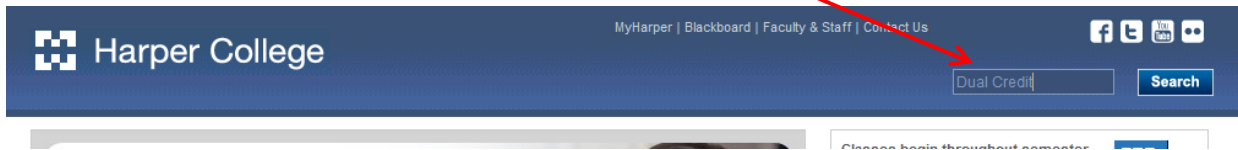


High School Partnership Application Instructions

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.

Search Results

Dual Credit ×

About 41 results (0.19 seconds)

[Dual Credit and Credit by Exam: Harper College](#)
3 days ago ... College level credit is achieved by participation in either the **Dual Credit** or ... If you are interested in participating in either the **Dual Credit** or the ...

- 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.

Dual Credit and Credit by Exam

Harper College’s High School Partnership program allows high school juniors and seniors an opportunity to earn college credit, and simultaneously satisfy high school graduation requirements. In this program, students can take college level courses on the Harper campus or in their high school. College level credit is achieved by participation in either the Dual Credit or the Credit by Exam program.

If you are interested in participating in either the Dual Credit or the Credit by Exam programs, please follow the steps below:

STEP 1: Attend a participating district high school

In order to participate in the Harper College High School Partnership program, you must attend a high school in district 211, 214 or 220. Participating high schools include Barrington, Buffalo Grove, Conant, Elk Grove, Forest View, Fremd, Hersey, Hoffman Estates, Palatine, Prospect, Schaumburg, Rolling Meadows, Wheeling, and Vanguard.

STEP 2: Contact your high school counselor

Your high school counselor will help you select classes that will work with your schedule, assist you in the application process, and answer any questions you have regarding the program. All processes, including enrolling in classes, acceptance into the program, and dropping classes are completed through your high school. If you are a home schooled student, please contact the high school in your home district for more information.

STEP 3: Work with your high school counselor to complete the application forms

If you are taking a Dual Credit course on the Harper campus, you will need to complete the three forms below. The High School Partnership Application is completed online. The Treatment Authorization and Student-Parent Signature Forms should be printed and completed with your parent or guardian. When complete, you can give them to your high school counselor.

- [High School Partnership Application](#)
- [Treatment Authorization Form](#)
- [Student-Parent Signature Forms](#)

- 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.

New Student Login

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select **Login**. Your Login ID and PIN will be saved.

Do not use your social security number as your Login ID.

Attention, High School Officials: Every student needs to create his/her own individual login ID and PIN.

Create a Login ID:

Create a PIN:

Verify PIN:

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:*

Middle Name:

Last Name:*

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.

Name Intended Course of Study

Personal Information High School

Address and Phone Digital Signature

Alternate Phone

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.

First Name:*

Middle Name:

Last Name:*

Suffix: (e.g. "Sr.", "Jr.", "III")

[Return to Checklist without saving changes](#)

9. Complete all required fields on the Personal Information page, and then press the "Continue" button.

Personal Information (Checklist item 2 of 7)

Enter your Personal 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.

Email:*

Verify e-mail address:*

SSN (XXXXXXXX): [Why do we request your SSN?](#)

Gender: Male Female No Response

Birth Date:* Month: Day: Year (YYYY):

Resident of the Harper College district:* Yes No

What is your ethnicity?

- Hispanic or Latino
- Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race: Select all that apply:

Asian	American Indian or Alaskan Native	Black or African American	White	Native Hawaiian or Other Pacific Islander	Choose Not to Respond/Unknown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Why do we require race/ethnic questions?](#)

Primary Racial/Ethnic Group:*

Did either of your parents complete a bachelor's degree?* Yes No No Response

Please select your Employment Status. *

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

Address and Phone (Checklist item 3 of 7)

Enter your Address information. Do not use the # symbol in any part of your address; use of a # will prevent completion of your online application.

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.

Primary

Street Address: *

Street Address - Continued:

Street Address - Continued:

City: *

State: *

Zip Code: *

County: *

Phone Number (xxx) (xxxxxxx) Ext: (xxxxxxxxx) * - Ext:

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

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.

<p>A match for your address could not be found in the USPS® database. Please choose one of the options on the right to proceed.</p>	<p>You entered:</p> <p>2222 S. Wrong Street</p> <p>Palatine, IL 60067-2401</p> <p>Choose this address</p> <p>-- or --</p> <p>Edit this address</p>
---	---

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: (xxxxxxxxx): - Ext:

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:*

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 another**

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

* - indicates a required field.

High School Code:* [Lookup High School Code](#)

Anticipated HS Graduation Date:* Month Day Year (YYYY)

High School Student ID Number:*

Lookup High School Code:

- Select "Illinois" as your state from the drop down box, and press the "List Cities in Selected State, Province or Country" button.

