Elgin Community College & District 303

Dual Credit Program and Application Guide
School Year 2025 to 2026

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 Program at ECC	• 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.
Part-Time Program: General Education at High School or ECC	• Junior and senior enrollment. • Maximum of 11 credit hours each semester. • Most courses fulfill part of the postsecondary General Education Core Curriculum.
Part-Time Program: Career Technical Education at High School or ECC	• Junior and Senior enrollment. • Maximum of 11 credit hours each semester. • Courses applied toward the requirements of an Associate of Applied Science degree. • Most programs provide students the opportunity to earn an academic and/or industry certification.

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

Below are details of the various types of Dual Credit programs: Full-Time at ECC, Part-Time at ECC, and Part-Time at your high school.

Full-Time Dual Credit Program
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.

Part-Time Dual Credit Program
High school juniors and seniors enroll in 1-2 college courses each semester. Courses offered at the ECC campus are selected from a variety of academic disciplines, including general education (i.e., English, math, history, science, etc.) and career and technical education (CTE) programs (i.e. automotive, culinary arts, paralegal, etc.). A limited list of course options is available for courses offered at the high school campus.

Full-Time Dual Credit at ECC
SENIOR ENROLLMENT (1-YEAR PROGRAM)
- Students enroll in 4-5 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 4-5 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-Friday from 8:00 am to 3:15 pm. In order to register for required and desired courses, some courses may need to be scheduled outside of this timeframe. Evening hours and online section options can be discussed with your counselor.

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 the school districts' calendar.

PROGRAM QUALIFICATIONS
- Current sophomore or junior at the time of application.
- Demonstrate college-readiness – 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.

Part-Time Dual Credit at ECC or High School
PROGRAM QUALIFICATIONS

- Current sophomore or junior at the time of application.
- Demonstrate college-readiness – PSAT/SAT/ACT or ECC Placement Tests; these vary from course to course, or CTE program.
- Meet other high school requirements as noted by district policies.

GENERAL EDUCATION
- Current sophomore or junior at the time of application.
- Students enroll in a maximum of 11 credit hours each semester (including in-high school dual credit courses).
- Students choose courses based on academic interests and goals.
- Course options are pre-selected by ECC and school district to ensure courses meet high school graduation requirements.
- Courses meet part of the General Education Core Curriculum requirements for a two-year college degree, which may transfer to a four-year college.
- Participation in high school activities may be impacted by the meeting times of course sections selected by the student.

PART-TIME GENERAL EDUCATION COURSES
The following is helpful when selecting courses with the help of your school counselor:
- **General Education:** In addition to courses required for specific majors, General Education courses satisfy a required set of core courses considered an essential foundation for a well-rounded education. NOTE: All General Education courses can also count as elective credit.
- **Elective:** Each program/institution sets a minimum number of credits that students must complete separate from General Education that may include courses requirements for your intended Major/Minor.
- **Prerequisite:** Courses that require the successful (C or better) completion of another course in order to continue in the specified sequence (i.e. biology, chemistry, mathematics, and/or physics) are marked as "Prerequisite".
- **Course descriptions** are available at elgin.edu/catalog.

CAREER TECHNICAL EDUCATION
- Current sophomore or junior at the time of application.
- Students choose a CTE program of study, which prepares students for careers and/or employment in a career or technical area.
- Course options are offered on the ECC campus or at the high school.
- Each program includes courses from an Associate in Applied Science degree or certificate program.

- Credits earned may not transfer to a baccalaureate program.
- Participation in high school activities may be impacted by the meeting times of course sections selected by the student.

PART-TIME CAREER TECHNICAL EDUCATION PROGRAMS
- Business & Financial Services
- Automotive Service Technology
- Basic Nursing Assistant Training Program and Clinical Lab Technology
- Communication Design
- Computer Aided Design
- Criminal Justice and Digital Forensics
- Culinary Arts, Pastry Arts, Restaurant Management
- Early Childhood Education
- Fire Science & Safety – Fire Protection
- Information Technology
- Welding

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.

A. **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.
B. **Cumulative Completion Rate**: You must successfully complete at least 66.67% of all credit hours attempted at the College, including transferred credits.
   a. Grades of A, B, C, D, CR, and S count as credit hours attempted and completed.
   b. Grades of E, F, W, WF, AW, and Z count as credit hours attempted but not completed.
   c. Grades of I, U, AU, NR, and NC do not count in this calculation as they are neither attempted nor completed.
   d. *Note:* Transferred, repeated, and remedial courses are included in determining if you meet the cumulative completion rate standard.

