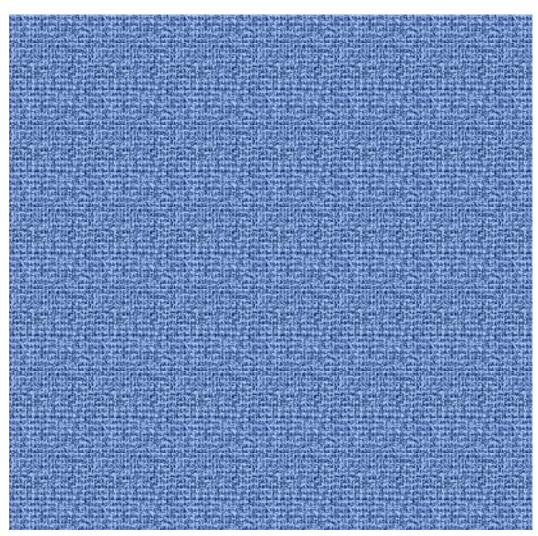# DUAL CREDIT APPLICATION GUIDE

PARENTS AND STUDENTS SCHOOL YEAR 2022-23

elgin.edu/dualcredit

Table of Contents

How do I Apply?

Full-Time Dual Credit Program

Full-time dual credit students take all their courses at ECC. This guide provides information about the application and testing process for students applying to an ECC Dual Credit program. All questions regarding the application process, timeline and deadlines should be directed your counselor.

All students must follow the application process as described in this guide. Please read all information related to the Dual Credit program you are interested in. It is important that you understand the testing policies and requirements.

All students must complete the following process:

1. Complete all high school requirements: Strongly recommend a cumulative unweighted GPA of 3.0 or better and have satisfactory progress towards high school graduation
2. Complete the Dual Credit Initial Interest Form found at U-46.org/dualcredit – You will not be considered for the Full-Time program if this form is not completed
3. Submit an ECC Online Application Form and all complete all testing requirements by January 31st for priority consideration or February 15th for final consideration.
4. All application materials must be completed and received by February 15th to be considered for the full-time dual credit program.

All full-time dual credit admissions decisions will be communicated on **March 4, 2022** and will be based on students meeting all ECC and high school requirements. High schools will communicate admission decisions, and ECC will follow up with an invitation to a Welcome Night event for students accepted into the Full-Time Dual Credit program.

Part-Time In-High School Dual Credit Program

Part-time Dual Credit courses are a part of a student's 8 period schedule at their high school. All students must complete the following process:

1. Complete all high school requirements: Strongly recommend a cumulative unweighted GPA of 3.0 or better and have satisfactory progress towards high school graduation
2. Work with your school counselor and register for the in-high school part-time dual credit class during your course selection meeting
3. Submit an ECC Online Application Form by April 4, 2022. Instructions on how to fill out the application are provided on the following page; please follow these steps carefully, failure to do so will result in an incomplete application

4. Complete all required ECC Placement Tests by May 1, 2022, there may have additional time to complete placement tests.

After students discuss their eligibility with their high school counselor, they need to complete an ECC [Online Application Form.](#) Instructions on how to fill out the application are included in the following section. Please follow these steps carefully; failure to do so will result in an incomplete application.

Upon submitting an online application form, students will receive an email notification to inform them that their application will be processed within 24-48 business hours. After the application is processed, ECC will mail a letter to students' home address with information on how to complete the required ECC placement tests or submit qualifying test scores.
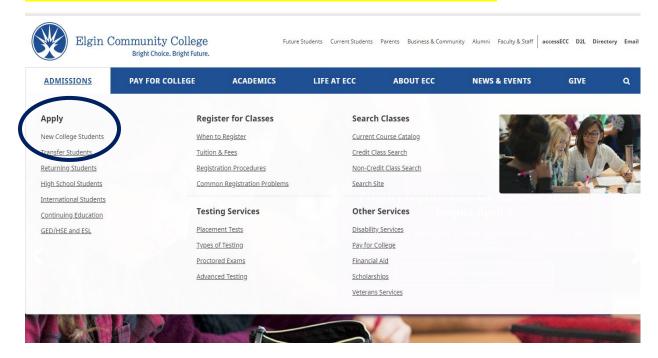
The ECC Dual Credit Office will communicate with high schools throughout the application and testing process. Confirmation of application and test scores will be shared with the school district staff on a continuous basis. Students are highly encouraged to follow up with their high school counselor with any questions regarding their application and admissions status.

