



Hagerstown Community College  
Early College Programs

Handbook for  
Students and Parents/Guardians  
2025-2026

# Table of Contents

SECTION 1 – INTRODUCTION .....	3
Welcome to HCC .....	3
HCC Mission Statement .....	3
What Are Dual Enrollment/Dual Credit Courses? .....	3
Early College Programs at HCC.....	3
Early College Access Program (ECAP) .....	3
Early College Degree Program (ECDP) .....	4
Benefits of Early College Programs .....	4
SECTION 2 – ADMISSION PROCEDURES .....	6
Program Eligibility – Early College Access Program (ECAP) .....	6
For Courses at WCPS High Schools .....	6
For Courses at HCC for WCPS Students .....	6
For Courses at Private Schools and Pennsylvania High Schools .....	7
For Courses at HCC for Students Outside of Washington County, Private School Students, and Homeschoolers .....	7
Program Eligibility – Early College Degree Program (ECDP).....	7
Early College Degree Program.....	7
Application Checklist.....	7
Early College Access Program - Application Process for Courses at the High School.....	7
Early College Access Program - Application Process for Courses at HCC or Online .....	7
Early College Degree Program - Application Process .....	8
Tuition and Fees.....	8
For Washington County Public School Students .....	8
For Students Outside of Washington County, Private School Students, and Homeschoolers .....	9
Financial Aid .....	9
SECTION 3 – COURSE SCHEDULING .....	10
Course Registration .....	10
Registration Procedure for HCC Courses at a High School .....	10
Registration Procedure for On-Campus and Online HCC Courses.....	10
Registration Guidelines for Early College Degree Program Students.....	10

Course Loads .....	11
Drop Procedure - On-Campus and Online HCC Course Registration .....	11
Drop Procedure - HCC Course at a High School.....	11
SECTION 4 – COURSE SELECTION .....	12
Academic Pathways.....	12
Course Transferability and Articulation Agreements.....	12
SECTION 5 – COLLEGE POLICIES .....	13
College Guidelines .....	13
Grading.....	13
Appeals .....	13
Academic Standing.....	13
FERPA.....	14
Attendance.....	14
SECTION 6 – CAMPUS SERVICES AND INFORMATION .....	16
Hagerstown Community College Student Services.....	16
Academic Advising .....	16
CARE Team .....	16
Disability Support Services (DSS) .....	16
Additional Student Services.....	16
Hagerstown Community College Learning Support Services.....	17
Learning Support Center and Tutoring .....	17
The William M. Brish Library.....	17
Free and Reduced Meals (FARM) Information.....	17
Textbooks.....	17
For WCPS Students.....	17
For Students Outside of Washington County, Private School Students, and Homeschoolers .....	18
Campus Card (Student ID) and Parking Permit.....	19
Transportation .....	19
SECTION 7 – HAWK TALK (DEFINITIONS AND VOCABULARY) .....	20

## SECTION 1 – INTRODUCTION

### Welcome to HCC

Welcome to Hagerstown Community College's Early College Programs, where students can enroll in college-level coursework while still in high school. This program provides students with opportunities to excel academically, explore diverse subjects, and accelerate their path toward higher education and future career success. This handbook outlines guidelines, procedures, and resources for early college students and their families.

### HCC Mission Statement

HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

### What Are Dual Enrollment/Dual Credit Courses?

Dual enrolled/dual credit courses are an academic offering in which high school students enroll simultaneously in college-level classes while still completing their high school education requirements. These courses are typically taught either at the high school by qualified instructors or on a college campus by college professors. Dual enrolled/dual credit courses enable students to earn high school and college credits, allowing them to accelerate their academic progress and experience college-level coursework. This arrangement lets students explore various academic subjects, gain exposure to the rigors of higher education, and potentially reduce the time and cost required to complete a college degree. At HCC, dual enrollment/dual credit classes are classified as early college courses.

Classes with early college students will maintain the content and rigor of HCC classes. This ensures that all students receive consistent instruction aligned with college-level standards. When selecting courses, students should discuss concerns with their school counselor or HCC staff.

### Early College Programs at HCC

Hagerstown Community College has two offerings in Early College Programs consisting of the Early College Access Program (ECAP) and the Early College Degree Program (ECDP). Eligible students include:

- Washington County Public Schools (WCPS) Students
- Students outside of Washington County
- Homeschoolers
- Out-of-state students
- Private school students

#### **Early College Access Program (ECAP)**

The Early College Access Program (ECAP), formerly ESSENCE, is a dual enrollment opportunity. Students can enroll in classes administered at HCC (on campus, hybrid, or online), at their high school, or a combination of both. Students enroll part-time (11 credits or below) or full-time (12 credits or above).

