

HACC College in the High School Process

Step 1 – Register for the course at Spring Grove

Select the College in the High School course during course registration or speak with your school counselor to be added to the course.

Step 2 – Complete the HACC application. Apply for Admissions

1. Create an account and [apply to HACC](#) online as a Dual Enrollment student
 - o Select "Dual Enrollment" as the program of study
 - o Submit a copy of your high school transcript and signature page. Your application will not be considered completed until we receive these documents. Please [watch this brief video](#) about completing the signature page.
2. Wait for your acceptance email. After the application and all required documents are submitted, you will receive an acceptance email within three to five business days.
3. Activate your HACC student account when your acceptance email is received
 - o Go to <https://accounts.hacc.edu/studentclaim/login/auth>
 - o You will need your HACC student ID, which is included in your acceptance email.

After you activate your HACC student account (myHACC), you will activate your [student email \(HAWKmail\)](#) and receive HACC credentials to access your [myHACC student account](#).

If you have questions about the admissions process, please contact your assigned admissions counselor or email start@hacc.edu.

Step 3: Complete placement testing, if required

Placement testing, high school grades and/or SAT, ACT or PSAT scores help determine your eligibility to enroll in certain classes. Details about placement testing, including exemptions, are available on our [website](#).

Links to complete placement testing will be sent to your HACC student email (HAWKmail). If you have not received the links to complete placement testing, please contact orientation@hacc.edu.

Step 4: Review placement testing results and register for class

After reviewing your placement testing results in your HAWKmail, you can register for classes. Should you need assistance with registration, a success coach can review your course eligibility and help you register. To schedule an appointment with a success coach, please call 717-780-1972 or email successcoach@hacc.edu.

If you plan to take HACC's [College in the High School \(CHS\) courses](#) that are taught at your high school, please contact your guidance counselor about registration. Please note, you must

complete a dual enrollment application prior to registering for CHS courses. [How to Register for Courses at HACC, Central Pennsylvania's Community College - YouTube](#)

You will register for classes each semester just like when you attend college. Be sure to only register for classes that you are enrolled with at Spring Grove, during the correct semester.

Step 5: Attend a virtual dual enrollment orientation

Our orientation team will contact you through your HACC student email (HAWKmail) to schedule a dual enrollment orientation. You are required to attend orientation prior to the start of your dual enrollment courses. Please contact orientation@hacc.edu with any questions.

Students who are only taking CHS courses at their high school are not required to attend a dual enrollment orientation.

Step 6: Pay YOUR bill

A tuition bill will automatically generate after you register for your course. Tuition bills are available electronically in the Registration/Records tab of your myHACC student account. They are not mailed to your home.

There are a few ways to pay your bill. We encourage you to review all options, including our payment plan, [here](#). Please also watch [this video on](#) how to pay your bill.

Tuition due dates for dual enrollment classes are posted on our [website](#).

If you have any questions about your tuition bill, please contact staccts@hacc.edu.