



## Career and Technical Education Program ADMISSION POLICY & APPLICATION FORMS

### WHAT IS CATE EARLY COLLEGE PROGRAM?

<b>Mission</b>	The Career and Technical Education (CATE) Early College Program 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 up to 30 college credits.
<b>An Early College Experience</b>	CATE 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>The CATE Program</b>	CATE students take a combination of Advanced Placement, HCC ESSENCE courses, and courses at Washington County Technical High School (WCTHS) that articulate to credits at HCC. Students who follow the CATE program pathway have the potential to earn up to 30 college credits. After graduating from high school, students can possibly complete their Associate degree at HCC in a year or less.
<b>Coordinator/ Counselor</b>	CATE students should consult with their high school counselor to ensure they are following the pathway and enrolling in the appropriate courses.  The HCC Middle College Coordinator is available to meet with students and review CATE pathways and discuss future plans.
<b>Accreditation</b>	Hagerstown Community College (HCC) is accredited by the Middle States Commission on Higher Education (MSCHE).

### ADMISSION REQUIREMENTS FALL SEMESTER

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

<b>All Eligible Students</b>
<ul style="list-style-type: none"> <li>• Must be an 11<sup>th</sup> or 12<sup>th</sup> grade student during the upcoming fall semester.</li> <li>• Must have a high school cumulative GPA of 2.5 or higher.</li> <li>• Must complete the full application packet.</li> </ul>

# DIRECTIONS FOR COMPLETING THE ENROLLMENT FORMS FOR FALL ADMISSION

## STEP ONE

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 TWO

Complete the CATE application form in this packet. All information must be filled in and all signatures obtained for the application to be considered complete.

## STEP THREE

Write the enrollment essay using the following criteria:

- 1 page in length
- One-inch margins on all sides
- Double spaced
- 12-point font

Topic:

- What is your career goal that points to enrollment in the CATE program?
- Why is HCC the right school for you?

## STEP FOUR

Submit an official high school transcript and SAT/ACT/MCAP/AP/WorkKeys scores (if taken). If you do not meet any of these standards, you will need to take the placement tests at HCC:

1. A 3.0 cumulative high school GPA
2. SAT scores of 530 in Math and 480 in EBRW
3. ACT scores of 21 in both English and Math
4. MCAP scores of 750 or higher in both English 10 or 11 and Algebra II

## STEP FIVE

All requested documents must be completed and turned into the Admissions Office at HCC.

**QUESTIONS? Call 240-500-2483 or send an email to Teresa Thorn at [tlthorn@hagerstowncc.edu](mailto:tlthorn@hagerstowncc.edu)**



Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, MD 21742

**HCC CAREER AND TECHNICAL EDUCATION (CATE)  
EARLY COLLEGE APPLICATION**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Present Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Name of High School: \_\_\_\_\_ School year applying for: \_\_\_\_\_

Into which CATE Early College Pathway are you seeking admission? Check the appropriate box.

- |   |   |
|---|---|
| <input type="checkbox"/> Advanced Manufacturing | <input type="checkbox"/> Cybersecurity          |
| <input type="checkbox"/> Computer Science       | <input type="checkbox"/> Network Administration |

- I understand that I must be at least 16 years old and have a 2.5 GPA to be eligible.
- I understand that as a Washington County Public School student, I will receive a tuition discount on my first 4 college-level courses taken at HCC while still in high school. If I receive Free and Reduced Meals (FARM), I must sign up at <http://schoollunchapp.com> by October 1<sup>st</sup> for the fall semester and February 1st for the spring semester.
- I understand that I must complete a separate ESSENCE registration form to register for any classes through the ESSENCE Program.
- I understand that after graduation from high school, I must request to have my eligible high school CTE completer courses applied to my HCC transcript by completing the Articulated Course Certification form. This form can be found in the School Counseling Office or the Admissions Office at HCC.

I give HCC permission to release information to my high school including placement test scores, course registration, grades, and attendance records. My parents or legal guardian and I understand that I am enrolling in classes in a college environment where rules, federal and state laws, and individual student maturity and responsibility are different from being in a high school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Record (From High School Counselor)**

Cumulative GPA \_\_\_\_\_ Honors/AP Classes \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must have completed the following before registering for classes:**

1. Completion of HCC application for admission and this form
2. Submit a high school transcript and SAT/ACT/PARCC/AP scores (if taken) to HCC