As a reminder, all admissions decisions will be based on students meeting all ECC and school district requirements. The school district will communicate admission decisions.

Dual Credit Application Instructions

Please click on the link to access the application - [Online Application Form](#) – Or reference the screenshots below.

GO TO ➔ **Elgin.edu > ADMISSIONS > APPLY > NEW COLLEGE STUDENTS**

Home / Admissions / Apply / New College Students

APPLY AS A NEW COLLEGE STUDENT

First time in college?

Here's how to get started on your bright future.

Applying is easy, and there's no application fee. Here are the steps to follow, whether you're applying for a degree or certificate program or just want to take classes for credit.

1. **Submit the online application**
Make sure you have a personal email you can access, as we will be sending you important enrollment information after you have applied. We suggest you do not use your high school email address as you may not be able to access it after graduation. If you don't have an email address you can create a Gmail account for free and follow the instructions.

PLEASE MAKE SURE TO FOLLOWING THESE **INSTRUCTIONS** WHEN FILLING OUT YOUR APPLICATION. ***** **ALL FIELDS WITH A RED ASTERISK ARE REQUIRED.**

EMAIL - Please use your **personal** email address. **DO NOT** use your high school email. Use an email address that will be accessible to you beyond high school.

INTENDED START TERM - Select *"Fall 2022"*

ECC ACADEMIC GOALS – Select *"Only complete one or several courses - not pursuing a certificate or degree at ECC"*

REASON FOR ENROLLMENT – Select *"For personal interest/self-development – not career oriented"*

I PLAN TO ENROLL IN - Select *"Still Deciding"*

HAVE YOU GRADUATED FROM HIGH SCHOOL, OR PASSED A GED/HSE EXAM? - Select *"No, I have neither graduated from high school, nor have passed a GED/HSE exam"*

ARE YOU APPLYING TO A DUAL CREDIT PROGRAM THROUGH YOUR HIGH SCHOOL? - Select *"YES"*

ANTICIPATED HIGH SCHOOL GRADUATION YEAR – Enter High School Graduation Year

HIGH SCHOOL ATTENDED - Select *"IL High School"* and enter the name of your high school

HIGHEST EDUCATIONAL LEVEL COMPLETED AT TIME OF ENROLLMENT AT ECC - Select *"Current High School Student"*

ATTENDING ECC FOR SUMMER ONLY? – Select *"No"*

PLAN TO ATTEND ECC: - Full-time applicants select *"Full-time (12 sem. hrs or more)"*; Part-time applicants select *"Half-time (6-8 sem. hrs)"*

INTERESTED IN RECEIVING FINANCIAL AID/SCHOLARSHIPS – Select *"No"*

AUTHORIZATION

Carefully read the "Terms and Conditions and Privacy Policy" – Both the student (Applicant Signature) and parent/guardian (Parent Signature) must provide an e-signature.

The Dual Credit program is a special partnership that provides permission for high school and college access to applicant information. It is imperative that this application is completed according to these steps. Any questions about the online application or issues with technology should be referred to the Dual Credit Office – 847-214-7584

Submitting Transcripts

Elgin Community College and the high school will confirm students' current unweighted high school GPA before a final admission decision is determined.

School District U-46 will submit final high school transcripts on behalf of all dual credit students. Transcripts must be sent to ECC's Admissions Office.

Preparing for Testing

Placement tests assess students' skill levels and are used to confirm academic readiness to enroll in college courses. Prior to taking the placement test, review "How does the test work" and "How Can I Prepare for the test" sections on the pages below for access to practice and examples. The more practice, the better students will do!

- English Composition Writing Essay
- Math Placement Test
- Reading Placement Test
- PSB-HOA Placement Test

Testing Information

After submitting an online application, students will need to complete the required placement tests associated with their program/courses. If students have qualifying PSAT, SAT, or ACT

scores, then they must inform their school counselor and submit a PDF of their scores to postsecondarysuccess@u-46.org.

All students must meet the minimum college-level benchmarks in reading, writing, mathematics, and foreign language required by the courses/program for which they are seeking enrollment in next academic year.

Students that plan to complete ECC's Placement Tests are limited to two (2) attempts for the Reading and Writing tests, and five (5) attempts for the Math test.

NOTE: The allotted attempts do not reset after high school graduation. Reading and Writing test scores expire after five (5) years and two (2) years for Math scores. If a student plans to continue at ECC after high school graduation, then they should be aware that the scores they earn while applying to one of the Dual Credit programs may be used for placement and enrollment.

