

# DUAL ENROLLMENT GUIDE FOR COUNSELORS

## WHY DUAL ENROLL AT HFC

Dual Enrollment provides an opportunity for high school students to take HFC courses for college credit(s) and have tuition covered by their high school.

HFC averages over 2,000 dual enrollment students per semester. Dual enrollment students have access to all student services such as free tutoring, counseling, library, etc.

## BENEFITS OF DUAL ENROLLMENT

- ✓ Earn college credit while still in high school.
- ✓ Access courses not offered at the high school.
- ✓ Experiential learning in a small class environment.
- ✓ Save time and money while getting a head start towards a college degree.

## POPULAR COURSES FOR DUAL ENROLLMENT

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| ✓ ENG 131 Intro to College Writing        | ✓ BIO 131 Intro to Biology             |
| ✓ PSY 131 Intro Psychology                | ✓ BEC 151 Principles of Macroeconomics |
| ✓ CIS 100 Intro to Information Technology | ✓ BEC 152 Principles of Microeconomics |
| ✓ SPC 131 Fundamentals of Speaking        | ✓ SOC 131 Intro to Sociology           |
| ✓ ART 121 Art History                     | ✓ HUM 101 Intro to Humanities          |

## STEP 1: SPEAK WITH YOUR STUDENT

- Discuss responsibilities of enrolling in college courses.
  - Importance of passing classes.
  - Managing two academic calendars.
- Identify objectives for dual enrollment such as career exploration, transferable credits, or complete general education requirements.

## STEP 2: DIRECT YOUR STUDENTS TO APPLY

- All students must submit a new application online for each semester they wish to dual enroll.
- Go to [hfcc.edu/apply](http://hfcc.edu/apply) and select "Apply."
  - Students **applying to HFC for the first time** should select "Create Account".
  - Students **who have applied to HFC previously** should log in using their email and password they used when they initially applied to HFC.
    - \*Please note this is not their HFC student portal log in info.\*
- Students applying to dual enroll for the first time will receive an email within 1-2 business days with instructions on how to set up their HFC student account.
- Returning dual enroll students will be able to use their established HFC log in credentials.

<a href="http://www.hfcc.edu/steps/apply">www.hfcc.edu/steps/apply</a>	313-845-9600	enroll@hfcc.edu
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## STEP 3: DETERMINE IF COURSE PLACEMENT IS NEEDED

- Depending on course selection, students may be required to take course placement at HFC for English and Math.
- SAT scores of at least 470 English or 500 Math can be used to waive course placement.
  - SAT scores may be sent to [assessment@hfcc.edu](mailto:assessment@hfcc.edu).

<a href="http://www.hfcc.edu/steps/placement">www.hfcc.edu/steps/placement</a>	313-317-6503	<a href="mailto:assessment@hfcc.edu">assessment@hfcc.edu</a>
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## STEP 4: ENCOURAGE DUAL ENROLLMENT ORIENTATION

- Prior to their first semester, students are encouraged to complete dual enrollment orientation.

<a href="http://www.hfcc.edu/steps/orientation">www.hfcc.edu/steps/orientation</a>	313-845-9674	<a href="mailto:orientation@hfcc.edu">orientation@hfcc.edu</a>
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## STEP 5: MONITOR COURSE REGISTRATION

- Students will register online ([my.hfcc.edu](http://my.hfcc.edu)) using Student Planning through their HFC Student Portal.
- Registration for Fall semester opens in April and for Winter semester in November.
  - Check HFC's academic calendar for exact dates.
- Students who need help logging in, go to [hfcc.edu/password](http://hfcc.edu/password) or contact the help desk at 313-845-6345.

## STEP 6: PAYMENT

- Any student interested in dual enrollment who is not a student of Dearborn Public Schools must submit a payment authorization form [hfcc.edu/steps/apply/high-school/dual-enrollment](http://hfcc.edu/steps/apply/high-school/dual-enrollment).
- In order to avoid having students dropped for non-payment, counselors must submit a documented list of students who wish to have their classes protected prior to payment due date via email to Donna Henne [dlhenne@hfcc.edu](mailto:dlhenne@hfcc.edu).
- Billing process occurs after add/drop date for the semester.
- If tuition is not paid in full, the student is responsible for the remaining balance.