


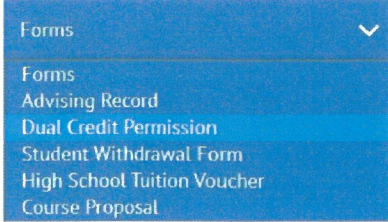
Dual Credit Live Permission Form

1.

- Start at www.hillcollege.edu
- Hover over **I AM A:**
- Select **Dual Credit Student**



- Scroll down and select **Forms**
- Select **Dual Credit Permission**

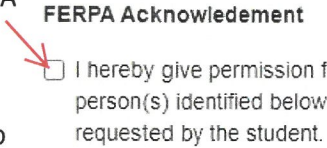


2. Checklist

- Legal first and last name
- DOB in format MMDDYYYY
- Hill ID** - Only if you know the full 9-digit number
- Correct SSN without dashes
- Correct High School
- Correct student and parent email

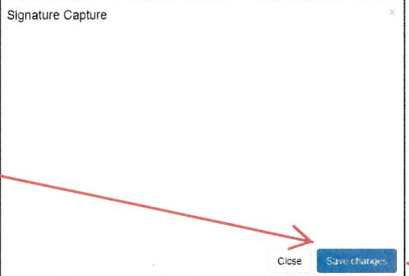
3. FERPA

- Please check the FERPA Acknowledgment box
- Please provide the contact information to whom we may release information



4. Student Signature

- Click on the signature box
- Sign
- Click [Save Changes](#)
- Click submit




- The form will automatically go to the parent email you provided
- If your parent/guardian does not receive it please check the following
 - Junk/spam folder
 - Ensure you typed the parent email correctly

NOTE: After signing do not click "close". It will not save your signature unless you [click Save Changes](#).

5. Parent/Guardian and Counselor Signature

- The email will come from a no-reply@hillcollege.edu with the subject of **DBS LiveForms Notifications**
- Click on the link provided
- Click on the signature box
- Sign
- Click [Save Changes](#)
- Click Submit



NOTE: After signing do not click "close". It will not save your signature unless you [click Save Changes](#).

6.

- Once the counselor signs the form it will automatically come to the Dual Credit Office.
- We will process the form and mark it as complete as long as all the information and signatures come through.
- Please note:** This is an on-line form, if it comes through with an issue or incomplete a student may be asked to resubmit the form. There is no way to edit an existing form, so if a mistake is found by the student, parent, counselor, or Hill College staff member then a new form will be needed.

Please contact dualcredit@hillcollege.edu with any questions.