C. **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.

    a. 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 criteria for participating in these programs and ECC minimum requirements for enrollment.
4. If you meet the Dual Credit Program requirements complete your application by the end of course registration *(no later than February 10, 2025).*

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. Complete the **Dual Credit D303 Program Agreement** and submit it to your school.
   a. These will be available from your school mid-January
2. **Application Deadline:** February 7, 2025
3. **Placement Testing Deadline:** February 21, 2025
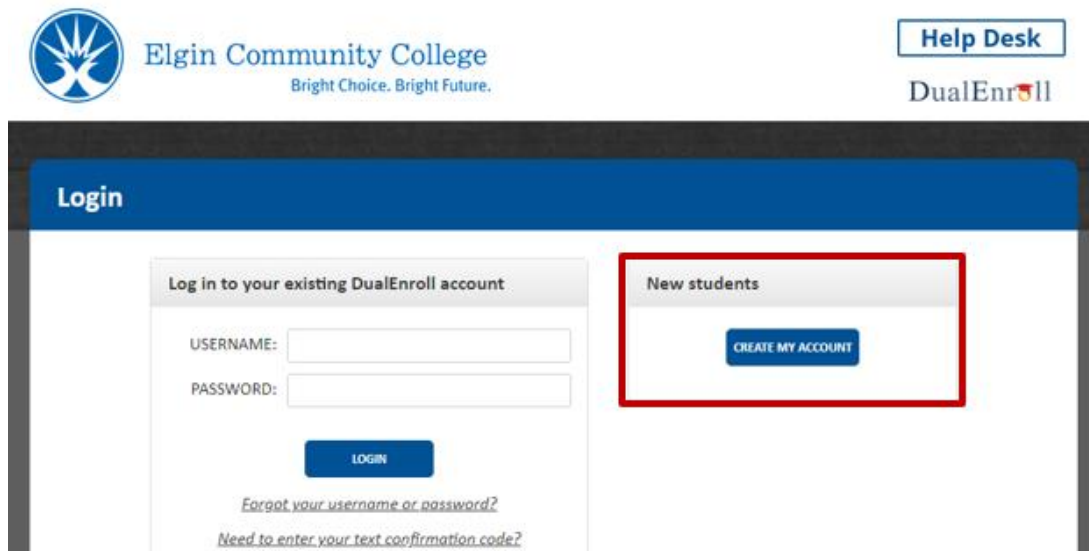4. **Admission Decision:** February 28, 2025

Dual Credit Application Instructions

Steps to Complete Your ECC Application Using DualEnroll.

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**".

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 2024-2025) high school transcript submitted no later than June 30, 2025.

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!

- Math Placement Test Prep
- Reading Placement Test | Elgin Community College (ECC)

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 Access and 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 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.

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

Part-Time Dual Credit Program

Students applying to a Part-Time Dual Credit Program are required to meet the minimum competencies associated with their General Education course/s or CTE program. All General Education courses require satisfaction of minimum competencies listed above, and select courses require higher test scores to satisfy specific course prerequisites (see the ECC Course Catalog for specific course prerequisites). Students can fulfill these requirements through their PSAT/SAT or ACT scores.

Part-Time General Education Program

In place of the PSAT/SAT or ACT scores noted above, students may complete ECC's placement tests to meet the minimum competencies. Plan to review testing requirements for specific courses with your high school counselor before submitting your Dual Credit application.

*Courses offered at the high school.