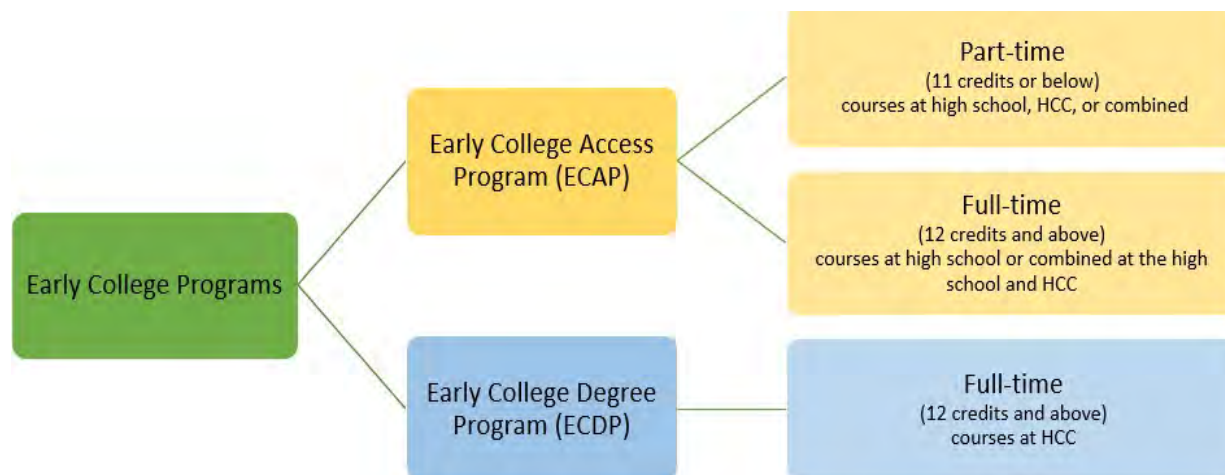
Participation in ECAP allows students to work towards their high school completion and post-secondary goals, including continuing at HCC, attending another college or university, or entering the workforce.

### Early College Degree Program (ECDP)

The Early College Degree Program (ECDP), formerly Middle College, is a full-time dual enrollment opportunity designed for students prepared for the rigor of a full-time load of college courses. ECDP students spend their junior and/or senior years at HCC, enrolled in at least 12 college credits each semester.

Participation in the Early College Degree Program replaces the students' high school day. ECDP students report to the HCC campus, check in for attendance, and complete other activities required by the program staff.

Many students in the ECDP complete the requirements for an associate degree by the time they graduate from high school. Students pursuing degree completion should apply for the program during their sophomore year of high school.



### Benefits of Early College Programs

Students will have the opportunity to:

- Earn college credits while still in high school, allowing students to progress more quickly in accomplishing their post-secondary plans
- Reduce overall college expenses
- Earn credits on an HCC transcript that is transferable to other institutions
- Develop academic skills, time management abilities, and study habits necessary for success in higher education
- Gain confidence and motivation by completing college-level work

Program Benefits	Early College Access Program (Courses at the high school)	Early College Access Program (Courses at HCC or online)	Early College Degree Program (Courses at HCC or online)
WCPS Students: no cost for tuition, fees, or textbooks (up to 60 credits)	✓	✓	✓
Non-WCPS Students: discounted tuition	✓	✓	✓
Broad course offerings		✓	✓
Courses held at the high school	✓		
Courses held at HCC campus or online		✓	✓
Flexible course times		✓	✓
Experience of a college campus		✓	✓
Opportunity to build a college transcript while still in high school	✓	✓	✓
Opportunity to earn an associate degree by high school graduation		✓	✓

## SECTION 2 – ADMISSION PROCEDURES

### Program Eligibility – Early College Access Program (ECAP)

#### For Courses at WCPS High Schools

Meet a Maryland College and Career Readiness Standards (CCR)