High School Lookup Page

Select **Foreign High School** or the **State** where your high school is located. The

Select a State or Province:

OR

No countries available

- 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:

- 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** page link if you decide not to select a high school code now, and the main **High School** page will display.

Select High School name:

- d. Then, complete the remaining required fields on the High School page, and press the “Continue” button when complete.

High School (Checklist item 6 of 7)

Select the **Lookup High School Code** link to locate your high school code. Select **Enter or View another High School** link if you decide not to select a high school code now, and the main **High School** page will display.

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

* - indicates a required field.

High School Code:* [Lookup High School Code](#)
Anticipated HS Graduation Date:* Month Day Year (YYYY)

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

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.

- ✓ Name
- ✓ Intended Course of Study
- ✓ Personal Information
- ✓ High School
- ✓ Address and Phone
- ✓ Digital Signature
- ✓ Alternate Phone

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.

[HELP](#) [EXIT](#)

Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I hereby certify that to the best of my knowledge the information furnished is true, correct and complete. I understand that providing false or misleading information is significant cause for rejection of the application, dismissal from the institution, loss of financial assistance or assignment of other sanctions as determined by the College.

I also agree to review and abide by college policies, including the [Student Code of Conduct and Disciplinary/Dispute Resolution Procedures](#)

I acknowledge that I may be subject to IRS penalties for not providing a correct Social Security Number/Individual Taxpayer Identification Number. *This does not apply to International students applying for an F1 student visa.*

[I agree to the terms](#)

[I do not agree](#)

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.

Signature Page

PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

Dear Testing:

Congratulations! Your Permission for Enrollment as a High School Partnership Student has been received and will be processed within the next business day. In a few days you should receive your acceptance letter confirming your admission to Harper College. Please be aware:

- If you are applying as a High School Partnership Student pursuing "**Credit by Exam**", your application is complete.
- If you are applying as a High School Partnership Student pursuing "**Dual Credit**", please print and complete the Treatment Authorization Form and required Student/Parent Signature Forms from the links provided below. You will need to submit these completed forms to your high school guidance counselor.

Please contact your high school counselor or the Harper Career and Technical Programs/Dual Credit Office, 847.925.6364, if you have questions or concerns. We look forward to working with you.

[Treatment Authorization Form](#)
[Student/Parent Signature Forms](#)

[Return to Application Menu](#)

17. Click the "Exit" link on the Application Menu page. Your online application is now complete.

Application Menu

If you have already applied to Harper College as a credit student, you do not have to re-apply. If you would like to verify your application status, please call Admissions Processing at 847.925.6203. If you have applied for a limited enrollment program, please select the appropriate term under "Processed Applications" in order to view your file.

Applications in Progress

Admission Term	Application Type	Field of Study	Date Created	Last Section Updated
New	Create a new application			

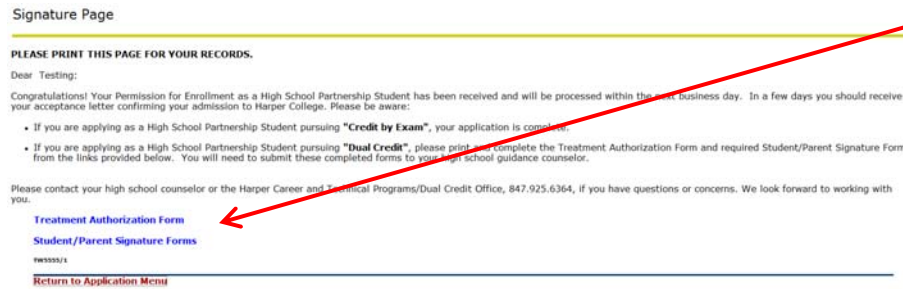
Submitted Applications

Admission Term	Application Type	Field of Study	Date Created
Spring 2012 Credit Courses	20-Credit: HS Partnership	Fire Science Technology AAS	Feb 02, 2012

[Questions? Contact us for help.](#)
[Return to Homepage](#)

[HELP](#) [EXIT](#)

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.

Dual Credit and Credit by Exam

Harper College's High School Partnership program allows high school juniors and seniors an opportunity to earn college credit, and simultaneously satisfy high school graduation requirements. In this program, students can take college level courses on the Harper campus or in their high school. College level credit is achieved by participation in either the Dual Credit or the Credit by Exam program.

If you are interested in participating in either the Dual Credit or the Credit by Exam programs, please follow the steps below:

STEP 1: Attend a participating district high school

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STEP 2: Contact your high school counselor

Your high school counselor will help you select classes that will work with your schedule, assist you in the application process, and answer any questions you have regarding the program. All processes, including enrolling in classes, acceptance into the program, and dropping classes are completed through your high school. If you are a home schooled student, please contact the high school in your home district for more information.

STEP 3: Work with your high school counselor to complete the application forms

If you are taking a Dual Credit course on the Harper campus, you will need to complete the three forms below. The High School Partnership Application is completed online. The Treatment Authorization and Student-Parent Signature Forms should be printed and completed with your parent and/or guardian.

- [High School Partnership Application](#)
- [Treatment Authorization Form](#)
- [Student-Parent Signature Forms](#)

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

