



Dual Enrollment Students who are enrolled in high school and take a college credit course at one of the City Colleges of Chicago

Opportunity: The City Colleges of Chicago offers one FREE college course each academic term.

Qualifications:

- HS junior or senior at least 16 years of age
- 2.5 GPA minimum (CPS students only)
- 90% attendance rate (CPS students only)

Process: Follow the checklist:

- Apply to City Colleges of Chicago online at <http://apply.ccc.edu>
- Provide ACT, SAT scores, or take the CCC Placement test
 - Many courses require placement test scores
 - Visit <http://www.ccc.edu/earlycollege> for score requirements
- Submit parent permission and Satisfactory Academic Progress form

Important information to note:

- College transcript begins after enrollment
- Must pass the course with a 'C' or better to be deemed eligible for future courses
- Not showing up, withdrawing, or earning letters grades D and/or F will prohibit future enrollment



CCC Campus	DE Coordinator	Email Address	Contact Number	Fax Number
Daley College	Raeann Gist	earlycollegeda@ccc.edu	773-838-7752	773-838-7605
Harold Washington College	Kim Bowens	kbowens3@ccc.edu	312-553-5666	312-553-5868
Kennedy-King College	Kathy Jones	kjones245@ccc.edu	773-602-5037	773-602-5120
Malcolm X College	Jesus Magana	jmagana41@ccc.edu	312-850-7340	312-850-7338
Olive-Harvey College	Holly Thrash	hthrash@ccc.edu	773-291-6478	773-291-6599
Truman College	Erika Littles	elittles@ccc.edu	773-907-4399	773-506-3855
Wright College	Mila Simeonovska	msimeonovska@ccc.edu	773-481-8234	773-481-8817



Early College Admissions Checklist

Student Name: _____

High School Name: _____

Grade Level: SR _____

Email address: _____

CCC Admissions Application <http://apply.ccc.edu>

- ☐ Select the option that reads: *I am a high school student taking a college credit course*
- *NOTE: You must apply to CCC online to get access to the CCC RTW placement test*

Permission From and Satisfactory Academic Progress Disclosure

- ☐ Complete permission and Satisfactory Academic Progress (SAP) form

College Readiness *NOTE: You must apply to CCC online to obtain access to the CCC RTW placement test*

- ☐ Take the CCC Read-to-Write placement test or ALEKS Math placement test
 - Visit: <https://brightspace.ccc.edu/d2l/home>

☐ Dual Enrollment Course Schedule <https://apps.ccc.edu/scheduling/dual/>

- Course selections * List the 5-digit class number and course name of your top three course options

(1) _____

(2) _____

(3) _____

EARLY COLLEGE STAFF

CCC Campus	DE Coordinator	Email Address	Contact Number	Fax Number
Daley College	Raeann Gist	earlycollegeda@ccc.edu	773-838-7752	773-838-7605
Harold Washington College	Kim Bowens	kbowens3@ccc.edu	312-553-5666	312-553-5868
Kennedy-King College	Kathy Jones	kjones245@ccc.edu	773-602-5037	773-602-5120
Malcolm X College	Jesus Magana	jmagana1@ccc.edu	312-850-7340	312-850-7338
Olive-Harvey College	Holly Thrash	hthrash@ccc.edu	773-291-6478	773-291-6599
Truman College	Erika Littles	elittles@ccc.edu	773-907-4399	773-506-3855
Wright College	Mila Simeonovska	msimeonovska@ccc.edu	773-481-8234	773-481-8817

ACADEMIC YEAR 2020-2021 DUAL ENROLLMENT PERMISSION FORM

These permissions will govern three academic terms: Summer, Fall, and Spring

STUDENT NAME	
STREET ADDRESS	
CITY, STATE AND ZIP	
PHONE NUMBER (HOME/CELL/RELATIVE OR COUNSELOR)	
EMAIL ADDRESS	
HIGH SCHOOL NAME	
HIGH SCHOOL STUDENT ID	
GRADUATION YEAR: 20 _____	GRADE LEVEL ☐ SOPHOMORE ☐ JUNIOR ☐ SENIOR
ENROLL STATUS	☐ New Dual Enrollment Student ☐ Returning Dual Enrollment Student
DATE OF BIRTH	
CCC OFFICE USE ONLY	CCC STUDENT ID #

