Elgin Community College & District U-46

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 24+ 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	• Senior enrollment – all qualifying students. • Sophomore/Junior enrollment – course dependent. • Courses offered at the high school building. • Courses available in English, math, Spanish, basic nursing assistant program/CNA, automotive, industrial manufacturing technology, and welding.

Why Enroll?

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.

This information should help students determine which option best aligns with their academic plan and career interests. Students should discuss transportation options with their high school counselor. A representative from the high school will share information about tuition, fees, and other costs related to the different dual credit programs.

School District U-46 has elected to offer the following programs in partnership with Elgin Community College.

Full-Time Dual Credit at ECC
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 24+ transferable credits.
- Students complete COL 101 College Success during their first semester.
- Students are required to attend Friday meetings with the U-46 lead counselor.
- 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.
- Students should discuss with their high school counselor options for transportation to their high school for after-school activities.
- Students may participate in IHSA sports and activities at their high school, though they may be impacted by the meeting times of course sections.

- Students will review the textbook policy with their high school counselor.

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, when needed, may be required at the home high school and/or ECC between junior and senior year at the family's expense.
- Students complete COL 101 College Success during the first semester.
- Students are required to attend Friday meetings with the U-46 lead counselor.
- 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.
- Students are responsible for transportation to their high school for after-school activities.
- Students may participate in IHSA sports and activities at their high school, though they may be impacted by the meeting times of course sections.
- Students will review the textbook policy with their district counselor.

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. Students in the full-time dual credit program are expected to follow the ECC academic calendar.

PROGRAM QUALIFICATIONS
- Must be and remain a School District U-46 student in good standing.
- Current sophomore or junior at the time of application.
- Strongly recommended to have a 3.00 cumulative unweighted high school GPA at the time of application.
- Must maintain a 2.00 GPA while enrolled at ECC.
- Demonstrate college readiness – must have qualifying scores (PSAT/SAT/ACT and/or ECC Placement Tests).
- Meet other high school requirements as noted by district policies.
- Submit a dual credit U-46 agreement.
- Enrollment is limited and determined by the school district.

Part-Time Dual Credit at the High School

PROGRAM DETAILS

- Current freshman, sophomore, or junior (course dependent).
- Course options offered at the high school.
- Course options are pre-selected by the school district.
- Enrollment is limited and determined by the school district.

PROGRAM QUALIFICATIONS

- Strongly recommended to have a 3.00 cumulative unweighted high school GPA 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 U-46 district policies.

PART-TIME IN-HIGH SCHOOL DUAL CREDIT 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 course requirements for your intended major or minor.
- **Prerequisite:** Courses that require the successful (C or better) completion of another course to continue in the specified sequence (i.e., Biology, Chemistry, English, Mathematics, and/or Physics) are marked as "Prerequisite."
- **Career & Technical Education (CTE):** Courses align with an Associate of Applied Science degree or certificate program, which prepares students for careers and/or employment. CTE credits earned do not necessarily transfer to a baccalaureate program.
- Participation in high school activities may be impacted by the meeting times of course sections selected by the student.
- Course descriptions are available at catalog.elgin.edu.

- Automotive Service Technology
- Basic Nursing Assistant Training Program and Clinical Lab Technology
- Precision Manufacturing
- 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 the criteria for participating in these programs and ECC minimum requirements for enrollment.
4. If you are interested in the full-time dual credit program, submit the Dual Credit U-46 Interest form found at u-46.org/dualcredit. *You will not be considered for the full-time program if this form is not submitted.*

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.

Full-Time Dual Credit Program

Full-Time Dual Credit students take all their courses at ECC. All students must complete the following process:

1. Complete all high school requirements: Strongly recommended to have a cumulative unweighted GPA of 3.00 or better and have satisfactory progress towards high school graduation.
2. Complete the Dual Credit Initial Interest Form found at u-46.org/dualcredit.
3. Follow the application instructions and complete all testing requirements by January 31 for priority consideration or February 15 for final consideration.
4. ***All application materials must be completed and received by February 15*** to be considered for the full-time dual credit program.

All Full-Time Dual Credit admissions decisions will be communicated on **March 1,** and 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 the Full-Time Dual Credit program.

Part-Time In-High School Dual Credit Program

Part-time Dual Credit courses are a part of a student's eight-period schedule at their high school. All students must complete the following process:

1. Complete all high school requirements: Strongly recommended to have a cumulative unweighted GPA of 3.00 or better and have satisfactory progress towards high school graduation.
2. Work with your school counselor and register for the in-high school part-time dual credit class during your course selection meeting.
3. Submit an ECC Application following the Dual Credit Application Instructions in the next section of this document. Please follow these steps carefully, failure to do so will result in an incomplete application.

