Thank you for being part of Early College, and providing this great opportunity for high school students to get a head start on their post-secondary education. Please call us anytime if you have questions.

ENROLLMENT
Process – ICC is enrolling dual-credit students upon roster submission by high schools.
The EC Office is working with a designated Dual Credit Counselor at each high school.
Please check with your Counseling Department for information. Detailed enrollment instructions are included in a separate attachment.

Important Dates
- **August 23, 2019** – Last date to submit rosters for the fall semester.
- **September 3, 2019** - Refund date for all Dual-credit courses at the high schools. Schools will not be charged for students who drop from classes by this date and nothing will appear on their transcript.
- **November 13, 2019** – Last date to withdraw from a class with a ‘W’.
  
  NOTE: Only extenuating circumstances will allow a student to withdraw without a “W” on their transcript after the refund date. This is the policy for all Illinois Central College students.

Dropping a Class
- If you know a student is dropping, please let us know immediately so we can be sure they are officially dropped from the class.

ESERVICES
- Student Schedule, Demographic Info, Student ID #, Refund Date, Withdrawal Date
- [https://my.icc.edu](https://my.icc.edu) Students must learn to log into their ICC account. Tutorials are provided at this site for assistance. For troubleshooting and password reset, contact the ICC Help Desk 694.5457

TUITION
Students will not be charged by ICC for their dual-credit courses at the high school or online. High schools will be invoiced for the costs of dual-credit enrollment.

Rate
- Taught by High school instructor - $50 fee for each course a student is enrolled in. This fee is waived for students on free/reduced lunch.
- Taught by an ICC instructor – cost of instruction is $950/cr hour ($2,850 = 3 cr hr class). Schools will be charged based on number of their students enrolled divided by total of course enrollment.
- Strong Start/Fast Start students who enroll in courses on-campus will be charged the regular ICC tuition rate ($150/cr hr for 2019-20)

TEXTBOOKS
Textbooks are the responsibility of students and/or schools. ICC will work with schools who request assistance. All questions can be directed to the ICC Bookstore contact:
Katelin Moses Katelin.moses@icc.edu 694-5204

INSTRUCTOR TECHNOLOGY
All dual-credit courses are now listed in the ICC system with ICC semester dates.
Start 8/19/19 – End 12/9/19. This will affect the AWARE Roster due dates, although grades will still be due later (January 10, 2020). Instructors will receive details in a separate email. Go to the Early College Instructor Technology website for more information.
- ICC email account – Please check regularly
- Attendance and Grade Roster reminders come to your ICC email account
- ICC eServices account – used to access student rosters, attendance rosters, and final grades
- Blackboard – optional to use for teaching, but available if desired