



Secondary/Home-School Student Dual Enrollment Admission Process

The secondary or home-schooled student admission process at Elgin Community College exists to allow college ready students early access to higher education. These students must follow special admission procedures to enroll in college level classes at Elgin Community College. Decisions for student admission and enrollment are made on a case-by-case basis. Students under 16 must also receive approval from the appropriate academic dean and the Dean of Students or designee. The admissions office will facilitate obtaining the appropriate dean(s) approval once courses are identified. Decisions will be based on demonstration of college readiness and maturity of the student. Secondary and home-schooled students will be limited to registering for a maximum of six credit hours per semester and will plan their courses during their first meeting with an advisor. Students will make that appointment after completing the online New Student Orientation Session (NSO). **Students seeking Dual Enrollment need to plan ahead to ensure the enrollment process is completed before the class starts.**

This process does not apply to the following student groups as these admissions are handled separately:

- Students who are enrolling in only dual credit courses organized by partnership agreements between school districts and Elgin Community College or students who are dual credit students who also enroll in summer as dual enroll. For assistance, please contact the ECC Dual Credit Office at dualcredit@elgin.edu or 847-214-7031.
- Students enrolling in performing arts courses or ensembles, or grant funded programs such as Upward Bound.
- Sixteen (16) and 17-year-old students who are separated from their high school and who are eligible by ICCB regulations to attend ECC full or part-time because they meet ability to benefit criteria.

Students interested in enrolling must complete the following steps:

1. Student discusses interest in attending ECC with their high school counselor and parent/guardian. Students will need these approvals in order to take ECC courses to ensure the courses meet the student's needs.
2. Apply to the College at www.elgin.edu/apply, indicating the student is still enrolled in high school. Include a personal email address not associated with the high school.
3. Submit the following documents to the Admissions Office in one complete packet:
 - Completed Permission for Secondary Admission Enrollment form. This form can be accessed at www.elgin.edu/highschool.
 - Official transcript of school work
 - Letter of reference from high school counselor or teacher
 - Official ACT/SAT/PSAT/AP/CLEP scores or ECC's placement testing as needed. Students are exempt from placement testing if they have met minimum requirements for the courses in which they wish to enroll.
 - Visit www.elgin.edu/testing for a chart showing AP and CLEP scores with course equivalents.



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	Cumulative High School GPA on a 4.0 scale with a minimum of six (6) semesters not including summer	ACT Sub score	PSAT beginning March 2016	SAT beginning March 2016
Reading	3.0	19 Reading	480 Reading & Writing	480 Reading & Writing
Writing	3.0	19 English	480 Reading & Writing	480 Reading & Writing
Math	3.0 with ALEKS	22 Math	530 Math	530 Math

Placement testing: Visit www.elgin.edu/testing for Testing Center hours, locations, and other details regarding AP and CLEP. Students will only take the math placement test if they plan to enroll in courses with a math prerequisite. Students whose placement test results indicate developmental course placement (courses numbered under 100) will not be allowed to enroll in developmental courses at ECC. Students should continue to enroll in appropriate high school courses to strengthen their reading, writing, and or math skills as appropriate.

4. After submitting the documentation listed above, schedule a meeting with an Admissions Coordinator by contacting the Office of Admissions and Recruitment at 847-214-7385. **Please note a parent or guardian must be present at this meeting.**
5. Upon acceptance and verification of prerequisites, the Office of Admissions and Recruitment will assign the student to online New Student Orientation (NSO). Students will complete the online new student orientation module and then set up a meeting with an academic advisor to plan their courses and learn how to register for classes. Registration may take place during the open registration period for the semester once all the above requirements have been met and the student completes the online new student orientation.
6. Payment statements are available online only. Payment information can be found at www.elgin.edu/payment. Students are responsible for registering themselves and making payments by the published payment deadline.

Please note:

- Completing the Permission for Secondary or Home School Admission form does not guarantee admission.
- Only the high school can determine whether or not to grant high school credit for ECC classes.



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- Once admitted, Secondary/Home-School students wishing to take classes in subsequent semesters must submit a completed permission form, along with appropriate signatures, each semester to their academic advisor. Prior to registering, students should schedule an appointment with an academic advisor to review progress and course selection. Students should bring their completed permission form to this meeting. Academic success will determine whether a student will be allowed to continue taking classes at ECC.

If you have questions regarding this process, contact the Office of Admissions and Recruitment at 847-214-7385.



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To Be Completed by the Student:

STUDENT NAME:

(Last, First, Middle Initial)

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

ECC ID #: _____ DATE OF BIRTH: _____

PHONE NUMBER: _____ EMAIL _____

SCHOOL NAME: _____ GRADE LEVEL: _____

Anticipated start at ECC (check one and fill in year): Fall Spring Summer Year: _____

I understand the responsibilities of taking a college-level course. I understand and accept that my enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept that I may be allowed the same privileges as other ECC students, **and will also be subject to the same fees and rules.** I understand and accept that I am entering an adult level learning environment where classroom discussions and required course materials may be mature in content. I understand that my college grades will be a part of my permanent academic record.

Student Signature: _____ *Date:* _____

Parent/Guardian Acknowledgement

I, _____, as parent/legal guardian of the student named above, understand and accept that his/her enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept the expectations outlined in the above Student statement.

Parent/Guardian Signature: _____ *Date:* _____



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APPROVAL SECTION

High School Counselor OR Home School Teacher Recommendation – Attached statement indicating this student is capable of college level work

Will student receive high school credit for this college course? Yes No

Is this student also enrolled in a Dual Credit Program? Yes No

Is this college course being used to replace a course which student failed in High School? Yes No

Please complete the following section to the best of your knowledge. Only the high school can determine if they will grant credit for ECC classes.

I recommend that this student enroll in the following courses: _____

Total college credit hours enrolled: _____

High School Counselor/Home School Teacher Name (Print) _____

High School Counselor/Home School Teacher Phone: _____

High School Counselor/Home School Teacher Signature _____ Date: _____



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ECC OFFICE USE ONLY

Student's ECC ID: _____

Recommend Approval: Yes No

Admissions Coordinator/Academic Advisor signature: _____ Date: _____

ECC Assistant Dean School Partnerships (if also enrolled in dual credit): _____ Date: _____

ECC Academic Dean signature (if student is under 16): _____ Date: _____

_____ Date: _____

ECC Dean of Students or designee signature (if student is under 16):

Comments:

Orientation attended? Y or N Orientation date scheduled: _____