

# HOW TO FILL OUT YOUR INTERACTIVE PDF

Please read the following instructions for a step-by-step guide on completing your interactive PDF form.

**\*\*Mac and Chrome users:** It is important that you use [Adobe Acrobat Reader DC](#) to fill out the form, as you will not be able to properly complete it with Preview or Chrome PDF Viewer. Click [here](#) to download Adobe Acrobat Reader DC for free.

**1.** Download the PDF directly to your computer before completing it.

- Position your cursor over the file and right-click **“Save As,”** **“Download,”** or comparable option.
- Select a name for the file and a location to save it on your own computer before clicking **“Save.”**

**2.** Open the file in Adobe Acrobat Reader DC.

- You will need the latest version of Adobe Acrobat Reader DC to fill out the form. The program can be downloaded for free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

**3.** Fill out the form by directly typing or copying/pasting text into each field.

- To add your signature, use one of the following options:
  - ➔ Find and select the pen icon on the toolbar at the top of the screen and click **“Add Signature.”** Either type, draw, or upload an image of your signature and click **“Apply”** to add it to the form. Then, drag your signature to the appropriate box.

**OR**

- ➔ Click the signature box and follow the steps to configure your **“Digital ID,”** if you do not have one already.

**4.** Save your completed form as a new PDF.

- On the reader menu, select **“File” > “Save As...”**



# Early College Admissions Checklist

Student's Name:

High School Name:

Grade Level: ☐ SO ☐ JR ☐ SR      Email:

## How to Enroll

1. Talk to your high school counselor about Early College. Get approval from your counselor and the dual enrollment coordinator at your preferred City Colleges location.
2. Students must be residents of the City of Chicago. For Residency Verification, submit a HS transcript, School photo ID, Driver's License, or IL State ID
3. Complete the City Colleges application at [applyearly.ccc.edu](http://applyearly.ccc.edu). Select the option that reads: *Pursue a limited amount of courses as a visiting student, personal interest, or as a dual enrollment/credit student.*
4. Complete the permission and Satisfactory Academic Progress (SAP) disclosure forms.
5. Determine your college preparedness by reviewing your SAT/ACT scores.
  - a. For the SAT, you will need to score a 480 or above on the reading and writing portion and a 530 or above for the math portion.
  - b. For the ACT, you will need to score a 21 or above in English and a 21 or above in math.
6. If you don't meet the SAT/ACT placement standards or if you haven't taken either test, you'll need to take the CCC Read-to Write placement test and/or the ALEKS math placement test. You will need to use your City Colleges login and password to access these tests. You do not need to take the CCC placement tests for classes that do not require requisite scores.
7. If you're interested in dual enrollment, view the schedule at [apps.ccc.edu/scheduling/dual](http://apps.ccc.edu/scheduling/dual). List your top three course selections, including the name and five-digit class number, below:
  1.
  2.
  3.
8. Submit your application with all required parental and counselor signatures.