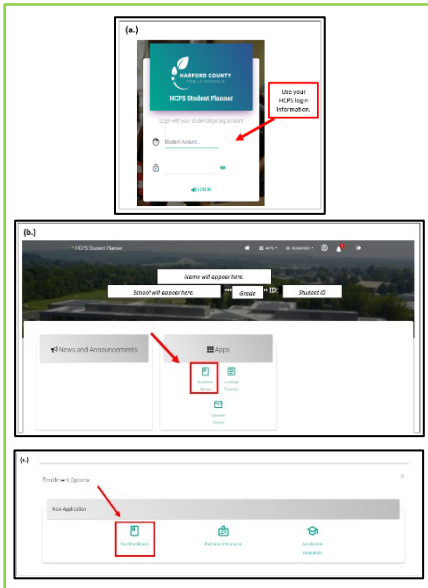# HCPS Dual Enrollment with HCC

Use this guide as a Harford County Public Schools (HCPS) student to apply for Dual Enrollment with Harford Community College. **Contact your school counselor with questions.**

FIG. 1

First: Start Process with HCPS

1. **HCPS APPROVAL PROCESS: HCPS APPLICATION** *(takes approximately one week)*

   a. **Meet with your school counselor** about your plans to attend Harford Community College (HCC) for college courses.

   Note: Some college courses can also earn high school credit (Dual Credit). The Dual Credit courses must be pre-approved by HCPS to meet graduation requirements. Discuss with your school counselor and see HCPS Dual Credit Guide.

   b. **Complete the HCPS Dual Enrollment application to apply for Dual Credit and/or College Credit courses** through the HCPS Student Planner. (See FIG. 1.)
      i. Go to https://studentplanner.hcps.org/ .
      ii. Login with your student.hcps.org account.
      iii. Select *Enrollment Options*.
      iv. Select *Dual Enrollment*.
   Note: Application items include those that HCC require for the college application. The HCPS application begins the HCC application process.

2. **HCPS APPROVAL STATUS**

   a. **Monitor your HCPS email for notification regarding approval status.** One HCPS approved, move to *Next: Complete Process with HCC.*

FIG. 2
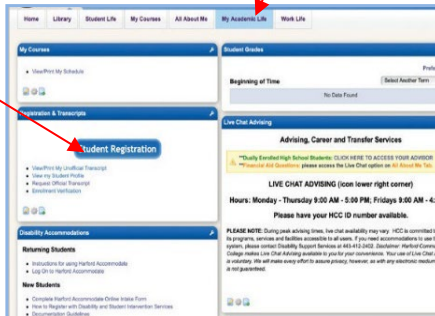
Next: Complete Process with HCC

3. **HCC ACCEPTANCE PROCESS** *(takes approximately one week from HCPS approval)*

   a. **Monitor your email** for an HCC email notification regarding the HCC acceptance decision.

   b. **Follow the next steps in the HCC email** to finalize your HCC application.
      i. OwlNet account set-up: Online HCC portal for registration, email, and HCC communication.
      ii. HCC course enrollment and registration directions.
      Note: If you do not receive the HCC email, check the personal email address you provided on your application, your parent's/guardian's email, or your spam folder.

4. **AFTER HCC ACCEPTANCE NOTIFICATION: HCC COURSE REGISTRATION AND BOOKS**

   a. **Create your HCC OwlNet account** from the directions found in HCC acceptance email.
   b. **Contact your HCC admission advisor** to begin the HCC registration process. Email admissions@harford.edu to request a meeting with an Admissions Specialist.
   c. **Schedule HCC placement testing if needed**. Visit Harford Testing Center to determine if you require placement testing or if you are exempt. If testing is needed, schedule and complete it.
   d. **Register for class(es).** (See. FIG. 2)
      i. Login to your OwlNet account.
      ii. Click on *My Academic Life* tab.
      iii. Select *Student Registration* (left-side of the screen) and *Register for Classes*.
      iv. Choose the registration term and enter the Course Registration Numbers (CRNs) accordingly. Once you have checked everything for accuracy, click Submit.
   e. **Rent your course books through the HCC bookstore** and HCPS pays for the books through the HCC rental agreement. For assistance, email bookstore@harford.edu and include name, Harford student ID number (H-ID) and email.

5. **AFTER COURSE REGISTRATION AND ACQUIRED BOOKS**

   a. **Use HCC Blackboard and OwlNet** to monitor course assignments and grades.
   b. **Adhere to the HCC Academic Calendar** for important dates.
   c. **Communicate with HCC instructor** about absences from classes, assistance with assignments, and/or general college information.