



## Secondary/Home-School Student Admission Process

The secondary or home-schooled student admission process at Elgin Community College exists to allow college ready students early access to higher education. These students must follow special admission procedures to enroll in college level classes at Elgin Community College. Decisions for student admission and enrollment are made on a case-by-case basis.

***This process does not apply to the following student groups as these admissions are handled separately:***

- Students who are enrolling in dual credit courses organized by agreements between school districts and Elgin Community College, Tech Prep/Middle College, students enrolling in performing arts courses or ensembles, or grant funded programs such as Upward Bound.
- 16 and 17 year old students who are separated from their high schools and are eligible by ICCB regulations to attend ECC full or part time if they meet ability to benefit criteria.

Students should discuss their interest in attending ECC with their high school counselor and parent(s) prior to beginning the application process as their approval is required.

**NOTE: Secondary and home-schooled students will be limited to registering for a maximum of six credit hours per semester.**

Students interested in enrolling must complete the following steps:

- I. Contact the Admissions office (847-214-7222) to arrange a meeting with the Director of Admissions to discuss the process for Secondary and Home-School Student Admission.
- II. Complete the following documentation prior to meeting with the Director:
  - a. Permission for Secondary or Home School Admission form
  - b. Elgin Community College Application for Admission [www.elgin.edu/apply](http://www.elgin.edu/apply)
  - c. Placement testing — Students must demonstrate ability to be successful in collegiate courses through ACT/SAT scores or the college's placement tests. Students may be exempt from placement testing if they have met the following minimum requirements:
    - Reading: ACT Reading score of 18 or SAT Verbal 450
    - Writing: ACT English score of 20 or SAT English 490
    - Math: ACT Math score of 23 or SAT Math 540

To demonstrate exemption, submit official ACT/SAT score report information to the ECC Office of Admissions.



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Visit [www.elgin.edu/testing](http://www.elgin.edu/testing) for Testing Center hours, locations, and other details. Students will only take the mathematics placement test if they plan to enroll in courses with a math prerequisite. **Students whose placement test results indicate remedial course placement (courses numbered under 100) will not be allowed to enroll in remedial courses as they need to complete their high school coursework.**

- d. Transcript of high school course work.
- III. Meet with Director of Admissions. The student and at least one parent/guardian should attend this meeting. Completed documentation outlined above must be brought to the meeting for review.
- IV. Director of Admissions requests permission for the student to enroll in the requested class(es) from the appropriate academic dean. The academic dean responsible for the curricular area must approve the course selection.
- V. Registration—The student is responsible for registering him/herself and making payments by the published payment deadline. Registration may take place during the open registration period for the semester once all the above requirements have been met.

Please note:

1. Completing the Permission for Secondary or Home School Admission form does not guarantee admission.
2. Only the high school can determine whether or not to grant high school credit for ECC classes.
3. Once admitted, Secondary/Home-School students wishing to take classes in subsequent semesters must meet with the Director of Admissions each semester to review class selection and secure academic approval for selected course(s). A student's academic success will determine whether he/ she will be allowed to *continue* taking classes at ECC.

If you have questions regarding this process, contact Director of Admissions at 847-214-7391.



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## STUDENT SECTION

STUDENT NAME: \_\_\_\_\_  
Last First MI

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

Anticipated start at ECC (check one and fill in year): \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_

I understand the responsibilities of taking a college-level course. I understand and accept that my enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept that I may be allowed the same privileges as other ECC students, and will also be subject to the same fees and rules. I understand and accept that I am entering an adult level learning environment where classroom discussions and required course materials may be mature in content. I understand that my college grades will be a part of my permanent academic record.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Acknowledgement

I, \_\_\_\_\_, as parent/legal guardian of the student named above, understand and accept that his/her enrollment as a student at Elgin Community College does not require the college to exercise any special care that would not be extended to any other college student. I understand and accept the expectations outlined in the above Student statement.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVAL SECTION

**High School Counselor OR Home School Teacher Recommendation** – Attached statement indicating this student is capable of college level work

Will student receive high school credit for this college course? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this college course being used to replace a course which student failed in High School? \_\_\_\_\_ Yes \_\_\_\_\_ No

**I recommend that this student enroll in the following course(s):** \_\_\_\_\_

High School Counselor/Home School Teacher Name (Print) \_\_\_\_\_

High School Counselor/Home School Teacher Phone: \_\_\_\_\_

High School Counselor/Home School Teacher Signature \_\_\_\_\_ Date: \_\_\_\_\_



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**ECC OFFICE USE ONLY**

Request Approved:    Yes                  No

Director of Admissions signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Student's Datatel ID: \_\_\_\_\_