YOUR Guide to HACC's
College in the High School
and **Dual Enrollment** Programs

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Contents

Glossary of Terms

College in the High School (CHS) - A high school student may earn college credit for taking HACC courses. CHS courses are taught by high school instructors at their high school during the school day.

Dual Enrollment (DE) – A high school student may enroll in HACC courses to earn college credit. DE courses are taught by HACC instructors at HACC campuses or online.

High school students can take both CHS and DE courses at the same time.

Acceptance email: Message sent to students after all application materials have been processed

This email includes the student HACC ID number and steps to activate your myHACC account.

Admissions counselor: An employee in **HACC's Admissions Department** who assists future students with applying to HACC

Activate account: Required step in the application process that allows a student to access their HACC student email account (**HAWKMail**) and HACC's online portal (**myHACC**)

Application: Online form used to gather information from students for admission into the College

An application must be completed as part of HACC's application process.

Brightspace (D2L): Online learning platform used to access course information such as the syllabus, assignments, discussion posts and more

CHS course confirmation form: High school counselors and administrators must complete this form to indicate which CHS courses they plan to offer each semester

CHS class list: Preliminary list provided by the high school counselor of all students who are potentially interested in taking a CHS course for HACC credit

This list should include student name, date of birth and email address. HACC will also request a specific list for each course before the start of each semester.

CHS and DE class roster: List of students who officially register for CHS and/or DE courses at HACC

Course registration number (CRN): Five-digit number assigned to a specific CHS or DE course

Students need this number to register for courses. CHS students receive the CRN in an email from success coaches. DE students will see CRNs when browsing for courses in myHACC.

Credit: Unit that measures learning and typically correlates to the number of hours of instruction

For every hour of learning, students should be prepared for at least two hours of additional work including studying, writing papers, research and assigned homework.

Delivery of courses: The way a course will be taught

Options include:
- Face to face: In-person courses at one of HACC's campuses
- High school: CHS courses taught at specific high schools
- Remote: Online courses with scheduled meeting times
- Virtual: Online courses with no scheduled meeting times

For additional information, please visit **hacc.edu/ClassOptions**.

Drop/Add/Withdrawal (DAW) form: Students may be required to fill out this **form** if they want to drop, add or withdraw from a course after established **deadlines** have passed.

Federal Education Rights and Privacy Act (FERPA): Federal law that requires student consent to disclose information to parents/guardians or other third-party agencies

1

A third-party release form must be completed by the student and their parent/guardian, or HACC cannot release student information to a third party, regardless of the student's age.

Final roster verification: Final list of students who successfully applied, registered and paid for their CHS course(s)

Final rosters must be reviewed by the high school counselor/administrator, and the roster verification acknowledgement form must be signed and returned to HACC to maintain accurate records.

HACC ID: Identification number beginning with "H" that is assigned to every CHS and DE HACC student

"HACC Updates for High School Students, Parents and Partners" emails: Weekly email to CHS/DE students, parents and high school partners that includes important deadlines and information

Please use **this link** if you want to sign up for the weekly communications.

HAWKMail: HACC student email address that should be monitored frequently for important resources and information

All collegewide communications will be sent to the student's HAWKMail email address.

High School Partnerships Department: Department at HACC available to support high school counselors, administrators and instructors

High school transcript: Official record of a student's work that shows courses taken and grades achieved in high school

A copy of the student's high school transcript is required as part of the application process.

Multiple measures: The use of grade point average (GPA), ACT/PSAT/SAT scores and other relevant information to determine if students are exempt from completing placement testing and eligible to take certain HACC courses

myHACC: Online platform where students can search, register and pay for classes

New Student Orientation (NSO): A mandatory requirement for all new students, which provides an overview of expectations, Title IX training and collegewide resources

Override: A specific approval code assigned to a student to allow them to take a CHS course

Part of term: A date range within the semester (fall or spring) when a course is scheduled to occur

Placement testing: If students do not meet multiple measures, they are given a link to take an online assessment in English, English as a Second Language (ESL) and/or math. Placement testing ensures students are placed into college-level work and have the necessary skills to succeed in college-level courses.

