HILBERT COLLEGE

DUAL ENROLLMENT STUDENT & PARENT HANDBOOK

Dual Enrollment Program

2026-2027

Dear Students and Families,

College often begins long before move-in day. Sometimes, it begins in a familiar high school classroom when a student completes a challenging assignment, participates in a college-level discussion, or earns college credit for the very first time.

During my more than 20 years in higher education, some of the most meaningful moments have been watching students realize that they are capable of more than they imagined. A student may begin a dual enrollment course feeling nervous or unsure, but then something changes. They complete their first college-level project, receive encouraging feedback from their teacher, and begin to think, "I really can do this." That growing confidence is one of the most valuable parts of the dual enrollment experience.

Hilbert College's Dual Enrollment Program gives students the opportunity to earn high school and college credit at the same time, with support from their high school teachers and the Hilbert College team. Students can explore subjects that interest them, strengthen important academic skills, and become more familiar with college expectations before graduating.

For families, dual enrollment can also make college feel more understandable and within reach. Earning credits now may help students save time and money later while creating greater flexibility in college to pursue a minor, explore electives, study abroad, or begin courses in their major sooner.

We also understand that taking a college course while still in high school can feel like a big step. Students are not expected to have everything figured out. Their teachers, counselors, and the Hilbert College Dual Enrollment team are here to answer questions, provide guidance, and support them along the way.

As you read through this handbook, I hope you will see dual enrollment as more than an opportunity to earn credits. It is a chance to discover your strengths, challenge yourself, and begin imagining what may be possible for your future.

We are excited to welcome you to Hilbert College's Dual Enrollment Program and to be part of your college journey.

Warmly,

LISA A. LIEBZEIT, M.ED., MPA
Director of Dual Enrollment & Lifelong Learning

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WELCOME TO HILBERT DUAL ENROLLMENT

Dual enrollment gives high school students the opportunity to take a Hilbert College course during the regular school day. Students who officially register and successfully complete the course earn high school credit and Hilbert College credit.

This is a real college course and an opportunity to build confidence before graduation. It also creates a real college record, so students and families should understand the expectations, cost, grading, and transfer process before registering.

Start here: A student is not automatically registered for Hilbert credit just because the high school class offers a dual enrollment option. The student must complete Hilbert's registration process by the published deadline.

4 Things to Know Before You Register

1. **Registration is not automatic.** Taking the course at your high school does not automatically register you for Hilbert College credit. You must complete Hilbert's Dual Enrollment registration process.
2. **You are creating a college academic record.** When you register for Dual Enrollment, your course becomes part of your Hilbert College academic record.
3. **Transfer credit is determined by the college you attend.** Hilbert awards college credit for successfully completed courses, but the college or university you eventually attend determines whether and how that credit applies toward your degree.
4. **Understand the cost before registering.** Review tuition, registration fees, tuition-waiver eligibility, and payment responsibilities before completing registration.

A note from the Director

Welcome! My goal is to help students begin college with clear information and strong support. Please ask questions early. Your teacher, school counselor, and Hilbert's Dual Enrollment Office are all here to help you make an informed decision and succeed in the course.



LISA A. LIEBZEIT, M.ED., MPA
Director of Dual Enrollment & Lifelong Learning
Hilbert College is an independent Catholic Franciscan college in Hamburg, New York. Hilbert is accredited by the Middle States Commission on Higher Education and is a member of the National Alliance of Concurrent Enrollment Partnerships.

Information current as of July 28, 2026. Registration dates and program details may be updated during the year. The latest information posted on Hilbert's Dual Enrollment webpage or sent directly by Hilbert takes priority.

UNDERSTANDING DUAL ENROLLMENT

What makes a course a Hilbert College course?

Hilbert Dual Enrollment courses are offered at partner high schools and taught by high school teachers whose credentials have been reviewed and approved by Hilbert College. Course learning outcomes and academic expectations align with the corresponding Hilbert course.

