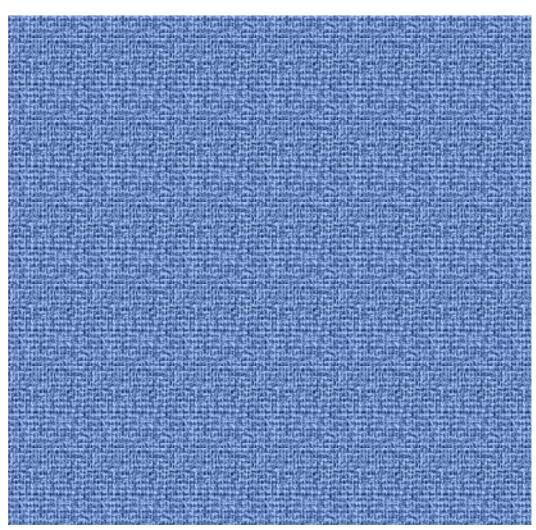# DUAL CREDIT APPLICATION GUIDE

PARENTS AND STUDENTS SCHOOL YEAR 2021-22

elgin.edu/dualcredit

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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: unweighted GPA of 3.0 or better and have satisfactory progress towards high school graduation
2. Complete the Dual Credit Survey by December 11, 2020
3. Submit all application materials including completion of the ECC Online Application and ECC Placement Tests by January 31st for priority consideration or by February 15th for final consideration.
4. All application materials must be completed and received by February 15, 2021 to be considered for the full-time dual credit program.
5. Applications that are not complete by February 15, 2021 will not be considered for the full-time dual credit program.

All full-time dual credit admissions decisions will be communicated on **March 5, 2021** and will be based on students meeting all ECC and high school requirements. Priority consideration students will be notified by February 26, 2021. 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.

Each high school is allotted 10 spots for the junior full-time dual credit program for a total of 50 junior students across the district. Each high school is allotted 5 spots for the senior full-time dual credit program for a total of 25 senior students across the district. Qualifying applicants will be placed in a lottery for acceptance into the program. Qualified students not accepted into the program on March 5 2021, will be placed on a waitlist and will be notified if a spot becomes available. Waitlist candidates will be notified by March 19, 2021 if their status changes. No additional acceptances will be granted after March 19, 2021.

After completing the survey, students 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.
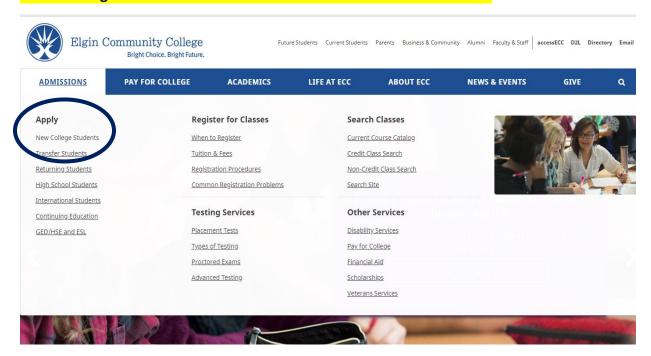
The ECC Dual Credit Office will communicate with high schools throughout the application and testing process. Confirmation of application and test scores will be shared with the school district staff on a continuous basis. Students are highly encouraged to follow up with their high school counselor with 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, and ECC will follow up with an invitation to an online "Welcome Night" event for students accepted into Dual Credit.

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.

WHEN COMPLETING YOUR APPLICATION, PLEASE FOLLOW THESE **INSTRUCTIONS**

- **SOCIAL SECURITY NUMBER (SSN OR ITIN)** – Please do not enter your SSN or ITIN. It is not required for Dual Credit enrollment.

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

- **ARE YOU IN THE UNITED STATES ON A VISA?** – Select *"No"*

- **INTENDED START TERM** - Select *"Fall 2021"*

- **ECC ACADEMIC GOALS** – Select *"Only complete one or several courses - not pursuing a certificate or degree at ECC".* This has no impact on your enrollment. Students in the full-time two year program will receive guidance on how to update it after meeting with an ECC academic advisor

- **REASON FOR ENROLLMENT** – Select *"To prepare for transfer to a four-year college or university"*

- **I PLAN TO ENROLL IN** - Select *"Still Deciding"*. This has no impact on your enrollment. Students in the full-time two year program will receive guidance on how to update it after meeting with an ECC academic advisor

- **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"*

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

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

- **PLAN TO ATTEND ECC** –
  - Students applying to the Full-time Dual Credit program, select *"Full-time (12 sem. hrs or more)"*
  - Students applying to all other Dual Credit programs (part-time @ ECC or part-time @ High School), select "*Half-time (6-8 sem hrs)*"
  - Students applying to the Larkin Academy Music Dual Credit program, select "*Less than half-time (less than 6 sem. hrs.)*

- **INTERESTED IN RECEIVING FINANCIAL AID/SCHOLARSHIPS** – Select *"No"*. Dual credit students are not eligible to apply for college financial aid/scholarships

- **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 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 submit their score report from College Board or ACT directly to the ECC Admissions Office.

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.

Remote Testing

Due to social distancing guidelines, Testing Services has made placement testing available remotely. Testing Services staff are available at 847-214-7150 or testing@elgin.edu to assist students with remote testing setup. If a tester does not have access to the default remote testing option, email testing@elgin.edu to arrange for a modality that works with your device.

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 towards the end - – ***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. Your

Reading and Writing Placement:

To access 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:

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.

Limited On-Campus Testing

Testing Services is offering limited, appointment-only testing on-campus. Register for on-campus testing. Currently, the PSB test must be taken on campus. More information can be found here.

All testers must have an appointment and bring a valid photo ID, school IDs are accepted.

Note: The College is scheduled to close November 25, 2020 in response to COVID-19; a reopen date has not been announced.

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