REQUIREMENTS FOR COMMUNICATIONS COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
*English Composition I	ENG 101	Yes (95)	Yes (55)	None
*English Composition II	ENG 102	Prerequisite = Grade of C or better in ENG 101; or AP score of 3 Lang/Comp exam		
*Fundamentals of Speech	CMS 101	Yes (95)	Yes (55)	None

REQUIREMENTS FOR MATHEMATICS COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
*General Education Statistics	MTH102	Yes (95)	None	Yes (46)
		Students can also complete the **HS TRANSITIONAL MATH COURSE** to fulfill the prerequisite.		
Trigonometry	MTH 114	Yes (95)	None	Yes (61)

REQUIREMENTS FOR LIFE SCIENCES COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
Biology for Contemporary Society	BIO 108	Yes (95)	Yes (55)	Yes (30)

REQUIREMENTS FOR FINE ARTS COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
Art Appreciation	ART 115	Yes (95)	Yes (55)	None
Music Appreciation	MUS 105	Yes (95)	Yes (55)	None

REQUIREMENTS FOR HUMANITIES COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
Ethics	HUM 216	Yes (95)	Yes (55)	None

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
Introduction to Literature	LIT 201	Yes (95)	Yes (55)	None
Introduction to Western Humanities	HUM 101	Yes (95)	Yes (55)	None

REQUIREMENTS FOR SOCIAL SCIENCES COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test
U.S. History to 1870	HIS 151	Yes (95)	Yes (55)	None
U.S. History Since 1865	HIS 152	Yes (95)	Yes (55)	None
American Government	POS 150	Yes (95)	Yes (55)	None

REQUIREMENTS FOR MODERN LANGUAGES

Course Name	Course Prefix	Reading Test	Writing Test	Prerequisite
Elementary Japanese I	JPN 101	None	None	None
Elementary Japanese II	JPN 102			Prerequisite = Grade of C or better in JPN 101; one year of H.S. Japanese with grade of C or better; or appropriate placement score on WebCAPE exam.
Spanish Conversation and Composition	SPN 261			Prerequisite = Grade of C or better in SPN 202; or appropriate placement score on WebCAPE exam.

REQUIREMENTS FOR ELECTIVES

Course Name	Course Prefix	Reading Test	Writing Test	Prerequisite
*Introductory Accounting	ACC 100	None	None	None
*Introduction to the Hospitality Industry	HOS 101	Yes (95)	None	None

Part-Time Career Technical Education Program

In place of PSAT/SAT or ACT scores, students may complete ECC's placement tests to meet the minimum competencies. Plan to review testing requirements for specific courses and programs with your high school counselor before submitting your Dual Credit application.

Note: Students applying for any of these programs should anticipate courses requiring online and in-person instruction. All courses below are subject to availability, and alternative course options may be offered to align with the career of interest in a case-by-case situation. Visit the **Credit Classes page** of the ECC website for information on course prerequisites and the different instructional delivery methods students can expect.

Course delivery terms may differ based on seat limitation, e.g., students in the Basic Nursing Assistant Training Program and Clinical Lab Technology may take CLT courses during the fall and NUR courses during the spring term and vice versa.

BUSINESS AND FINANCIAL SERVICES

Program Timeline

Term	Course
First Year, Fall	BUS 100 Introduction to Business
First Year, Fall	CIS 110 Introduction to Computers
First Year, Spring	BUS 120 Business Mathematics
First Year, Spring	ACC 100 Introductory Accounting
Second Year, Fall	ACC 200 Financial Accounting
Second Year, Fall	ECN 201 Microeconomics
Second Year, Spring	ACC 240 Managerial Accounting
Second Year, Spring	ECN 202 Macroeconomics

AUTOMOTIVE SERVICE TECHNOLOGY

Certifications

- ECC BVS in Engine Mechanical Repair Specialist
- ECC BVS in Brake and Suspension Specialist

Program Timeline

Term	Course
First Year, Fall	AUT 151 Automotive Engine Service and Repair
First Year, Spring	AUT 171 Automotive Suspensions and Wheel Alignment
Second Year, Fall	AUT 172 Automotive Brake Systems
Second Year, Spring	BUS 101 Business Communications

BASIC NURSING ASSISTANT TRAINING PROGRAM AND CLINICAL LAB TECHNOLOGY

Certifications
- ECC BVS in Basic Nurse Assistant Training Program
- Industry Certification: Certified Nursing Assistant (Exam administered by the Illinois Department of Public Health).

Testing Requirements

New prerequisites for 2025-26 – NUR 105 requires a Math placement score of 14 or higher and a Reading placement score of 95 or higher.