Not every Hilbert course is available at every high school. Ask your school counselor which courses are offered at your school, or review the current course list online.

View current Dual Enrollment courses

Potential benefits

1. Experience college-level reading, writing, problem-solving, and time management while support is nearby.
2. Build confidence and learn what college instructors expect.
3. Earn college credit at a substantially lower cost than standard undergraduate tuition.
4. Create more flexibility later for electives, a minor, study abroad, or earlier progress in a major.
5. Explore an academic subject or possible career field before choosing a college program.

Dual Enrollment and AP: what is different?

Hilbert Dual Enrollment	Advanced Placement (AP)
College credit is based on the final course grade. Hilbert requires C- or higher to earn credit.	Potential college credit is based on the AP exam score and each college's AP policy.
The registered course becomes part of the student's Hilbert academic record.	The AP course itself does not create a Hilbert transcript.
Tuition and a registration fee apply; a tuition waiver is available for eligible students.	There is usually an AP exam fee; local assistance may be available.
The receiving college decides whether and how the Hilbert credit applies.	The receiving college decides the score needed and how AP credit applies.

Can a student do both?: Sometimes. A high school may pair an AP course with a Hilbert Dual Enrollment option. Registering for Hilbert credit does not register the student for the AP exam, and taking the AP exam does not register the student for Hilbert credit. Ask the school counselor how the local course is structured.

HOW DUAL ENROLLMENT WORKS



1. Decide

Make sure Dual Enrollment is right for you.



2. Register

Complete Hilbert's registration process.



3. Check Email & Payment

Watch for registration confirmation, billing, tuition-waiver information, and deadlines.



4. Complete the Course

Earn a C- or higher to receive Hilbert College credit.



5. Request Your Transcript

After final grades are posted, request your official Hilbert College transcript when you need it.

BEFORE YOU REGISTER

Is this course a good fit?

Dual enrollment can be a strong choice for many students, but the best decision is based on readiness, interest, workload, and future goals. Registration should be a deliberate choice, not an automatic step.

Student and family decision checklist

Registering for college credit is an important decision. Before registering, make sure you understand the course expectations, cost, grading requirements, deadlines, and how the course will become part of your Hilbert College academic record.

1. You understand that this is a college course with college-level expectations.
2. You are interested in the subject and prepared to complete the full course.
3. Your family understands the total cost and the payment or tuition-waiver process.
4. You understand that a final college result will be recorded by Hilbert.
5. You have considered how this course may fit a future major or general education requirement.
6. You will use an email address that is checked regularly and remains accessible after high school.

Who may participate?

Eligibility is based on the specific course and the partner high school's placement process. Hilbert does not use one generic age or GPA rule for every course. In general, a student must:

1. Be enrolled in a high school class approved to offer the corresponding Hilbert course.
2. Meet any course prerequisites or placement expectations.
3. Receive school approval when required by the high school.
4. Register with Hilbert by the published deadline.
5. Pay the required amount or complete the school-verified tuition-waiver process.

Important correction: Being enrolled in the high school class does not automatically place the student on Hilbert's college roster. Only students who complete Hilbert registration are eligible to earn Hilbert credit.

How many courses may a student register for?

Students may register for up to four Hilbert Dual Enrollment courses in one academic year. Before selecting several courses, consider the combined workload and speak with the school counselor.

CALENDAR AND REGISTRATION

How the academic year works

- Fall-only courses usually run from September through December or January.
- Spring-only courses usually run from late January or early February through June.
- Full-year courses run from September through the end of the high school year.

Each partner school follows its own calendar. Follow your teacher's syllabus and your high school's schedule.

2026-2027 timeline

When	What happens
Registration Opens	Complete your Hilbert Dual Enrollment registration before the deadline.
After Registration	Check your email for confirmation, billing, and tuition-waiver information.
Payment Period	Make sure your balance is resolved by the published deadline.
End of Course	Your teacher submits your final Hilbert College grade.
After Grades Are Posted	Watch for information about requesting your official Hilbert transcript.

