



MCHENRY COUNTY COLLEGE
Dual Enrollment Registration Form

Type in all information. Print form and obtain appropriate signatures.

I am enrolling for (check one): [] Fall [] Spring [] Summer 20__ (Year)

Last Name First Middle

Street Address City State Zip Code

Phone Number Mobile Home Check one Social Security Number Age Birth Date Gender: [] M [] F
(optional unless enrolling in NAE)

High School/Home School Graduation Month/Year Parent/Guardian Name

Email address (personal e-mail address preferred)

Ethnic Origin: Providing the requested information is voluntary and used for statistical purposes only (check one):
[] Asian or Pacific Islander [] Black/non-Hispanic [] White/non-Hispanic
[] American Indian or Alaskan native [] Hispanic

Course Selection

Table with 3 columns: Course Prefix, Number & Section; Title; Credit Hours

Reason for taking course(s):

Access & Disability Services: Would you like information regarding available support services, such as tutoring or alternative testing? [] Yes [] No

I am responsible for attaching a copy of my high school transcript or home school academic record.

I have read and agree to the requirements on the reverse side. When I enroll at MCC, the courses and grades will remain on my official college transcript. If I desire high school credit in addition to college credit, I understand it is my responsibility to contact my school directly. By signing this form, I give permission for MCC to disclose information relative to my enrollment and progress at MCC to my parents and high school/middle school officials.

NOTE: MCC grades and attendance will be posted in CANVAS, MCC's learning management system.

Student Signature Date Parent/Guardian Signature Date

High School/Home School Official Use Only: To be completed by High School/Home School Official

I have reviewed and approve the courses listed in the Course Selection section of this form. : [] Yes [] No

I have attached a H.S. Transcript. : [] Yes [] No

This student will be receiving high school credit for these courses: [] Yes [] No

Print - High School/Home School Official Signature of High School/Home School Official Position Date

**McHenry County College
Dual Enrollment Program**

McHenry County College (MCC) enables eligible students still in high school or younger to seek an expanded educational challenge. The student enrolls in MCC college classes for the purpose of earning both college and high school credit, or just college credit. Granting of high school credit is a decision made by the high school or home school official. Please note:

- All courses remain on the student's permanent MCC transcript including grades and/or withdrawals.
- After high school graduation, student follows the MCC new student enrollment procedure as a college student.

Eligibility

- This opportunity is available to individuals who demonstrate strong academic ability based on performance either inside or outside of the classroom (e.g. GPA, test scores, extracurricular activities).
- Course prerequisites must be satisfied as identified in the McHenry County College Catalog.
- MCC has the ability to adhere to a selection process when the demand for a class is greater than seats available. A priority system will be established to rank students using the following criteria:
 - Senior status
 - Cumulative grade point average
 - Specific course prerequisites completed

Registration Procedure

Students must complete the Dual Enrollment registration form each semester they wish to take courses at MCC.

1. Student completes MCC's Dual Enrollment registration form online. Student meets with high school counselor or home school official: Access and complete the Dual Enrollment registration form by typing your information in the blanks in the online form, print the form and obtain permission from high school or home school official to enroll in selected course(s). Student must meet all prerequisites for the course(s). Course Selection section on reverse side must be fully completed by student and approved by high school or home school official.
2. Student meets with Director of College and Career Readiness on a walk-in basis, room A210, telephone (815) 455-8569. Student brings completed Dual Enrollment registration form and copy of high school transcript or copy of academic record for home schooled students.
3. Student visits the Registration Office at MCC, room A258. Student brings form and a photo ID to the Registration Office where Registration will verify the student's information in our system.
4. Student visits the Testing Center. If student is taking an English, reading, or math class OR a course that requires one of these as a prerequisite, placement tests must be taken in the Testing Center at MCC, room A245, telephone (815) 455-8984. Tests are given at no charge on a walk-in basis. ACT/SAT scores may be used in lieu of placement tests depending on scores. Your high school counselor can give you ACT/ SAT score information.
5. Student returns to Registration Office at MCC: After meeting with the Director of College and Career Readiness, student takes the completed Dual Enrollment registration form, high school transcript, or academic record, placement information (if relevant) to the Registration Office, room A258, to register for course(s) and pay tuition.
6. Textbooks may be purchased in the MCC bookstore.

Students age 15 and below (at start of class): In addition to the procedures above, the following requirements apply:

- Students age 14 and 15 must obtain a signature from the MCC instructor.
- Students age 13 and below, along with parent/guardian, must meet with the MCC instructor and the Dean for course approval.
- Students must obtain signatures from both the MCC instructor and the Dean.

Questions regarding Dual Enrollment programs may be directed to Mike Kennedy, Director of College & Career Readiness, at (815) 455-8569.

MCC USE ONLY: _____ Signature _____ Date Transcript Attached

MCC ACADEMIC DIVISION OFFICE USE ONLY: **Return this form to student. Student must return to Director of College and Career Readiness with this form after signature(s) are acquired**

Signature of MCC Instructor (Students Age 15 and below) Date Signature of MCC Dean (Students aged 13 and below) Date

Running Start Partnerships for College & Career Success (PCCS) Science & Engineering Academy