

**Dual Enrollment Rights and Responsibilities**  
**Supplemental Signature Form**

**Admission Requirements**

Create an HCC account and complete an online application at [www.hcc.edu/apply](http://www.hcc.edu/apply). All applicants must submit a high school transcript with grades through the current term as well as parent/guardian and school counselor approval prior to the application deadline. A minimum of a 2.5 cumulative GPA in high school (based on a 4.0 scale) is required.

**Application/Course Registration Deadlines**

Fall Semester: June 30<sup>th</sup>

Spring Semester: December 1<sup>st</sup>

Summer Session: Rolling Admission

**Cost**

Dual Enrollment funding for the fall and spring semesters is available through the Commonwealth Dual Enrollment Partnership (CDEP) and Holyoke Community College. Funding is limited and contingent upon grant availability. Dual Enrollment funds cover the cost of one course per student on a first-come, first-served basis. Students must complete course registration by the deadlines listed above and attend Dual Enrollment Orientation to qualify for funding. Students not eligible for Dual Enrollment funds or taking additional courses will pay current tuition and fees. Current tuition and fees are available at [www.hcc.edu](http://www.hcc.edu) and are subject to change. Students are responsible for all other costs associated with their education which may include books, lab fees, materials and transportation. Dual Enrollment students are not eligible for financial aid.

**Rights and Responsibilities**

- Students participating in the Dual Enrollment Program are considered HCC students and must adhere to Holyoke Community College student code of conduct as stated in the [HCC Student Handbook](#).
- Students may access grade, schedule, advisor and payment information as well as student email through *MyHCC* at [www.hcc.edu/myhcc](http://www.hcc.edu/myhcc).
- Holyoke Community College will submit mid-term grades and official final grades to each student's corresponding high school every semester until high school graduation.
- Due to federally mandated FERPA regulations, Holyoke Community College is authorized to release information regarding grades, attendance and academic progress only to the individual Dual Enrollment student and their high school.
- All Dual Enrollment students are required to sign-in once each day to document their presence on campus. A sign-in book will be located at the circulation desk in the HCC Library (2<sup>nd</sup> Floor, Donahue Building). High schools may access this information to track attendance for participation in athletics and other high school activities.
- Dual Enrollment students are not eligible for HCC athletic participation.
- ADD/DROP period: Students may make schedule changes during the first four days of the semester with no financial penalty for full term courses. If students withdraw from a course after the first four days of the semester, they will be required to pay a percentage of their bill based on the college *Refund Policy for Credit Courses*. Students must set up an appointment with a Dual Enrollment advisor to make schedule changes.
- Each Dual Enrollment student is assigned an academic advisor. Your advisor information is located in *MyHCC Online Services*. Students will work with their advisor to plan a course of study that will fulfill high school graduation requirements as well as college academic requirements. The final responsibility for selecting courses to fulfill graduation requirements rests solely with the student.
- Any student whose semester GPA falls below a 2.0 during any one semester may be ineligible to continue in the Dual Enrollment Program and will forfeit Dual Enrollment funding for the following semester.
- Dual Enrollment students must submit final official high school transcripts to Holyoke Community College upon high school graduation.

I have read and agree to the above policies and procedures as a Dual Enrollment student at Holyoke Community College. Should I be accepted to the program, I agree to adhere to the above mentioned policies and procedures.

The electronic signature consists simply of your name, typed by you on your keyboard. Once you type in your name, this will count as your electronic signature.

Student Name: \_\_\_\_\_ HCC ID # or Date of Birth: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to the Admissions Office (Campus Center, Room 148) upon completing the HCC Application. Supplemental forms can be uploaded online at [www.hcc.edu/apply](http://www.hcc.edu/apply) or emailed to [dualenrollment@hcc.edu](mailto:dualenrollment@hcc.edu).