



The Einstein Academy & Elgin Community College Dual Credit Program and Application Guide

School Year 2024 to 2025

What is Dual Credit?

Elgin Community College and its partner School Districts offer several dual credit program options to allow high school students to enroll in college courses. Students earn simultaneous high school and college credit. These programs provide a way to save time and money toward attaining higher education goals, experience college life, and prepare for a successful transition after high school.

Each Dual Credit program offers a unique opportunity to accommodate students' academic, behavioral, or social needs. **A summary of the available programs is outlined below.**

PROGRAM	SUMMARY
Full-Time Dual Credit at ECC	<ul style="list-style-type: none">• Senior enrollment (one-year program)• Junior enrollment (two-year program)• Earn 30+ transferrable credits each semester• Minimum of 12 credit hours each semester• Courses are chosen from the Associate in Arts or Associate in Science degree plan

Why Enroll?

ECC's Dual Credit Program is one of two programs in the state of Illinois to receive accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP), recognizing the value ECC has for providing high school students with rigorous coursework that will help ease their transition from high school to postsecondary.

Students opt to participate in Dual Credit courses to:

- Experience rigorous coursework and experience the college environment
- Earn college credit to help gain a head-start on college courses
- Stand out in the college admission process
- Develop skills, behaviors, and knowledge to support their transition to college
- Save money – students should follow up with their district to see what costs are covered

Program Details

Full-Time Dual Credit at ECC

High school juniors and seniors enroll in a minimum of 12 college credits each semester. Juniors must stay on pace to complete the 60-credit hour degree requirement within their two academic years (i.e. 15 credit hours in each fall/spring semester). All courses are completed at the ECC main campus. These courses meet the postsecondary requirements of the general education core curriculum as well as high school graduation.

SENIOR ENROLLMENT (1-YEAR PROGRAM)

- Students enroll in 4 to 5 courses each semester at the ECC campus.
- Courses add up to a minimum of 12 credit hours each semester.
- Students may earn 30+ transferable credits.
- Students complete COL 101 College Success during their first semester.
- Students meet with ECC's academic advising department to develop an academic plan.
- The school district reviews selected courses to ensure they meet the student's high school graduation requirements.
- Participation in high school activities may be impacted by the meeting times of course sections selected by the student.

JUNIOR ENROLLMENT (2-YEAR PROGRAM)

- Students enroll in 4 to 5 courses each semester at the ECC campus.
- Complete 60 credits/degree requirements in two years (i.e., 15 credits per semester).
- Summer courses may be required between junior and senior year.
- Students complete COL 101 College Success during the first semester.
- Students meet with ECC's academic advising department to develop an academic plan.
- The school district reviews selected courses to ensure they meet the student's high school graduation requirements.
- Participation in high school activities may be impacted by the meeting times of course sections selected by the student.

Students are advised to register for course sections scheduled Monday to Friday from 8 am to 3:15 pm. To register for required and desired courses, some courses may need to be scheduled outside of this timeframe. Evening and online section options can be discussed with your counselor and ECC academic advisor.

Class schedules will not accommodate students' work schedules. The ECC academic calendar (i.e., the start and end date of each semester) may differ from your school district's calendar.

PROGRAM QUALIFICATIONS

- Current sophomore or junior at the time of application.
- Demonstrate college readiness – must have qualifying scores (PSAT/SAT/ACT or ECC Placement Tests).
- Meet other high school requirements as noted by district policies, including an interview with school staff.
- Enrollment is limited and determined by the high school.

Financial Aid and Minimum Academic Standards Requirements

Financial aid is not available to dual credit students; however, dual credit courses count as credits attempted/completed and are included when determining a student's academic progress and eligibility for future financial aid.

The Standard Academic Progress (SAP) policy measures a student's academic progress in three ways. Students must meet all three standards to be in good status.

- Cumulative Grade Point Average:** You must achieve and maintain at least a cumulative grade point average of 2.00 at the College, including transferred, repeated, and remedial credits.
- Cumulative Completion Rate:** You must successfully complete at least 66.67% of all credit hours attempted at the College, including transferred credits.
 - Grades of A, B, C, D, CR, and S count as credit hours attempted and completed.
 - Grades of E, F, W, WF, AW, and Z count as credit hours attempted but not completed.
 - Grades of I, U, AU, NR, and NC do not count in this calculation as they are neither attempted nor completed.
 - Note:** Transferred, repeated, and remedial courses are included in determining if you meet the cumulative completion rate standard.
- Maximum Time Frame:** You must complete your program of study within 150% of attempted credit hours relative to the credit hours required to complete the program.
 - Example: A degree-seeking student may attempt no more than 90 credit hours to complete a 60-credit hour program; a certificate-seeking student

may attempt no more than 45 credit hours to complete a 30-credit hour program. If, during the SAP review, it becomes clear that you cannot mathematically complete your program within the maximum time frame, you may become ineligible for financial aid.

- b. **Note:** Transferred, repeated, and remedial courses are included to determine if you meet the maximum time frame standard.

What Is Next?

1. Review the dual credit program options carefully.
2. Talk with your parents/guardians about the program options to identify which may work best for you.
3. Schedule a meeting with your high school counselor to confirm which program may work best for you, including reviewing the criteria for participating in these programs and ECC minimum requirements for enrollment.
4. If you meet the Dual Credit Program requirements, complete the application by the end of course registration (**no later than February 10, 2024**).

