



# Susquehannock High School

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P. O. Box 128, Glen Rock, PA 17327-0128

Dear Student,

Enclosed is the paperwork that is necessary for you to enroll in a dual enrollment course and to receive credit for the course at Susquehannock High School. **Please use the following procedure and complete the appropriate forms; these forms should be returned to the High School Counseling Office by September 15, 2022 for the Fall Semester and February 15, 2023 for the Spring Semester.**

## Dual Enrollment Procedure

1. Obtain a SYCSD Dual Enrollment packet from the Counseling Office.
2. Complete the college's online application for dual enrollment.
3. Pick the classes that you are interested in from the college's website.
4. Complete the SHS Dual Enrollment Pre-Registration Form and Memorandum of Understanding Form. These should be returned to the high school counseling office by the dates listed above.
5. If a transcript or letter of recommendation is needed for your dual enrollment application, please request them via Naviance. **Students must have the Authorization to Release Student Records form signed and returned to the Counseling Office.**
6. **You will be responsible for your tuition, books, and any other fees or supplies.**
7. Once you have enrolled in your college courses, provide your official college schedule to your high school counselor. Your counselor will then adjust your high school schedule prior to the start of the next academic term. **You will NOT be authorized to leave the high school for your dual enrollment classes without a copy of this schedule, nor can your college course be added into your high school schedule/transcript until this is received.**
8. After completion of your college course(s), the dual enrollment coordinator will share your final grade(s) with the high school counseling office. These will then be added to your high school transcript.

Each college has its own dual enrollment procedure (information pages are attached).

If at any time you have questions, please see your school counselor.

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# Dual Enrollment Pre-Registration

## Southern York County School District

### Susquehannock High School

3280 Fissels Church Road

Glen Rock, PA 17327

717-235-4811

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

College: *(Indicate choice by placing a checkmark in the appropriate box)*

- ☐ Harrisburg Area Community College
- ☐ Penn State University – York Campus
- ☐ York College of Pennsylvania

Semester: *(Indicate choice by placing a checkmark in the appropriate box; if participating in dual enrollment multiple semesters, a new form must be completed each semester)*

- ☐ Fall \_\_\_\_ (year)
- ☐ Spring \_\_\_\_ (year)
- ☐ Summer \_\_\_\_\_ (year)

Course Pre-Registration:

Course Title	Course Code/Section	Day(s) of Week	Time
1.			
2.			

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## MEMORANDUM OF UNDERSTANDING FOR DUAL ENROLLMENT COURSES

- All students in grade 12 will be required to pass a minimum of 4 credits to graduate, regardless of the student's accumulated total. All students also need to meet PIAA requirements to remain eligible for extracurricular activities.
- If a student fails a dual enrollment course, that grade will be included on the SHS transcript and will affect GPA. This grade will also remain on the student's collegiate transcript.
- **It is the student's responsibility to make their SHS school counselor aware if they are in danger of failing a course that is a graduation requirement for Susquehannock High School.**

**Credit and course weight will be awarded as follows:  
College grade will be converted on SHS Transcript as shown below:**

College Credit	SHS Credit Equivalent	SHS Weight				
4 credit course	1 SHS credit	1.3		A- = 93	A = 96	A+ = 100
3 credit course	1 SHS credit	1.2		B- = 84	B = 87	B+ = 91
2 credit course	1 SHS credit	1.1		C- = 75	C = 78	C+ = 82
1 credit course	.5 SHS credit	1.0		D- = 66	D = 69	D+ = 73
					F = 64	

### **Student withdrawal from a dual enrollment course:**

- Parent permission has been received
- No credit or grade will be earned in the dual enrollment course
- Re-enrollment in a high school course which was dropped for purposes of participation in a dual enrollment course will be considered with the condition that all assignments and course requirements have been satisfied by a time mutually agreed upon by the student and teacher, not to exceed the end of the current academic year
- Previous grades earned would be restored and included in GPA

I have read and understand the conditions and consequences outlined above for enrollment and withdrawal from courses for the purpose of dual enrollment and agree to take responsibility for my decisions.

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Student Signature

Date

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Parent/Guardian Signature

Date

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# HACC Dual Enrollment

HACC's Dual Enrollment program gives qualified high school juniors and seniors the opportunity to receive high school and college credit simultaneously. Students participating in dual enrollment may enroll in credit courses at the 100-level or higher (some courses may require placement testing and/or pre-requisites). Dual enrollment students may not take developmental coursework (classes below 100 level).

Dual enrollment students can take college credit courses at any HACC campus, at an off-site location, or online. The credits you earn may satisfy high school graduation requirements. These course credits also become part of your permanent HACC record. You can apply them to a HACC degree program or transfer them to another college

## Why should I participate in the dual enrollment program?

- Courses provide HACC college credits. Credits can typically transfer to other colleges and universities.
- You will experience the college setting and ease your transition from high school to college.
- You will become familiar with the college class format and learn how to better manage your time.
- College-level coursework and student services can help you decide what you want to do in the future.
- Courses are offered at a significantly reduced rate of \$127.50 per credit.

