

HCC Early Admit Application

Instructions, Policies, and Procedures

About the Early Admit Program

The Early Admit program offers juniors and seniors enrolled in a high school or a home school program the chance to enroll in college courses prior to high school graduation. Admission into this program is competitive. The program offers a unique true-to-life college academic experience, allowing high school students to focus on courses that will transfer to most two-year and four-year public and private institutions while completing their high school graduation requirements. Students are enrolled in either a part or full-time high school course load and college level courses. Students participating in the Early Admit program are considered HCC students, and, as such, will be awarded the same privileges as HCC students.

Cost

Students participating in the Early Admit program will pay current tuition and fees. Applicants are responsible for all costs associated with their education which may include books, lab fees, materials and transportation. **Current high school students are ineligible for financial aid.** Current tuition and fees are available at our website at www.hcc.edu and are subject to change.

Application and Testing Process

The application and placement test deadline is June 30 for fall enrollment and December 1 for spring enrollment. All applicants must submit an official high school transcript and will require both parent/guardian and guidance counselor approval prior to the application deadline. Placement testing is required for all HCC Early Admit applicants. Testing will take place at Holyoke Community College. Applicants must meet all prerequisite requirements for selected courses.

Acceptance

Applications will be reviewed on an individual basis. High school students who have a minimum of a cumulative 2.5 GPA (based on a 4.0 scale), meet the placement testing requirements, and are recommended by their high school guidance counselor will be considered for acceptance for full- or part-time enrollment.

Early Admit Advisement, Registration, and Participation

Early Admit students will meet with their HCC advisors to register for their individual classes and throughout the semester, as needed. Students may enroll in a maximum of 16 credits each semester. A student whose semester GPA falls below a 2.0 during any one semester will be ineligible to continue in the Early Admit program. Students must comply with all HCC policies.

Academic Credit

When a semester has been successfully completed, students will earn college credits, which may be transferable to most two- and four-year public and private colleges or universities. Students may also receive credit from their participating high schools to meet high school graduation requirements. Priority will be to place students in courses required by their high schools for graduation. Students are responsible for ensuring, through their high school guidance counselor, that HCC course work will be acceptable for high school graduation.

If you have a disability and may require accommodations in order to participate fully in program activities, please contact the Office of Admissions and Transfer Affairs at (413) 552-2321.

How to Apply

1. Schedule a college tour and plan to speak with an admissions counselor at a **Welcome! Wednesday** information session*. These sessions are held weekly at 10:00 a.m. and 2:00 p.m., and last for about an hour. To RSVP, please contact the Office of Admissions and Transfer Affairs at (413) 552-2321 or email admissions@hcc.mass.edu.

**If you have a physical or learning disability that may require accommodation, contact the Office for Students with Disabilities at (413) 552-2417.*

2. Complete the Holyoke Community College Early Admit application. Mail applications to: Holyoke Community College, Office of Admissions and Transfer Affairs, 303 Homestead Avenue, Holyoke, MA 01040.

3. Prospective students must have official high school/home school and college transcripts mailed to:

Holyoke Community College
Office of Admissions and Transfer Affairs
303 Homestead Avenue, Holyoke, MA 01040

All transcripts should be received in the Office of Admissions with the Early Admit Application.

4. For students intending to carry nine or more credits, documentation for the following immunizations is required by Massachusetts law: three Hepatitis B, two measles, one mumps, one rubella, and a tetanus/diphtheria in the last ten years. Some programs may require immunizations for all students regardless of credit load.

Early Admit Policies

- Students may access grade, schedule, and advisor information as well as student email through MyHCC Portal at <https://myportal.hcc.mass.edu>.
- Holyoke Community College will submit mid-term grades and official final grades to each student's corresponding high school every semester until high school graduation.
- Due to federally mandated FERPA regulations, Holyoke Community College is authorized to release information regarding grades, attendance, and academic progress only to the individual student and his/her high school.
- All Early Admit students are required to sign in once each day to document their presence on campus. A sign-in book will be located at the main desk in the President's Lobby (third floor, Frost Building). High schools may access this information to track attendance for participation in athletics and other high school activities.
- Full-time Early Admit students (12 HCC credits or more) are eligible for HCC athletic participation with the completion of the NJCAA High School Waiver Form. Please be aware that participation in College Athletics will use a year of Athletic Eligibility. Specific questions should be directed to Thomas Stewart, Director of Bartley Center for Athletics and Recreation at (413) 552-2162. Please note: according to MIAA blue book (pg. 52), Early Admit students are not eligible to practice or compete on high school athletic teams if there is an athletic opportunity available in the college they are attending.
- ADD/DROP period: Students may make schedule changes during the first week of classes with no financial penalty. If students withdraw from a course after the first week of classes, they will be required to pay a percentage of their bill based on the college refund policies for credit courses. Students must set up an appointment with the Early Admit coordinator to make all schedule changes.
- Each Early Admit student is assigned an academic advisor. Your advisor information is located in HCC Online Services which can be found at the MyHCC Portal. Students will work with their advisor to plan a course of study that will fulfill high school graduation requirements as well as college academic requirements. The final responsibility for selecting courses to fulfill graduation requirements rests solely with the student.
- Returning Early Admit students should register for courses for the following semester during Priority Registration. Priority Registration allows continuing students the advantage of registering before all new students. Be sure to contact your academic advisor to set up an appointment during Priority Registration.
- Any student whose semester GPA falls below a 2.0 during any one semester will be ineligible to continue in the Early Admit Program.
- Early Admit students must submit official high school transcripts to Holyoke Community College upon high school graduation.

