



Secondary/Home-School Student Dual Enrollment Admission Process

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. Students under 16 must also receive approval from the appropriate academic dean and the Dean of Student Services and Development or designee. The admissions office will facilitate obtaining the appropriate dean(s) approval once courses are identified. Decision will be made based on demonstration of college readiness and maturity of student. **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 (NSO). Students seeking Dual Enrollment need to plan ahead to ensure the enrollment process is completed before the class starts.**

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

- Students who are enrolling in only dual credit courses organized by partnership agreements between school districts and Elgin Community College,
- 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 and include a personal email address.
- 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.
 - Official transcript of school work
 - Letter of reference from high school counselor or teacher
 - Official 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 prior to March 2016	SAT beginning March 2016
Reading	19 Reading	450 Reading	480 Reading & Writing
Writing	19 English	490 Verbal	480 Reading & Writing
Math	22 Math	no longer valid	530 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**



Secondary/Home-School Student Dual Enrollment Admission Process

courses at ECC. Students should continue to enroll in appropriate high school courses to strengthen their reading, writing, and or math skills as appropriate.

- 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.**

- Upon acceptance and verification of prerequisites, the admissions office 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 NSO.

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 submit a completed permission form, along with appropriate signatures, each semester to their academic advisor. Prior to registering, students should schedule an appointment with an academic advisor to review progress and course selection. Please bring your completed permission form to this meeting. 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 Claudia Rivera at 847-214-7222.



Secondary/Home-School Student Dual Enrollment Admission Process

STUDENT SECTION

STUDENT NAME:

Last First MI

ADDRESS:

CITY: _____ STATE: _____

ZIP: _____

ECC ID #: _____ 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: _____

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: _____



Secondary/Home-School Student Dual Enrollment Admission Process

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 student also enrolled in a Dual Credit Program? 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): _____

Total College Credit hours enrolled _____

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

Student's ECC ID: _____

Recommend Approval: Yes No

Admissions Coordinator/Academic Advisor signature: _____ Date: _____

ECC Assistant Dean School Partnerships (if also enrolled in dual credit): _____ Date: _____

ECC Academic Dean signature (if student is under 16): _____ Date: _____

ECC Dean of Student Services and Development or designee signature (if student is under 16):

Date: _____

Comments:

Orientation attended? Y or N **Orientation date scheduled** _____