

BDCHS Dual Enrollment (DE) at Hillsborough Community College

hccfl.edu/dualenrollment - Refer to the website for information, placement score requirements, and due dates

DE Eligibility:

- 3.0 or higher unweighted, high school GPA and, if a continuing DE student, a minimum 2.0 HCC GPA

New students to DE:

- Complete an HCC online application
- Complete the BDCHS Student and Parent Dual Enrollment and Textbook Agreement form and return it to the BDCHS DE Supervisor (via <http://bdchsstudentservices.weebly.com/dual-enrollment.html>)

Steps for ALL students:

- Earn needed placement scores on either the PERT, SAT, or ACT and ensure HCC DE has them
 - If the PERT is taken at HCC; bring the BDCHS Data Processor a copy of the score report in an official, sealed envelope
- Obtain a Summary Worksheet from the BDCHS DE Supervisor or Data Processor
- Obtain a BDCHS Authorization Form B from the DE Supervisor by the specified BDCHS due date
 - The student must know his/her desired HCC core courses first!
 - List alternate core courses in case the first choice is unavailable (alternates must be approved)
- By the established HCC due date, email all required documents to dualenrollment@hccfl.edu

Procedures to Enroll

- Student will be notified via email by HCC Admissions if he/she has been accepted
- Student will be notified via email by HCC DE if he/she has been approved for DE
 - If approved, the student must meet with an HCC academic advisor to schedule courses
 - Student must give a copy of his/her schedule to the BDCHS DE Supervisor

Textbook Procedure

- All books must be returned from the previous semester before a student can pick up new books
- New textbooks can only be picked up if a schedule for the semester has been submitted
- Print out a list of required textbooks from the HCC Bookstore website and give it to the DE Supervisor
- Student should write his/her name at the top of the book list and submit it to the appropriate location
- If a voucher is given: The student goes to an HCC bookstore to get the books, will receive a receipt, and **MUST** then return the receipt to Student Services the next day (unused vouchers must be returned)
- Return textbooks to BDCHS Student Services **NO LATER** than 3 days after the last day of HCC classes
 - Books not turned in by this date will result in the cost of that book being applied to the student's school debt

High School Credits

- An HCC transcript will automatically be sent to the high school the month after the semester finishes, but check to make sure it is received by BDCHS
- A Course Equivalency List specifying HCC classes that meet high school subject area requirements can be found at the HCC DE website; courses not listed are classified electives and are awarded 0.5 credit
- A student will earn 0.08 bonus points per 0.5 dual enrollment, high school credit

Items to know:

- The student, NOT the parent/guardian, should complete all DE registration steps
- After a student's HCC schedule is received, the DE Academic Supervisor will attempt to adjust the student's BDCHS schedule to accommodate the HCC classes; however, this is not always able to happen
- The earlier one applies, the better
- Students can take placement tests and register for classes at any HCC campus
- Students are limited to 10 credit hours per semester
- Only one (1) attempt per dual enrollment course (including withdrawals); student must petition DE to retake
- The grades earned in HCC classes will be a part of one's college **AND** high school transcripts

More information about dual enrollment can be found using the resources on the Student Services Portal:

<http://bdchsstudentservices.weebly.com/dual-enrollment.html>