



Middle College

FALL 2023 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, 2023. Regular admission will be given to applications that have been signed by high school principals by May 1, 2023.

March 1, 2023, 5:00 p.m. – Deadline for PRIORITY/EARLY Admission

May 1, 2023, 5:00 p.m.—Deadline for REGULAR Admission

Priority/Early Admission/Regular Admission

- Applications will be reviewed following the deadline for Early Admissions.
- Rising 11th and 12th graders who have submitted completed enrollment packets to HCC may be selected for available seats for the 2023 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.

Middle College EEO/Title IX/ Section 504 Statement

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.

Student's Name _____

High School _____

***Instructions: Return application packet information from this point forward.
DO NOT return this application packet until you have completed the ENTIRE checklist.***

APPLICATION PACKET CHECKLIST

- Review the Admission Criteria and the Steps for Applying**
 - Ensure that you meet the admission criteria
 - Ensure that you complete **ALL** of the steps for applying (**Attend** a Middle College Information Session, **Apply to HCC using the online application**, **Complete** the Middle College Application Packet)

- COMPLETE and attach the HCC Middle College ESSENCE Form**
 - * This form must be signed by the student, parent/guardian, counselor, AND principal for the application to be considered complete.

- COMPLETE and attach the Affirmation of Prior Discipline Record**

- COMPLETE and attach the Statement of Eligibility for Educational Support Services**
 - **If appropriate/applicable:** Attach a copy of any current IEPT/MET/Section 504 Plan documents

- Attach a copy of any SAT/ACT/AP score reports**
 - If you plan to take any AP tests in May, please send an official score report from College Board to HCC so that you can get college credit if you earn the required score.

- GIVE the Counselor Recommendation Form to your high school counselor**
 - Your high school counselor will need to complete this for you and mail it to the address on the form or email it to tthorn@hagerstowncc.edu
 - Ask your counselor to also send your **MCAP scores, an official high school transcript, and your most recent grade report** when they send their recommendation form.

- GIVE the Teacher Recommendation Form to one of your high school teachers**
 - A high school teacher will need to complete this for you and mail it to the address on the form, email it to tthorn@hagerstowncc.edu, **OR** give it to your counselor to send in with all of the other forms.

- COMPLETE and attach your Enrollment Essay**
 - Instructions** - Write an essay that answers the following questions:
 1. Why is HCC the right school for me?
 2. Why do I believe I can contribute to HCC?
 3. What do I want to major in? What are my future plans?
 - Format** –
 1. 1-2 pages in length
 2. 1-inch margins on all sides
 3. Double spaced
 4. 12-point font

- COMPLETE and attach the 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 the MC.

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 the MC 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 you currently have an IEP? Yes No

<p>If yes to either question, you must provide the MC with copies of the following documents:</p> <ul style="list-style-type: none">• Current Individualized Education Program Report• Initial IEP report• Additional or recent reports/evaluations <p>Please include these forms in the front pocket of this admission folder.</p>

Have you ever received services under Section 504? Yes No

Do you currently have a 504 Plan? Yes No

<p>If yes to either question, you must provide the MC with copies of the following documents:</p> <ul style="list-style-type: none">• Initial Section 504 Evaluation Report.• Current 504 Accommodation Plan• Additional or recent reports/evaluations <p>Please include these forms in the front pocket of this admission folder.</p>
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If you have had educational accommodations in the past, do you anticipate using them at the MC? 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/MCAP/AP Scores
- Copy of High School Transcripts
- Letters of Recommendation (complete)
- Copy of Grade Report
- Enrollment Essay



MIDDLE COLLEGE

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 MC 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 Middle College 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 _____



**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 MC 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 Middle College Program
 11400 Robinwood Drive
 Hagerstown, MD 21742

Please <input checked="" 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 MC, 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 the MC, 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 2:15-3:30 p.m. daily.
- Schedule all family vacations when school is not in session.
- Attend and participate in parent/school functions.
- Keep up on MC 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 MC, WCPS agrees to do the following:

- Award high school credit for college courses taken via the MC 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 MC 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 MC enrollment and evaluation with HCC.

School Official Signature

Date

HAGERSTOWN COMMUNITY COLLEGE/MC ENROLLMENT CONTRACT

If the student named above is accepted to the MC, 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 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