

BLUE DRAGON LAUNCH

DUAL CREDIT CHECKLIST

Follow the steps below to start earning college credit while you are still in High School!

- **Application:** Complete the online application for admission as soon as possible, found at: <http://www.hutchcc.edu/apply>. You will need your social security number for the application process. If you have taken classes with HutchCC before, you do not need to complete the application again. Check for typos on information, verify graduation year, your residency date is your date of birth or the date you moved to Kansas.
- **Course Options:** Please see your high school counselor for a list of courses offered and let them know what courses you would like to enroll in. Additionally, the full schedule of HutchCC courses can be found at www.hutchcc.edu.
- **Assessments:** Students need to have qualifying assessment scores in order to be eligible to take some college courses (English and Math) with HutchCC. Please see your high school counselor to make sure you have adequate assessment scores or for further information about how to qualify for courses. CNA is the only Excel in CTE course that requires a placement score.
- **Enrollment:** HutchCC staff or your high school counselor will enroll you as soon as assessment scores are verified. High School students cannot enroll themselves online. Please make your high school counselor aware of the course(s) you would like to be enrolled in.
- **Drop/Refund/Withdraw:** Information regarding deadlines for drop/refund/withdraw can be found on your schedule in your DragonZone account. Course schedule changes must be done with both your high school counselor and HutchCC staff.
- **Tuition Payment:** After confirming intent, billing statements can be viewed in your DragonZone account under the **FINANCE** tab and a paper bill for your HutchCC course(s) will be mailed directly to your home to your attention. Payment can be made online or in the business office in Hutchinson, McPherson and Newton. A payment plan can be set up online through your DragonZone account under "My Account". Courses covered under Excel in CTE are tuition free. A delay in payment could result in late fees being assessed to your account.
- **Textbooks:** Textbook information can be accessed through your DragonZone account. You can purchase your textbook(s) by coming to a Campus Store in Hutchinson, McPherson, or Newton, or through DragonZone. Please make sure you have your textbook(s) for your HutchCC course(s) by the start date of the course. Textbooks, HutchCC gear and more are available as well!

Kansas Board of Regents Dual Credit Information

Definition

"Dual Credit Courses" as defined by the Higher Learning Commission are courses taught to high school students for which the students receive both high school and college credit and involve the accredited institution's responsibility for the quality of its offerings.

Student Eligibility for Enrollment

"Student" means a person who:

- (1) is enrolled in grades 10, 11, or 12 maintained by a school district, or a gifted child who is enrolled in any of the grades 9 through 12 maintained by a school district;
- (2) has an individualized plan of study or an individualized education program;
- (3) has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary institutions;
- (4) has been authorized by the principal of the school attended to apply for enrollment at an eligible postsecondary educational institution; and
- (5) is acceptable or has been accepted for enrollment at an eligible postsecondary educational institution as a degree-seeking or non-degree seeking student.

For information on the Kansas Board of Regents Dual Credit Policy go to: https://www.kansasregents.org/academic_affairs/dual-credit

CONFIRMING YOUR INTENT:

Go to www.hutchcc.edu and click on DragonZone, found under the **STUDENT LIFE** tab.

Before you can use DragonZone you will need to get your username and password by clicking the link that says 'Account Help' on the login page. Fill out the 'Forgot Username' or 'Forgot Password' form as needed. The 'Forgot Username' form will send your username to your personal e-mail address. The 'Forgot Password' form will send a password reset link to your personal e-mail address.

If you need assistance, please call Tech Support at 620-665-3524. Once you have your Username and Password, log into DragonZone.

Complete any profile and informational screens that pop-up. Read the screens carefully and follow on screen instructions. Confirming your intent locks in your course schedule and obligates you financially for your courses. *If the confirm intent box doesn't pop up when you first log in you will need to answer the data elements before you can confirm your intent.*

Keep your Username and Password in a safe place, you will need this information to access your grades, check your HutchCC e-mail, print statements, etc.

You must confirm your intent to receive college credit for your transcript.



QUESTIONS? CONTACT US!

OutreachInfo@hutchcc.edu

RENO COUNTY OUTREACH 620-727-2791

MCPHERSON CENTER 620-245-0202

NEWTON CENTER 316-283-7000



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STEP AHEAD PROGRAM

www.hutchcc.edu/step-ahead

CONTACT ADMISSIONS - ADMISSIONS@HUTCHCC.EDU OR 620-665-3537

With the rising costs of higher education, affordability is always a concern for parents and students. Hutchinson Community College Step Ahead program can help you get a head start on a quality education at one of the premier colleges in Kansas. Take some classes from HutchCC while you're attending a Kansas high School. After you graduate, enroll and attend full-time at HutchCC for your freshman year and we will reimburse you the cost you have spent on tuition. It's as easy as that!

- College credit must be a letter grade and students must have earned a grade of C or higher or a P in a pass/fail class.
- Day or evening, on-campus, off-campus, ITV or internet classes taken during the fall, spring or summer semesters prior to high school graduation are eligible for reimbursement.
- The tuition reimbursement is granted to students who enroll and attend full-time in the Fall or Spring semesters following high school graduation.
- HutchCC must be the only institution attended after high school graduation.
- Graduated High School Seniors, attending only HutchCC Summer classes, are not eligible for the program.
- Be a Kansas Resident.
- Reimbursement will cover only the tuition paid for by the student.

DRAGONZONE

GUARDIAN

ACCOUNT REQUEST

Parents and Guardians, would you like access to your student's bill? Set up your Guardian Account with DragonZone!

1. From DragonZone log in page, click 'Account help.'
2. Select Guardian Wizard
3. Complete steps to creating Guardian account.
(You will need an e-mail address and contact information during creation process.)
4. The student will then log in to their DragonZone account and accept the request.

Contact Tech Support at:
620-665-3524 or
techsupport@hutchcc.edu

HUTCHCC DRAGONZONE EMAIL

All formal HutchCC information is communicated through your HutchCC DragonZone email account so it is important to check it daily!

Need help finding it?

Log into your DZ account and select the mail envelope icon at the top right and click "Gmail."

(Example DZ email:
jqs1000@dragons.hutchcc.edu)

STUDENT GUIDE

The Hutchinson Community College Academic Catalog is your Student Guide. To access student rights and responsibilities and other policy information, please visit www.hutchcc.edu/catalog.

BENEFITS OF DUAL CREDIT COOPERATIVE AGREEMENTS

- Enable students to get an early start on their college education, thus potentially reducing the time required to complete a degree.
- Provide a college-level learning experience for qualified students by enhancing the amount, level and diversity of learning in high school beyond the traditional secondary curriculum. Systemwide Transfer courses are especially encouraged. Specific information about how your classes will transfer to other institutions can be accessed at www.hutchcc.edu/transcript-equivalency.
- Foster improved relationships among stakeholders by clarifying expectations, roles, and responsibilities.