## Can I participate in the Honors Program?

- Yes. Dual enrollment students have the opportunity to take Honors-level courses for which they are eligible. Highly motivated students can take honors-level courses that offer a reduced class size and a dynamic learning environment. Available courses are listed on each semester's class schedule with an "H" indicator after the course number. More information about courses and eligibility can be obtained through the Admissions office.
- Upon high school graduation, high school students can seek admittance to the honors program. The honors program at HACC is designed to meet that academic needs of students demonstrating academic excellence. Qualified students of any major who are interested in interdisciplinary, seminar-style learning and rigorous general education curricula are encouraged to enroll. This program provides curricular, co-curricular, and experimental educational opportunities that serve to further promote student excellence by encouraging the knowledge, skills, experience, critical thinking, and leadership abilities essential for a lifetime of integrative learning. For more information, please visit <http://www.hacc.edu/ProgramsandCourses/Programs/Honors/index.cfm>

## How does the dual enrollment program work?

- HACC's [Admissions Counselors](#) work with you and your high school to suggest courses.
- Classes consist of dual enrollment students and traditional HACC college students.
- You will need to apply (see below) for the dual enrollment program and pay the required tuition and fees.

## Have additional questions?

Please contact an [Admissions Counselor](#), by phone at 800-ABC-HACC, or by email at [start@hacc.edu](mailto:start@hacc.edu)

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1. Visit [hacc.edu](http://hacc.edu) and on the right side click “Apply Now”
2. Click “Complete the free online application for admission”
3. Create an Account (or log in if you already have an account)

(Below are answers to some parts of the application you may have questions about. Complete the application in full and submit)

- Do you intend to take college credit courses while still in High School?  
-Yes
- Academic Program :  
-Dual Enrollment High School

4. Click “Create a new application” Choose “Start a Dual Enrollment Application”

(Below are answers to some parts of the application you may have questions about. Complete the application in full and submit)

- Are you a current High School junior or senior?  
-Yes
- Do you plan to take college credits prior to high school graduation?  
-Yes

5. Additional Admissions Requirements:

- Complete the signature page, including a parent/guardian signature. Under “High School Recommendation,” please print your high school counselor’s name and email address .
- The signature page will be emailed to your school counselor; the counselor will sign this page and upload your transcript. This will then get returned directly to HACC to complete your application
- Social Security Number is NOT Required (you may receive a letter requesting this but it is only for financial aid purposes, for which dual -enrollment/college in the high school students are not eligible) .
- “Third Party Release” allows parents/guardians to view information about billing, transcripts, or student accounts. If a parent or guardian ’s information is not listed, they will not be able to receive any information about your account.

**After your application for admission has been processed, you will receive an email that will include your HACC ID number and information about claiming your MvHACC account.**

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# York College Dual Enrollment

The Spartan Scholars Dual Enrollment Program partners with area school districts to offer high school juniors and seniors the opportunity to earn college credit while completing their high school requirements. The program is designed to encourage a broader range of students to experience postsecondary education by allowing the student to concurrently enroll in postsecondary courses and to receive both secondary and postsecondary credit for the coursework at a reduced cost to the student.

## Am I qualified to be a Spartan Scholar?

- Attend a school district offering a Dual Enrollment Program.
- Junior or senior year of high school.
- Have at least a 3.0 (B) unweighted cumulative grade point average.
- Meet minimum standardized test score requirements (SAT, ACT, PSAT, or Keystone scores can be used)
  - During Covid-19 restrictions, the college will temporarily suspend the test requirement, but will continue to require a school counselor's consent in addition to a virtual phone/video interview with the student and their parent/guardian.
- Provide school counselor letter of recommendation and official high school transcript

## How much does it cost?

### Dual Enrollment 2022-2023 Costs

Tuition:	\$150 per credit
Administrative Fee:	\$155
Dual enrollment parking pass:	Free
York College student ID:	Free
3 Credit Course:	Tuition - \$450 Total - \$605
4 Credit Course:	Tuition - \$600 Total - \$755

The above amounts do not include the cost of books and/or materials. These costs are your responsibility and may be purchased directly from the College Bookstore.

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## Dates to Remember

	Summer I 2022	Summer II 2022	Fall 2022
<b>Application Deadline</b>	<b>Friday, April 29, 2022</b>	<b>Friday, June 17, 2022</b>	<b>Friday, Aug. 5, 2022</b>
<b>Dual Enrollment Class Registration Deadline</b>	<b>Friday, May 6, 2022</b>	<b>Friday, June 24, 2022</b>	<b>Friday, Aug. 12, 2022</b>
<b>New Dual Enrollment Student Orientation (Mandatory)</b>	<b>6-7 p.m. Thurs. May 12</b>	<b>6-7 p.m. Thurs. June 30</b>	<b>6-7 p.m. Thurs. Aug 18</b>
<b>Classes Begin</b> ( <a href="#">View Class Schedules</a> )	<b>May 16, 2022</b>	<b>July 5, 2022</b>	<b>Aug. 22, 2022</b>
<b>Tuition Due Dates</b>	Please see the <a href="#">academic calendar</a> for tuition due dates	Please see the <a href="#">academic calendar</a> for tuition due dates.	Please see the <a href="#">academic calendar</a> for tuition due dates.

