

# HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

\*\*Mac and Chrome users: It is important that you use [Adobe Acrobat Reader DC](#) to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click [here](#) to download Adobe Acrobat Reader DC for free.

**1.** Download the PDF directly to your computer before completing it.

- Position your cursor over the file and right-click “**Save As,**” “**Download,**” or comparable option.
- Select a name for the file and a location to save it on your own computer before clicking “**Save.**”

**2.** Open the file in Adobe Acrobat Reader DC.

- You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

**3.** Fill out the form by directly typing or copying/pasting text into each field.

- To add your signature, use one of the following options:
  - Find and select the pen icon on the toolbar at the top of the screen and click “**Add Signature.**” Either type, draw, or upload an image of your signature and click “**Apply**” to add it to the form. Then, drag your signature to the appropriate box.

**OR**

- Click the signature box and follow the steps to configure your “**Digital ID,**” if you do not have one already.

**4.** Save your completed form as a new PDF.

- On the reader menu, select “**File**” > “**Save As...**”



## Early College Admissions Checklist

Student's Name:

High School Name:

Grade Level:

SO

JR

SR

Email:

### How to Enroll

1. Talk to your high school counselor about Early College. Get approval from your counselor and the dual enrollment coordinator at your preferred City Colleges location.
2. Students must be residents of the City of Chicago. For Residency Verification, submit a HS transcript, School photo ID, Driver's License, or IL State ID
3. Complete the City Colleges application at [www.ccc.edu/apply](http://www.ccc.edu/apply). Select the option that reads: *Pursue a limited amount of courses as a visiting student, personal interest, or as a dual enrollment/credit student.*
4. Complete the permission and Satisfactory Academic Progress (SAP) disclosure forms.
5. Determine your college preparedness by reviewing your SAT/ACT scores.
  - a. For the SAT, you will need to score a 480 or above on the reading and writing portion and a 530 or above for the math portion.
  - b. For the ACT, you will need to score a 21 or above in English and a 21 or above in math.
6. If you don't meet the SAT/ACT placement standards or if you haven't taken either test, you'll need to take the CCC Read-to Write placement test and/or the ALEKS math placement test. You will need to use your City Colleges login and password to access these tests. You do not need to take the CCC placement tests for classes that do not require requisite scores.
7. If you're interested in dual enrollment, view the schedule at [apps.ccc.edu/scheduling/dual](http://apps.ccc.edu/scheduling/dual). List your top three course selections, including the name and five-digit class number, below:
  1.
  2.
  3.
8. Submit your application with all required parental and counselor signatures.



**Early College Permission Form**  
Academic Year

These permissions will govern three academic terms: Summer, Fall, and Spring

Academic Year

Student's Name:

Date of Birth:

Student's Address:

City:  State:  Zip Code:

Student's Telephone:  Email:

High School Name:

CPS ID#:  Grade Level:  SO  JR  SR Graduation Year:

Enroll Status:  **New Student**  **Returning Student**

**CCC OFFICE USE ONLY** CCC Student ID#:

**Eligibility: 2.5 GPA and 90% Attendance (CPS students only)**

All information contained in my application is complete and factually correct. My parent(s) or guardian grants permission for me to enroll at  College.

I understand that I am not to self-enroll into any CCC course and will be liable for any tuition charges if I do. I understand that I can download a copy of the Family and Educational Rights and Privacy Act by visiting [www.ccc.edu/news/Documents/CCC\\_FERPA.pdf](http://www.ccc.edu/news/Documents/CCC_FERPA.pdf).

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), and test scores (SAT, ACT, and/or CCC Placement test) 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 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 Signature

Date

Parent/Guardian Signature

Date



## Dual Enrollment Satisfactory Academic Progress (SAP) Disclosure Statement

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

**Students who successfully complete a dual enrollment course will have credits that will count toward degree/certification completion at City Colleges of Chicago (CCC).**

### Federal Guidelines:

City Colleges of Chicago’s 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 considers 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 [here](#)

### 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 limited to enrolling in one course a semester as a dual enrollment participant.
2. Students can elect to withdraw from the course before the Statistical Date (STAT) 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 (STAT) 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 supported with 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 my registration for additional dual enrollment/dual credit courses and could have a negative impact on my SAP.

Student Signature

Date

Guardian’s Signature

Date