

# High School Partnership Program (HSPP) Application for ASNUNTUCK

1. Apply with [the link](#) for the dual enrollment application. You may also obtain the link from your school counselor.
2. Complete the contact, biographical, and school information to create an account. **Do not proceed with this application if you already have an account. Contact the ACC Admissions Office at: [As-admissions@asnuntuck.edu](mailto:As-admissions@asnuntuck.edu) to get the HSPP application added to your account.**

The screenshot shows the 'Create Account' form with the following fields and instructions:

- Contact Information**
- \*Indicates a required field.**
- First Name \* (text input)
- Last Name \* (text input)
- Email Address \* (text input)
- Confirm Email Address \* (text input)
- Preferred Phone \* (dropdown menu)
  - Please only provide a phone number in the Mobile or Home text box. If there is none available in your non-preferred number, leave blank.
- Mobile Phone (text input)
- Home Phone (text input)
- If you wish to receive important text messages regarding your application and enrollment information, choose Allow to opt in below. Standard text message rates apply. You may opt out at any time by replying STOP to a message.
  - Do Not Allow
  - Allow
- Birth Date \* (text input) **Insert birth date.**

3. Continue to scroll to input address information.

The screenshot shows the address information form with the following fields:

- Country (dropdown menu)
- Address (text input)
- Address (cont) (text input)
- City (text input)
- State/Province (dropdown menu)
- ZIP/Postal Code (text input)

4. Continue to scroll to high school information. Type **only first 3 letters** of high school name to accurately find and input high school name.

### High School 1

School Name or City (full or partial)

Type only the **FIRST THREE LETTERS** of high school name to search high school name.

Country

Search Results

- (Enfield, Connecticut, United States)
- Enfield HS - 070790**  
(Enfield, Connecticut, United States)
- Enrico Fermi HS - 070179  
(Enfield, Connecticut, United States)

Select high school name from drop down menu.



### High School 1



The high school name selected auto-populates.

Home Schooled

 Yes

Do you anticipate graduating? \*

Month started Attending \*

Year started Attending \*

Month Anticipate Graduation \*

Year Anticipate Graduation \*

Counselor's First Name \*

Counselor's Last Name \*

Counselor's Email \*

Counselor's Phone \*

Have your school counselor's name, email, and phone number available when you apply.

5. Use the GPA conversion tool to Input your current high school GPA if you know it. **This is NOT a required field.**

This GPA (Grade Point Average) converter is a tool that provides a quick conversion of various high school GPA scales to the College Board scale.


**HIGH SCHOOL GPA:**

**SELECT HIGH SCHOOL SCALE:**

Enter values to Calculate

Converted GPA:

Use the GPA conversion tool to input your GPA if you know it. THIS IS NOT A REQUIRED FIELD.



6. Continue to scroll to select College name, Entry Term, Student Type, and to input a password.

College \*  
 Select 'Asnuntuck CC' from drop down menu.


Entry Term \*  
 Select 'Spring 2023 - ACC' entry term. (Do NOT choose CCP term.)

Student Type \*  
Your college contact should have indicated which type to choose below  
 Select student type 'High School Partnership & High School Other'.

### Account Information

Password \*

Confirm Password \*  Create and confirm password. Remember to save the password for future log in.

I'm not a robot  reCAPTCHA  
Privacy \* Terms

Click 'Create Account button.'

7. You are now on the 'Personal' tab. Take a look at the account you created. Confirm your first name appears in the upper right corner. Confirm that you selected the correct school (ACC).

MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS Jenny

ACC High School Partnership & High School Other

Review Supplemental Items & Documents

Personal Demographics Academics Parent/Guardian Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Name**

Legal First Name \* Jenny

Legal Last Name \* Test

8. Scroll down to input a preferred first name if applicable.

**Name**

Legal First Name \* Jenny

Legal Last Name \* Test

Middle Name

Preferred First Name

Only provide if different than Legal First Name. *This is the name that appears on course rosters and when your college email address is generated.*

Insert your preferred first name if it's different than your legal first name.

