

Student Guidelines for College Classes

There are two options for dual enrollment. These are Contracted College Courses and Postsecondary Enrollment Courses (PSEO). *Students will earn college credit for courses taken. If students wish to transfer the credit to another college, they should contact the Records Office at HCC and request transcripts to be sent to the college of their choice. The office number is 296-2320 ext. 1208

Contracted Courses:

Courses include those offered on Hudson campus. Projected Contracted Courses for 2009/2010 School Year:

Fall:

Western Civilization I
General Psychology
Composition I

Spring:

Western Civilization II
Statistics
Composition II
Fundamental of Oral Communication
Intro to Health Careers

Steps for enrolling in contracted courses:

- Schedule REQUIRED high school courses. You may not replace a graduation requirement with a college class.
- Ensure all graduation requirements will be met without interference in scheduling contracted course
- Must have taken the COMPASS or ACT before starting the course and have scores reported to Hudson. The following are the minimum requirements in order to register for ANY HCC course:

ACT sub scores must be:

19- Math
19- Reading
19- English

AND/OR

COMPASS

42- Algebra
82- Reading
65- Writing

- Withdrawal from a contracted course must be within the first week of class to ensure placement in alternative Hudson course (individual cases may be reviewed based on HCC drop dates with approval from all stakeholders- parents, administration, guidance).
- If a student receives an "F" the student is responsible for cost of the course to Hudson
- Complete the on-line registration with Mrs. Dieken (see handout). Please have your social security number available. This must be completed the first week of class. If student fails to register they will be dropped from the course and placed in an alternative HS course available.

Postsecondary Enrollment Course:

PSEO courses include courses taken away from Hudson campus. Courses are approved by the Hudson School board, and include:

- Non-sectarian Courses
- Courses that are not comparable to courses offered by the school district (board discretion)
- Credit-bearing courses that lead to an education degree
- Courses in the areas of Math, Science, Social Science, Humanities, Vocational-technical and Career option programs.

Hudson pays the college for the cost of tuition. It is up to the discretion of the college to determine text book coverage (HCC offers vouchers, UNI does not). ****If a student fails or is unable to complete a**

PSEO course and withdrawals from the course, the student and/or their family is responsible for the cost of tuition to the school.

Steps for enrolling in PSEO courses at HCC:

- Schedule required high school courses
- Meet with guidance counselor to determine postsecondary options.
- Complete the HCC PSEO Enrollment Registration Form
- Acquire the appropriate signatures
- Obtain High School transcripts, including ACT and/or COMPASS scores. The following are the required scores postsecondary students must have in order to take PSEO classes:

ACT sub scores must be:

19- Math (27 for Calculus)
19- Reading
19- English

AND/OR

COMPASS

42- Algebra
82- Reading
65- Writing

- Schedule an appointment with Holly Grimm-See at HCC. She may be reached at 296-4277. Her office is located in the Admissions Office, Lower Level Hawkeye Center.

On the day of the appointment bring:

- PSEO enrollment registration form with signatures
- Current high school transcript
- ACT and/or COMPASS scores
- Selected courses

Steps for enrolling in PSEO courses at UNI:

- Student will choose between two registration dates to register for courses with the assistance of the Admissions Office at 273-2281 to secure a spot in one of the designated registration days.
- The schedule of classes is available online through the UNI website later in the semester
- Students who wish to take a course for the first time need to complete an Application for Admission, the Authorization form for Dual Enrollment, the Notice of Student Registration Form, and submit a high School transcript, along with \$30 application fee
- Required forms are available at <http://www.uni.edu/admissions/forms/>
- Follow all directions to get filled out and signed
- Juniors and seniors are eligible to participate in dual enrollment if they rank in the upper 25% of their class.
- Students who have not previously taken classes at UNI should mail the application and supporting documents in advance (prior to registration appointment)
- Admission contact, Amy Schipper at 273-2281 or 1800-772-2037

** Important note: Any student who drops a college class will be expected to enroll in a Hudson course. Free periods alternating college classes must be filled with an “activity” unless scheduled at the end of the day.