DUAL ENROLLMENT GUIDELINES

SUMMER 2026 AND SCHOOL YEAR 2026-27

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.
- All college and tuition costs, including all fees, materials and transportation shall be the responsibility of the student/parents/guardians.
- 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 2026
  - **April 1**- HAAC registration for summer and fall semesters opens for current DE students
  - **April 13**- 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 18**- 12-week summer semester courses begin
  - **June 15**- 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 24-** 14-week fall semester courses begin

  Spring 2027- important dates and deadlines will be released in fall, 2026.

- 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.

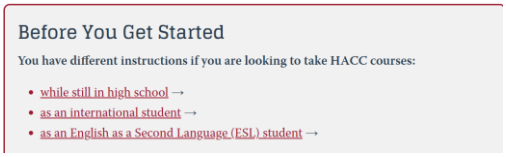
I have read and understand the CHHS dual enrollment guidelines. For HACC, I have reviewed and agree to follow the registration and enrollment steps on the HACC website.

_____	_____
(Student Name- printed)	*(Student- signature)*
_____	_____
(Parent/Caregiver Name- printed)	*(Parent/Caregiver signature)*
_____	_____
(Counselor Signature)	*(Date)*

Applying to HACC for Dual Enrollment Courses

Step 1: Talk to school counselor about plans for dual enrollment. The cost of a dual enrollment course for summer 2026 and 2026-27 school year is $175.00 per credit. Most courses are 3 credits.

Step 2: To create an account and apply, go to www.hacc.edu→ Admissions→ Scroll down to the gray box. Under "Before You Get Started," select. "while still in high school."



In the new screen, scroll down to "Steps to Apply." In Step 2, select the link, "Create an admissions application and account online"

- Once the online profile is created, the next step is to complete the application for admission.
- When completing the form, select "Dual Enrollment" as the program of study.
- Students must use their own personal email when creating an account. Do not use school email or parent/guardian email.
- Be sure to select the correct entry term. The "entry term" is the semester the HACC class **start**s.
  Fall = August-December Spring = January-May
  Winter = December/January Summer = May-August
- **IMPORTANT: Within the application there is a link to an electronic signature page**. The signature page indicates to HACC that the student, parent/guardian, and high school counselor agree that the student can participate in HACC's dual enrollment program. The student and parent sign the signature page when completing/submitting the application.
  - **The signature page is an important step**. Use this link to watch the signature page video for further instructions.
  - Once the application is submitted, the counselor will receive an automated message from HACC to electronically sign the signature page and submit a transcript.

Step 3: About 3-5 business days after all documents have been received, the student will receive an acceptance email from HACC with further instructions on how to:

- Activate the HACC student account (myHACC)
- Activate the HACC student email (HAWKmail)
- Watch the video on how to activate the myHACC and HAWKmail accounts
  - For the myHACC account, have the HACC student ID (H0_ _ _ _ _ _ _) available. This ID is included in the acceptance email.
    - By activating the account, the student is accepting the offer of admission
  - The myHACC portal (my.hacc.edu) provides access to course registration, tuition balances, bill payment, course schedule and grades.
  - HACC students receive their own HACC email, called HAWKmail.
    - **All communication from HACC is sent to the student's HAWKmail.**

Steps 4 and 5: Complete placement testing, if required, and **mandatory** New Student Orientation (NSO).

- Details about placement testing, including exemptions are on the HACC website.
- **A dual enrollment student must complete NSO prior to registering for courses.** The student will receive an email from orientation@hacc.edu to the HAWKmail account within 3-5 business days after receiving the HACC acceptance email. This email will include information on completing any required placement test(s) and how to schedule NSO. NSO can be completed via Zoom or online.

Step 6: Review placement testing results and register for a class(s).

- A student must have the courses they wish to enroll in approved by their school counselor prior to registering by providing the counselor with the course code (e.g. ENGL101), course name (e.g.: English Composition I), and semester enrolling (fall, winter, spring or summer).
- **If a prerequisite error is received when trying to register for a course, email successcoach@hacc.edu or call 717-780-1972.**

Step 7: Pay the tuition bill. A tuition bill will automatically generate after registering for a course. Tuition bills are available electronically in the Registration/Records tab of the myHACC student account. **Tuition bills are not mailed home**. Tuition due dates for dual enrollment classes are posted on the HACC website. There are several options for paying the bill. **Questions about tuition bills can be directed to: staccts@hacc.edu.**