How to register

1. **Start on the Dual Enrollment webpage.** Choose Register Now when registration is open.
2. **Use the correct student account.** Returning students use their existing account; new students create one account.
3. **Use a reliable student email.** Choose an address the student checks and can access after high school.
4. **Select the correct school, course, and teacher.** A wrong selection can delay registration.
5. **Review the confirmation.** Save the email and watch for deadline and billing messages.

If something looks wrong, do not submit a second application. Contact dualenrollment@hilbert.edu so the original record can be checked.

COSTS, TUITION WAIVER, AND PAYMENT

2026-2027 costs

Tuition is $90 per credit, plus a $35 registration fee for each course.

Typical course	Tuition	Registration fee	Total
3-credit course	$270	$35	$305
4-credit course	$360	$35	$395

Tuition waiver for eligible students

Students certified by their school district as eligible for free or reduced-price meals receive a full tuition waiver. A $35 registration fee remains for each course. Depending on the partnership arrangement, the registration fee may be paid by the student/family, the school district, BOCES, or another sponsoring organization. Students and families should follow the billing instructions provided by Hilbert College and their school.

With a verified tuition waiver	Amount due
One course	$35
Two courses	$70
Three courses	$105
Four courses	$140

Free school meals do not mean automatic eligibility: New York schools may provide meals at no cost to all students, but the Dual Enrollment tuition waiver still depends on income eligibility verified by the school district. Families may need to complete the district's income eligibility application. Contact the school counselor for the district's process.

Invoices and payment

- Invoices are emailed after the registration period to the student and parent/guardian addresses on file.
- Payment is made through Hilbert's secure online portal by debit or credit card; cash and checks are not accepted.
- If the amount due is not resolved by the published deadline, the Hilbert registration is canceled and college credit cannot be reinstated later.

Do not ignore a Hilbert College invoice. If you believe your school or another organization is paying your charges, or if you believe you qualify for a tuition waiver, contact the Hilbert College Office of Dual Enrollment before the payment deadline.

COLLEGE-LEVEL EXPECTATIONS AND SUPPORT

What students are expected to do

- Read and follow the course syllabus, including assignment, attendance, and grading rules.
- Attend consistently, participate, meet deadlines, and communicate early when help is needed.
- Complete original work and properly cite all sources.
- Use artificial intelligence tools only in ways permitted by the instructor and the course syllabus.
- Keep copies of the syllabus, major assignments, and final grade for future transfer review.
- Check the student email account for registration, billing, grade, and transcript messages.

Academic integrity

College courses require honest academic work. Plagiarism, cheating, unauthorized collaboration, fabricated information, or submitting AI-generated work as the student's own may violate the course and college academic integrity rules. When unsure, ask the instructor before submitting the work.

Where to ask for help

Question or concern	Start here
Course content, assignments, grade calculations	High school dual enrollment teacher
Course selection, schedule, school requirements	High school counselor
Registration, billing process, program questions	Hilbert Dual Enrollment Office
Official grades, transcripts, academic record	Hilbert Office of Registration and Records
Disability-related access or accommodations	School counselor and Hilbert Accessibility Services

Ask for help early. If you are struggling academically or have questions about your course, registration, payment, or college record, do not wait until the end of the course to ask for assistance.

Student role and family role

Families can help students track deadlines, discuss workload, and plan for payment. Students should take the lead in course communication, checking email, asking questions, and understanding their college record.

GRADES AND THE HILBERT COLLEGE RECORD

The course grade is calculated according to the approved syllabus and the grading standards established by the academic department and Hilbert faculty liaison. A grade of C- or higher earns Hilbert credit.

Hilbert result	Numeric range	Quality points/outcome
A	93 or above	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
DEU	Below 70	No college credit; non-punitive

What DEU means

DEU means the student did not meet the minimum C- standard for Dual Enrollment credit. No Hilbert college credit is earned. DEU is a non-punitive designation and does not carry quality points.

