High School Partnership Application Instructions

In order to receive college credit for completing your Dual Credit or Credit by Exam course, you will need to complete the online Harper College High School Partnership Application (the Dual Credit/Credit by Exam application). **Please be sure to use only this application, as it is free to use.** If you use any other form or application other than this, you will be charged a fee. To complete the application, please follow the instructions below.

1. Sign on to a computer and go to the internet using your browser.
2. Go to www.harpercollege.edu
3. Type Dual Credit in the Search field and press “Search”.
4. Click on the Dual Credit and Credit by Exam: Harper College link. This is usually the first link that appears in the list. You can also use this link if you are applying for Credit by Exam credit. Both programs use the same application.
5. Click on the “High School Partnership Application” link under Step 3 on that page. This is the online Dual Credit and Credit by Exam application. Both programs use the same online application. You will be directed to a new webpage where you will create your Login ID and your password.

6. Create a Login ID and PIN and press “Login”. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers.
Enter your first and last name into the fields. Press the “Fill Out Application” button when complete.

Apply for Admissions

- Please enter your name.
- * indicates a required field.

**Application Type**: 20-Credit: HS Partnership

**First Name**: Thomas

**Middle Name**: Wagner

**Last Name**: Thomas

Fill Out Application

7. You will be directed to the Application Checklist. Please note that the entire checklist must be completed in order to successfully complete your application. Click on the “Name” link to start.

Your name is already filled in from the previous step, but by clicking on this, you will receive a completed checkmark for this step.

Application Checklist

- Fill out the application. A checklist is provided to help you. You can complete each section in any order you wish.
- Select **Application is Complete** when you have completed the application. Select **Finish Later** if you would like to finish your application later.

1. Name
2. Intended Course of Study
3. Personal Information
4. High School
5. Address and Phone
6. Digital Signature
7. Alternate Phone

Application is Complete Finish Later
8. Check that your name is listed correctly, and press the “Continue” button. Please note, the red stars indicate required information.

**Name** (Checklist item 1 of 7)

- Enter your name information.

When completing sections, selecting Checklist saves your changes and displays the Application Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

- Indicates a required field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Thomas</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Wagner</td>
</tr>
<tr>
<td>Suffix</td>
<td>(e.g. &quot;Sr.&quot;, &quot;Jr.&quot;, &quot;III&quot;)</td>
</tr>
</tbody>
</table>

Return to Checklist without saving changes

9. Complete all required fields on the Personal Information page, and then press the “Continue” button.
10. Complete all of the required fields on the Address and Phone page, and then press the “Continue” button.

a. If you receive the message below, press the “Submit Updated Address” button.

The following is to be submitted back to the existing database...

100 N Smith St
Palatine, IL 60067-2401

Additional info...

Your address was verified using QuickAddress Pro Web

Submit Updated Address

b. If you receive the message below, press either “Edit this Address”, and fix the address, or “Choose this address” to select the address entered as is.

A match for your address could not be found in the USPS® database. Please choose one of the options on the right to proceed.

You entered:
2222 S. Wrong Street
Palatine, IL 60067-2401

Choose this address
Edit this address
11. If you have an alternate phone number, please enter it on this page and then press the “Continue” button. If you do not have an alternate phone number, then press the “Continue” button to move onto the next page. This is not a required field.

**Alternate Phone** (Checklist item 4 of 7)

Enter an alternative phone number.

When completing sections, selecting **Checklist** saves your changes and displays the Application Checklist. **Continue** moves to the next section. **Finish Later** saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

**Alternate**

Phone Number (xxx)-xxxxxxx Ext: xxxxxxxxxx:  

[Checklist]  [Continue]  [Finish Later]

12. Complete the required fields on the Intended Course of Study page, and press the “Continue” button when complete. Just select the Intended Course of Study that is closest to your interests.

**Intended Course of Study** (Checklist item 5 of 7)

Select your Intended Course of Study and Goals

When completing sections, selecting **Checklist** saves your changes and displays the Application Checklist. **Continue** moves to the next section. **Finish Later** saves your changes and displays the Application Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

+ - indicates a required field.

**Intended Course of Study:** [None]
13. Click on the “Lookup High School Code” link, and follow the instructions for finding your high school code.

**High School** (Checklist item 6 of 7)

Select the **Lookup High School Code** link to locate your high school code. Select **Enter or View anot!**

When completing sections, selecting **Checklist** saves your changes and displays the **Application Check to Checklist without saving changes** link to navigate to different sections.

* - indicates a required field.

**High School Code:**

**Anticipated HS Graduation Date:**

**High School Student ID Number:**

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**Lookup High School Code:**

a. Select “Illinois” as your state from the drop down box, and press the “List Cities in Selected State, Province or Country” button.
b. Select the city where your high school is located from the drop down box, and press the “List High Schools in selected City” button.

High School Lookup Page

Select the City where your high school is located. Then link and the main High School page will display.

Select High School City: Select...

List High Schools in selected City

c. Select the name of your High School from the drop down box, and press the “Copy selected High School information to Data Entry form” button.

High School Lookup Page

Select your High School name. Then select Copy selected High School information to Data Entry form link if you decide not to select a high school code now, and the main High School page link.

Select High School name: Select...

Copy selected High School information to Data Entry form

d. Then, complete the remaining required fields on the High School page, and press the “Continue” button when complete.
14. Verify that the checklist is complete. There should be red checkmarks next to each item. If you have missed an item, please click on the link and complete that item. If all items are complete, press the “Application is Complete” button.

Please note: Your application will not be complete unless you press the “Application is Complete” button.

Application Checklist

15. “Admissions Agreement” - On this page you will find a link to Student Code of Conduct and Disciplinary/Dispute Resolution Procedures. You must agree to the terms before being able to submit your application.
16. If you have done everything correctly, you will be directed to the Signature Page. You can print this page for your records.

Please note:

If you are taking your Dual Credit course at your high school, or you are completing this application for Credit by Exam, you are done.

If you are taking your Dual Credit course on the Harper campus, you will need to print out and complete the Treatment Authorization, and Student/Parent Signature Forms. Click on the links to print out the forms. Your parent or guardian will also need to sign the forms. Give the completed forms to your high school counselor.

Click on the “Return to Application Menu” link when you are finished with this page.

17. Click the “Exit” link on the Application Menu page. Your online application is now complete.
18. If you are taking a Dual Credit course on the Harper campus, you will now need to complete the Treatment Authorization and Student-Parent signature forms if you have not already. You can find these forms either on the Signature Page at the end of the High School Partnership Application, or on the Dual Credit web page. These two forms should be printed and completed with your parent or guardian. When complete, you can give them to your high school counselor.

19. If your Dual Credit course is located at your high school, or you are taking a course for Credit by Exam, your application is complete. You do not need to complete the extra forms.

20. You will not need to “register” for your class. After the process is complete and the proper forms are returned, the Dual Credit Coordinator will register you for your class.
Thank you for choosing the High School Partnership program at Harper College. If you have any questions, please contact me at 847-925-6364, or your designated high school counselor.

Sincerely,

Sharon Rainbolt

Sharon Rainbolt
Dual Credit Coordinator