



# High School Partnership Program Overview for Counselors and Students

## WHAT IS THE HIGH SCHOOL PARTNERSHIP PROGRAM (HSPP)?

The High School Partnership Program (HSPP) is designed to allow students to take college classes while still in high school. Students take classes to broaden their education, to earn college credits, to explore career options or to build their skills. Students' final grades will become a permanent part of their academic history at MCC. Students may take up to two classes (eight credits maximum) tuition-free on the MCC campus, Monday-Friday, at any time outside of their high school hours. High School Partnership is only allowed during the fall and spring 15-week general fund semester for high schools who have a HSPP articulation agreement with MCC.

## HOW DOES A HIGH SCHOOL RECEIVE AN HSPP ARTICULATION AGREEMENT WITH MCC?

An annual HSPP contract agreement, signed by the principal or superintendent of the school district and the CEO of the college, initiates an articulation agreement. Prior to each academic year, a letter from the high school principal must be on file in the Admissions Office identifying the name of the HSPP coordinator. The deadline for the spring 2020 school year is Friday, November 22.

## WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR HIGH SCHOOL STUDENTS?

Students who are juniors or seniors that have a B average (3.0 GPA) or higher that attend a contracted high school are allowed to take courses through HSPP. Students must be eligible for college-level courses. To determine college-level course eligibility, students can schedule an assessment test at MCC or provide appropriate SAT/ACT scores. Below is a listing of current HSPP contracted high schools:

- Bloomfield High School
- Bolton High School
- Howell Cheney Technical High School
- Cornerstone Christian Academy
- Coventry High School
- East Catholic High School
- East Hartford High School
- East Windsor High School
- Ellington High School
- Glastonbury High School
- Great Path Academy
- Hartford Job Corps
- Manchester High School
- RHAM High School
- Rockville High School
- Rocky Hill High School
- South Windsor High School
- Synergy Alternative High School
- Tolland High School

## HOW ARE HIGH SCHOOL STUDENTS ADMITTED TO HSPP?

Each semester a new HSPP Student Letter of Recommendation is required for a student's participation in the HSPP program, signed by the designated HSPP coordinator, or designated official of the respective high school. One recommendation form for all recommended students is acceptable. This form, along with each student's HSPP Admissions Application, must be submitted. The deadline for recommendations: **fall 2019 is June 14 and spring 2020 is December 13.**

## HOW WILL HIGH SCHOOL STUDENTS KNOW IF THEY ARE ACCEPTED INTO HSPP?

High school students will receive an acceptance email from Manchester Community College with their Banner Student ID number. The Banner ID number will be used for assessment testing, course registration and transcript information.

## WHO NEEDS TO TAKE THE ASSESSMENT TEST?

All HSPP students must take the assessment test or be eligible for college-level courses.

- Take an assessment test at MCC. Go to [www.manchestercc.edu/testing](http://www.manchestercc.edu/testing) to schedule
- OR
- Submit to the MCC Admissions Office unofficial SAT scores or ACT scores (new SAT reading score of 25 or higher, or writing and language score of 26 or higher and/or scores of 530 or higher in math; ACT scores of 18-21 on math and/or 21 or higher on English, or 47 or higher on ACT English and Reading portions) with a completed HSPP Assessment Testing Exemption Request form.

## WHAT DO HIGH SCHOOL STUDENTS NEED TO KNOW PRIOR TO REGISTERING FOR CLASSES?

It is recommended that the student meet with their school counselor to review course selection and requirements prior to registering. A schedule of classes and a course catalog are available online at [www.manchestercc.edu/programs-courses](http://www.manchestercc.edu/programs-courses).

- **Spring 2020 classes begin on Wednesday, January 22**
- Courses available to HSPP students are general fund credit courses, in which seats are available, offered in fall and spring semesters and meet either Monday-Friday (outside of their high school hours) or online. Developmental (pre-college) courses, accelerated, summer or winter courses and credit-free courses are not covered.
- HSPP covers the cost of tuition and fees (including lab, studio, supplemental, material course fees) for two courses (maximum of eight credits) per semester. The student is responsible for purchasing class texts and supplies. Students are not eligible for financial aid.
- HSPP students must come in-person to the Admissions office to register for classes with the Associate Director of Admissions or designee.
- HSPP students registering for a STEM (science, technology, engineering or math) class may register on **Tuesday, January 7, 2020.**
- HSPP students registering for any other (non-STEM) class may register on **Monday, January 21, 2020.**
- After registering for classes, HSPP students are responsible for bringing their schedule to the Bursar's Office for processing the tuition and fee waiver. Failure to do so may result in the classes being cancelled or the student being charged tuition.
- Course grades and transcripts are available at the end of the semester by going to <http://my.comnet.edu>, the portal to online student services. If a student would like to transfer their MCC course to another college, they may request a transcript online or submit a transcript request form to the Registrar's office.

**For more information, please contact Associate Director of Admissions Samantha Plourd, at 860-512-3214 or [splourd@manchestercc.edu](mailto:splourd@manchestercc.edu)**



# High School Partnership Program APPLICATION FOR ADMISSION

(Please print legibly in blue or black ink)

## CONTACT INFORMATION

Legal Last Name			Legal First Name			Middle	Previous Maiden/Last Name					
Social Security Number			(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)						Date of Birth		Gender	
									(MM)	(DD)	(Year)	<input type="checkbox"/> M <input type="checkbox"/> F
Email												
Mailing Address	Number & Street				Apt. #	City			State	Zip		
	Permanent Address				Number & Street	Apt. #	City			State	Zip	
Phone Numbers	Cell Phone			Home Phone			Work Phone					
	( ) -			( ) -			( ) -					

## ATTENDANCE & APPLYING

Have you previously attended this college?

Yes  No

If yes, when?

Have you previously attended a CT Community College?

Yes  No

If yes, where?

Are you transferring from another college?

Yes  No

For which semester are you applying?

Fall (Aug-Dec)

Spring (Jan-May)

Winter (Dec-Jan)

Summer (May-Aug)

Summer continuing into fall

Year

## FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

Neither attended college

One or both attended college but did not earn a degree

One or both earned an associate degree

One or both earned a bachelor's degree or higher

## ETHNICITY/RACE

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?

Yes  No

What is your race? (Select one or more)

White (10)

American Indian or Alaskan Native (50)

Black or African American (20)

Native Hawaiian or Other Pacific Islander (80)

Asian (45)

## CITIZENSHIP

Are you a United States citizen?

Yes  No

If no, are you a permanent resident? (green card holder)

Yes  No

## IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?

Yes  No

2. If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?

Yes  No

3. Check here if applying under the New England Regional Student program (NEBHE).

NEBHE

If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.

## MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces? (ACTD)  Yes  No

Are you currently a member of the National Guard or Reserve? (NGRE)  Yes  No

Have you ever served in the U.S. Armed Forces? (VETI)  Yes  No

Are you a dependent of a member of the U.S. Armed Forces? (VETD)  Yes  No

If you answered "Yes" to any of these questions, you may be entitled to benefits and should meet with the college's Veterans Certifying Official (VCO).

Received Date \_\_\_/\_\_\_/\_\_\_

Student Type \_\_\_\_\_

BANNER@ \_\_\_\_\_

Entered By \_\_\_\_\_

Admit Type \_\_\_\_\_

Entered Date \_\_\_/\_\_\_/\_\_\_

Application Fee for HSPP:

**WAIVED**

## EDUCATIONAL GOAL

Check only one

- |                                                                      |                                                                    |
|----------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Developmental (college prep) education (DV) | <input type="checkbox"/> Earn associate degree, then transfer (DT) |
| <input type="checkbox"/> English skills (ESL) (ES)                   | <input type="checkbox"/> Personal development course(s) (PD)       |
| <input type="checkbox"/> Certificate - undergrad credit (CT)         | <input type="checkbox"/> Job preparation/retraining course (JB)    |
| <input type="checkbox"/> Fulfill other college's requirement (AC)    | <input type="checkbox"/> Job promotion (JP)                        |
| <input type="checkbox"/> Transfer without an associate degree (DN)   | <input type="checkbox"/> Unsure at this time (UN)                  |
| <input type="checkbox"/> Associate degree (DG)                       | <input type="checkbox"/> Goal not listed (NL)                      |

## PREVIOUS COLLEGES ATTENDED

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

## INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?

- Yes  No

Other Visa Holder (indicate type)	Visa Start Date
Visa Admission Number	Visa End Date
International Address	

## COMMUNICATION & CONSENT

### Email Communications

I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

### Consent for the Disclosure of Education Records

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature
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## INTENDED PROGRAM OF STUDY

In which degree/certificate program do you plan to enroll? (use attached list)

Primary Major	Code
Secondary Major (optional)	Code

## HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

- |                                                             |                                                                            |
|-------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> No high school diploma or GED (01) | <input type="checkbox"/> Master's degree (09)                              |
| <input type="checkbox"/> High school diploma or GED (02)    | <input type="checkbox"/> Other advanced degree (10)                        |
| <input type="checkbox"/> Some college (06)                  | <input type="checkbox"/> Doctoral degree (11)                              |
| <input type="checkbox"/> Undergraduate certificate (05)     | <input type="checkbox"/> First professional degree (JD, MD, DDS, LLB) (12) |
| <input type="checkbox"/> Associate degree (07)              | <input type="checkbox"/> Sixth-Year certificate (13)                       |
| <input type="checkbox"/> Bachelor's degree (08)             |                                                                            |

## ACADEMIC BACKGROUND

Do you have a high school diploma?

- Yes  No  Pending

Name of High School	Graduation Year
City/State	Country

Have you passed the high school equivalency exam GED, TASC, HISET? (070997)

- Yes  No

Year	Town/State
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Are you a home school graduate? (100001)

- Yes  No

Grad Year	Town/State
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Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?

- Yes  No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)

- Yes  No

Signature
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I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature	Date
Parent/Guardian Signature (if under 18)	Date



# High School Partnership Program Assessment Testing Exemption Request

Please complete this form. Sign, date, and submit to the Admission's Office in SSC L156 with all necessary documentation. An Admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the assessment test, we strongly recommend that you see an academic advisor for assistance with course selections. Please note: This exemption does not override prerequisites.

## STUDENT INFORMATION

First Name		MI	Last Name	
Banner ID Number	Email Address		Phone Number	
Mailing Address				
City			State	Zip
Please check only one. <input type="checkbox"/> New Student (never attended college) <input type="checkbox"/> Returning Student <input type="checkbox"/> Transfer Student			Exemption requested for <input type="checkbox"/> Mathematics <input type="checkbox"/> English	

## REASONS FOR EXEMPTION REQUEST

Please check all that apply.

<input type="checkbox"/> I have achieved an appropriate score between 165-174 on the GED subtest Reasoning Through Language Arts (RLA) and/or Mathematical Reasoning (MR). <input type="checkbox"/> I have achieved appropriate scores on the SAT/ACT exam and I am eligible to take a college-level English course (see scores and check appropriate level). <input type="checkbox"/> I have achieved appropriate scores on the math portion of the SAT/ACT exam and I am eligible to take a college-level math course (see scores and check appropriate level). <input type="checkbox"/> I have completed course work in a college-level credit English and/or math course with a grade of "C-" or better at the following college/university/high school: _____ <input type="checkbox"/> I have taken the Accuplacer® English and/or math assessment test at the following college/university: _____ <input type="checkbox"/> I am age 62 or older.	<b>ACT Scores:</b> <input type="checkbox"/> English: $\geq 21$ for ENG* 101 <input type="checkbox"/> English + Reading: $\geq 47$ for ENG* 101 <input type="checkbox"/> Math: 18-21 for MAT* 138 <b>Old SAT Scores (taken before March 2016):</b> <input type="checkbox"/> Critical Reading/Writing: $\geq 450$ for ENG* 101 <input type="checkbox"/> Math: $\geq 500$ for MAT* 109, 138 <input type="checkbox"/> Math: $\geq 530$ for MAT* 146, 148, 158, 165, 172 <input type="checkbox"/> Math: $\geq 550$ for MAT* 185, 186 <input type="checkbox"/> Math: $\geq 650$ for MAT* 254 <b>New SAT Scores (taken March 2016 or later):</b> <input type="checkbox"/> Reading Tests: $\geq 25$ for ENG* 101 <input type="checkbox"/> Writing and Language: $\geq 26$ for ENG* 101 <input type="checkbox"/> Math: $\geq 530$ for MAT* 109, 138 <input type="checkbox"/> Math: $\geq 570$ for MAT* 146, 148, 158, 165, 172 <input type="checkbox"/> Math: $\geq 620$ for MAT* 185, 186 <input type="checkbox"/> Math: $\geq 670$ for MAT* 254
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## SIGNATURE REQUIRED

I understand that exemption is granted only after verification and institutional review.

