\_\_ Course Number \_\_\_\_\_

All applicable items below must be submitted **30 WORKING DAYS PRIOR TO THE START OF THE SEMESTER** to the address above. Please visit the dual enrollment website for deadline dates.

- ☐ Grade Level: \_\_\_\_\_  
☐ Completed online Application for Admission  
☐ High School Transcript (**GPA-3.0 unweighted for Dual Enrollment, 3.5 unweighted for Early Admit**)  
☐ Letter of Authorization from high school principal or designee (public and private schools) **REQUIRED EACH SEMESTER**  
☐ Dual Enrollment Transcript Request Form (Public School Only) **REQUIRED EACH SEMESTER**  
☐ Educational Plan that clearly delineates courses taken through home school, and courses to be taken at HCC and through home school for completion of home education program (Home Education Only)  
☐ Affidavit or proof of registration with SDHC Home Education Office (Home Education Only)  
☐ Home Education Dual Enrollment Agreement, two copies (Home Education Only)  
☐ Test Score (must achieve an acceptable score on the PERT, SAT, or ACT). **DOCUMENTATION ATTACHED**

PERT	SAT	ACT
_____ reading 106	_____ critical reading/verbal 440	_____ reading 19
_____ writing 103	_____ math 440	_____ English 17
_____ math 114	MAC 1105 requires 510	_____ math 19
MAC 1105 requires 123	MGF 1106/1107 requires 510	MAC 1105 requires 21
MGF 1106/1107 requires 123		MGF 1106/1107 requires 21

We, the student and parent or guardian, agree for the above named to enroll in the Dual Enrollment/Early Admissions Programs offered at Hillsborough Community College. We understand the course selection for enrollment will be authorized **each term** by the high school counselor or home educator for courses that are creditable toward the high school diploma. We agree to abide by the guidelines of the Dual Enrollment/Early Admissions Programs, as well as College policies and procedures, while enrolled in HCC. We understand that any courses registered for, or grades received, become a permanent part of the students record. In addition, the student must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 to remain eligible.

We also understand that 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 discussions in a mature and responsible manner.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<http://www.hccfl.edu/dualenrollment>