



**Heartland Early College Career Center Application**  
**Application deadline date: January 20, 2017**

**Checklist:** Page one to be completed by the student's current school counselor or principal. Please check all items that are completed and/or included in this application package). **Notify the Early College if any changes occur after this application is submitted.**

**Part A: to be completed by PARENT/GUARDIAN and STUDENT**

\_\_\_ Application (includes demographic information and application)

**Part B: to be completed by the STUDENT**

\_\_\_ Essay (instructions are located on the Application)

**Part C: to be completed by SCHOOL COUNSELOR or SCHOOL PRINCIPAL**

**(Please attach after completed application has been submitted to you)**

\_\_\_ Grades (submit a copy of the last year's report card and this year's grade to date)

\_\_\_ Attendance profiles for 9<sup>th</sup> and 10<sup>th</sup> grade

\_\_\_ Discipline profile (**if not applicable, please use NA**)

\_\_\_ End-of-Grade tests: 9<sup>th</sup> or 10<sup>th</sup> grade reading, math, science, and writing

\_\_\_ Teacher recommendation from a 9<sup>th</sup> or 10<sup>th</sup> grade teacher

\_\_\_ Recommendation from a counselor

\_\_\_ Individual Education Plan – IEP (if applicable)

\_\_\_\_\_  
Counselor/Principal Signature

\_\_\_\_\_  
Date



## HEARTLAND EARLY COLLEGE CAREER CENTER EARLY COLLEGE APPLICATION

### EARLY COLLEGE EXPERIENCE

Through the Heartland Early College Career Center program, students can earn college credit toward a certificate or associate degree in Computer Networking and Security Specialist, Cosmetology, Culinary Arts, or Law Enforcement. Students may take up to 36 credit hours of technical courses at Heartland Career Center while taking dual credit academic courses at their home school.

Our mission is to provide a relevant and rigorous education to ensure each student is college and career-ready for success in a global community by providing the opportunity for students to earn both a high school diploma and an associate degree.

### COURSE OFFERINGS

- Computer Maintenance I (CMET 140)
- Computer Maintenance II (CMET 185)
- LAN Basics and OSI Model (CPNS 101)
- WAN Basics and Routers (CPNS 102)
- Computer Networking I (CPNS 170)
- Basic Electricity and Electronics (ELEC 100)
- Digital Logic I (ELEC 130)
- Cosmetology I (COSM 100)
- Cosmetology II (COSM 150)
- Cosmetology III (COSM 200)
- Cosmetology IV (COSM 250)
- Quantity Food Production (CULN 110)
- Advanced Quantity Food Production (CULN 150)
- Pastry and Bake Shop Production (CULN 210)
- Supervision of the Quantity Food Facility (CULN 215)
- Haute Cuisine and Special Food Items (CULN 260)
- Introduction to Hospitality Management (REST 100)
- Food Service Sanitation (REST 120)
- Quantity Food Purchasing (REST 155)
- Beverage I (REST 211)
- Menu Planning and Facility Design (REST 230)
- Introduction to Criminology (LAW 150)
- Substantive Criminal Law (LAW 155)
- Procedural Criminal Law (LAW 205)
- Police Operations and Community Relations (LAW 210)
- Police Administration and Organization (LAW 215)
- Introduction to Forensic Science (LAW 225)
- Juvenile Delinquency (LAW 250)

### DROPPING A COURSE

Heartland Early College Career Center follows Vincennes University's policy for dropping and adding a class. Students who drop one or more courses during the first week of regular day classes will receive a 100% credit adjustment of tuition; during the second week, a 75% credit adjustment; during the third week, a 50% credit adjustment; during the fourth week, a 25% credit adjustment; during the fifth week or after, *no credit adjustment*. This is based on Vincennes University's academic calendar.

Students who decide to drop after the first week of WHS courses may drop a college credit course from the university side by completing a drop form, but must remain in the course for high school credit.

### COST

Early College families will incur three main costs, which are all subject to change.

1. Technology and school fees, similar to the rest of the high school.
2. College class fees:
  - Classes taught by WHS staff cost \$25 per credit hour.
  - Classes taught by VU staff cost \$75 per credit hour.
  - Students on free and reduced lunch program do not pay tuition costs for any class taught by WHS staff, but still must pay textbook and additional fees on occasion.
3. Students are responsible for purchasing the textbook and for paying a lab fee, if applicable to the course.

