

Dual Enrollment at an HCC Campus Public Schools

Eligibility:

- Be a high school student
- 3.0 cumulative **unweighted** GPA
- Test scores:
SAT: 440 Critical Reading/Verbal, 440 Math (for MAT 1033 and science classes), 510 for MAC 1105
ACT: ENC 17, REA 18, Math 19 (for MAT 1033 and science classes), 21 for MAC 1105
PERT: 104 REA, 99 Writing, 113 Math (for MAT 1033 and science classes), 123 for MAC 1105

Procedure to Apply:

New Students:

- Obtain transcript documenting unweighted GPA
- Obtain document showing test scores with date taken
- Complete HCC Application for Admission
- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form
- Complete HCC Dual Enrollment Transcript Request Form
- Mail all required documents **30 working days prior to the start of the semester** to:
Hillsborough Community College or hand deliver to: District Administrative Offices
Dual Enrollment Office, Room 425 39 Columbia Dr. (Davis Island)
Room 425
P.O. Box 31127 Tampa, FL 33606
Tampa, FL 33631

Returning Students:

- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form
- Complete HCC Dual Enrollment Transcript Request Form
- Mail all required documents **30 working days prior to the start of the semester** to the address above. See Dual Enrollment website for deadline dates.

Procedure to Enroll:

Student will be notified when application has been processed. At that time student may proceed:

- Meet with an HCC counselor and receive fee waiver. (Meetings are done on a walk-in basis).
- Take fee waiver to Bursar Office. It is the student's responsibility to submit the fee waiver to the Bursar's office. Failure to do so will result in the student being billed for the class or removed from the class for nonpayment.
- Complete Textbook Order Form at HCC Bookstore, then contact SDHC Warehouse to order textbooks.
- Notify your high school counselor that you have registered for classes at HCC.

After completing course:

- Return textbooks to SDHC Warehouse **NO LATER** than 5 working days after the last day of class at HCC.
- An HCC transcript will automatically be sent to your high school.

HINTS:

- List an alternate class in case your first choice is unavailable (alternate courses must be approved).
- The earlier you apply the better.
- Students limited to 9hrs. per semester.
- Students must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 to remain eligible.
- One (1) attempt per dual enrollment course (including withdrawals) – don't blow it!
- The grades you earn in these classes will forever be part of your college transcripts. Do your best!