Education

Please forward high school/home school and college (if applicable) transcripts to the Office of Admissions and Transfer Affairs. Enrollment in a secondary/home school program must be certified on the application form.

I plan to attend: one semester only one academic year

Fall application deadline:

June 30

Spring application deadline:

December 1

High school applicants: Expected date of high school graduation: _____ High school: _____
Month / Year Name

City State Zip

Home school applicants: I am a current home school student in: _____
School District

and intend to graduate ____ / ____
Month / Year

Financial aid is not available to Early Admit students. Early Admit students are responsible for all costs associated with their education.

Guidance counselor/home school instructor section

Required course registration (to be completed by guidance counselor or primary home school instructor).

Student's current GPA (on a 4.0 scale): _____ Student must register: full time (12 credits or more) part time (fewer than 12 credits)

Course requirements to be completed at Holyoke Community College:

Please check all that apply and circle the number of courses student should take in discipline.

Check:	Circle:	Check:	Circle:
<input type="checkbox"/> English	1 or 2 courses	<input type="checkbox"/> Physical Education	1 or 2 courses
<input type="checkbox"/> Laboratory Science	1 or 2 courses	<input type="checkbox"/> Math (subject): _____	1 or 2 courses
<input type="checkbox"/> U.S. History	1 or 2 courses	<input type="checkbox"/> Elective: _____	1 or 2 courses

Please indicate your goals for enrolling as an Early Admit student:

- Complete courses for high school/college credit and transfer to another college upon high school graduation
- Complete courses for high school/college credit and continue toward associates degree at HCC
- Complete a course to meet graduation requirements from my high school because I do not have enough to graduate otherwise

Guidance counselor: If a student places into fundamentals of writing, reading, or mathematics, can these courses be used toward high school graduation requirements? Yes No

Affiliations - please check all that apply:

- I plan to enroll in the Inclusive Concurrent Enrollment (ICE) program at HCC. In my high school, I am currently:
- Registered as a GEAR UP student Participating in the AVANZA2COLLEGE program Registered as a TECH PREP student Participating in the UPWARD BOUND program

Signatures (required)

Guidance counselor name: (print) _____ Title _____

Guidance counselor signature: _____ Date: _____

Phone: _____ Fax: _____

All students applying to the Early Admit program must have a guidance counselor signature. A signature attests to the accuracy of the information provided and assures that permission to apply, and if accepted, participate in the Early Admit program with Holyoke Community College, has been granted. Students will receive high school credit for any successfully completed college-level course at Holyoke Community College.

Parent or guardian: I hereby grant permission for my child to make application to Holyoke Community College. Should my child be accepted, I hereby grant my child permission to enroll in the Early Admit program at HCC. I understand that Holyoke Community College

can provide no greater security for high school students than for any other student. As a participant in the Early Admit program, my child's academic records will be released to his/her high school for inclusion in his/her records.

Signature of parent or guardian: _____ **Date:** _____

Student: I have read and agree to HCC's Early Admit instructions, policies, and procedures. If accepted to Holyoke Community College, I agree to abide by the regulations of the college and will cooperate with the students, faculty, and administration in the maintenance of high standards and appropriate conduct. I agree to sign in each day I arrive on campus as per the policy of the HCC Early Admit program. I also understand that by participating in the Early

Admit program, I consent to the release of my student education records between Holyoke Community College and my home high school. If my HCC GPA falls below a 2.0 during any one semester, I will be ineligible to continue in the Early Admit Program. I CERTIFY THAT ALL INFORMATION STATED ON THIS APPLICATION IS ACCURATE AND COMPLETE. Concealment of facts or false statements may result in dismissal.

Signature of student: _____ **Date:** _____

HOLYOKE
COMMUNITY COLLEGE

Futures Inspired

303 Homestead Avenue, Holyoke MA 0104
(413) 552-2000 • www.hcc.edu