- Earn minimum 3.0 unweighted GPA by the end of the 10<sup>th</sup> grade year and a final grade of C or higher in Algebra I or score proficient or above on Algebra I MCAP
- Earn minimum 3.0 unweighted GPA in the 11<sup>th</sup> or 12 grade and earn an A, B, or C in a math course taken in high school
- Earn 3 or higher on AP assessments or score of 4 or higher on IB assessments: one must be in Math and one must be ELA, Science, or Social Studies
- Earn C or better in two dual enrollment courses: one course must be in Math and the other in ELA, Science, or Social Studies
- Meet the CCR Benchmarks on the SAT, PSAT/NMSQT: 480 or higher Evidence-Based Reading and Writing score and 530 or higher Math Score
- Meet the CCR Benchmark on the ACT: 18 or higher English score and 22 or higher Math score
- Score at Target on Advanced Math and ELA Dynamic Learning Maps assessments (for students with IEPs indicating alternative assessments)
- Score proficient or above on the ELA 10 and Algebra I MCAP
- Earn silver or better on the ACT WorkKeys Assessment
- Earn a State-approved industry-recognized credential
- Complete the high school-level of a Registered Apprenticeship
- Earn a score of 50 or better on ASVAB

Students not meeting CCR standards by the end of 10<sup>th</sup> grade may enroll in dual credit courses offered at the high school, provided they have principal approval and are enrolled in the appropriate support pathway.

#### For Courses at HCC for WCPS Students

- Be at least 16 years old or with permission from high school and HCC staff
- Meet an eligibility guideline
  - Option 1 - Earn a minimum 3.0 GPA
  - Option 2 – Meet English and Math Testing Benchmarks, if GPA 2.5 or above and below 3.0
    - English (meeting one of the following):
      - 750 or higher on the Grade 10 or Grade 11 English Language Arts/Literacy MCAP assessment
      - 480 or higher Evidence-Based Reading and Writing SAT Score
      - 18 or higher English ACT score
      - Qualifying Accuplacer Scores
    - Math (meeting one of the following):
      - 750 or higher on the Algebra II MCAP assessment
      - 530 or higher Math SAT score
      - 22 or higher Math ACT score
      - Qualifying Accuplacer scores
  - Option 3 – Meet a Maryland College and Career Readiness Standard

### **For Courses at Private Schools and Pennsylvania High Schools**

- Be at least 16 years old or with permission from high school and HCC staff
- Minimum 3.0 high school GPA (if don't meet GPA requirement, must meet English and math testing benchmarks)

### **For Courses at HCC for Students Outside of Washington County, Private School Students, and Homeschoolers**

- Be at least 16 years old or with permission from high school and HCC staff
- Minimum 3.0 weighted high school GPA (if GPA 2.5 or above and below a 3.0 must meet English and math testing benchmarks)

### **Program Eligibility – Early College Degree Program (ECDP)**

#### **Early College Degree Program**

Majors - General Studies, English & Humanities, Exercise Science & Health, Behavioral & Social Sciences, Arts & Sciences

- High school junior or senior
- Minimum 3.0 weighted high school GPA or meet English and math testing benchmarks
- Algebra II completed before starting HCC courses
- Must be enrolled in at least 12 credits at HCC with no more than half of the course work online (exceptions will be made on a case-by-case basis – depending on the student's pace of program completion and academic major)

STEM Majors - Biology, Chemistry, Computer Science, Cybersecurity, Engineering, Environmental Studies, Mathematics, Physics

- High school junior or senior
- Minimum 3.75 weighted high school GPA
- Algebra II completed before starting HCC courses
- For Biology, Chemistry, Engineering, and Physics, high school chemistry must be completed before starting HCC courses or the student will have to take CHM 101 the summer before starting the program
- Must be enrolled in at least 12 credits at HCC with no more than half of the course work online (exceptions will be made on a case-by-case basis – depending on the student's pace and academic major)

### **Application Checklist**

#### **Early College Access Program - Application Process for Courses at the High School**

- Apply for admission using the [HCC Online Application](#)

#### **2025-2026 Application Deadlines**

Fall 2025: September 9, 2025  
Spring 2026: February 4, 2026

#### **Early College Access Program - Application Process for Courses at HCC or Online**

- Apply for admission using the [HCC Online Application](#)

- Complete the [Early College Program Form](#)
- Request your school counselor send your high school transcript to the HCC Admissions Office by email to [admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu) (include updated MCAP scores if being used for demonstrating college readiness)
- Submit documentation of meeting English and math testing benchmarks or a College and Career Readiness Standard if being used for demonstrating college readiness (official SAT or ACT scores must be sent directly from the appropriate agency)
- Submit official AP or IB scores directly from the appropriate agency for the awarding of credits, [AP and IB Benchmarks](#)

