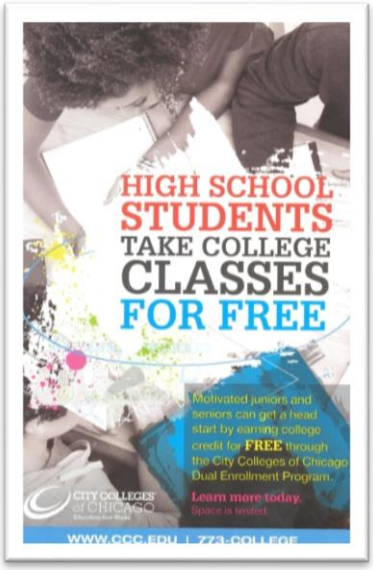
Dual Enrollment: Enrolled in High School and College classes at the same time.

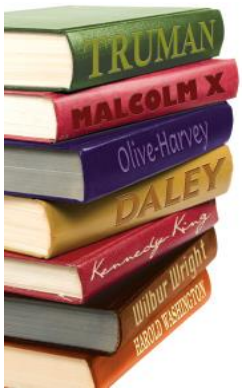


Opportunity: The City Colleges of Chicago offers one FREE college course per semester.

Qualifications:

- High School junior or senior
- 2.5 GPA minimum (CPS students only)
- 90% attendance rate (CPS students only)

Process: Follow the checklist:



- Apply online at http://apply.ccc.edu
- Submit high school transcript
- Secure a counselor recommendation
- Provide ACT scores or take COMPASS Placement test
  - Many courses require ACT or COMPASS scores
  - Go to ccc.edu/earlycollege for score requirements
- Submit parental permission form
- Bring valid high school ID

Risk:

- College transcript begins when you enroll
- Must pass the course with a 'C' or better
- Course failure excludes your participation

CCC Campus	DE Representatives	Email Address	Contact Number	Fax Number
Daley College	George Kinlaw	gkinlaw@ccc.edu	773-838-7729	773-838-7952
Harold Washington College	Kim Bowens	kbowens3@ccc.edu	312-553-5666	312-553-5868
Kennedy- King College	Shannice Berry	sberry43@ccc.edu	773-602-5037	773-602-5120
Malcolm X College	Shavon Taylor	staylor142@ccc.edu	312-553-3483	312-553-3306
Olive- Harvey College	Holly Thrash	hthrash@ccc.edu	773-291-6478	773-291-6599
Truman College	Nicole Blotnick	nblotnick@ccc.edu	773-907-4344	773-506-3855
Wright College	Mila Simeonovska	msimeonovska@ccc.edu	773-481-8234	773-481-8039

Dual Enrollment Admissions Checklist

Student Name _____CPS #_____
High School _____Grade Level _____
Contact Phone: ( ) _____ Email: _____

ON-LINE APPLICATION

☐ Complete a CCC admissions application http://apply.ccc.edu
NOTE: Submission does not require a social security number and not required for continuing students

PARENTAL PERMISSION FORM

☐ Download and complete permission form; obtain parent/guardian and counselor signature
www.ccc.edu/earlycollege

SATISFACTORY ACADEMIC PROGRESS DISCLOSURE

☐ Download, READ and SIGN; obtain parent/guardian signature www.ccc.edu/earlycollege

IDENTIFICATION

☐ Valid Chicago high school ID required

COLLEGE READINESS

☐ Submit copy of high school transcript
- Submit ACT scores (if completed) or schedule COMPASS Placement Exam

☐ **COURSE SELECTION(S)** ***students are approved to enroll in one course per semester/ per campus**

(1)_____
(2) _____
(3)_____

NEXT STEPS

1. Submit all documents to the CCC Dual Enrollment representative
2. College Visit 1 –If ACT Score is unavailable or not required score, schedule student for COMPASS Exam at CCC. Contact rep below to schedule.
3. College Visit 2 – Complete course registration/orientation (dates determined by CCC)

CCC Campus	DE Representatives	Email Address	Contact Number	Fax Number
Daley College	George Kinlaw	gkinlaw@ccc.edu	773-838-7729	773-838-7952
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City Colleges of Chicago
www.ccc.edu/earlycollege

DUAL ENROLLMENT APPLICATION/PERMISSION FORM

STUDENT NAME	
STREET ADDRESS	
CITY, STATE AND ZIP	
PHONE NUMBER (HOME/CELL/RELATIVE OR COUNSELOR)	
EMAIL ADDRESS	
HIGH SCHOOL NAME	
HIGH SCHOOL STUDENT ID	
GRADUATION YEAR: 20_ _	**GRADE LEVEL** ☐ SOPHOMORE ☐ JUNIOR ☐SENIOR
STATUS:	☐ NEW DE STUDENT ☐ RETURNING DE STUDENT
DATE OF BIRTH:	_____/_____/_____
CCC OFFICE USE ONLY	CCC STUDENT ID #_____
Eligibility: 2.5 GPA and 90% Attendance (CPS students only)	

I request consideration to enroll in the Dual Enrollment Program. All information contained in my application is complete, factually correct, and honestly presented. My parent(s) or guardian grants permission for me to enroll at _____College.