Placement tests can be taken either remotely or on-campus. Information on each placement and how to prepare can be found at the links below:

> Math Placement
> Reading Placement
> Writing Placement

Remote Testing

Students first need to set up their accessECC accounts by following the instructions included– *Instructions-Setup accessECC Account*. **After their account has been setup, then they will be able to activate their ECC email address - instructions are also included at the end of the guide –** *Instructions-Setup ECC email.*

==Students' ECC ID # will be included in a letter sent from ECC that confirms the successful submission of their applications==

Once you've set up your accessECC account and ECC email then you may sign up to take the exam/s that is required for the course that you are interested in.

Reading and Writing Placement:
To access the remote Reading and Writing tests, complete the remote testing form on the website. A follow-up email with instructions will be sent to your ECC student email.

Math Placement:
Remote math placement instructions can be found directly on the Math Placement webpage.

Modern Language Placement:
Email testing@elgin.edu to request this remote test, and a proctor will reach out with available times.

Testing Services staff are available at 847-214-7150 or testing@elgin.edu to assist students with remote testing setup.

On-Campus Testing

Testing Services is also offering appointment-only testing on-campus. [Register for on-campus testing.](#)   All testers must bring a valid photo ID, school IDs are accepted.

Testing Accommodations

If you have a documented accommodation and need to arrange for testing, please make an appointment with the coordinator of ADA and Student Disability Services by calling 847-214-7390.

PSAT/SAT or ACT Testing

Students can use their qualifying PSAT/SAT or ACT to fulfill their ECC placement requirements. Please follow up with your school counselor to learn more about these testing opportunities.

Testing Requirements – Benchmark scores

Full-Time Dual Credit Program

Below are the benchmark scores that students must earn to meet the Full-time Dual Credit Program's testing requirements. Students in the full-time program will select from courses that require they meet the reading, writing, and mathematics minimum competencies

ECC Placement Test	PSAT/SAT	ACT
Reading = 95	Reading & Writing = 480	Reading = 19
Writing = 55		English= 19
Math = 46	Math = 530	Math = 22

Math Part-Time Dual Credit Courses at ECC

This is for students who have completed all their math options within School District U-46. Students are required to meet the minimum competencies associated with their ECC Math course/s. Students can fulfill these requirements by way of their PSAT/SAT or ACT scores. If students need to complete ECC's placement exams, additional information is provided below detailing which exams and cut-off scores are required.

PSAT/SAT	ACT
Reading & Writing = 480	Reading = 19
	English= 19
Math = 530	Math = 22

Part-Time In-High School Dual Credit Program

In lieu of the PSAT/SAT or ACT scores noted above, students may complete ECC's placement tests to meet the minimum competencies. Please reference the chart below, which specifies the tests and scores required per course. The minimum placement score is noted in parentheses.

Course Title	Course ID	Reading Test	Writing Test	Math Test
Basic Nursing Assistant Training Program/CAN	NUR 105	Score in the 12th percentile or better in all sections of the PSB-HOA Exam.		
Calculus with Analytic Geometry I	MTH 190	Yes (95)	None	Yes (76 or higher)
Calculus with Analytic Geometry II	MTH 210	Prerequisite = Grade of C or better in MTH 190; or a score of 3 on the AP Calculus AB or BC exam		
Calculus with Analytic Geometry III	MTH 230	Prerequisite = Grade of C or better in MTH 210		
College Algebra	MTH 112	Yes (95)	None	Yes (46)
English Composition I	ENG 101	Yes (95)	Yes (55)	None
English Composition II	ENG 102	Prerequisite = Grade of C or better ENG 101 or appropriate AP Lang/Comp score		
Statistics I	MTH 120	Yes (95)	None	Yes (61 or higher)
Trigonometry	MTH 114	Yes (95)	None	Yes (61 or higher)
Intermediate Spanish II	SPN 202	Yes (95)	Yes (55)	None
		Students also need to take the Spanish WebCAPE and score a minimum of 427		
Spanish Conversation Composition	SPN 261	Prerequisite = Grade of C or better SPN 202 or appropriate score in WebCAPE exam		
Latin American Civilization	SPN 271	Prerequisite = Grade of C or better SPN 202 or appropriate score in WebCAPE exam		
Introduction to Spanish Literature	SPN 275	Prerequisite = Grade of SPN C or better 202 or appropriate score in WebCAPE exam		