### **Early College Degree Program - Application Process**

- Apply for admission using the [HCC Online Application](#)
- Complete the [Early College Program Form](#) and the [Early College Degree Program Supplemental Application](#)
- Request your school counselor send your high school transcript to the HCC Admissions Office by email to [admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu) (include updated MCAP scores if being used for demonstrating college readiness)
- Submit documentation of meeting English and math testing benchmarks or a College and Career Readiness Standard if being used for demonstrating college readiness (official SAT or ACT scores must be sent directly from the appropriate agency)
- Submit official AP or IB scores directly from the appropriate agency for the awarding of credits, [AP and IB Benchmarks](#)

#### 2025-2026 Application Deadlines

Fall 2025:     March 3, 2025 – Priority Deadline  
                      May 5, 2025 – Regular Deadline  
 Spring 2026: Students must apply by the fall deadlines to enroll as ECDP students in Spring 2026.

#### 2026-2027 Application Deadlines

Fall 2026:     March 1, 2026 – Priority Deadline  
                      May 1, 2026 – Regular Deadline  
 Spring 2027: Students must apply by the fall deadlines to enroll as ECDP students in Spring 2027.

For the Early College Degree Program, the HCC Online Application and Early College Program Form only need to be completed once.

### **Tuition and Fees**

#### **For Washington County Public School Students**

The Washington County Board of Education (WCBOE) will cover the tuition, fees, and books for WCPS students up to 60 credits, with the exceptions of the A.S. in Engineering Science (64 credits) and A.A. in Graphic Design (61 credits) programs. Students must get permission from the Executive Director of Secondary Education for WCPS for these exceptions. The WCBOE will not cover the cost of courses at HCC (on-campus, hybrid, or online classes) for ninth and tenth-grade students. Additionally, classes funded by WCBOE must be completed before a student graduates from high school.

### **For Students Outside of Washington County, Private School Students, and Homeschoolers**

Rates are determined by residency and will receive the following tuition discounts:

- Classes offered at HCC taught either on campus or online by an HCC instructor – 25%
- Classes offered at an out-of-state high school by an approved high school teacher – 35%

Payments can be made through Self-Service on the HCC website or in person at the Finance Office in the Administration and Student Affairs (ASA) Building. HCC offers the Nelnet Payment Plan. An outstanding balance can jeopardize the opportunity to register for future classes.

### **Financial Aid**

Early College students are eligible to apply for [HCC Foundation Scholarships](#). Students must submit an application and complete the Free Application for Federal Student Aid (FAFSA).

Early College students are not eligible for federal financial aid.

## SECTION 3 – COURSE SCHEDULING

### Course Registration

If eligible, early college students can enroll in the following courses:

- HCC courses at their high school
- On-campus HCC courses (including hybrid courses)
- Online HCC courses

All prerequisites must be completed to register for an HCC course. Additionally, a completed HCC application must be submitted by the posted deadline. Students will not be awarded retroactive credit if an HCC application or course registration has not been completed.

### **Registration Procedure for HCC Courses at a High School**

Course registration for classes at a high school will be administered through a collaboration between HCC and high school personnel.

- For Washington County Public Schools – Course registration is done by sharing rosters from WCPS Administration to HCC. Any additions or changes must be communicated to a school counselor by the add deadline on the [Early College Calendar](#).
- Courses at Private Schools and Pennsylvania High Schools Partners – Course registration is coordinated by HCC's Admissions Office and high school staff. Students must complete an [Early College Registration Form](#). Any additions or changes must be communicated by the add deadline on the [Early College Calendar](#).

### **Registration Procedure for On-Campus and Online HCC Courses**

On-campus HCC course registration must be completed with an HCC staff member. Early College Access Program students will meet with Early College Programs staff or a Student Support Advisor. Early College Degree Program students will meet with either the Director or the Coordinator of Early College Programs.

HCC's annual academic calendar does not necessarily coincide with that of any other school or College. As such, Early College students taking classes on HCC's campus or online through HCC will follow HCC's [Academic Calendar and Registration Deadline Calendar](#) for their specific term of enrollment. Students are responsible for knowing when their HCC classes begin and for being prepared to start classes on time with the rest of their HCC classmates (most of whom will not necessarily be Early College students). Regardless of how many prior college credits earned, students who are new to taking HCC classes on campus or online should participate in a [New Student Orientation](#) program to ensure they are prepared for the College experience.