Prerequisite: Specific requirement students must meet in order to demonstrate they are eligible for college-level course material

Registration: Signing up for courses

This must be completed online in the student myHACC account.

Registration error message: Error that prevents students from registering for a course for various reasons

If students receive an error message, they should contact **successcoach@hacc.edu**.

Semester: Timeframe in which coursework takes place, typically lasting 14 weeks

Some courses may also be offered in a seven-week format.

Signature page: Online form required for DE application

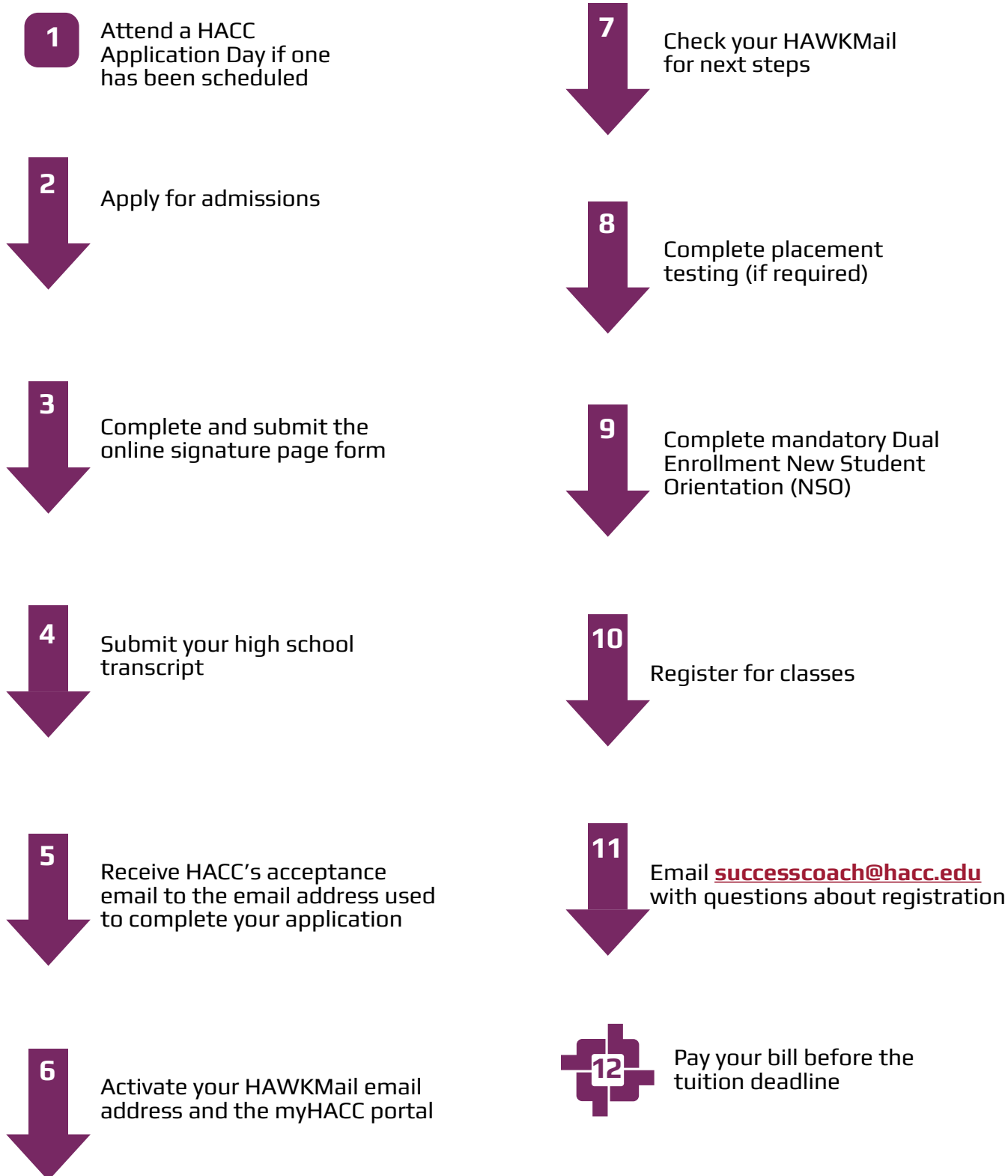The signature page requires the signatures of:
1. Student
2. Parent/guardian (if student is under the age of 18)
3. High school guidance counselor/administrator

