



## Dual Enrollment at an HCC Campus Public Schools

### Eligibility:

- Be a high school student
  - 3.0 cumulative **unweighted** GPA
  - Test scores (not more than two years old)  
**SAT:** 440 Critical Reading/Verbal, 440 Math for MAT 1033 and science classes, 510 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023  
**ACT:** ENC 17, REA 19, Math 19 for MAT 1033 and science classes, 21 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023  
**PERT:** 106 REA, 103 Writing, 114 Math for MAT 1033 and science classes, 123 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023
- Application for Admissions must be on file before student takes the PERT.**

### Procedure to Apply:

#### New Students:

- Complete HCC **online** Application for Admission
- Obtain transcript documenting unweighted GPA
- Obtain document showing test scores with date taken
- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form (available on the HCC Dual Enrollment website).
- Complete HCC Dual Enrollment Transcript Request Form (available on the HCC Dual Enrollment website).
- Mail all required documents **30 working days prior to the start of the semester** to:  
Hillsborough Community College      or hand deliver to:      District Administrative Offices  
Dual Enrollment Office, Room 320      39 Columbia Dr. (Davis Island)  
P.O. Box 31127      Room 320  
Tampa, FL 33631      Tampa, FL 33606

#### Returning Students:

- Obtain Authorization Form (Authorization Form B, 2 pages) from high school counselor
- Complete Special Category Student Authorization Form (available on the HCC Dual Enrollment website).
- Complete HCC Dual Enrollment Transcript Request Form (available on the HCC Dual Enrollment website).
- An updated high school transcript may be required.
- Mail all required documents **30 working days prior to the start of the semester** to the address above. See Dual Enrollment website for deadline dates.

### Procedure to Enroll:

Student will be notified when application has been approved. At that time student may proceed:

- Meet with an HCC counselor and receive fee waiver. (Meetings are done on a walk-in basis).
- Take fee waiver to Bursar Office. It is the student's responsibility to submit the fee waiver to the Bursars office. Failure to do so may result in the student being billed for the class.
- Notify your high school counselor when you have registered for classes at HCC.
- Complete online Textbook Order Form. Login information available from your schools guidance office.

### After completing course:

- Return textbooks to SDHC Warehouse **NO LATER** than 5 working days after the last day of class at HCC.
- An HCC transcript will automatically be sent to your high school.

### HINTS:

- List an alternate class in case your first choice is unavailable (alternate courses must be approved).
- The earlier you apply the better.
- Students limited to 9hrs. per semester.
- Students must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 to remain eligible.
- One (1) attempt per dual enrollment course (including withdrawals) – don't blow it!
- The grades you earn in these classes will forever be part of your college transcripts. Do your best!

<http://www.hccfl.edu/dualenrollment>