



HIGH SCHOOL STUDENT GUIDE

2026-2027

Office of High School Partnerships

WELCOME!

We are excited that you have considered furthering your educational journey at Allen County Community College!

Taking college classes as a high school student is a unique opportunity to earn both high school and college credit at the same time. We offer several general education courses, career and technical education courses and the ability to earn a certificate or associate's degree while still in high school.

While enrolling in college courses while still in high school is an opportunity, it also comes with additional responsibilities. Those responsibilities could include additional time and costs. We encourage you to strongly consider that the decision to pursue a college course while in high school is made with open conversation between you, your parents/guardian, and high school counselor.

To qualify to take dual credit courses through Allen County Community College, a student must meet Allen's eligibility requirements, be a student in either 9th grade (this grade must have a gifted IEP), 10th, 11th or 12th grade and have written permission from their high school to take a course. There are a few exceptions that allows a student to take a dual credit course through Allen, please contact the Director of High School Partnerships to see if your situation is an approved exception. Several of our general education courses could require certain placement test scores to be met before approving enrollment. Our list of placement test scores can be found on our website or Appendix A of this guide.

We are thrilled to see what you accomplish at Allen, and welcome you as a Allen County Community College Red Devil!

Sincerely,

Director of High School Partnerships

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What is College Credit?

College credit is measured by the credit hour that each course is allocated. A credit hour is an academic unit earned in a subject over the course of the semester, or sometimes 8-weeks. The range of a credit per course can be 1-6 credits, with the most common being three credit hours.

As a guide, a student should expect to spend approximately two hours outside of class in preparation or studying for every one hour in class.

To be considered a full-time college student, a student must be enrolled in 12 credit hours per semester.

A high school student can earn both high school and college credit at the same time. We call this dual credit.

If you choose to take a college course through Allen while in high school, Allen participates in the Kansas Seamless Transfer program. This program is through Kansas Board of Regents and has approved certain courses will transfer to all Kansas public postsecondary institutions.

Courses that are not approved through the Seamless Transfer program may not transfer to other Kansas public institutions. Or they could transfer only as an elective not as the course description as Allen awarded them. You can review which courses are included in the transfer program at the KBOR website here:

https://www.kansasregents.gov/transfer_articulation

Options Earn College Credit

Thankfully Allen has several ways for high school students to earn college credit while in high school.

1. Take a course offered at your high school, with your high school teacher.

This option is called a concurrent class and class meets during your high school hours.

2. Take a course online, that is taught by an Allen instructor. You perform the course work on your own time and all work is completed online.

3. Take a course on Allen's Iola campus. These classes typically meet during the high school day as well but some are offered in the evening.

4. Take a hybrid or hyflex course. This option has a combination of online and in-person class time to meet and complete work.

Allen aims to offer an option that best fits your schedule, learning style and preferred modality.

WHAT IS EXCEL IN CTE?

Career and technical education courses were established to provide high school students access to take certain KBOR approved programs **TUITION FREE*** while in high school under Senate Bill 155. We often refer to this as Excel in CTE, which is a state-wide program. **Some courses could involve a testing fee.*

Each year Allen puts together an approved KBOR list of Excel in CTE class that we offer. The classes included on this list can be offered in-person, online or at your high school tuition free*! **Some courses could involve a testing fee.*

Most of our Excel in CTE students pursue a certificate or degree while in high school that can lead them to be more employable because of additional knowledge and skills obtained from these courses. View our full Excel in CTE list on our website here:

<https://www.allencc.edu/prospective-students/high-school-student>

Program Categories that Excel in CTE cover are below:

- Agriculture
- Criminal Justice
- Information Technology Systems
- Early Childhood Education
- Allied Health
 - Certified Nurse Aid (CNA)
 - Certified Medication Aid (CMA)
 - Phlebotomy
- Emergency Medical Services
 - Emergency Medical Technician (EMT)
 - Emergency Medical Responder (EMR)
- Health & Physical Education
- Pharmacy Technician
- Machining & Manufacturing Technology

Affordability at Allen

Allen Community College is committed to offering accessible and affordable college classes to high school students. We strive to create opportunities for all students at an affordable cost.

Cost Breakdown:

Concurrent Classes

- Tuition Cost - \$50 per credit hour.
- Fees - \$0
- Example of a 3-credit hour concurrent class cost:
 - *English Comp I – 3 credit hours = $\$50 \times 3 = \$150$ total*

Dual Credit Classes

- Tuition Cost - \$50 per credit hour.
- Fees - \$15 per credit hour
- Example of a 3-credit hour concurrent class cost:
 - *English Comp I – 3 credit hours = $\$65 \times 3 = \$195$ total*

Excel in CTE Classes

- Tuition Cost - \$0 per credit hour.
- Fees - \$0 per credit hour
- Example of a 3-credit hour concurrent class cost:
 - *Principles of Animal Science – 3 credit hours = $\$0 \times 3 = \$0$ total*

LET'S GET STARTED

Follow these steps to get started taking classes at Allen Community College!

1

Apply for Admission – there is no cost to apply at Allen.

- Apply Here: <https://www.allencc.edu/prospective-students>
- Click the Red “Apply Now!” Button

2

Be Accepted to Allen

- Once accepted to Allen you will receive an email from our Admissions team confirming your acceptance and login information.

3

Login to your Allen Email, myAllen Portal and Canvas

- Use your credentials provided by Admissions to login to your Outlook Allen Email and myAllen Portal. If you are taking an on line course, you will need to login to Canvas as well. Scan the QR codes below for easy links to these pages. All college communication goes through to your Allen email!



4

Determine Schedule with High School Counselor

- Meet with your high school counselor to determine which Allen courses you want to take. They can help direct you to options related to your field of study or interest. They will also work directly with the Director of High School Partnerships to enroll you.
- All High school students must complete our Registration Form on the website here - <https://tinyurl.com/RegHSForm>

5

Send High School Transcript or Take Accuplacer Testing if needed.

- Most general education courses require either prerequisites or a HS GPA to qualify you to take a course. Sending your unofficial HS transcript to moots@allencc.edu helps ensure we place you in the right courses.
- Accuplacer testing will be done if a HS Transcript does not meet the standard. The Director of High School Partnerships will be in touch with the student or high school counselor if this is needed.

6

Payment Options

- At Allen we offer a variety of ways to pay for your classes. We offer payment plans for bills over \$200 via our NelNet portal.
- You can also contract our Business Office to pay via phone, email or stop by in person.
 - 620-901-6260
 - Businessoffice@allencc.edu
 - Office near “Administration” entrance to the left when you come down the main drive.

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You are now official a Red Devil! We are excited to have you a part of our college!

Need Help???

We are here to support you! If you are running into issues while trying to access anything Allen related, we have included contact information below for helpful resources.

- Canvas/ Allen Email or myAllen Portal Help – techsupport@allencc.edu
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- Billing – Business Office – businessoffice@allencc.edu or call 620-901-6260 for assistance.
- Enrollment – Lauren Moots, moots@allencc.edu
- Graduation or Official Transcripts – Bobbie Haviland, haviland@allencc.edu or Allison Barnhart, barnhart@allencc.edu
- Update personal information on your Allen Accounts – Admissions, admissions@allencc.edu
- Academic Appeals or Instructor concerns – Melanie Wallace, Dean of Academic Affairs, mwallace@allencc.edu