

ETC/Dual Enrollment Process



1. Get the ETC Parent/Guardian Acknowledgement Form and a Transcript Release signed (*you do not need to have the transcript release if you are planning to attend HACC*) and complete the LS ETC/Dual Enrollment Program Application google form QR Code above or in Schoology). You will need to upload the transcript release (no transcript release needed for HACC) and Parent/Guardian Acknowledgement into your google application. **THE LS ETC APPLICATION IS DUE BY THE END OF THE SCHOOL YEAR IF YOU ARE PARTICIPATING SEMESTER 1, or 1 WEEK PRIOR TO WINTER BREAK IF YOU PLAN TO PARTICIPATE SEMESTER 2.** If you are applying to HACC, Mrs. Hambleton will upload an unofficial copy of your transcript into the Signature Page. Please use her email when asked for school email: Laura_Hambleton@l-spioneers.org.
2. Apply to the College where you will take classes (apply through the college).
 - Watch for an email from the college containing your student id and instructions to set up your college account. The college will communicate with you regarding your classes via your college email.
3. Once you have been notified by the Guidance Office that your LS ETC application has been approved, register for the classes you would like to take at the college via the college website.
 - Be sure to check your college portal/email regularly for correspondence regarding your classes and invoices. If your invoice is not paid by the due date, most colleges will automatically drop you from your class. If you are dropped from your class you must speak to your counselor **IMMEDIATELY** to be placed in a class in the building.
4. Send a copy of your college class schedule (this must include your name, the course name, location of the class, and class times) to Guidance **BEFORE** the start of the Semester in which you are taking the class. Instructions for how to obtain this information through the HACC portal can be found in the Schoology group.
5. You will be added to the Early to College Schoology group. Updates and important information will be posted here, please check it regularly.
6. At the completion of your college course, you must submit your final grades to Guidance in the form of an unofficial transcript. Please be sure if you are taking a screenshot of your transcript that we can see your name, course name, and your final grade. Instructions can be found on schoology or via the HACC info QR code.
7. ** If you are applying to HACC there will be a Signature Page as part of the application. Please list Laura_Hambleton@l-spioneers.org as the email for your school.

FOR HACC CLASSES ONLY:

1. **IF you are a first-time HACC student:** complete the Online Application at <https://www.hacc.edu/Admissions/Apply/HighSchoolStudents/Apply-and-Enroll.cfm>. **(If you have previously taken courses at HACC, skip to #2.):** Click on the “Dual Enrollment and College in the High School Application Process”. Click on the “Apply to HACC” hyperlink. BE SURE TO SELECT “DUAL ENROLLMENT” under the Academic Program. When you get to the Signature Page, list Mrs. Hambleton’s email as the school contact email (Laura_Hambleton@l-spioneers.org) and she will upload a copy of your unofficial transcript into the Signature Page.
2. If you have completed the SAT, ACT, or PSAT exam, you should upload a copy of your score report (from College Board) to your application. Please upload the first page of your score report as a PDF with your name on it. Your score may exempt you from having to take a HACC placement exam, if required. Be sure to choose “High School Student” when you apply. If you have previously taken courses at HACC, skip now to #3.
 - You will receive an acceptance letter that includes your HACC ID and password. Log on to myHACC, the online student portal, and activate your HAWKMail account. Be sure to check your college portal/email regularly for correspondence regarding your classes and invoices. If you are required to take a placement test for your selected course, HACC will notify you via your HAWKMail account.
3. If you have not previously taken a HACC course, you will be required to take the New Student Orientation - **this is Mandatory**. You will not be able to enroll in courses until this is completed. Instructions will be in the email from HACC
4. Register for your class via the myHACC portal.
5. Watch your HAWKMail for the tuition invoice and due date. HACC **will** drop you from your course if payment is not made on time. *Early to College and College in the High School courses will have different requirements and tui*

Please see the Resources Section in the Early to College Schoology group for specific instructions on how to apply, pull your schedule, pull your unofficial transcript, and pay your bills or use the QR code below.



Find important
HACC “How to”
information
here



Early to College Entrance/Dual Enrollment Parent/Guardian Acknowledgement

The Early College Entrance Program (ETC) Dual Enrollment provides students with opportunities to explore college options and examine potential areas of interest for postgraduate study while accruing college credits. The program is considered to be an extension of a student's educational experience, and therefore, program participation must be approved by the principal or his/her designee. Additionally, program eligibility is predicated upon specific criteria that students must evidence for program consideration and must maintain for program continuation.

Criteria for ETC/DE include the following:

1. Academic Criteria

- a. Minimum PSAT score total - 1100
- b. Minimum SAT score total – 1100 (Reading & Math) or ACT composite score- 21
- c. High school cumulative unweighted grade point average - 3.0
- d. Must be a junior or senior on track to graduate
- e. Courses must be taken in lieu of, or in addition to, required courses of study.
- f. Student must be on campus for a minimum of 2.0 credits during ECEP
- g. Must obtain a satisfactory score on placement exam, if applicable
- h. OR must meet or exceed all academic criteria for ECEP of the desired institution

2. Attendance Criteria

- a. Students must evidence a pattern of regular school attendance in accordance with established attendance policies

3. Dismissal Criteria

- a. For each registered and approved college course, students will receive one period off from L-S High School. If the course causes an overlap and requires two periods off, accommodations can be made.

4. Behavioral Criteria

- a. Students must evidence a pattern of appropriate behavior in accordance with established disciplinary policies.