Success coach: HACC employee who helps CHS/DE students register for classes and offers support during semester with any questions about HACC courses

Third-party release form: According to FERPA, this form is required to be filled out by the student to allow for HACC to communicate with parents/guardians and third parties about a student's academic record. This is an optional part of the online application. Students can contact the Welcome Center at **onestopwc@hacc.edu** using their HAWKMail email to request and submit the form.

Tuition: Cost associated with courses that students are responsible for paying by the established **deadlines**

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1 Attend a HACC Application Day if one has been scheduled

2 Apply for admissions

3 Complete and submit the online signature page form

4 Submit your high school transcript

5 Receive HACC's acceptance email to the email address used to complete your application

6 Activate your HAWKMail email address and the myHACC portal

7 Check your HAWKMail for next steps

8 Complete placement testing (if required)

9 Complete mandatory Dual Enrollment New Student Orientation (NSO)

10 Register for classes

11 Email **successcoach@hacc.edu** with questions about registration

12 Pay your bill before the tuition deadline

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3

Apply to HACC as a high school student!

Please follow the steps below if you want to apply to take HACC classes while still in high school.

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®

1 Apply for admissions.

Select "Dual Enrollment High School" as the academic program.

2 Complete and submit the online signature page form.

3 Submit your high school transcript.

4 Wait three to five business days for your acceptance email to arrive.

5 Activate:
- Your HAWKMail email address. *This is how you'll receive communications from the College.*
- The myHACC portal.

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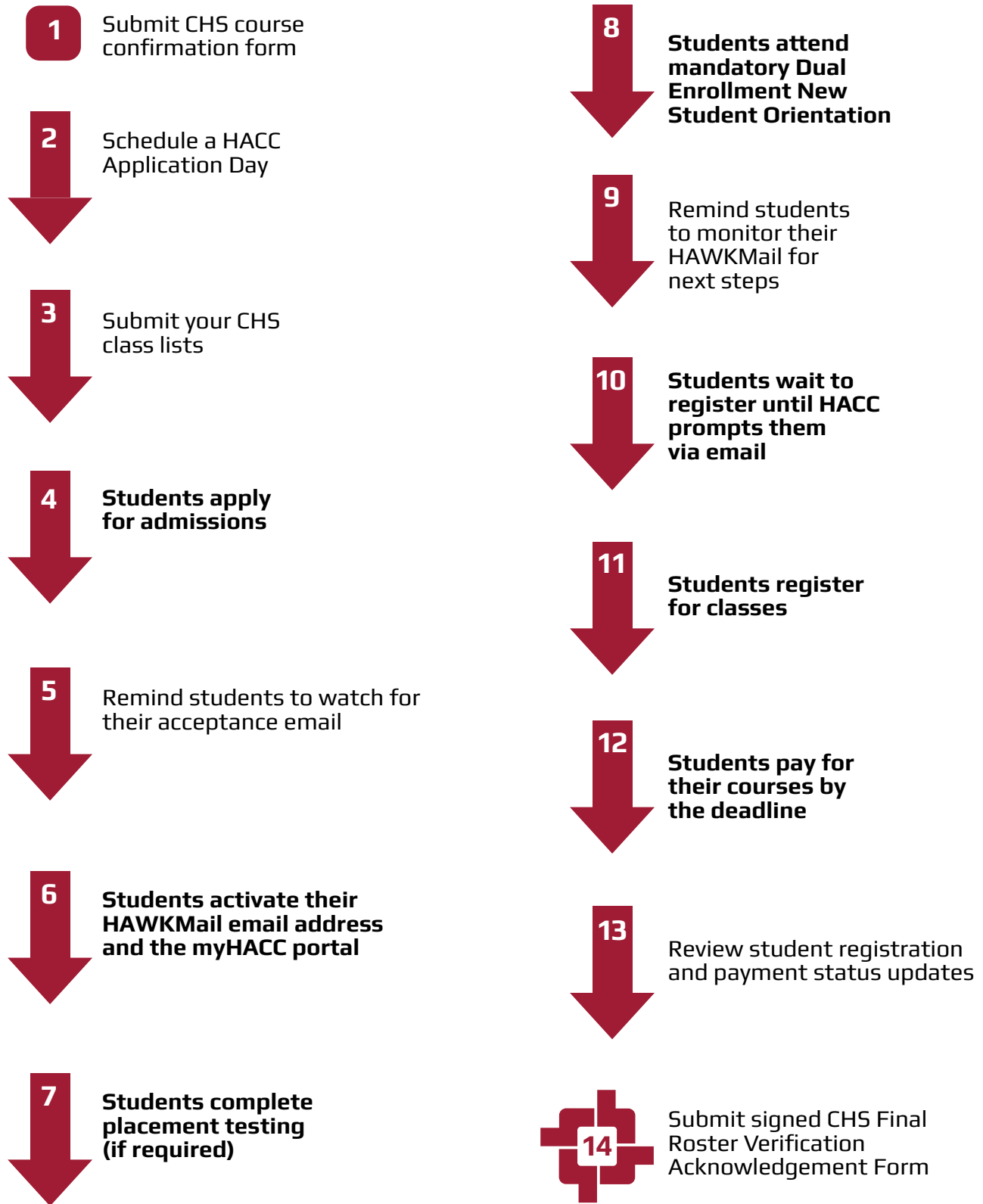If you have questions about the application process, please email **start@hacc.edu**.