I understand that I will be held to college-level standards and that I must successfully complete the course with a grade of 'C' or higher in order to participate in future Dual Credit / Dual Enrollment classes. I understand that my student ID, attendance, grades (mid-term and final), test scores (ACT and/or COMPASS) will be shared between CPS and CCC. Some Dual Enrollment classes are eligible to fulfill CPS graduation requirements. Please contact your HS guidance counselor for more information.

Students with previous balances or debts with the City Colleges of Chicago must pay them in full before enrolling in Dual Credit / Dual Enrollment courses. Students can only enroll in one course per semester on one CCC campus

Student's Signature: _____ Date: _____

Parent's/Guardian's Signature: _____ Date: _____

Guidance Counselor Recommendation

This student is recommended for enrollment in college credit classes while concurrently enrolled in the high school. I understand that this student requires a letter of recommendation if he/she doesn't meet the eligibility requirements of 2.5 GPA and 90% attendance rate (CPS students only).

☐ **This student is approved to take a Dual Enrollment course during the school day between the hours of _____ am/pm and _____ am/pm.**

☐ **This student is only approved to take a Dual Enrollment course after school and/or weekends**

_____	_____	_____	_____
Name of High School Counselor	**Signature/ HS Counselor**	**Grade Point Average**	**Attendance Rate**

_____	_____	_____
Name of High School	**School Phone Number**	**Date**

City Colleges of Chicago
www.ccc.edu/earlycollege

L ENROLLMENT SATISFACTORY ACADEMIC PROGRESS DISCLOSURE STATEMENT

Dual Enrollment registration begins the official college transcript with documentation of each course attempted and completed.

- Students who successfully complete Dual Enrollment course will have credits that will count towards degree/certification completion at City Colleges of Chicago (CCC)

Federal Guidelines:

City Colleges of Chicago's (CCC) Satisfactory Academic Progress (SAP) policy follows federal regulations for Satisfactory Academic Progress (SAP), which define the standards students must meet to maintain their financial aid eligibility for their entire college career. SAP is cumulative in nature: it takes into account all classes attempted. CCC requires all students to achieve a minimum 2.0 GPA standard and a 67% Course Completion Rate – regardless of payment method or enrollment status – to remain in good academic standing. For more information go to http://www.ccc.edu/services/Pages/SAP-Understanding.aspx.

Measures in Place to Safeguard Satisfactory Academic Progress

CCC is committed to using its Early College Programs to promote students' college readiness and future success in post-secondary education. Students are supported and monitored with the following resources:

1. Students are prohibited from enrolling in more than one course a semester as a Dual Enrollment participant.
2. Students can elect to withdraw from the course before the Statistical date after the class starts. The withdrawal (WTH) will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student initiated withdrawals occurring after the Statistical date will be counted as registered hours. Inquire with the Dual Enrollment liaison about specific dates.
3. Students have access to CCC's Learning Resource Centers where they can receive tutoring.
4. Academic Advising & Support: Students should consult with their Academic Advisors, Dual Enrollment liaison or Professors for assistance.
5. Mid-term grades are sent to the CCC Dual Enrollment team and Chicago Public Schools. Students with grades below a "C" are alerted and will be consulted on either withdrawing from the course or assistance to pass the course. Withdrawal after the Statistical date will affect the Course Completion rate of SAP

- ☐ **I understand that I need to pass my course with a grade or "C" or better to maintain Satisfactory Academic Progress.**
- ☐ **I understand that I can withdraw from my course without an impact on my SAP before the Statistical date after the course starts.**
- ☐ **I understand it is my responsibility to withdraw from a course during the student initiative withdrawal dates if my midterm grade is a "C" or below.**
- ☐ **My instructor has the right to drop me from a course if he/she doesn't believe I am meeting the standards to pass.**
- ☐ **Any grades of "D" or "F" as well as all withdrawals after the Statistical date will prohibit me from registering for additional Dual Enrollment/Dual Credit courses and could have an negative impact on my SAP.**

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____