



**HILBERT COLLEGE**  
A CATHOLIC FRANCISCAN COLLEGE FOR ALL

# DUAL ENROLLMENT

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**Student & Parent Handbook**  
2024-2025





Welcome high school students to the Hilbert College Dual Enrollment Program! We are delighted to have you join us as you prepare for your college journey. We look forward to supporting you to best meet your future educational needs.

The Dual Enrollment program provides academic opportunities for appropriately qualified high school students who may benefit from postsecondary education during their traditional high

school experience. Students who enroll in Hilbert's dual enrollment courses may earn high school and college credit(s) simultaneously. While participating in dual enrollment, you will have the opportunity to prepare for college by exploring courses of interest. Completing these required courses, before you officially arrive at college, frees up your early semesters on campus, so that you may take major-specific courses sooner. In this way, you can immediately engage in the classes that you find most interesting which will put you on a path toward early success. With fewer introductory courses to take in college, you will have more time in your schedule to take additional courses, within and outside of your major, that you may not have had time for otherwise.

We hope you will consider dual enrollment classes as they will provide you with an early jump into college-level academics and the chance to tackle new topics. The benefits of dual enrollment classes extend well beyond high school. Taking dual enrollment classes will enhance your undergraduate degree, graduate studies, career, and more. We are here to help you every step of the way!

*Go Hawks!*

**KRISTINE LYNN STILL, Ph.D.**  
*Provost & Executive Vice President*

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## **HILBERT COLLEGE**

Hilbert College is a Catholic independent, co-educational, four-year institution whose degree programs are registered by the New York State Education Department and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Governed by a Board of Trustees, the College is authorized to offer baccalaureate degrees in Accounting, Biology, Business Management, Digital Media and Communication Studies, Criminal Justice, Cyber Security, English, Forensic Science, Crime Scene Investigation, Human Services, Liberal Studies Psychology, and Sports Industry Management, as well as associate degrees in Alcohol and Substance Abuse Counseling, Business Administration, Criminal Justice, Human Services, and Liberal Arts.

## **MISSION STATEMENT**

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

## **WHAT IS DUAL ENROLLMENT?**

Hilbert College's Dual Enrollment Program provides area high school students with the opportunity to enroll in Hilbert College courses offered right at their high school for a significantly lower cost. "Dual enrollment" means that the students in these courses will earn credit towards their high school diploma in addition to Hilbert College course credit that can be used towards a Hilbert College degree or transferred to any college or university degree program.

## What are the benefits and advantages of participating in the Hilbert College Dual Enrollment program?

Participation in a Dual Enrollment program has many advantages.

<b>1.</b>	Students are more likely to graduate from high school, enroll in college, earn higher grade point averages, and complete college degrees.
<b>2.</b>	Students can show prospective colleges that they are motivated and have pursued challenging opportunities.
<b>3.</b>	Students can benefit from early engagement in career exploration by way of the additional research and rigor provided in a Dual Enrollment course.
<b>4.</b>	Students will be enrolled in courses that may fulfill college degree requirements, serve as electives, fulfill prerequisites, and/or allow them to graduate earlier or earn credits toward additional concentrations, minors, or majors all at a significantly lower cost than earning the college credits within a traditional undergraduate program at a college or university.
<b>5.</b>	Students will benefit from receiving grades and feedback throughout the course that all contribute to the overall course grade and earned college credits.

## DUAL ENROLLMENT CALENDAR

Since we have many different partner schools, the high school classes may operate on different schedules.

Some high school classes run for half a year and others run the full academic year.

There are three possible terms (or semesters) for Dual Enrollment courses:

- Fall only - begins in September and runs through December.
- Spring only - begins in late January/early February and runs through the middle of June.
- Full year - begins in September and runs through the middle of June.

## DUAL ENROLLMENT STUDENT REGISTRATION PROCESS

Students enrolled in a high school course in Fall 2024 that is also a course in the Hilbert College Dual Enrollment program will have the opportunity to enroll and register for the Hilbert Course equivalent.

Registration will open for both Fall and Spring Dual Enrollment Courses in mid-October. Registration will remain open until the deadline of 2/17/2025.