How do I Apply?

This section provides information about the application and testing process for students applying to an ECC Dual Credit program. Students can meet with their **high school counselor to review the application process, timeline, and deadlines** specific to their school district as needed.

Please note that each Dual Credit option (i.e., Full-Time vs. Part-Time) may have different criteria for qualifying. For example:

- Minimum Competencies (i.e., Benchmark scores in reading, writing, and/or math)
- Satisfactory progress towards High School Graduation
- Attendance Record

After students discuss their eligibility with their high school counselor, they must complete an ECC application. Instructions on how to fill out the application are included in the following sections. Please follow these steps carefully; failure to do so will result in an incomplete application.

You can register by computer or on your smartphone by going to [DualEnroll](#) and clicking on "**Create My Account**." Once you click "Create My Account," you'll receive a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. After the

application is processed, ECC will provide 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 continuously shared with the high school counseling staff. 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 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 a Dual Credit program.

Application Timeline and Deadlines

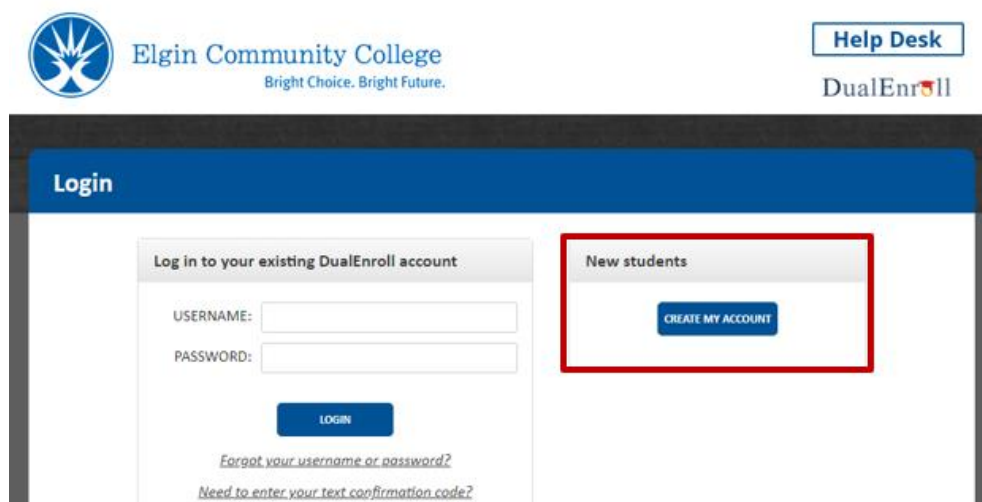
1. **Application Deadline:** March 1, 2024
2. **Placement Testing Deadline:** March 15, 2024
3. **Admission Decision:** April 1, 2024

Dual Credit Application Instructions



Scan the QR code or go to elgin.dualenroll.com to access the Elgin Community College application on the DualEnroll platform.

1. Under "New students," click "**Create My Account.**"



2. Complete the New Student Account Creation screen. Select your High School from the drop-down menu. Create a unique login and password, confirm the password, and then complete your First and Last Name, Date of Birth, and Email and/or Cell phone. Email and cell phone must be unique to you. The email should

be your personal email. Click "**Create Account**".

New Student Account Creation

Create your account — Required fields are marked with a *

HIGH SCHOOL: *

CREATE LOGIN: *

CREATE PASSWORD: *

RETYPE PASSWORD: *

FIRST NAME: *

MIDDLE NAME:

LAST NAME: *

DATE OF BIRTH: *

EMAIL:

CELL PHONE (text messages): * ex: 703-555-1212

I prefer not to provide a cell phone

I'm not a robot

reCAPTCHA Privacy - Terms

3. Once your account is created, the login screen will display a message that you have signed up successfully and an alert that an email will be sent to your email to confirm your account.
4. You must click "**Confirm my account**" to continue. This step will automatically open the application on the DualEnroll site.

Note: The application process may be revised slightly. Students are encouraged to connect with their high school counselor for assistance.

Submitting Transcripts

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

All students admitted into a Dual Credit program will have their final (School Year 2023-2024) high school transcript submitted no later than June 30, 2024.

Note: Your high school administration will send an official transcript to the 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. Before taking the placement test, review the "How does the test work?" and "How can I prepare for the test?" sections on the linked pages below for access to practice questions and examples. The more practice, the better students will do!

- [Reading Placement Test Prep](#)
- [Writing Placement Test Prep](#)
- [Math Placement Test Prep](#)

Testing Information

After submitting an online application, students must complete the required placement tests associated with their program/courses. ***If students have qualifying PSAT, SAT, or ACT scores, they must submit their score report 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 you are seeking enrollment in the next academic year.

Placement tests can be taken remotely or on campus. Visit the [ECC Testing Services webpage](#) for more information.



An appointment is required for testing. Visit registerblast.com/elgin to schedule an appointment OR scan the QR code.

Students who 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.

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 847-214-7717.

PSAT/SAT or ACT Testing

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

Testing Requirements – Benchmark scores

Full-Time Dual Credit Program

Below are the benchmark scores 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.

Subject	ECC Placement	PSAT/SAT	ACT
Reading Score	95	480	19
Writing/English Score	55	480	19
Math Score	46	530	22

Elgin Community College in High School Programs

Website: elgin.edu/dual-credit

Email: dualcredit@elgin.edu