### **Registration Guidelines for Early College Degree Program Students**

As students of a cohort program, Early College Degree Program students must also abide by additional guidelines when registering for classes. ECDP students must enroll in at least 12 credits during the fall and spring semesters, with no more than half of their courses online. Exceptions will be made on a case-by-case basis. ECDP students who drop courses to below 12 credits (part-time) for multiple semesters can jeopardize their participation in the program and degree completion by the end of their senior year. Additionally, Early College Degree Program students cannot enroll in dual enrollment courses at their high school.

## **WCPS Registration Guidelines for Students Enrolled in On-Campus and Online HCC Courses**

For ninth and tenth-grade students, WCPS will not pay for or transcribe grades to a WCPS transcript of HCC classes taken on-campus or online.

### **Course Loads**

WCPS limits student enrollment to a maximum of 15 credits per semester. Exceptions will be granted on a case-by-case basis for students who receive permission from the Executive Director of Secondary Education at WCPS and the Director of Early College Programs at HCC.

Students outside Washington County, homeschoolers, out-of-state students, and private school students must get permission from the Director of Early College Programs to enroll in 19 or more credits in a semester.

### **Dropping Courses**

Course removal procedures ensure that updates are captured both at HCC and the high school. Based on the date within the semester, the student will be dropped or processed as a withdrawal from their course(s). For drops, the course(s) does not remain on the HCC transcript. For withdrawals, the course(s) is present on the HCC transcript and assigned a grade of a W, which is not calculated into the HCC GPA. Students should contact their high school for information about how drops and withdrawals will impact their high school transcripts.

Drop and withdrawal deadlines are included on the [HCC Registration Calendar](#) and [Early College Calendar](#).

Early College Students are not able to drop classes in Self-Service.

### **Drop Procedure - On-Campus and Online HCC Course Registration**

On-campus HCC course drops must take place with the assistance of HCC staff. Early College Access Program students will meet with Early College Programs staff or a Student Support Advisor. Early College Degree Program students will meet with either the Director or the Coordinator of Early College Programs.

### **Drop Procedure - HCC Course at a High School**

Course drops for classes at a high school will be done through a collaboration of HCC and high school personnel.

- For Washington County Public Schools – Until the drop for a refund deadline on the [Early College Calendar](#), all registration changes must be communicated to a school counselor. After the drop for a refund deadline, the Early College Drop Request and Appeal Form for WCPS Students must be completed on behalf of a student.
- For Non-WCPS High School Partners – High school staff must email [ECRegistration@hagerstowncc.edu](mailto:ECRegistration@hagerstowncc.edu)

Repeated withdrawals can impact future financial aid eligibility after high school graduation.

The Registration and Student Support Office reviews all final grades for prerequisite courses (a course whose successful completion is required to enroll in the next course in a sequence). Students who do not meet minimum grade requirements will be dropped from the second course of the sequence.

## SECTION 4 – COURSE SELECTION

### Academic Pathways

Early college students should approach class selection with careful consideration and strategic planning to maximize their enrollment in dual-enrolled courses. Identifying academic goals, understanding their graduation requirements, and being mindful of their career aspirations will assist with this process. By taking these steps, students can tailor their course selections accordingly.

The [HCC Catalog](#) provides a list of required classes and a program pathway for each program of study (major). Students enrolled in HCC classes at their high school should consult with their school counselor for assistance. Students taking on-campus or online classes can seek guidance from the Early College Programs staff or a Student Support Advisor.

### Course Transferability and Articulation Agreements

HCC offers a wide range of early college classes that transfer into 2-year and 4-year schools in Maryland and institutions outside of Maryland. Students are advised to check the transferability of their early college coursework with the institution to which they plan to transfer.

Additionally, HCC has articulation agreements with various four-year colleges and universities to facilitate the transfer process and ensure that credits earned are accepted by partner institutions. For more information, refer to the [Articulation Agreement](#) page on the HCC website.

## SECTION 5 – COLLEGE POLICIES

### College Guidelines

It is expected that Early College students will conduct themselves in a manner that upholds the standards of the College and promotes a positive learning environment. Therefore, they are required to comply with all college policies, rules, and regulations, including but not limited to academic integrity policies and the Code of Conduct. These and other policies can be found in the [HCC Student Handbook](#).