Application

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 U-46 Program Agreement** and submit it to your school.
2. **Application Deadline:** February 15, 2025
3. **Placement Testing Deadline for Full-Time Program:** February 15, 2025
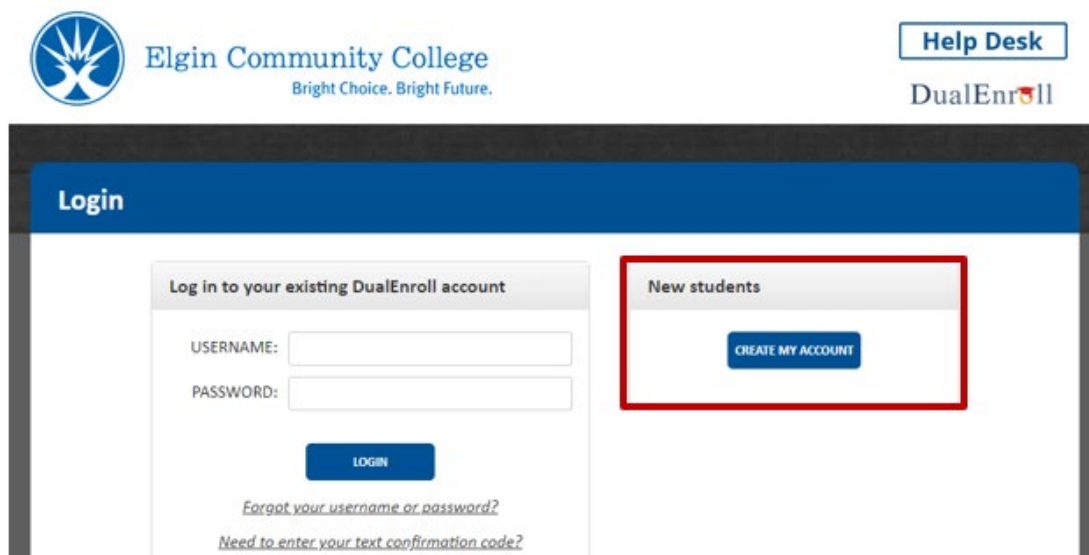4. **Admission Decision:** March 1, 2025

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 student's High School from the drop-down menu. Create a unique log in, password, confirm password, complete First and Last Name, Date of Birth, and Email and/or Cell phone. Email and cell phone must be unique to that student. Email should be the student's personal email. Click "**Create Account**".

New Student Account Creation

Create your account — Required fields are marked with a *

HIGH SCHOOL:*

CREATE LOGIN:*

Password at least six characters

CREATE PASSWORD:*

RETYPE PASSWORD:*

Please use STUDENT'S correct legal name:

FIRST NAME:*

MIDDLE NAME:

LAST NAME:*

DATE OF BIRTH:*

*Provide at least one contact method for student.
DO NOT use parent contact information.*

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

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 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

Math Part-Time Dual Credit Courses at ECC

This is for students who have completed all their math options within School District U-46. Students are required to meet the minimum competencies associated with their ECC Math course/s. Students can fulfill these requirements by way of their PSAT/SAT or ACT scores. If students need to complete ECC's placement exams, additional information is provided below detailing which exams and cut-off scores are required.

Subject	PSAT/SAT	ACT
Reading Score	480	19
Writing/English Score	480	19
Math Score	530	22

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.

REQUIREMENTS FOR CAREER TECHNICAL EDUCATION COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test	Prerequisite
Basic Nursing Assistant Training Program/CNA	NUR 105	95		ALEKS 14 or higher	Admission into the Basic Nurse Assistant Training Program.
Industrial Manufacturing Tech I	IMT 103	None	None	None	None
Industrial Manufacturing Tech II	IMT 104	None	None	None	None
Introduction to CNC Programming I	IMT 110				CAD 101 and IMT 104; and IMT 107 or MTH 107; or Consent of Instructor.
Welding I	WEL 101	None	None	None	None
Welding II	WEL 102	None	None	None	Grade of C or better in WEL 101 or consent of instructor.

REQUIREMENTS FOR COMMUNICATIONS COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test	Prerequisite
English Composition I	ENG 101	95	55	None	None
English Composition II	ENG 102			None	Grade of C or better in ENG 101 or appropriate AP Language/ Composition score.

REQUIREMENTS FOR MATHEMATICS COURSES

Course Name	Course Prefix	Reading Test	Writing Test	Math Test	Prerequisite
College Algebra	MTH 112	95	None	46	None
Statistics I	MTH 120	95	None	61	Grade of C or better in MTH 112.
Trigonometry	MTH 114	95	None	61	Grade of C or better in MTH 112.
Calculus with Analytic Geometry I	MTH 190	95	None	76	None
Calculus with Analytic Geometry II	MTH 210	None	None	None	Grade of C or better in MTH 190 or a score of 3 on AP Calculus AB or BC.
Calculus with Analytic Geometry III	MTH 230	None	None	None	Grade of C or better in MTH 210.

REQUIREMENTS FOR MODERN LANGUAGES

Course Name	Course Prefix	Reading Test	Writing Test	Prerequisite
Intermediate Spanish II	SPN 202	95	55	Minimum score of 427 on Spanish WebCAPE exam.
Spanish Conversation Composition	SPN 261	None	None	Grade of C or better in SPN 202 or appropriate score in WebCAPE exam.
Latin American Civilization	SPN 271	None	None	Grade of C or better in SPN 202 or appropriate score in WebCAPE exam.
Introduction to Spanish Literature	SPN 275	None	None	Grade of C or better in SPN 202 or appropriate score in WebCAPE exam.

Elgin Community College in High School Programs
Website: elgin.edu/dualcredit
Email: dualcredit@elgin.edu