



Secondary/Home-School Student Admission Process and Permission Form

The secondary or home-schooled student admission process at Elgin Community College exists to allow college ready students early access to higher education. These students must follow special admission procedures to enroll in college level classes at Elgin Community College. Decisions for student admission and enrollment are made on a case-by-case basis. **Secondary and home-schooled students will be limited to registering for a maximum of six credit hours per semester and will enroll during their New Student Orientation Session.**

This process does not apply to the following student groups as these admissions are handled separately:

- Students who are enrolling in dual credit courses organized by partnership agreements between school districts and Elgin Community College such as Accelerate College, CTE (Tech Prep), Middle College, or Talent Search Transition Program,
- Students enrolling in performing arts courses or ensembles, or grant funded programs such as Upward Bound.
- Sixteen (16) and 17 year old students who are separated from their high school and who are eligible by ICCB regulations to attend ECC full or part-time because they meet ability to benefit criteria.

Students interested in enrolling must complete the following steps:

- Discuss your interest in attending ECC with your high school counselor and parent(s). You will need their approval in order to take ECC courses because we want to be sure the courses meet your needs.
- Apply to the College at www.elgin.edu/apply. Be sure to indicate you are still enrolled in high school. An email address is required to apply for admission. ECC will send your welcome email and important information regarding New Student Orientation to you using the email provided.
- Submit the following documents to the Admissions Office in one complete packet:
 - Completed Permission for Secondary Admission Enrollment form. This form can be accessed at www.elgin.edu/highschool.
 - Transcript of school work
 - Letter of reference from high school counselor or teacher
 - ACT/SAT/PARCC/AP/CLEP scores or ECC’s placement testing as needed. See the Meeting Minimum Competency Requirements brochure for details. Students may be exempt from placement testing if they have met the following minimum requirements. Visit elgin.edu/testing for AP and CLEP scores:

	ACT Sub score	SAT	New SAT
Reading	18 Reading	450 Reading	530 Reading & Writing
Writing	20 English	490 Verbal	530 Reading & Writing
Math	23 Math	540 Math	570 Math

Placement testing: Visit www.elgin.edu/testing for Testing Center hours, locations, and other details regarding AP and CLEP. Students will only take the mathematics placement test if they plan to enroll in courses with a math prerequisite. **Students whose placement test results indicate developmental course placement (courses numbered under 100) will not be allowed to enroll in developmental courses as they need to complete their high school coursework.**

- Schedule a meeting with an Admissions Coordinator **after submitting the documentation listed above**. To schedule an appointment, please contact Claudia Rivera at 847-214-7222. **Please note, a parent or guardian must be present at this meeting.**



Secondary/Home-School Student Admission Process and Permission Form

- Upon acceptance and verification of prerequisites, the admission coordinator will assign the student a New Student Orientation (NSO) date. Students will meet with an academic advisor and learn how to register for classes at NSO. Payment statements are available online only. Payment information can be found at elgin.edu/payment. The student is responsible for registering him/herself and making payments by the published payment deadline. Registration may take place during the open registration period for the semester once all the above requirements have been met and the student attends New Student Orientation.

Please note:

- Completing the Permission for Secondary or Home School Admission form does not guarantee admission.
- Only the high school can determine whether or not to grant high school credit for ECC classes.
- Once admitted, Secondary/Home-School students wishing to take classes in subsequent semesters must complete the permission form and meet with an academic advisor to review progress and course selection prior to registering each semester. A student's academic success will determine whether he/ she will be allowed to *continue* taking classes at ECC.

If you have questions regarding this process, contact Jennifer McClure at 847-214-7460.

<u>STUDENT SECTION</u>		
STUDENT NAME:		
_____	_____	_____
Last	First	MI
ADDRESS:		

CITY: _____ STATE: _____ ZIP: _____		
SOCIAL SECURITY #: _____		DATE OF BIRTH: _____
PHONE NUMBER: _____		EMAIL _____
SCHOOL NAME: _____		GRADE LEVEL: _____
Anticipated start at ECC (check one and fill in year): _____ Fall _____ Spring _____ Summer		
Year: _____		
I understand the responsibilities of taking a college-level course. I understand and accept that my enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept that I may be allowed the same privileges as other ECC students, and will also be subject to the same fees and rules. I understand and accept that I am entering an adult level learning environment where classroom discussions and required course materials may be mature in content. I understand that my college grades will be a part of my permanent academic record.		
Student Signature: _____		Date: _____



Secondary/Home-School Student Admission Process and Permission Form

Parent/Guardian Acknowledgement

I, _____, as parent/legal guardian of the student named above, understand and accept that his/her enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept the expectations outlined in the above Student statement.

Parent/Guardian Signature: _____ Date: _____

APPROVAL SECTION -

High School Counselor OR Home School Teacher Recommendation – Attached statement indicating this student is capable of college level work

Will student receive high school credit for this college course? _____ Yes _____ No

Is this college course being used to replace a course which student failed in High School? _____ Yes _____ No

I recommend that this student enroll in the following course(s): _____

High School Counselor/Home School Teacher Name (Print) _____

High School Counselor/Home School Teacher Phone: _____

High School Counselor/Home School Teacher Signature _____

Date: _____

ECC OFFICE USE ONLY

Request Approved: Yes No

Admissions Coordinator/Academic Advisor signature: _____ Date: _____

Comments:

Student's ECC ID: _____