### Grading

HCC Early College courses reflect the College's grading system. Final grades are issued on an A – F scale. The HCC grading scale can be found in the [HCC Catalog](#).

For early college courses taught at high schools, the grade assigned to a student by the instructor will be recorded on the student's HCC transcript as a letter grade based on meeting the college standards for the course. A separate grade will be assigned on the high school's transcript based on meeting the high school standards for the course. Therefore, it is possible for the HCC final grade and the high school final grade to differ. Differences in criteria should be communicated in the course syllabus.

Grade weighting recognizes the increased rigor of advanced classes by assigning more value in the calculation of a student's GPA on their high school transcript. Students should familiarize themselves with their school's policy on grade weighting and if it applies to their HCC courses.

Information on requesting an official transcript can be found on the [Records Office](#) page. Unofficial transcripts can be accessed on Self Service.

### Appeals

#### **Registration and Refund Appeals**

Registration and refund appeals are used to request exceptions related to course registration issues, such as late withdrawals or drops, due to extenuating circumstances. These appeals are reviewed monthly by the Blueprint Registration Appeals Committee (for WCPS Students) and the Registration Appeals Committee (for Non-WCPS Students). Appeals must be submitted with documentation by the 15th of each month to be considered that month, and students will receive a written decision within two weeks after the committee meets. Registration and refund appeals are submitted through the [Early College Drop Request and Appeal Form](#) for WCPS Students (for WCPS students) or a [Credit Registration Appeal Form](#) (for Non-WCPS students). If a student disagrees with the committee's decision, they can make an appeal to the Dean of Students by clicking on "Need Help?" on the [Student Policies & Resources](#) page of the website or sending the email detailing why they disagree with the appeal to [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu).

#### **Grade Appeals**

Grade appeals are used to dispute a final course grade. For grade appeals, students must follow the formal process outlined in the [Student Handbook](#). Students must first consult with the course instructor and division director before submitting a grade appeal.

### Academic Standing

A student is expected to maintain a grade point average of at least 2.0 to maintain good academic standing.

Students who fall below this benchmark can be placed on academic probation or dismissed from the college.

The [HCC Catalog](#) provides more information on Academic Probation and Academic Dismissal.

If a student is academically dismissed from HCC and wants to be reinstated, they must complete an [Academic Dismissal Appeal \(reinstatement\) form](#).

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants certain rights and protections to students, including those who are in dual enrolled/dual credit (early college) classes. FERPA was designed to protect the privacy of educational records, establish the right of students to inspect and review their academic records, and provide guidelines regarding the release of student information.

Students can designate who they want to have access to their records through a FERPA release. A FERPA release is included in the [Early College Program Form](#). Additionally, a release can be accessed on the [FERPA Resources](#) page on the HCC website.

College staff may only discuss a student's record with parents or guardians as allowed by FERPA.

### **Attendance**

#### **For HCC Courses Taught On-campus or Online**

Students are expected to attend all classes and are responsible for making up missed coursework. While class syllabi usually allow a limited number of absences, students should only miss class when unavoidable. In cases of emergency (e.g., illness, family death, accident) students must notify the instructor and to provide documentation if requested. Instructors decide whether and how missed work or exams can be made up. For late withdrawals or refunds, students should contact an Advisor. If a class field trip conflicts with another class, students and faculty should arrange alternatives in advance.

In the case of a student class absence of more than 15 minutes due to participation in an HCC approved activity in which that student is needed to represent the College or their high school, students should follow the Class Absence Requests Due to a College-Approved Event process outlined in the [HCC Student Handbook](#).

Students should not register for any classes where they will be frequently absent due to another commitment (i.e., work, extracurricular activities).

#### **For HCC Courses at a High School**

For HCC courses taught in a student's high school, students must coordinate absences directly with their HCC instructor and high school guidance staff.

#### **WCPS Early College Degree Program Students Attendance Procedure**

WCPS Early College Degree Program Students are responsible for registering their attendance on the days that they come to campus for class. Students must swipe their HCC Campus Card (ID) at one of four check-in stations around campus. The locations of the check-in stations are:

- Learning Resource Center (LRC) - First Floor Lobby
- Learning Support Center (LSC) - Inside Front Door
- Student Center (STC) - Hallway that Connects to the LRC, Outside Esports Room

- Science, Technology, Engineering, and Math Building (STEM) – First Floor

Attendance reports are communicated to WCPS staff weekly, who will administer any sanctions for excessive absences. Student grades may also be affected by missing class.