A real college record: A successful Hilbert grade becomes part of the student's official Hilbert academic history. A future college decides whether to accept the credit, how it applies to a degree, and whether a higher minimum grade is required.

If the student is struggling

- Speak with the teacher as soon as a problem begins.
- Ask what work can still be completed and what support is available.
- Meet with the school counselor to review the student's full schedule and workload.
- If a schedule change is being considered, contact the Dual Enrollment Office before the high school change is finalized.

DROPPING A COURSE, PRIVACY, AND ACCOMMODATIONS

Dropping or changing a high school class

A high school schedule change does not automatically update the student's Hilbert registration. Do not simply stop attending or assume the college record will disappear.

- Contact the school counselor. Explain the proposed schedule change.
- Contact Hilbert immediately. Ask how timing affects registration, the college record, and payment.
- Follow the written instructions. Keep confirmation of any approved college drop or withdrawal.

Timing matters: Different rules may apply depending on when the change occurs. Contacting Hilbert promptly gives the student the clearest options and helps prevent an unintended college result.

Dropping or Withdrawing from a Dual Enrollment Course

If you are considering dropping or changing your high school course, contact your school counselor and the Hilbert College Office of Dual Enrollment before the schedule change is finalized.

Dropping the course at your high school does not automatically remove the course from your Hilbert College record.

Withdrawal or cancellation requests should be documented and submitted as soon as possible. Dual Enrollment charges are non-refundable once payment has been made unless an exception is approved.

Contact Hilbert before making a schedule change so we can explain how the timing may affect your registration, payment, and college academic record.

Student Privacy and FERPA

Because Dual Enrollment students are enrolled in a postsecondary course, the privacy rights for the Hilbert education record belong to the student, even if the student is under age 18. Hilbert may need the student's written permission before discussing protected college-record information with a parent or guardian.

Parents and guardians remain important partners. The most effective approach is to include the student in questions about registration, grades, records, and transcripts.

Learn more about FERPA

TRANSFERRING CREDIT AND REQUESTING A TRANSCRIPT

Transfer is possible, but it is not guaranteed

Hilbert awards college credit when the student earns C- or higher. The college or university the student later attends decides whether to accept that credit and how it applies. A course may count toward a major, a general education requirement, an elective, or may not apply to the chosen program.

Before choosing a future college

- Search the college's transfer-credit policy or contact its registrar, admissions office, or academic advising office.
- Give the college the Hilbert course number, title, number of credits, and final grade.
- Ask whether the course will meet a specific degree requirement or count only as an elective.
- Ask whether the college requires a grade higher than C-.
- Keep the approved course syllabus. A receiving college may request it during evaluation.

If attending Hilbert: Dual Enrollment courses will be reviewed and applied according to the requirements of the student's chosen Hilbert degree program.

How to request the official Hilbert transcript

1. **Wait for the readiness email.** Transcripts are available only after final grades are posted.
2. **Use the National Student Clearinghouse.** Open Hilbert's official transcript-ordering page.
3. **Select "Dual Enrollment Student."** This is required for the Hilbert transcript-fee waiver.
4. **Enter the receiving college carefully.** Send the official transcript directly to the evaluating institution.
5. **Save the confirmation.** Keep the order number and check delivery status.

Request an official transcript

Transcript cost: Through September 1, 2027, Hilbert's $15 transcript fee is waived when the student selects "Dual Enrollment Student." National Student Clearinghouse processing or delivery charges may still apply. After that date, the $15 transcript fee and an additional processing fee apply.

QUICK ANSWERS AND CONTACTS

Am I registered automatically?

No. The student must complete Hilbert's registration process during the open period.

Can every student receive the tuition waiver?

No. The school district must verify income eligibility. Universal free school meals do not automatically establish waiver eligibility.

Will every college accept the credit?

No. Each college controls its own transfer policy and degree requirements.

When can I request a transcript?

After final grades are submitted, posted, and Hilbert emails students that transcripts are ready.

CONTACT INFORMATION

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