### CONTACT US

Jon Higgins, Principal  
Heartland Career Center  
[jhiggins@hcc.k12.in.us](mailto:jhiggins@hcc.k12.in.us)  
260.563.7481, ext. 1227

Jennifer Hughes, Asst. Dean  
Early College, Vincennes University  
[jhughes@vinu.edu](mailto:jhughes@vinu.edu)  
260.563.7481, ext. 1255



## HEARTLAND EARLY COLLEGE CAREER CENTER EARLY COLLEGE APPLICATION

### ADMISSIONS CRITERIA

Students should apply if they meet the following criteria:

- Academically on grade level, especially with reading.
- Desire to complete at least 30 credit certificate.
- Understand the financial responsibility of taking college classes in high school.
- Be prepared for the rigor of college-level coursework.
- Recommendation Letter from a teacher *AND* a counselor

Students who apply to Heartland Early College Career Center must take the Accuplacer test and meet the required placement scores to be registered for a college level class through Vincennes University. The Accuplacer test will be offered at the end of each semester. All scores must be submitted to the Early College office by August 1<sup>st</sup>.

*Students who do not meet the placement score may still take the WHS course offered for college credit, but will be held responsible for purchasing a textbook or additional materials if required.*

### APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Level \_\_\_\_\_ Email \_\_\_\_\_

**Social Security Number (required)** \_\_\_\_\_ First Generation College Student \_\_\_Yes \_\_\_ No

Parent/Guardian \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address

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Eligible for Free/Reduced Lunch: \_\_\_ Yes \_\_\_ No Have you completed Accuplacer testing? \_\_\_ Yes \_\_\_ No \_\_\_ Don't Know

Why are you interested in Heartland Early College Career Center?

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What are your educational and career goals after high school?

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*By signing this application, you agree to the criteria, terms, and conditions of the Heartland Early College Career Center.*

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

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_





## TEACHER RECOMMENDATION

**All applicants are required to submit ONE Teacher Recommendation.**

**TO THE CANDIDATE:** Please *print* your name and address *legibly* below and give this form to the appropriate teacher/counselor reference.

Candidate's name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**TO THE TEACHER:** The person named above is applying to Heartland Early College Career Center. Please state your thoughts about the candidate's academic and personal qualifications. Your recommendation will remain confidential. The Admissions Committee does not provide access to application material to the candidate or to his/her family. This form will not become part of the student's permanent file should the candidate enroll at Vincennes University. Thank you for your assistance.

Teacher/Counselor name: \_\_\_\_\_ Title \_\_\_\_\_

**RATINGS**

Compared to other college-bound students in the same class, how do you rate this student?

	No basis to judge	Below average	Average	Good	Very good	Excellent (Top 10%)	One of the few encountered in my career
Intellectual curiosity							
Creativity							
Expression of ideas (oral and written)							
Academic achievement							
Leadership							
Participation in activities							
Adjustment to new situations							
Work consistent with ability							
Study habits							
Initiative/follow-through							



**BACKGROUND INFORMATION**

How long have you known the candidate and in what context? \_\_\_\_\_

What are the first words that come to mind as you describe the candidate? \_\_\_\_\_

If you are a teacher, please list the course(s) you have taught this candidate, noting for each course his or her grade level and the degree of rigor of the course (AP, accelerated, honors, elective, etc.).

**RECOMMENDATION**

Please write an assessment of the candidate’s intellectual promise and personal characteristics. We are particularly interested in the candidate’s potential to be successful in college level courses and any unique accomplishments or life experiences that separate this student from classmates.

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

Please be sure to sign and date this form and return to:

Jennifer Hughes, Vincennes University

79 W 200 S, Wabash, IN 46992

Phone: 260-563-7481, ext. 1255    [jhughes@vinu.edu](mailto:jhughes@vinu.edu)

*Vincennes University is strongly committed to affirmative action. We offer access to services and recruit students and employees*

*without regard to race, color, gender, religion, age, disability, marital status, sexual orientation or national origin.*

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## COUNSELOR RECOMMENDATION

**All applicants are required to submit ONE Counselor Recommendation.**

**TO THE CANDIDATE:** Please *print* your name and address *legibly* below and give this form to the appropriate teacher/counselor reference.

Candidate's name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**TO THE COUNSELOR:** The person named above is applying to Heartland Early College Career Center. Please state your thoughts about the candidate's academic and personal qualifications. Your recommendation will remain confidential. The Admissions Committee does not provide access to application material to the candidate or to his/her family. This form will not become part of the student's permanent file should the candidate enroll at Vincennes University. Thank you for your assistance.

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