Because HCC Campus Cards (IDs) are used for attendance, WCPS ECDP students must inform Early College Programs staff if they get a replacement. Additionally, ECDP students must contact Early College Programs staff, informing them of absences or if an instructor cancels a class. This will allow Early College Programs staff to report attendance accurately.

## SECTION 6 – CAMPUS SERVICES AND INFORMATION

### Hagerstown Community College Student Services

#### **Academic Advising**

Academic advising is a resource to assist students with navigating their college experience and making informed decisions, including course selection. Students should meet with the following for assistance:

- Early College Access Program students enrolled in classes at their high school – High school counselor
- Early College Access Program student enrolled in HCC classes on campus or online – Early College Programs staff or a Student Support Advisor
- Early College Degree Program students – The Director or the Coordinator of Early College Programs

#### **CARE Team**

The goal of the CARE Team is to serve as a resource team for students who need support beyond academics. CARE Team members can link students with community resources to provide needed assistance. Common areas of support include shelter/housing and mental health referrals, among others. The idea is to intervene and provide support before these students develop more serious academic or personal problems. For additional information, refer to the [CARE Team](#) page on the HCC website.

#### **Disability Support Services (DSS)**

The Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 govern accommodations for students with disabilities at the college level. It is the student's responsibility to make their disability status and need for accommodation(s) known.

Early College students seeking accommodations for HCC courses must request services through HCC's Disability Support Services (DSS) Office. Reasonable accommodations will be provided for college-level courses based upon a formal intake meeting with a Disability Support Services Advisor and submission of appropriate disability documentation.

The process for requesting accommodations:

1. Complete the DSS Intake Request Form  
Visit the [Disability Support Services](#) page on the HCC website and select the icon to complete the Intake Request.
2. Submit appropriate documentation  
Upload documentation when completing the Intake Request or bring it to the intake appointment. The documentation must come from a licensed or certified provider.
3. Schedule and complete an intake appointment  
To schedule an intake appointment with the DSS office, visit the DSS webpage listed at the bottom of this document. There is a link to make an appointment at the top of the page.

Allow at least two weeks before the start of classes to provide enough time for necessary arrangements to be made.

#### **Additional Student Services**

Additional [Student Services](#) information can be found on the HCC website.

## **Hagerstown Community College Learning Support Services**

### **Learning Support Center and Tutoring**

The Learning Support Center (LSC) is the home of the Tutoring Hub and Writing Center, which provides free academic support to current HCC students by offering individual tutoring (no appointment needed), online tutoring, writing feedback, and workshops. The LSC building features study space, study materials, and a computer lab. The LSC staff have professional expertise in English and writing, math and science, computer technology, and more. The LSC peer tutors support an array of additional subjects. Additional information about the LSC can be found in the [Learning Support Center – Student Resource Guide](#).

### **The William M. Brish Library**

The William M. Brish Library is located on the second floor of the Learning Resource Center (LRC) and is accessible online by visiting the [William M. Brish Library webpage](#). Expert librarians are available 24/7 through the website, and in person during open hours, to assist visitors in discovering a wealth of scholarly articles, e-books, and other content. Study space, computers, and printing/copying are available.

### **Free and Reduced Meals (FARM) Information**

WCPS Early College Degree Program students who qualify for Free and Reduced Meals (FARM) will receive meal funds. This stipend is based on a daily rate when classes are in session. The funds are loaded onto a card, which can be used in Hilltop Grill in the Student Center. WCPS determines eligibility through an application found on its [website](#). To prevent a delay in the accessing of their meal funds, families are encouraged to apply when the application is available on August 1<sup>st</sup>.

### **Textbooks**

Students can refer to their syllabus to see the materials required for their classes. This information can also be found on the [HCC Online Bookstore](#) website.

### **For WCPS Students**

#### **Courses Taught at HCC or online**

For courses taught on the HCC campus or online, students will order their textbooks from the HCC Campus Store. When making textbook transactions at the HCC Campus Store, a student must inform the staff that they are a WCPS student, have their HCC ID number, show their ID, and present a printed copy of their schedule.