Program Timeline

Term	Course
First Year, Fall	NUR 105 Basic Nurse Assistant Training Program
First Year, Spring	CLT 101 Phlebotomy
First Year, Spring	HPE 112 Intro to Medical Terminology
Summer Term	CLT 102 Clinical Lab Tech Pract I
Second Year, Fall	BIO 110 Principles of Biology: Lab
Second Year, Fall	PSY 100 Introduction to Psychology
Second Year, Spring	BIO 245 Anatomy and Physiology I

COMMUNICATION DESIGN

Certifications
ECC BVS in Adobe Creative Suite

Program Timeline

Term	Course
First Year, Fall	CDN 105 Color Theory
First Year, Fall	CDN 107 Introduction to Digital Design
First Year, Spring	CDN 106 Layout Design
First Year, Spring	CDN 101-Introduction to 2D-Design
Second Year, Fall	CDN 232 Sound Design
Second Year, Fall	CDN 230 Introduction to Videography
Second Year, Spring	CDN 204 Design/Adobe Illustrator
Second Year, Spring	CDN 207 Image Design/Photoshop

COMPUTER AIDED DESIGN

Certifications

ECC BVS in SolidWorks

Program Timeline

Term	Course
First Year, Fall	CAD 101 Introduction to Engineering Design
First Year, Fall	CAD 120 Introduction to SolidWorks
First Year, Spring	CAD 206 Industrial Design Problems
First Year, Spring	CAD 121 Advanced Concepts in SolidWorks
Second Year, Fall	CAD 108 Intro to Micro-CAD AutoCAD
Second Year, Fall	CAD 118 Computer Graphics Advanced AutoCAD
Second Year, Spring	BUS 101 Business Communications
Second Year, Spring	CAD 205 Geometric Dimensioning & Tolerancing

CRIMINAL JUSTICE AND DIGITAL FORENSICS

Program Timeline

Term	Course
First Year, Fall	CRJ 101 Introduction to Criminal Justice
First Year, Fall	CIS 110 Computer Concepts & Business Appliances
First Year, Spring	CRJ 110 Introduction to Corrections
First Year, Spring	CIS 171 Introduction to Cyber Crimes
Second Year, Fall	CRJ 180 Crime Prevention
Second Year, Fall	CIS 170 Introduction to Digital Forensics
Second Year, Spring	CRJ 199 Community Based Policing
Second Year, Spring	CIS 271 Application Device Evidence Recovery

CULINARY ARTS, PASTRY ARTS, RESTAURANT MANAGEMENT

Certifications

- ECC BVS in Cook Assistant/Baker Assistant
- Industry Certification in ServSafe Manager

Program Timeline

Term	Course
First Year, Fall	PAS 101 Baking Fundamentals I
First Year, Spring	HOS 101 Intro to the Hospitality Industry
First Year, Spring	CUL 101 Cooking Fundamentals I
Second Year, Fall	HOS 212 Quantity Food Purchasing
Second Year, Spring	HOS 215 Hospitality Supervision

FIRE SCIENCE AND SAFETY – FIRE PROTECTION

Certifications

- ECC BVS in Fire Science
- ECC BVS in Emergency Medical Technician – Basic

Program Timeline

Days and Times subject to change

Term	Course
First Year, Fall	FSS 102 Fire Prevention Principles I
First Year, Fall	FSS 101 Principles of Emergency Services
First Year, Spring	FSS 204 Fire Protection Systems
First Year, Spring	FSS 103 Building Construction for Fire Prevention
Second Year, Fall	FSS 115 Emergency Medical Responder
Second Year, Fall	FSS 201 Fire Fighting Strategy & Tactics
Second Year, Spring	FSS 215 Emergency Medical Technician – Basic

INFORMATION TECHNOLOGY

Program Timeline

Term	Course
First Year, Fall	CIS 105 Introduction to Computer Programming
First Year, Fall	CIS 110 Introduction to Computers
First Year, Spring	CIS 230 Computer Hardware & Troubleshooting
First Year, Spring	CIS 231 Intro to Windows OS
Second Year, Fall	CIS 252 Network Fundamentals
Second Year, Spring	CIS 121 Computer Science I

WELDING

Program Timeline

Term	Course
First Year, Fall	WEL 101 Welding I
First Year, Fall	WEL 102 Welding II
First Year, Spring	WEL 208 Welding III
First Year, Spring	WEL 220 MIG Welder Qualification

Elgin Community College in High School Programs

Website: **elgin.edu/dualcredit**

Email: **dualcredit@elgin.edu**