Student Checklist

Please use this checklist to track your progress and check off tasks as you go!

- ☐ Apply online as a dual enrollment student

- ☐ Submit signature page

- ☐ Submit a copy of my high school transcript

- ☐ Submit ACT/PSAT/SAT scores (if applicable)

- ☐ Actively monitor my personal email for next steps and acceptance email

- ☐ Activate my HAWKMail email address and myHACC portal

- ☐ Complete placement testing (if required)

- ☐ Complete Dual Enrollment New Student Orientation (NSO)

- ☐ Register for my course(s)

- ☐ Pay for my course(s) by the deadline

College in the High School (CHS) Roadmap for
High School Partners

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1 Submit CHS course confirmation form

2 Schedule a HACC Application Day

3 Submit your CHS class lists

4 **Students apply for admissions**

5 Remind students to watch for their acceptance email

6 **Students activate their HAWKMail email address and the myHACC portal**

7 **Students complete placement testing (if required)**

8 **Students attend mandatory Dual Enrollment New Student Orientation**

9 Remind students to monitor their HAWKMail for next steps

10 **Students wait to register until HACC prompts them via email**

11 **Students register for classes**

12 **Students pay for their courses by the deadline**

13 Review student registration and payment status updates

14 Submit signed CHS Final Roster Verification Acknowledgement Form

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6

Tasks for High School Partners (CHS Only)

The tasks below provide more detail for CHS partners as they follow the roadmap.

