



## **HACC Dual Enrollment Checklist**

### **Registration Process**

- ☐ Schedule a meeting with your counselor to discuss if dual enrollment is the right fit for you.
- ☐ Complete the School District of Lancaster Dual Enrollment Request form and get your counselor and campus administration's approval. You can get a request form from the College and Career Center (JP 147, East A126) or the counseling office.
- ☐ Once approved, visit the College and Career Center to discuss next steps.
- ☐ Complete the HACC application. Applications are available online or at the College and Career Center. Note that applications require student *and* parent/guardian signatures to be processed.
- ☐ Request a copy of your transcript be sent to HACC. You must request this from your counselor in person or via Xello.
- ☐ The College and Career Center will email your application to HACC Admissions Counselor, Chala Thomas via email at [cmthomas@hacc.edu](mailto:cmthomas@hacc.edu).
- ☐ After the application is processed by HACC you will receive a confirmation email to the personal email provided on the application, followed by a second email from HACC providing "myHACC" log-in information.
- ☐ When you receive these emails, you must either schedule placement testing in reading, writing, and math **OR** provide your SAT or ACT scores. Provide your SAT scores if you scored 480 or above in Evidence-based Reading/Writing and 550 and above in math. If you scored over these amounts, you do not need to take the placement test.
- ☐ Take the placement test. You must have a photo ID to test. Testing is available at the following times at the Main building at the Lancaster Campus (no appointment necessary). Just stop by the Welcome Center to sign in:
  - Mondays between 9AM and 2PM**
  - Tuesdays, Wednesdays, and Thursdays, between 9AM and 6PM**
  - Fridays between 9AM and 2PM**
- ☐ After placement testing, complete the course registration form to choose the desired class for the semester. Students should speak with the HACC Admissions Counselor after testing or coordinate a time to schedule classes. You can reach HACC Admissions Counselor Chala Thomas at [cmthomas@hacc.edu](mailto:cmthomas@hacc.edu).

### **After Registration**

- ☐ Pick up your HACC ID at the Welcome Center
- ☐ Pick-up your textbook voucher at the Welcome Center. Note you can only purchase items required for class. You will be billed for any additional expenses.
- ☐ Pick up books at the HACC Bookstore: You will need HACC ID, Voucher, and current HACC schedule to get your books



- ☐ Recommended: Attend a dual enrollment orientation. This may be on campus at McCaskey or at HACC-Lancaster.
- ☐ Have a great semester!

**Ongoing Throughout Semester**

- ☐ Stay in contact with the College and Career Center – (East A126 or JP 147)