9. Continue to scroll to input gender and phone number.

## Demographics

### Date of Birth \*

(mm/dd/yyyy)

8/2/2000

### Gender \*

This is the gender marker that appears on official government documents that denotes male or female. *This data is needed for federal reporting purposes.*

**Insert the gender that is on official government material that denotes male or female.**



---

## Person

### Preferred Phone \*

Please only provide a phone number in the Mobile or Home text box. If there is none available in your non-preferred number, leave blank.

Mobile Phone

### Cell Phone \*

8602533000

### Home Phone \*

This number is used to contact enrolled students if the college should need to communicate by phone with students. It can be a landline or the mobile phone from the previous field.

**A main/home phone is required. If you don't have a home phone, insert your cell phone number.**



10. If you have a PO Box, or if your mailing address is different than your permanent address, input that address. Then click 'Save & Continue'.

## Mailing Address

Is your mailing address different than permanent address?

If your current address is different than your permanent address, select Yes and fill out your address; otherwise, skip this section.

Yes  No

Save Application

Save & Continue



11. You are now on the 'Demographics' tab. Insert 'Citizenship Status'. The 'What is your first language' field is optional.

Personal Demographics Academics Parent/Guardian Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed application. Additional questions may become required based on your answers to a previous question.

## Citizenship

Citizenship Status \*



What is your first language?

12. If you are a U.S. Citizen or Permanent Resident, a field to insert your Social Security Number will appear. You are **strongly encouraged to input your SSN** if you can and if you feel comfortable doing so. **If you do not provide** your SSN on the application, you will be **required to complete a SSN Declination form** after the application is submitted.

## Citizenship

### Citizenship Status \*

### Social Security Number

#### Your SSN is needed:

- To ensure former students are matched to their existing records

#### Not providing your SSN will:

- Require you to complete a supplemental form to complete your application

You are strongly encouraged to input your SSN here if you have one.



- 
13. The last section on this page is optional ethnic information. Then click 'Save & Continue'.

## Optional Ethnic Information

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission or registration to the college.

Do you consider yourself to be Hispanic/Latino?

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander

Previous Page

Save Application

Save & Continue



14. You are now on the 'Academics' tab. Populate the required 'Admit Type' field. The 'Courses Requested' field is optional.

Personal Demographics **Academics** Parent/Guardian Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Academic Plans

Academic College \*

Start Term \*

Admit Type \*

Please select the Admit Type provided by your high school counselor or College contact

**Select 'HS Partnership' for Admit Type.**

Courses Requested

Please include the course registration number (CRN) if you have that information.

**This field is NOT required. If you are unsure which class(es) you would like to take, we will discuss your course options during registration.**

15. The 'Data Sharing' section requests your State Assigned Student Identification number (SASID). Your SASID can be found on your high school transcript. **This is NOT a required field.** If you do not know your SASID, select 'No' and continue with the application. (Hint: Most students do not know their SASID and this field is often left blank.)

## Data Sharing

### SDE Data Sharing

CSCU (CT State Colleges & Universities) is partnering with the Connecticut State Department of Education (CSDE) to help speed up your enrollment, ensure that you receive credit for any college-level work you may have done while in high school, and match you with services to which you may be eligible. The CSDE will provide CSCU with information from your student records (which includes, but is not limited to, scores on the SAT and Advanced Placement exams, English learner status, and other similar information on file with the CSDE). If you do not wish to have the CSDE provide this information to CSCU, please check "No" below. If you select "No", CSDE will not provide the information directly to CSCU, and you may be required to collect and submit this information to CSCU and to take additional tests for course registration.

Yes  No



16. The high school name, dates of attendance, anticipated graduation year and counselor contact information will already be populated. Your GPA will also be populated if you inserted it when initially creating your account. If not, you can choose to input here, or choose to skip it. Click 'Save & Continue.'

## Convert Your GPA

Use the tool below to calculate your GPA on a standard scale. Enter your GPA, select the high school scale, scroll down and click Convert. The converted GPA should be entered into the corresponding field below the calculation box. *The converted GPA is NOT used for admission, it may be used to place students in appropriate level coursework.*

This GPA (Grade Point Average) converter is a tool that provides a quick conversion of various high school GPA scales to the College Board scale.