For courses requiring a physical textbook, Access Code (AC), or Digital Content (DG) - HCC Campus Store Pick-Up

- Go to the HCC Campus Store for assistance

For courses requiring an Access Code (AC) or Digital Content (DG) – For Delivery to Your HCC Email

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Write in the Order Comments a request to email the access code(s) and/or digital content with your HCC email address included
- When asked for payment, select financial aid and use your student ID number for payment

### Courses Taught at the High Schools

For courses taught at the high schools, students will receive their materials in class

### For Courses at HCC, online, and at the High School with Inclusive Access

- Your online textbook is provided via your HCC email from the Campus Store and your course materials will be available on the first day of class through D2L
- Inclusive Access textbooks are not ordered online through the HCC Campus Store

### **For Students Outside of Washington County, Private School Students, and Homeschoolers**

#### Courses Taught at HCC or online

For courses taught on the HCC campus or online, students will order their textbooks from the HCC Campus Store. Students can purchase their books and course materials at the Campus Store or at [HCC's Online Bookstore](#). When making textbook transactions at the Campus Store, a student must have their HCC ID number, show their ID, present a printed copy of their schedule, and a means of payment.

For courses requiring a physical textbook, Access Code (AC), or Digital Content (DG) - HCC Campus Store Pick-Up

- Go to the HCC Campus Store for assistance

For courses requiring a physical textbook – Mailed to Your Home (for a shipping fee)

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Submit payment using your student ID number

For courses requiring an Access Code (AC) or Digital Content (DG) – For Delivery to Your HCC Email

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Write in the Order Comments a request to email the access code(s) and/or digital content with your HCC email address included
- Submit payment using your student ID number
- Your online textbook is provided via your HCC email from the Campus Store and your course materials will be available on the first day of class through D2L
- Inclusive Access textbooks are not ordered online through the HCC Campus Store

### Courses Taught at the High Schools

For courses taught at the high schools, students will receive their materials in class

### For Courses at HCC, online, and at the High Schools with Inclusive Access

- Your online textbook is provided via your HCC email from the Campus Store and your course materials will be available on the first day of class through D2L
- Inclusive Access textbooks are not ordered online through the HCC Campus Store

For assistance, email the Campus Store at [hccstore@hagerstowncc.edu](mailto:hccstore@hagerstowncc.edu). Campus Store hours are Monday

through Thursday, 8:30 am-4:30 pm, and Friday, 8:30 am-4:00 pm. Summer hours are Monday through Friday 8:30 am-4:00 pm.

### **Campus Card (Student ID) and Parking Permit**

All students should have an HCC student ID called a Campus Card and must complete the New Student Orientation before receiving it. Additionally, students must have a parking permit on their vehicle if parking on campus. Campus Cards and parking permits are available in the Student Activities Office in the Student Center, Room 163. More information about these can be found in the [HCC Student Handbook](#).

### **Transportation**

Early College students registering for on-campus HCC classes are responsible for getting to and from HCC's campus. Unlike public high schools, colleges have no responsibility for providing student transportation. All students are expected to be present for in-person classes regularly; course attendance policies may differ between courses/faculty. Students encountering transportation challenges during their semester of enrollment should contact Early College Program staff.

Public transportation to the HCC campus is available through the County Commuter bus. More information can be found on the [County Commuter](#) website.

## SECTION 7 – HAWK TALK (DEFINITIONS AND VOCABULARY)

ConexED – This website is used to schedule appointments with HCC faculty and staff.

College Credits – College credits indicate how much instructional and learning time is required for a course. Many HCC classes are three credits, which indicates 2.5 hours of instruction time for a 15-week semester class. An associate degree requires the completion of at least 60 credits.

D2L – This is a website with HCC's learning management system. Students access their course materials including the instructors' contact information, syllabus, electronic texts, assignments, and course gradebook.

Everbridge – This is HCC's emergency alert system, which allows users to receive text and email messages. All current students are automatically enrolled.

Inclusive Access – This is a term used for when course materials are accessed on the web via the D2L course site (for example, a digital textbook instead of a hardcopy version).

Microsoft Authenticator - This app verifies a student's identity when accessing accounts online. Directions on how to install and use it can be found on the HCC website.

My HCC Portal/The Portal – This is a page on the HCC website where students can access important links, including their HCC email, ConexEd, D2L, and Self-Service.

Program of Study/Program – This is the specific subject on which a student focuses their coursework. It is also referred to as a student's major.

Self-Service – This is a website with HCC's student information system where students can see their schedule, track the courses needed for their program, and view their final grades.