



**Hudson Valley Community College  
Early Admissions Packet  
Part I: Guidance Counselor Agreement Form**

**Students must return Part I, II and III with a completed HVCC admissions application and a current high school transcript to the Admissions Office.**

**TO BE COMPLETED BY HIGH SCHOOL GUIDANCE COUNSELOR:**

Please complete your section and give copies to the student. Following acceptance, a copy will be returned to you. At the end of each semester, an official transcript will be sent to you. The high school is responsible for contacting the student in regards to all matters concerning high school graduation.

Please indicate which courses are required to graduate high school by marking an "X" in the box. If a student has flexibility with their schedule, or the high school chooses to have the student enrolled in alternative classes, please indicate those elective courses in the blank spaces below.

<b>Course</b>	<b>Required</b>	<b>Elective</b>
English Composition I (ENGL 101)		
English Composition II (ENGL 102)		
American National Government (POLS 105)		
Principles of Macroeconomics (ECON 100)		
Physical Education -		
Physical Education -		

Guidance Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY PARENT AND STUDENT:**

I have read and understand the requirements for the Early Admissions Program. I will be a full-time student and will enroll in the specified courses needed for high school graduation. I understand that I will not be eligible to receive Federal Title IV Financial Aid while enrolled at the college as an early admit student.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY HUDSON VALLEY COMMUNITY COLLEGE:**

\_\_\_\_\_ has been admitted to Hudson Valley Community College under the terms of the Early Admission Program to start in the \_\_\_\_\_ semester as a full-time student.

Admissions Representative: \_\_\_\_\_

Date: \_\_\_\_\_

*In actions related but not limited to recruitment, admissions, education and employment the college shall not discriminate against any person because of age, race, color, religion, national origin, sex, marital status, physical or mental handicap.*



**Hudson Valley Community College  
Early Admissions Packet  
Part II: Transcript Release Form**

Student Name: \_\_\_\_\_

**SEMESTER OF ENTRY TO HUDSON VALLEY COMMUNITY COLLEGE:**

FALL \_\_\_\_\_  
Year

SPRING \_\_\_\_\_  
Year

I authorize Hudson Valley Community College to release transcripts of my grades to my high school during my time as an early admit student. This is to establish that, while attending the college, I have also successfully completed the courses necessary to earn a high school diploma.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**TRANSCRIPTS TO BE MAILED TO:**

**SEND TRANSCRIPTS UPON COMPLETION OF:**

\_\_\_\_\_  
Name of Guidance Counselor

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Address

\_\_\_\_\_ City State Zip

Fall \_\_\_\_\_  
Year

Spring \_\_\_\_\_  
Year

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**Hudson Valley Community College  
 Early Admissions Packet  
 Part III: Student Agreement Form**

1. Once accepted, you must take a **PLACEMENT TEST AND ATTEND NEW STUDENT ORIENTATION.**
2. Submit your **IMMUNIZATION RECORDS** to our Health Services Office. Your doctor or high school health office can fax them to the college. The Health Services' fax number is (518) 629-7471 and the telephone number is (518) 629- 7468.
3. You will have to get a **CERTIFICATE OF RESIDENCE** from the county in which you live. In order to qualify for resident tuition rates, you must have a valid Certificate of Residence on file with the Cashier's Office.
4. There is **NO** financial aid while in the Early Admission Program. If you elect to remain at Hudson Valley Community College upon high school completion, an official high school transcript, with graduation date, is required to be sent to the Admissions Office. At that point, you may be eligible for financial aid.

**PLEASE NOTE:**

- As a college student, it is now your responsibility to be on top of your academic progress. If you choose to drop a class or return to your high school, there are procedures that you **MUST** follow to withdraw properly from that class or from Hudson Valley Community College. If these procedures are not followed, then you will incur academic penalties, for example, grades of F or Z. A grade of F will impact your grade point average and is never removed from your transcript even if that class is repeated. You can withdraw from a class, or the college entirely, by visiting the Registrar's Office.
- You are required to be in at least 12 credit hours each semester (full-time status). Your high school guidance counselor is **NOT** responsible for this part of the process. You will meet with an academic advisor at the college to create your class schedule.
- If you are only in the Early Admissions Program for one semester, the Admissions Office will need an official, final transcript from your high school at the end of the semester, indicating that you have met graduation requirements. This is specifically the case if you choose to stay at the college to continue your higher education.
- If you wish to become matriculated into a degree or certificate program, after you complete the Early Admissions Program and finish high school diploma requirements, there is paperwork required. It is not an automatic process. Please go to the Admissions Office to complete paperwork. It might be to your advantage to remain in the Liberal Arts & Sciences program, especially if you plan to transfer to a four-year institution. However, if you have pre-requisites for another program, that certainly will be considered. The classes you have taken as an early admit student can transfer into the new program, so long as they are part of the new program.
- Please feel free to contact Admissions with any questions at (518) 629-7309.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Admissions Signature \_\_\_\_\_ Date \_\_\_\_\_