Students will register by visiting [hilbert.edu/academics/pre-college-programs/dual-enrollment](https://hilbert.edu/academics/pre-college-programs/dual-enrollment) and clicking on the “Register Now” button.

Returning Students will log in to their existing account using the login and password they used last year. If you have forgotten your password, there will be an option to reset it on the login screen.

New Students will need to create a new account using a valid email address. This email address should be one that is checked often as important reminders regarding deadlines and next steps are sent to this address during the year.

After the account is established and activated, students can register for Dual Enrollment courses. Please select your high school, then the course name and course instructor. You can register for up to 4 courses per year.

## TUITION ASSISTANCE

Tuition Assistance is not available for Dual Enrollment Courses.

However, if a student qualifies for the National School Lunch Program, the student will need to have their eligibility approved by a school administrator and reported to the Dual Enrollment Office. It is the responsibility of the student to check their eligibility with their School Guidance Counselor or Lunch Department. This should be done as early as possible once a student registers for Dual Enrollment courses.

If a school district verifies that the student's family income level falls within the requirements for receiving free breakfast or lunch, the entire course fee (credit hour cost and registration fee) for each course selection will be covered under the waiver and no payment will be due.

## DUAL ENROLLMENT PAYMENTS

Students will be invoiced at the end of the registration period. Invoices will be emailed to the student and parent/guardian. Payments can be made by debit or credit card by using our secure portal. No cash or checks will be accepted.

All Dual Enrollment bills must be paid in full, no later than April 15th. Failure to do so will result in a forfeiture of all potential Hilbert College credits, which cannot be reinstated.





## PARTNER HIGH SCHOOLS

Hilbert College Dual Enrollment courses have the same course requirements as the corresponding Hilbert College course and will receive the same amount of college credit. They are taught by high school faculty who have been trained and certified by Hilbert College.

### Cattaraugus

Archbishop Walsh  
Pioneer High School  
West Valley High School

### Erie

Akron High School  
Bishop Timon High School  
Buffalo Public Schools  
Cardinal O'Hara High School  
Cleveland Hill High School  
Eden High School  
Frontier Central High School  
Global Concepts Charter School  
Hamburg High School  
Iroquois High School  
Lake Shore High School  
Lancaster High School  
Mount Mercy Academy  
Mount St. Mary Academy  
North Collins High School  
Springville-Griffith Institute High School  
St. Francis High School  
Tonawanda High School  
West Seneca East Senior High School  
West Seneca West Senior High School  
Western New York Maritime Charter High School

### Genesee

Notre Dame High School



## GRADES/HILBERT GRADING SYSTEM

The quality of a student's performance in any academic course is reported by the instructor as a letter grade.

The Hilbert College grade shall be calculated according to the grading standard set forth by the Hilbert College Academic Department and faculty liaison supervising the course.

These grades denote the quality of work and are assigned grade points as follows:

### Letter Grade QPA Scale

A	4.0	93 or above
A-	3.7	90 - 92.9
B+	3.3	87 - 89.9
B	3.0	83 - 86.9
B-	2.7	80 - 82.9
C+	2.3	77 - 79.9
C	2.0	73 - 76.9
C-	1.7	70 - 72.9



## TRANSFERRING COURSES

How do I transfer my credits to another college or university?

After completing a Hilbert College Dual Enrollment course, students will receive instructions on how to obtain an official transcript from Hilbert College that reflects the course, credits, and grade. You may choose to send your transcript to the college or university of your choice.

## TRANSCRIPT REQUESTS

Hilbert College currently provides students the opportunity to request transcripts online through the National Student Clearinghouse for electronic delivery to their desired location. As a dual enrollment student, you are entitled to a waiver of the college's transcript fee for your requests through September 1st of the year you took the course however, the National Student Clearinghouse may impose a \$3.50 electronic transcript fee that is the responsibility of the student. After September 1st, all transcript requests will have a charge of \$5.00 in addition to the electronic transcript fee.

To complete this request, please visit: [hilbert.edu/academics/student-services/student-records](https://hilbert.edu/academics/student-services/student-records)

## QUESTIONS?

**LISA A. LIEBZEIT, M.ED., MPA**

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