## What classes will I take?

You may view the [Recommended Course List](#) specifically for participants in the Spartan Scholars Dual Enrollment Program. Courses on this list may not be offered every semester. Each section of the course has a maximum enrollment which may limit availability. The current schedule of classes is accessible online. This allows you to review available courses in specific academic areas. Please be aware the Open Seat number is a “real time” number and can change between the time of a search and actual enrollment. To view [Course Descriptions](#) click here.

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## How do I apply to the Spartan Scholar Dual Enrollment Program?

Students will need to apply through <https://admissions.ycp.edu/apply/>.

The first time they go to the website, they will need to create their account including login and password. Once they're able to log in, they can select the Dual Enrollment Application.

- They can also use the **Dual Enrollment Application** link (below) to bypass all other types of applications after their account is created.

<https://admissions.ycp.edu/apply/?sr=185624b9-c297-4454-b45f-6ec2d5351dc9>

- Upon student submission, they will receive an automatic email that details their next steps including:
  1. Scheduling an Admissions Appointment with York College:  
<https://admissions.ycp.edu/portal/dualenrollment>
  2. Filling out their Health Services Form on the YCP website:  
<https://www.ycp.edu/about-us/offices-and-departments/health-services/>
  3. A Dual Enrollment tuition deposit of \$100.00 is due in cash or check at your appointment if the deposit was not paid at the time your application was filled out.
  4. Bookmark the Spartans Scholar website to check your application status:  
<https://admissions.ycp.edu/portal/spartanscholar>
  5. Encourage you to check out Dual Enrollment courses and informative information on their website:  
<https://www.ycp.edu/admissions/undergraduate-admissions/dual-enrollment-programs/>
  6. Have your parent/guardian submit a [Parental/Guardian Consent form](#) in order to register for classes.
- Your school counselor will receive an automatic recommendation email to fill out as their consent and will have the ability to upload the transcript and test scores.

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# Penn State York Dual Enrollment

Penn State York offers high school students the opportunity to take college courses on campus for a discounted tuition rate. This enables students to get a real “JumpStart” on their college careers by earning college credits while still in high school. Students participating in this Dual Enrollment program may choose from a variety of courses offered at the campus.

## Eligibility

You must be a high school junior or senior with a cumulative grade-point average (GPA) of 3.0 and a standardized test score. Exceptions may be made for promising students who do not meet the above criteria. Our review is holistic; we will consider multiple factors, including GPA trajectory, high school attendance, and school counselor recommendation.

## Academic Performance

High school seniors may enroll in up to 8 credits per semester. High school juniors will need special permission to take more than one course per semester. Total credits taken as a dual enrollment student may not exceed 24.

To remain in the program, students must earn a grade of C or better in each course.

Credits earned under the provisions of this program are valid at any Penn State location and may be transferred to another institution in the same way as any other Penn State credits.

## Cost

High school students enrolled in the Penn State York Dual Enrollment Program will receive a 50 percent tuition discount for no more than two classes per semester (8 credit maximum) over the course of their four semesters of eligibility.

Students taking more than 8 credits per semester must pay full tuition for additional classes.

The above amounts do not include the cost of books and/or materials.

## How to Enroll

Students interested in participating in dual enrollment must meet with an admissions counselor at Penn State York in order to register for classes. Dual enrollment appointments are scheduled beginning in July for the fall semester, and November for the spring semester each year. Classes are available on a first-come, first-served basis.

## New Dual Enrollment Students

**In order for new students to be eligible for dual enrollment program participation, the following materials must be received by the admissions office from the high school counseling office no later than the priority deadline of July 1, for the best selection of classes. Applications and supporting materials will be accepted on a space available basis until July 15 for the fall semester.**

The priority deadline for spring is December 1. Applications and supporting materials will be accepted on a space available basis until December 15 for the spring semester. Documentation must be emailed to Erin Nelsen, admissions counselor, at [enelsen@psu.edu](mailto:enelsen@psu.edu).

1. The completed fillable Penn State York Dual Enrollment Form and Contract, signed by the student, parent/guardian, and school counselor. This form must be completed online, printed, and signed before submission. Handwritten contracts will not be accepted.
2. Official high school transcript.
3. Standardized test scores (one or more of the following: SAT (recommended), ACT, PSAT, PSSA or Keystone Exam).

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4. Letter of recommendation from the student's high school counselor.

Once documents have been received and processed, eligible students will be notified of approval to participate and emailed a link and detailed instructions regarding setting up their Penn State access account online. Only after activating their access account, should students contact the admissions office to schedule a class registration appointment.

### **Returning Dual Enrollment Students**

A student can remain in the program as long as a grade of C or better is earned for each college course taken while still in high school. Students who have successfully completed Penn State York dual enrollment classes previously, must schedule classes through the admissions office; they do not have to be accompanied by a parent or guardian, nor must they supply pre-registration documentation, prior to the appointment.

If a returning dual enrollment student registers for a course without meeting with an admissions counselor prior to semester start, or has not met the minimum grade requirement for program participation, that student may be dismissed from the program.

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