College in the High School (CHS)
Parent/Guardian Letter

Greetings!

We are honored that your student has chosen HACC to begin their college experience! Your support of their academic success is highly valued. Please read this letter completely as it contains important information about your student's enrollment in HACC's College in the High School courses.

1. Note that for your student to receive HACC credits for the course(s), they must be enrolled as HACC students. Your student must follow HACC's process to apply, register and pay for the course(s).

2. Your student must monitor both their personal email (the email account used to apply to HACC) and student HAWKmail email throughout the entire enrollment process. Please be sure to check junk/spam folders as well.

3. Your student is responsible for completing all parts of the HACC enrollment process by the established deadlines, which includes the following:

    a. Completing the online Dual Enrollment application process. This process includes submission of the signature page, high school transcript, and SAT/PSAT/ACT test scores if taken.
    b. Activating their myHACC account.
    c. Determining **course eligibility through multiple measures** or moving forward with placement testing if needed.
    d. Completing new student orientation.
    e. Registering for their course(s) through their myHACC account
    f. Paying for their course(s) through their myHACC account

4. After successful registration, your student should be prepared to login to their myHACC account and pay their bill promptly to avoid being dropped for non-payment.

5. **Please note:** Retroactive registration and/or payment for course(s) will not be issued after deadlines have passed.

Parents/guardians are encouraged to sign up to receive weekly HACC newsletters using **this link** to stay informed throughout the process.

Thank you again for your attention to this matter!

Sincerely,

High School Partnerships
Office of Student Affairs and Enrollment Management
HACC, Central Pennsylvania's Community College
CHSandDE@hacc.edu