

## STEPS TO THE DUAL ENROLLMENT PROCESS

1. **Meet with your high school counselor to determine eligibility for the Dual Enrollment program.** (You must meet the criteria established by your high school and Haywood Community College prior to applying for the dual enrollment program at HCC).
2. **Attend any required meetings held at your high school for the dual enrollment program.** (See your high school counselor for the meeting(s) date and time).
3. **Complete your application for admission, working closely with your parent and high school counselor.** (You will need to use **dual enrollment code (T90980) as your academic program.** If applicant is under 18 years of age, a parent or legal guardian signature is required on the application).
4. **Complete the front/back of Dual Enrollment Permission Form, working closely with your parent and high school counselor.** (Obtain required signatures for the front and back of the form-high school principal, student, parent and/or guardian) This form requires a parent's signature if you are under 18 years of age. The section course & section may be completed with the Dual Enrollment Advisor at HCC).
5. **If student is home schooled, a copy of the approval letter or card from the North Carolina Department of Non-Public Instruction must be submitted with the Dual Enrollment Permission Form.**
6. **Submit your completed application for admission and Dual Enrollment Permission Form to the Dual Enrollment Advisor at HCC.**
7. **Set up your advising and registration appointment.** Dual Enrollment students are individually advised and registered on campus in the Student Development Services division. Dual enrollment students are allowed to register for courses numbered 100 or above. Refer to the HCC college catalog for pre-requisite requirements.
8. **What to expect.** An advising and registration appointment is a structure conversation between you and your advisor. You can prepare ahead of time for your appointment, by reviewing the upcoming class schedule.
9. **What are your goals and degree plans?** It is helpful for your advisor to know if you have academic/career goals or if you have yet to determine your goals. If you are undecided about a career, we can schedule appointments for career planning sessions.

10. **Review general education or major requirements.** If you are planning to transfer to a four-year college/university, then check out our Associate in Arts program. These courses are the freshman and sophomore courses taught at the four-year college. These courses have also been approved to satisfy the Comprehensive Articulation Agreement general education core requirement.
11. **Course Schedule Development.** You and your advisor will develop your course schedule. (Your advisor will tell you the days and times available for the classes you select. Courses are typically scheduled on Monday, Wednesday, Friday; or Tuesday and Thursday).
12. **What's next?** Dual enrollment student course schedules are entered into the Student System the evening of late registration each semester. The policy is that Dual Enrollment students cannot displace a degree seeking student.
13. **Pick up an official course schedule in Student Development Services or you can print out an unofficial course schedule on the internet.** Textbooks and your student identification card may be obtained in the College bookstore.
14. **Internet Services.** Go to [www.haywood.edu](http://www.haywood.edu) and click on the Haywired tab. It will prompt you to **login**. For new students, you will use your first initial, middle initial, and last name for login; password is your 6 digit birth date in the following form: MMDDYY. Then the system will prompt you to change your password. You will be able to print an unofficial course schedule or an unofficial college transcript.
15. **Any questions?** Please do not hesitate to call (828) 627-4503 if you have any questions concerning the Dual Enrollment program.

**Education & Career Development (ECD) Staff:**

Website: [www.haywood.edu](http://www.haywood.edu) High School Programs

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**Dual Enrollment Advisor Staff:**

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Kathy Hyatt, Career Development Specialist, [khyatt@haywood.edu](mailto:khyatt@haywood.edu) (828) 565-4095

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