5. Student responsibilities

- a. Must meet Lampeter-Strasburg graduation requirements.
- b. Must be enrolled full time and attending all pre-approved college courses.
- c. Must successfully maintain an unweighted GPA of 3.0 as evidenced on college transcripts for continued program participation without administrative approval.
- d. Must apply to the college of his/her choice and coordinate his/her college schedule with the high school schedule. If a student is schedule to be in the building for period 3, they must stay in the building 3A-D.
- e. Students are responsible for all costs (application fees, tuition, books, etc.) and transportation.
- f. Must submit a copy of his/her college schedule prior to the course/semester start date.
- g. Must submit a copy of his/her college course transcripts no later than two weeks after the courses(s) end.

6. Other program information

- a. Grades associated with ECEP/dual enrollment participation will be included in GPA calculations for determination of class rank.
- b. Credit and course information associated with ECEP/dual-enrollment participation will be noted on high school transcripts upon receiving official documentation from the college or university.

7. Consequences for non-compliance

- a. Removal from Early to College and Work Study program participation
- b. Placement back in the regular high school educational program - required to remain in building
- c. College course failure could jeopardize high school graduation as a result of the student's failure to meet established graduation requirements.

Failure to meet credit and/or course requirements

I acknowledge that I have read and understand the above listed requirements and responsibilities and give my student permission to participate in the Early to College Program.

Student Name

Parent/Guardian Signature

LAMPETER-STRASBURG HIGH SCHOOL
1600 BOOK ROAD, PO BOX 428
LAMPETER, PA 17537
PHONE: 717-464-3311 FAX: 717-509-0301

TRANSCRIPT RELEASE AUTHORIZATION

STUDENT NAME: _____ MAIDEN NAME: _____
YEAR OF GRADUATION: _____

WHERE SHOULD YOUR TRANSCRIPTS BE SENT: (Name of school/business/scholarship, etc. **ONLY** list 1 school per form. If you are applying via Common App, just list Common App below. Official transcripts may not be sent directly to students.)

HOW YOUR TRANSCRIPT SHOULD BE SENT:

☐ **COMMON APP** (Only 1 release needed for all schools in common app)

☐ **REGULAR MAIL:** _____
MAILING ADDRESS

☐ **EMAIL**
EMAIL ADDRESS to be sent to

☐ **HAND CARRIED** (Signed, Sealed Envelope)

☐ **OTHER :** _____

☐ **LETTER/S OF RECOMMENDATION:**

**SIGNATURE OF PARENT/GUARDIAN
OR STUDENT IF 18 YEARS OLD OR OLDER**

ADDITIONAL ITEMS TO BE INCLUDED WITH TRANSCRIPT:

☐ **REMOVE SAT SCORES FROM TRANSCRIPTS**

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* PLEASE ALLOW 3 BUSINESS DAYS FOR PROCESSING
.....

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

DATE SENT: _____

MID YEAR GRADES SENT: _____

FINAL TRANSCRIPT SENT: _____

☐ TS ☐ SCHED ☐ PC ☐ LOR ☐ School Profile
☐ Emailed ☐ Mailed ☐ Uploaded ☐ Other _____

ETC EARLY DISMISSAL FORM

Parent Permission

During the school year Lampeter-Strasburg High School students participating in the Early to College Program are required to be present at the Lampeter-Strasburg High School on all flex days until the end of the school day (2:45 pm). This approach provides access to teachers and to school transportation, accountability, and a safe, secure learning environment for our students.

Recently, some ETC Program students expressed an interest in the possibility of being granted permission to leave at the beginning of Flex Period (1:49) on Flex Days that match their assigned ETC periods. In response to the students' inquiries, we have developed a trial ETC Early Dismissal Privilege Opportunity for students meeting the following criteria:

1. Must have the ETC Early Dismissal Privilege Opportunity Form on file signed by a parent and the student and be a Junior or Senior participating in the ETC Program.
2. Must be in good academic standing (passing all courses as indicated on the weekly ineligibility list).
3. Must evidence proficiency or above on the Algebra, Biology and Literature Keystone Exams or the local assessments.
4. Must have no more than six (6) detentions or one (1) day of Out-of-School Suspension
5. Must have no more than three (3) illegal/unexcused absences or seven (7) illegal/unexcused tardies.

To maintain program participation the student must abide by the following rules:

1. Must remain at the school if he/she is on the weekly ineligibility list.
2. Must stay and participate if school is running a special schedule.
3. Must leave campus at the beginning of the Flex period or report to the media center and remain until the end of the day.
4. Must sign out at the Main Office if the student is leaving at the beginning of the Flex Period.

Please Note: Any student who does not sign out at the Main Office at the beginning of the Flex period and leaves, or who does not report to the Media Center, will be held accountable for being out of the assigned area. Any student that leaves without appropriate approval or who leaves on the day of a special schedule will be held accountable for leaving school without permission. Students violating the rules will lose their ability to participate in the ETC Early Dismissal Privilege Opportunity.

I/We give permission for my/our son/daughter to participate in the ETC Early Dismissal Privilege Opportunity Program. I/We understand that he/she must meet and maintain all the requirements and conditions outlined above, and that the inability or failure to meet the aforementioned requirements and conditions will result in my/our son/daughter's removal from the program for the duration of the school year. I/We recognize that this opportunity is a privilege being afforded to our son/daughter, not a right, and as such, they are required to abide by all established requirements and expectations associated with program participation.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

I understand and agree to abide by all ETC Early Dismissal Privilege Opportunity Program requirements and conditions and understand that my inability or failure to meet the aforementioned requirements and conditions will result in my removal from the program for the duration of the school year.

Student's Name (Print)

Student's Signature

Date