

Dual Enrollment Program

The Dual Enrollment Program at Elgin Community College provides eligible high school and homeschooled students the opportunity to take college classes prior to high school graduation. This gives students a chance to get an early start on college and earn college credit. Students must complete special admission steps to sign up for college-level courses. Students must meet Dual Enrollment admissions requirements, and students under 16 require approval from the appropriate academic dean and the Associate Dean of Student Success (or designee) to enroll. Importantly, Dual Enrollment is different from Dual Credit, in which a student is formally earning both high school and college credit through a Dual Credit program. For more information on Dual Credit, please contact your high school or [ECC's Dual Credit Office](#).

Eligibility

Eligible students must be:

- Currently enrolled in high school or a homeschooled student.
- Seeking to enroll in college-level courses (100 level or above) and meet all course prerequisites. Students may not enroll in developmental courses (courses below 100 level).

Students not eligible:

- Dual Credit Students: Students who are enrolling in only dual credit courses organized by partnership agreements between school districts and ECC 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, 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 under the age of 16 must also receive approval from the appropriate academic dean and the Associate Dean of Student Success (or designee). The Academic Advising department will facilitate these approvals.
- For questions on eligibility, contact the Office of Admissions and Recruitment at admissions@elgin.edu or 847-214-7385.

Review Requirements and Guidelines

- Submission of the Dual Enrollment Form does not guarantee admission.

- Enrollment is determined by a student's college readiness and acknowledgement of program.
- Students must complete New Student Orientation (NSO) and meet with an academic advisor before enrolling in courses.
- Students may enroll in up to two courses per fall/spring semester, or one course in summer.
- Courses taken through Dual Enrollment, along with the grades earned, become part of the student's permanent academic record and will appear on their ECC transcript.
- High schools decide whether ECC courses count toward high school credit.
- Dual Enrollment students are not eligible for financial aid.
- Students are responsible for paying all [tuition, fees](#), and course-related supplies.

Steps for Approval

Dual Enrollment documentation is **due 30 calendar days prior** to the start date of the chosen course(s). Late or incomplete applications will delay your enrollment. Summer and fall course registration begins in April, and spring course registration begins in November.

1. Complete and submit the following:
 - ☐ Apply to ECC for free at elgin.edu/apply. Be sure to indicate the student is still enrolled in high school. If you are homeschooled, you are considered to be in high school. Include a personal email address not associated with the high school. Allow up to ten business days for your application to be processed.
 - ☐ Dual Enrollment Form. Submit to admissions@elgin.edu.
 - ☐ High School/Homeschool Transcript. Submit to admissions@elgin.edu.
 - ☐ Meet course prerequisites by submitting college readiness documents to admissions@elgin.edu. For a full list of accepted credit review [Test Score Summary](#).
2. After submitting the documentation listed above, an appointment to review academic history and college readiness with a Recruitment Coordinator is **required**. Schedule an appointment by contacting the Office of Admissions and Recruitment at 847-214-7385 or admissions@elgin.edu. A parent or guardian must be present at this meeting.
3. Once the above steps are completed and approved, the student will be contacted by the Office of Admissions and Recruitment through email regarding the next enrollment steps:

- ☐ Complete online New Student Orientation.
 - ☐ Meet with an academic advisor to select classes and learn how to register.
 - ☐ Make payment arrangements. Students are responsible for paying all tuition, fees, and course-related supplies. Statements are available online. Payment information can be found at elgin.edu/payment. Students are responsible for registering themselves and making payments by the published payment deadline.
4. Once admitted, Dual Enrollment students wishing to take classes in subsequent semesters must meet with their academic advisor prior to registering to review progress and course selection. Academic success will determine whether a student will be eligible to continue taking classes through the Dual Enrollment Program at ECC.

Dual Enrollment Application Form

To be completed by the student

Student Last Name

Student First Name

Middle Initial

City

State

Zip

ECC ID Number:

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 plan to enroll in the following ECC courses:

Note: **Only your high school can determine whether or not to grant credit for ECC classes.** Please contact your high school directly for information regarding their policy.

Please read the following disclosure carefully.

I understand the responsibilities of taking college-level courses. 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 the Dual Enrollment Program is designed for mature students. I have a history of demonstrating behavior that aligns with being successful in college courses, such as being self-motivated, academically successful, strong time-management skills, and active class engagement. I understand that my college grades will be a part of my permanent academic record.

Student signature:

Date:

Parent/Guardian Acknowledgement

To be completed by parent/guardian

Student Last Name

Student First Name

Middle Initial

Student ECC ID

Parent/Guardian Last Name

Parent/Guardian First Name

Phone:

Email:

By signing below, I agree to the following terms and conditions:

1. As a parent/legal guardian of the student named above, I understand and accept that their 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.
2. I understand that the [Family Educational Rights and Privacy Act of 1974](#) (20 U.S.C. 1232g) (FERPA) protects the privacy of student education records restricts access to education records, regardless of age.
3. I understand that courses taken through Dual Enrollment, along with the grades earned, become part of the student's permanent academic record and will appear on their ECC transcript.
4. I understand that Elgin Community College will not request or require a faculty member or employee to alter or adjust the content in a class or activity based on the presence in that class or activity of a minor child. Therefore, I understand that my child may be exposed to material, discussions, and/or required to participate in assignments that contain material that may be deemed controversial or that contains mature content.
5. I understand that students who have not received a high school/homeschool diploma or GED are not eligible for financial aid. I understand my child will also be subject to the same fees and rules as other ECC students.

Parent Signature:

Date: