



## **STEMM Technical Middle College FALL 2020 ADMISSION POLICY & APPLICATION FORMS**

HCC sets deadlines for applications and admission prior to the beginning of each new academic year. Priority/early admission will be given to applications that have been signed by high school principals by March 1, 2020. Regular admission will be given to applications that have been signed by high school principals by May 1, 2020.

**March 1, 2020, 5:00 p.m. – Deadline for PRIORITY/EARLY Admission**

**May 1, 2020, 5:00 p.m.—Deadline for REGULAR Admission**

### **Priority/Early Admission/Regular Admission**

- Applications will be reviewed following the deadline for Early Admissions.
- Rising 11<sup>th</sup> and 12<sup>th</sup> graders who have submitted completed enrollment packets to HCC may be selected for available seats for the 2020 fall cohort.
- Applications will be reviewed following the deadline for Regular Admission to fill remaining seats. This pool of applicants will include those students whose applications were still being considered following the Early Admissions deadline as well as those who apply by the Regular Admissions deadline.
- Applicants who do not meet established criteria will be notified that their admission has been denied.

**STEMM Technical Middle  
College  
EEO/Title IX/ Section  
504 Statement**

STEMM Technical Middle College does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

# ADMISSION REQUIREMENTS

## FALL 2020 SEMESTER

Students eligible to enroll in the Fall 2020 Semester at HCC must meet the following criteria:

<b>All Eligible Students</b>
<ul style="list-style-type: none"> <li>• You must be a rising 11<sup>th</sup>, or 12<sup>th</sup> grade student during the 2020-2021 school year.</li> <li>• If you are entering 11<sup>th</sup> or 12<sup>th</sup> grade, priority will be given to students who have completed high school credits as shown below. It is assumed that 11<sup>th</sup> graders coming to the STMC have completed 14 of 24 required high school credits.</li> <li>• You must be 17 years of age or younger on September 1, 2020.</li> <li>• Have an interest in and an aptitude for STEM.</li> <li>• Have a high school cumulative GPA of 3.75 or higher.</li> <li>• Complete the full application packet.</li> </ul>

<b>Earned High School Credits</b>	
<ul style="list-style-type: none"> <li>• You must have earned high school credit, as described below, at the time of enrollment.</li> </ul>	
<b>10<sup>th</sup> Grade Applicants</b>	<b>11<sup>th</sup> Grade Applicants</b>
<ul style="list-style-type: none"> <li>○ English – 1 credit</li> <li>○ Math - 1 credit</li> <li>○ Science - 1 credit</li> <li>○ Social Studies – 1 credit</li> <li>○ Foreign Language - 1 credit</li> <li>○ Tech Ed - 1 credit (may also be taken in 10<sup>th</sup> grade)</li> <li>○ Elective - 1 credit</li> </ul>	<ul style="list-style-type: none"> <li>○ English – 2 credits</li> <li>○ Math – 2 credits</li> <li>○ Science – 2 credits</li> <li>○ Social Studies – 2 credits</li> <li>○ Foreign Language – 2 credits</li> <li>○ Fine Arts - 1 credit (may also be taken in 9<sup>th</sup> grade)</li> <li>○ Health - 1 credit</li> <li>○ Electives – 3 credits</li> </ul>

## WHAT IS STEMM TECHNICAL MIDDLE COLLEGE?

<b>Mission</b>	STEMM Technical Middle College (STMC) is a partnership between Hagerstown Community College and local secondary schools. With sustained support and guidance, students engage in rigorous academics and life management skills to earn a high school diploma and at least 30 college credits. Many students will earn college certificates or degrees.
<b>A Middle College Experience</b>	STMC students jointly enroll at Hagerstown Community College (HCC) and as high school students, and are required to meet all pre-requisites, requirements and conditions of HCC students.
<b>Successful STMC Students</b>	STMC students take responsibility for their own effort, decisions, education and behavior. There are no bells, hall monitors or daily announcements to keep them on track. The STMC Counselor/Coordinator works with students and serves as coordinating teacher. Students must monitor their own progress and advocate for themselves in a complex environment.
<b>Successful STMC Parents</b>	Parents encourage their student to take responsibility for their own efforts, decisions, education, and behavior. Students must learn to advocate for themselves when dealing with both STMC and HCC personnel.
<b>The STMC Program</b>	<p>STMC is a skill based educational program. While meeting the University of Maryland completer requirements, STMC students acquire and demonstrate hard (academic) and soft (life management) skills. Prior to transitioning into the college portion of the program, STMC students must</p> <ul style="list-style-type: none"> <li>• demonstrate readiness for college-level academic work AND</li> <li>• demonstrate college-ready soft skills in all classes.</li> </ul> <p>In addition to completing core academic requirements students complete a technical certificate or associate degree from Hagerstown Community College. Based on their Educational Development Plan (EDP), STMC students choose a program at HCC and concurrently meet University of Maryland Completer/high school graduation requirements, high school testing requirements, and service learning requirements.</p>
<b>Coordinator/ Counselor</b>	The STMC Coordinator/Counselor meets frequently with students; these meetings are a requirement for participation in STMC, as is attendance at study groups and other STMC activities planned in the Learning Support Center and other HCC locations. Meetings with students, parents and the Coordinator/Counselor, as well as with secondary counselors (the latter primarily for 9 <sup>th</sup> and 10 <sup>th</sup> graders) are critical in planning and documenting students' progress through the program.

<p><b>STMC &amp; HCC Curriculum</b></p>	<p>STMC values tolerance, diversity and inclusiveness. STMC challenges students to evaluate ideas and information that are new to them. STMC prepares students to enter a wider society than family and school.</p> <p>Curricula are designed to broaden students' understanding of a number of topics and to develop their skills in critical thinking. Students can understand a position or an argument without subscribing to it.</p>
<p><b>STMC Graduates</b></p>	<p>STMC students learn how to do the following:</p> <ul style="list-style-type: none"> <li>• effectively function in a college environment</li> <li>• manage their time</li> <li>• organize their lives in and out of school</li> <li>• negotiate their way through problems</li> <li>• advocate for themselves</li> <li>• reflect on their experiences and continuously improve.</li> </ul> <p>This creates graduates who are prepared for the world of work and/or the continuation of their studies at a four year university.</p>
<p><b>Accreditation</b></p>	<p>Hagerstown Community College (HCC) is accredited by the Middle States Commission on Higher Education (MSCHE).</p>

# DIRECTIONS FOR COMPLETING THE ENROLLMENT FORMS FOR FALL 2020 ADMISSION

## STEP ONE

Review “What is STEMM Technical Middle College?” the “Admission Policy”, and the “Admission Requirements” Package.

## STEP TWO

Check to be sure that you meet the admissions requirements.

## STEP THREE

Apply to HCC online at [www.hagerstowncc.edu/admissions](http://www.hagerstowncc.edu/admissions). This will generate a letter of acceptance to HCC and a student ID number.

## STEP FOUR

Complete the application forms in this packet as well as the separate HCC ESSENCE (STEMM MIDDLE COLLEGE) PROGRAM APPLICATION. All information must be filled in and all signatures obtained for application to be considered complete. Recommendation forms and the student-parent-school-HCC contract are considered to be part of the application.

## STEP FIVE

Use the enclosed checklist to ensure that all paperwork has been completed and **COPIES** of all supporting documents have been enclosed.

## STEP SIX

Write the enrollment essay using the following criteria:

- 1-2 pages in length
- One inch margins on all sides
- Double spaced
- 12 point font
- Topic:
  - Why is HCC the right school for me?
  - What do I believe I can contribute to HCC?

## STEP SEVEN

Submit official high school transcript and SAT/ACT/PARCC/AP scores.

## STEP EIGHT

Include IEP or 504 paperwork, if applicable.

## STEP NINE

All requested documents must be completed (including obtaining your high school principal’s signature) by March 1, 2020 for priority consideration. A limited number of applications may be considered after that date.

**QUESTIONS? Call 240-500-2483 or send an e-mail to [tlthorn@hagerstowncc.edu](mailto:tlthorn@hagerstowncc.edu)**

Student's Name \_\_\_\_\_

High School \_\_\_\_\_

***INSTRUCTIONS: Return packet information from this point forward.  
Do not turn in the packet until checklist is complete.***

## APPLICATION CHECKLIST

- HCC Application
  - Online  
<http://www.hagerstowncc.edu/admissions/apply-online>
- HCC ESSENCE form (must be completed and signed by parent/guardian, counselor, and principal)
- Student Information form
- Copy of Current Visa (if not American citizen) Affirmation of Citizenship Form
- Affirmation of Prior Discipline Record form
- Statement of Eligibility for Support Services
  - Current IEPT/MET/Section 504 Plan reports / ***Included, if appropriate***
- Official high school transcript
- Copy of most recent grade card
- Copy of SAT/ACT/PARCC/AP scores
- Enrollment Essay - see "Directions for Completing the Enrollment Forms" for topic of essay; 1 - 2 pages, 12 point font, 1" page margins
- Student-Parent-School-HCC Contract



LAST NAME: _____
FIRST NAME: _____

## AFFIRMATION OF PRIOR DISCIPLINE RECORD

***A willful false statement on this affirmation will result in denial of entry or removal from STMC.***

Have you ever been suspended?     No     Yes

Have you ever been expelled?     No     Yes

Please read the paragraphs below and fill out the appropriate one to match the answers listed above.

### Paragraph 1: **I have never been suspended or expelled**

The undersigned affirms that \_\_\_\_\_ has not been suspended or expelled from any public or private school in Maryland or any other state for an offense involving weapons, arson, alcohol, drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school-sponsored activity, or on a public or private conveyance providing transportation to and from a school or school-sponsored activity.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

### Paragraph 2: **I have been suspended or expelled**

The undersigned affirms that \_\_\_\_\_ has been suspended or expelled from a public or private school in Maryland or another state for an offense involving weapons, arson, alcohol, drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school-sponsored activity, or on a public or private conveyance providing transportation to and from a school or school-sponsored activity.

***Explain the circumstances in detail on the back of this form. Include the school name, dates of suspension or expulsion, and a description of the incident that resulted in the suspension or expulsion. Please note that STMC will contact the school to confirm the information provided is accurate.***

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian



LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

## STATEMENT OF ELIGIBILITY FOR EDUCATIONAL SUPPORT SERVICES

Have you ever had an IEP?     Yes     No

Do currently have an IEP?     Yes     No

If yes to either question, you must provide STMC with copies of the following documents:

- Current Individualized Education Program Report
- Initial IEP report
- Additional or recent reports/evaluations

Please include these forms in the front pocket of this admission folder.

Have you ever received services under Section 504?     Yes     No

Do you currently have a 504 Plan ?     Yes     No

If yes to either question, you must provide STMC with copies of the following documents:

- Initial Section 504 Evaluation Report.
- Current 504 Accommodation Plan
- Additional or recent reports/evaluations

Please include these forms in the front pocket of this admission folder.

If you have had educational accommodations in the past, do you anticipate using them at STMC?     Yes     No

If so, please provide an IEP or 504 plan.

If you have had accommodations in the past, but will not be using them; please describe why services will not be needed, on the reverse side of this page.



# **INSERT HERE**

- Statement of Eligibility for Support Services  
(if appropriate)
  - Current IEPT/MET/Section 504 Plan

# **INSERT HERE**

- Copy of SAT/ACT/PARCC/AP Scores
- Copy of High School Transcripts
- Letters of Recommendations (complete)
- Copy of Grade Report
- Enrollment Essay



# COUNSELOR RECOMMENDATION FORM

**Student: Please complete this section before giving this form to your guidance counselor:**

Student Name: _____	Date of Birth: _____
High School: _____	Grade: _____

In reference to the student indicated above, please provide the required information listed below directly to the STMC Program:

- Applicant's Cumulative GPA: \_\_\_\_\_
- HSA scores, standardized test scores, AP test scores
- High School Transcript
- Most recent grade report

Return this form and requested items to  
 (a) HCC STMC Program  
 11400 Robinwood Drive  
 Hagerstown, MD 21742

Student's attendance record: ( ) Excellent ( ) Good ( ) Fair ( ) Poor  
 Student's motivation for enrolling in post-secondary education: ( ) High ( ) Medium ( ) Low  
 Does the student have limited English proficiency? ( ) Yes ( ) No

Is this student receiving any special accommodations or services? Please explain.

---

---

In your opinion, does this student have a need for academic support? Please briefly explain.

---

---

What is your perception of this student's academic potential? Include academic and social factors.

---

---

On the basis of academic potential/promise, how would you recommend this applicant?

( ) Highly recommend ( ) Recommend ( ) Recommend with reservations ( ) Do not recommend

On the basis of character and personal promise, how would you recommend this applicant?

( ) Highly recommend ( ) Recommend ( ) Recommend with reservations ( ) Do not recommend

Has the student ever been subject to school disciplinary action or suspension? ( ) yes ( ) no

If yes, please explain: \_\_\_\_\_

---

---

\_\_\_\_\_  
Guidance Counselor Name (print)

\_\_\_\_\_  
Guidance Counselor Signature

\_\_\_\_\_  
Date



**STEMM TECHNICAL MIDDLE COLLEGE  
TEACHER RECOMMENDATION FORM**

**Student: Please complete this section before giving this form to your teacher:**

Student Name: _____	Grade: _____
High School: _____	
Teacher Name: _____	Subject(s): _____

The student above is a candidate for the Hagerstown Community College STMC Program. Please complete this form and return it to the high school counselor working with this student or directly to our office.

**Please describe this student's academic strengths and weaknesses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return this form to  
HCC STMC  
11400 Robinwood Drive  
Hagerstown, MD 21742

Please <input type="checkbox"/> appropriate box	Below Average	Average	Good	Excellent	Outstanding
Academic Performance					
Academic Potential					
Written Skills					
Verbal Skills					
Communication Skills					
Leadership					
Task Commitment					
Maturity					
Character					
Study/Organizational/Time Management Skills					
Intellectual Curiosity					
Creativity					
Critical/Analytical Thinking					
Problem-Solving Ability					
Native Intellectual Ability					
Potential for Intellectual Growth					

On the basis of academic potential, how would you recommend this applicant?

Highly recommend     Recommend     Recommend with reservations     Do not recommend

On the basis of character and personal promise, how would you recommend this applicant?

Highly recommend     Recommend     Recommend with reservations     Do not recommend

\_\_\_\_\_  
Teacher Name (print)

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date



LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

## STUDENT-PARENT-SCHOOL-HCC CONTRACT

Student and parent/guardian should sign and date this form before admission. If the student is admitted to the STMC, school and college officials will sign and date the appropriate lines and will send a completed copy of this form to the student's address as listed on the application.

### MIDDLE COLLEGE HIGH SCHOOL STUDENT ENROLLMENT CONTRACT

If I am accepted to attend STMC, I agree to all of the following expectations:

- Be punctual and maintain good attendance in all classes.
- Take responsibility for my own learning, behavior, and success.
- Devote a minimum of two hours each evening to homework, studying and reading.
- Behave in a manner that shows respect for the college, school facilities, and equipment.
- Understand that my existence on the college campus is a privilege, not a right.
- Demonstrate the ability to make mature, independent, productive choices, and accept responsibility for those choices.
- Complete all high school graduation requirements.
- Plan to complete at least 30 college credits.
- Understand that I may be referred to some other program if I do not maintain a 2.5 grade point average (GPA) in high school and college classes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### MIDDLE COLLEGE HIGH SCHOOL PARENTAL ENROLLMENT CONTRACT

If my child is accepted, I agree to all of the following expectations:

- Provide a minimum of two hours each evening for my child to do homework, studying, and reading.
- Ensure that my child has transportation to get to school on time and to get home in a timely manner.
- Support daily attendance; call the college on any day of an absence at 240-500-2483.
- If a student misses a day of classes; the student must bring a note from the parent explaining the absence.
- Students must be on campus for homeroom attendance at 8:00 a.m. and check-out between 3:00-4:00 p.m. daily.
- Schedule all family vacations when school is not in session.
- Attend and participate in parent/school functions.
- Keep up on STMC activities by reading all material sent home and visiting the Web site at hagerstowncc.edu.
- Understand that my child may be referred to some other program if he or she does not maintain a 2.5 grade point average in high school and college classes.

\_\_\_\_\_  
Parent-Guardian Signature

\_\_\_\_\_  
Date

## **SECONDARY SCHOOL STUDENT ENROLLMENT CONTRACT**

If the student named above is accepted to the STMC, WCPS agrees to do the following:

- Award high school credit for college courses taken via the STMC as agreed upon by WCPS and HCC.
- Provide guidance to the student during his or her ninth and tenth grade year to ensure that he or she takes high school classes needed to prepare for STMC work.
- Allow the student named above to participate in extracurricular activities at WCPS as appropriate.
- Allow the student named above to participate in his or her “home” high school’s graduation ceremony.
- Share student data necessary for STMC enrollment and evaluation with HCC.

---

School Official Signature

Date

## **HAGERSTOWN COMMUNITY COLLEGE/STMC ENROLLMENT CONTRACT**

If the student named above is accepted to the STMC, HCC agrees to do the following:

- Provide high-quality staff and faculty who know their subject matter and who understand the psychosocial development and make-up of young adults.
- Provide a positive, constructive, and academically rigorous learning environment.
- Provide information about the Free Application for Federal Student Aid (FAFSA) and other financial aid opportunities, such as S-STEM scholarships, to students.
- Provide financial aid and advising services to students.
- Provide tutoring to students in the Learning Support Center.
- Award college credit to the student for courses successfully completed.
- Advise the student regarding program completion plans and career and transfer opportunities.

---

HCC Official Signature

Date