**HIGH SCHOOL GPA:**

**SELECT HIGH SCHOOL SCALE:**

Enter values to Calculate

Converted GPA:

[+ Add High School](#)

Previous Page

Save Application

Save & Continue




17. You are now on the 'Parent/Guardian' tab. Input the required Parent/Guardian information. Click 'Save & Continue'.

Personal Demographics Academics **Parent/Guardian** Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Parent/Guardian First Name \* Parent/Guardian Last Name \*

Parent/Guardian Phone \* Relationship \*

Previous Page Save Application Save & Continue 

18. You are now on the 'Attestation & Signature' tab. Read each attestation and select 'Yes'. Sign by typing your name, then click Submit Application'. **\*\*YOU ARE NOT YET DONE WITH THE APPLICATION!!!\*\***

### Attestation

Please affirm the following before you submit your application.  
Do you consent to the following? \*

I consent to the use of my personal email address to communicate with the Community College regarding my application for admission and processes related to that, including my Community College System-wide student identification number.

Yes  No

Do you confirm the following? \*

For the purpose of enrollment or transfer to another college in the Community College System, I provide my consent and authorize the College to allow access to and release my personally identifiable information to the System's administrative office and the college to which I intend to transfer or enroll.

Yes  No

Do you certify the following? \*

I certify with my signature below that I am the applicant and the information I provided is accurate. If accepted for the Dual Enrollment program, I agree to attend all classes and abide by the rules of the College. I give my permission and consent for the College and my high school counselor to share information. I will notify my counselor or the College admissions staff of any changes in my schedule or plans for participation in the program.

Yes  No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Test Name

Signature Date \*

9/30/2022

Previous Page Save Application Preview Before Submission Submit Application 

19. You will then be brought to the 'My Account' page. Click on 'View' under 'ACTION'.

My Account

Welcome Jennifer, get started:

Application status Apply to another college Upcoming events

My Applications [Create a New Application](#)

APPLICATION	STATUS	ACTION
- ACC - High School Partnership & High School Other	Submitted	<a href="#">View</a>

20. Click 'Supplemental Items & Documents' and click 'Start' across from 'Parental Support'.

- ACC - ACC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other

Review [Supplemental Items & Documents](#)

Supplemental Items - All items with an \* are Required to Complete Your Application

There are currently no supplemental items associated with this application.

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Parental Support		None		<a href="#">Start</a>
* School Counselor Verification		None		<a href="#">Start</a>

21. Complete the required fields. The parent/guardian will be sent an e-mail with instructions to give consent for you to participate in the HSPP. **We encourage you to inform your parent/guardian that you have sent this request so they know to check their e-mail and acknowledge the request. The email sometimes goes to 'Junk' or 'Spam' inboxes.**

## Recommendation Request

Parent/Guardian Name \*

Parent/Guardian Email \*

**Input an email address that your parent/guardian checks frequently. An email will be sent to this email address requesting your parent/guardian give you permission to participate in the HSPP.**

I waive my right to access the requested recommendation \*

Use the space below to include a personal note in the notification email that is delivered

Submit Request



22. Click 'Start' across from 'School Counselor Verification'.

ACC - ACC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other

Review [Supplemental Items & Documents](#)

Supplemental Items - All items with an \* are Required to Complete Your Application

There are currently no supplemental items associated with this application.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Parental Support		None		<a href="#">Start</a>
* School Counselor Verification		None		<a href="#">Start</a>

23. Complete required fields. **Please be sure to type your counselor's name and email accurately.** Once you submit the request, your counselor will receive an email to give their consent.

## Recommendation Request

School Counselor Name \*

School Counselor Email \*

I waive my right to access the requested recommendation \*

Use the space below to include a personal note in the notification email that is delivered

Submit Request



24. You can always log back into your account using your e-mail and password to check the status of your application.

- ACC - ACC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other

Review [Supplemental Items & Documents](#)

Supplemental Items - All items with an \* are Required to Complete Your Application

There are currently no supplemental items associated with this application.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Parental Support		Sent	5/26/2020	Cancel
* School Counselor Verification		Sent	5/26/2020	Cancel