

DUAL ENROLLMENT GUIDELINES
SUMMER 2024 AND SCHOOL YEAR 2024-25

Section 1: General Information

- Students must notify their counselor their intent to enroll in a dual enrollment course prior to completing the HACC application or registering for courses by submitting this form. See deadlines below.
- For each dual enrollment course taken in a semester, a dual enrollment course, CHHS course, Lion Academy course, or equivalent length internship must be scheduled in the opposite semester.
- Students taking dual enrollment English in lieu of English at CHHS must take the course in semester 1 of the school year.

Section 2: Students Taking Dual Enrollment Course(s) at HACC

- For fall and spring semester courses, students must take courses that are 14 weeks in length.
- Steps for applying to HACC (see attached) must be followed in sequence and be completed in totality according to the schedule below.
- Calendar to follow for taking courses at HACC

Summer & Fall 2024

- **March 27-** HAAC registration for summer and fall semesters opens for current DE students
- **April 8-** HACC registration for summer and fall semesters opens for new students
- **May 1** deadline to notify counselor of intention to take **summer** semester course
- **May 20-** 12-week summer semester courses begin
- **June 7-** 8-week summer semester courses begin
- **August- (one week after CHHS schedules are released)-** deadline to be registered and enrolled in fall semester course. **Students will not be approved for dual enrollment courses after this date.**
- **August 26-** 14-week fall semester courses begin

Spring 2025- important dates and deadlines will be released in fall, 2024.

- Prior to starting the course, students must provide their counselor with screen shot of course enrollment that includes course name and number and an unofficial transcript when course is completed.

I have read and understand the CHHS dual enrollment guidelines. For HACC, I have reviewed and agree to follow the registration and enrollment steps on the HACC website.

(Student Name- printed)

(Student- signature)

(Parent/Caregiver Name- printed)

(Parent/Caregiver signature)

(Counselor Signature)

(Date)