1. Any high school planning to offer CHS courses must complete a digital CHS Course Confirmation Form.
    a. The form allows high schools to indicate which courses they plan to offer at their school for the identified semester
    b. High school partners are prompted to complete this form two times a year – one for the fall semester and one for the spring semester.
    c. Please contact **chsandde@hacc.edu** if you have questions about this part of the process.
2. Once courses are confirmed, HACC will contact high schools to request class lists.
    a. This list includes students who might be interested in taking the course and the following student details:
        i. Name
        ii. Date of birth
        iii. Personal email address (if available)
    b. HACC will contact high schools at the start of the semester to request that the class lists designate which students are taking the specific confirmed CHS course for that semester.
    c. Please contact **chsandde@hacc.edu** if you have questions about this part of the process.
3. High school partners have the option to request an Application Day.
    a. HACC admissions counselors will schedule a time to visit the school in person or remotely to assist students with the application process.
    b. Admissions counselors may also contact students via email to provide application details and instructions.
    c. Please contact **start@hacc.edu** if you have questions about this part of the process.
4. Prior to the tuition deadline, HACC will contact high school partners with registration and payment status updates Please prompt students:
    a. Who are not included on the list to complete the process and ensure they are included on the final roster
    b. To pay for their registered courses so they are not dropped for non-payment
5. Once the tuition deadline has passed, any students with outstanding balances will be dropped for non-payment.
6. HACC will email final class rosters to high school partners.
    a. Final class rosters contain the names of students who have completed all parts of the process including application, registration and payment.
    b. Only students listed on the final rosters are eligible to receive credit for the course.
    c. High school partners should review the final rosters and return a signed copy of the Final Roster Verification Acknowledgement Form to **chsandde@hacc.edu** by the established deadline. HACC's policy does not allow for retroactive registration and/or payment for course(s) after deadlines have passed.

Third-Party Payer Agreements

1. If your school plans to provide funding to CHS and/or DE students to cover the cost of their tuition, a **Third-Party Payer Agreement** must be signed.
2. This agreement only needs to be completed one time and it is effective until terminated by the third party or HACC.
3. Students must first be registered in the course before the high school receives a bill.
4. A list of students covered under the agreement needs to be provided to HACC for each semester.
    a. For CHS only: HACC will contact the high school to confirm the list of students covered under the agreement.
5. Until the high school notifies HACC of the students being covered, the student will continue to see a balance on their account and receive prompts to pay.

Please email **staccts@hacc.edu** with questions about Third-Party Payer Agreements or billing.

Helpful Webpages

Name of Page	QR Code
College in the High School and Dual Enrollment Landing Page	
High School Admissions Process	
How to Pay Your Tuition	
myHACC	
New Student Orientation (NSO) Homebase	
Online Application	
Placement Testing	

HACC Contacts

HACC email address	Please email this account for assistance with the following:
admissionsrecords@hacc.edu	• Confirming HACC application status • Submitting high school transcripts • Submitting ACT, PSAT, SAT score reports
cashiering@hacc.edu	Paying your bill and HACC payment plans
CHSandDE@hacc.edu *For high school administrators, counselors and teachers only*	• Asking questions about CHS class lists • Communicating about CHS and dual enrollment-related procedural steps • Inquiring about new CHS instructor qualifications and adding new CHS courses • Requesting rosters and grade reports
enroll@hacc.edu	Sending Drop/Add/Withdrawal (DAW) forms if CHS students need to make a change after registering for courses
onestopwc@hacc.edu 800-222-4222	• Asking questions about dates, student accounts and HACC resources • Asking how to activate your myHACC account • Logging into your myHACC account
orientation@hacc.edu	• Signing up to attend a mandatory HACC New Student Orientation (NSO) session • Asking general NSO questions • Confirming that NSO has been completed
staccts@hacc.edu	Communicating about the Third-Party Payer process
start@hacc.edu	• Communicating with HACC's admissions team • Logging into your application account • Inquiring about starting an application and next steps in the application process • Inviting HACC to attend an Application Day, college or job fair
successcoach@hacc.edu	• Asking about multiple measures and/or placement testing • Registering for CHS classes • Assisting DE students with selecting and registering for classes • Providing support for students while taking HACC classes • Requesting grade reports and confirmation lists of student enrollments
transcripteval@hacc.edu	Submitting official score report for Advanced Placement (AP), College Level Examination Program (CLEP) or other college-level credits to be evaluated for HACC credits
workforce@hacc.edu	• Communicating with HACC employees in the Office of Workforce Development and Continuing Education • Inquiring about specific details of a noncredit course or program

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