Student Signature	Date
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# FOR ADMISSIONS OFFICE USE ONLY

Semester:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Exempt:  English and Math  English only  Math only

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Copy sent to student  No  Yes Date Sent \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_



# High School Partnership Program Class Schedule Registration

Please complete this form, sign, date and submit request in person to Admissions Office, SSC L156. HSPP Students must complete an HSPP application package and go through the admission and assessment testing process prior to registering for courses.

- Courses available to HSPP students are general fund credit courses, in which seats are available, offered in Fall and Spring semesters and meet either Monday-Friday (outside of their high school hours) or are online. Developmental (pre-college) courses, credit extension and credit-free courses are not covered.
- HSPP students registering for a Science, Technology, Engineering or Math (STEM) course must register in person starting on Tuesday, January 7.
- HSPP students who are taking non-STEM courses must register in-person on a space available basis, on Tuesday, January 21. Fall classes begin on Wednesday, January 22.
- After registering for classes with an Admission staff, HSPP students are responsible for bringing their schedule to the Bursar's Office for processing the tuition and fee waiver. Failure to do so may result in the classes cancelled or the student being charged tuition.

## STUDENT INFORMATION

First Name		MI	Last Name		
Birth Date (Month/Day/Year)			Banner ID Number		
Mailing Address		City		State	Zip
Email Address	Home Phone Number		Work Phone Number		

**PLEASE LIST COURSES:** Note: It is the student's responsibility to know and follow course prerequisites and corequisites.

CRN	SUBJECT	TITLE	CREDITS	DAY(S)	TIME	PREREQS MET

**PLEASE LIST ALTERNATIVES:** Note: It is the student's responsibility to know and follow course prerequisites and corequisites.

CRN	SUBJECT	TITLE	CREDITS	DAY(S)	TIME	PREREQS MET

## REQUIRED SIGNATURES

MCC Admission Staff Signature	Student Signature	Date
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**METHOD OF PAYMENT** Please indicate method of payment below. Make checks payable to MCC.

**High School Partnership Program Students: The Bursar's Office will waive all tuition and fees– up to the maximum of two courses (8 credits) per semester, and all lab, studio, supplemental, material course fees. All HSPP students are responsible for tuition and fees over 8 credits, textbooks and supplies, and are ineligible for Financial Aid.**

Payment Information (please check only one): <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Money Order <input type="checkbox"/> Cash (no cash by mail) <input type="checkbox"/> Check # _____		
Credit Card Number	CVC Code	Expiration Date
Signature of Cardholder		Date Signed
Address of Cardholder (if different from above)		



# High School Partnership Program Letter of Recommendation

The HSPP Coordinator/School Counselor must complete, sign, date and mail the letter of recommendation to: Samantha Plourd, Admissions, Manchester Community College, MS #12, P.O. Box 1046, Manchester, CT 06045-1046. The spring 2020 deadline is December 13.

## HSPP COORDINATOR INFORMATION

First Name	MI	Last Name	Position/Title
High School Name			
High School Street Address/City/State/Zip			
Coordinator Phone Number		Coordinator Email	

## HIGH SCHOOL STUDENT(S) RECOMMENDED FOR HSPP

As the HSPP Coordinator/School Counselor for my high school, I certify that the student(s) listed below meets the qualifications for the High School Partnership Program, attend the high school (listed above), is a high school junior or senior and has maintained a high school cumulative grade point average of B or above.

Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year
Student Name	Social Security Number	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year

## REQUIRED

I understand that in order to accept a student into the High School Partnership Program that a current completed and signed recommendation form, MCC HSPP Admissions Application and HSPP Class Registration form must be submitted for each student. I will submit an authorized, new letter of recommendation, as required each semester, to the Admissions office.

Signature: HSPP Coordinator/School Counselor (Approval)	Date
Signature: MCC Associate Director of Admissions or Designee	Date

**Questions about HSPP: Contact Associate Director of Admissions Samantha Plourd,  
at 860-512-3214 or splourd@manchestercc.edu**