Eligibility: 2.5 GPA and 90% Attendance (CPS students only)

All information contained in my application is complete and factually correct. My parent(s) or guardian grants permission for me to enroll at TR _____ College. I understand that I am not to self-enroll into any CCC course and will be liable for any tuition charges if I do. I understand that I can download a copy of the Family and Educational Rights and Privacy Act by visiting http://www.ccc.edu/news/Documents/CCC_FERPA.pdf.

I understand that I will be held to college-level standards and that I must successfully complete the course with a grade of 'C' or higher in order to participate in future Dual Credit / Dual Enrollment classes. I understand that my student ID, attendance, grades (mid-term and final), and test scores (SAT, ACT, and/or CCC Placement test) will be shared between CPS and CCC.

Some Dual Enrollment classes are eligible to fulfill CPS graduation requirements. Please contact your HS guidance counselor for more information.

Students with previous balances or debts with City Colleges of Chicago must pay them in full before enrolling in Dual Credit / Dual Enrollment courses. Students can only enroll in one course per semester on one CCC campus.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

DUAL ENROLLMENT SATISFACTORY ACADEMIC PROGRESS DISCLOSURE STATEMENT

Dual Enrollment registration begins the official college transcript with documentation of each course attempted and completed.

- Students who successfully complete a Dual Enrollment course will have credits that will count toward degree/certification completion at City Colleges of Chicago (CCC).

Federal Guidelines:

City Colleges of Chicago's Satisfactory Academic Progress (SAP) policy follows federal regulations for Satisfactory Academic Progress (SAP), which define the standards students must meet to maintain their financial aid eligibility for their entire college career. SAP is cumulative in nature: it considers all classes attempted. CCC requires all students to achieve a minimum 2.0 GPA standard and a 67% Course Completion Rate – regardless of payment method or enrollment status – to remain in good academic standing. For more information, go to <http://www.ccc.edu/services/Pages/SAP-Understanding.aspx>.

Measures in Place to Safeguard Satisfactory Academic Progress

CCC is committed to using its Early College Programs to promote students' college readiness and future success in post-secondary education. Students are supported and monitored with the following resources:

1. Students are limited to enrolling in one course a semester as a Dual Enrollment participant.
2. Students can elect to withdraw from the course before the Statistical date after the class starts. The withdrawal (WTH) will appear on the student's permanent academic record but will be excluded from Grade Point Average (GPA) calculations. Student-initiated withdrawals occurring after the Statistical date will be counted as registered hours. Inquire with the Dual Enrollment liaison about specific dates.
3. Students have access to CCC's Learning Resource Centers, where they can receive tutoring.
4. Academic Advising & Support: Students should consult with their Academic Advisors, Dual Enrollment liaison or Professors for assistance.
5. Mid-term grades are sent to the CCC Dual Enrollment team and Chicago Public Schools. Students with grades below a "C" are alerted and will be consulted on either withdrawing from the course or supported with assistance to pass the course. Withdrawal after the Statistical date will affect the Course Completion rate of SAP.

- ☐ I understand that I need to pass my course with a grade of "C" or better to maintain Satisfactory Academic Progress.
- ☐ I understand that I can withdraw from my course without an impact on my SAP before the Statistical date after the course starts.
- ☐ I understand it is my responsibility to withdraw from a course during the student initiative withdrawal dates if my midterm grade is a "C" or below.
- ☐ My instructor has the right to drop me from a course if he/she doesn't believe I am meeting the standards to pass.
- ☐ Any grades of "D" or "F" as well as all withdrawals after the Statistical date will prohibit my registration for additional Dual Enrollment/Dual Credit courses and could have a negative impact on my SAP.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____