

HOWARD COMMUNITY COLLEGE
Office of Admissions & Advising (RCF-242)
410/772-4856
(TDD: 410/772-4023)
web site: www.howardcc.edu
e-mail: adm-adv@howardcc.edu

FALL 2007
NEW STUDENT INFORMATION

These steps are intended to provide an overview of the admissions, registration, and bill payment process. Review this information and consult the Summer/Fall Schedule of Classes for more detailed information. Important dates are provided on the reverse side.

APPLICATION & ADMISSION: Obtain, complete, and submit your application and one-time \$25.00 application fee. **PROOF OF RESIDENCY IS REQUIRED UPON REQUEST.** (Some students require different or additional procedures. Please see below.)

PLACEMENT TESTING: Placement testing and/or prerequisite college-level coursework is required prior to registering for most courses. Students are strongly encouraged to take required placement tests as soon as possible and must take them by the time they have accumulated 12 credits. Placement tests take 2-3 days to process. For information and scheduling, inquire at the Admissions counter, call or e-mail (see above). SAT reading and math scores of 550 or higher and ACT scores of 21 or higher may exempt a student from all or a portion of the placement test when the score report or high school transcript is submitted to the Office of Admissions & Advising. AP, IB and CLEP scores, as well as prior college-level English and/or math coursework, may also result in a placement test exemption. All nursing students must take the English placement test unless they have a U.S. Bachelor's degree. More information is available on the HCC website.

ACADEMIC ADVISING: Be wise...Get advised. Students are seen individually during walk-in hours. **It is very important to see an advisor before registering. Please consult www.howardcc.edu/advising for information including hours.**

COURSE CLEARANCE: Most courses have prerequisites. Clearance for courses is based on one of the following: placement testing; prior HCC coursework; SAT/ACT scores; coursework at other institutions; or acceptable non-traditional coursework (i.e. military, CLEP and AP and IB exams). Clearance based on coursework completed elsewhere is obtained through the Office of Admissions & Advising. Transcripts or grade reports are required for verification.

TRANSCRIPT EVALUATION: Official requests for evaluation of prior credits must be made by submitting the **Transcript Evaluation Request Form** and the transcript evaluation fee (\$15.00 for a single major; \$25.00 for more than one major) to the Office of Admissions & Advising. Students must also contact other institutions attended to arrange to have official transcripts forwarded to HCC's Office of Admissions & Advising. The Transcript Evaluation Request Form may be submitted online www.howardcc.edu/admissions; **select Other Forms on the right**, and is also available as a PDF file or at the Office of Admissions & Advising.

STUDENTS REQUIRING ADDITIONAL PROCEDURES: *International, high school, nursing, and all other clinical health career programs and students seeking Social Security tuition waivers* **must contact the Office of Admissions & Advising.** *Students seeking or receiving financial aid* must contact **Financial Aid Services (Room RCF-222; 410/772-4912; finaid@howardcc.edu).** Veterans seeking veteran's benefits and Maryland National Guard members seeking tuition discounts must contact the **Office of Records and Registration (Room RCF-233; 410/772-4761; records-registration@howardcc.edu).**

INTERNET SERVICES FOR STUDENTS: HCC offers its students the following online services:

- **HCC Website** (www.howardcc.edu) – HCC's website provides students a wealth of information about the college.
- **HCC Express** – Available as a link from the main HCC website www.howardcc.edu or at www.hccexpress.net -- HCC Express enables students to check course availability, view their schedule, register and pay online (some restrictions apply). HCC Express also gives students access to their advising assignment, grades, unofficial transcripts and financial aid status. Students can also print forms needed to change information or request certain services. Student ID and personal identification number (PIN) are required to access HCC Express. Further information about these numbers is included with acceptance materials.

REGISTRATION: Students are strongly urged to use *HCC Express* or *Touchtone Telephone* registration because they provide such convenient opportunities to secure the classes and schedule desired. Registration options are:

- **HCC Express** (see reverse side) – HCC Express is accessible from the HCC website www.howardcc.edu or www.hccexpress.net.
- **Touchtone Telephone** (telephone registration) – The Touchtone Telephone Registration phone number is 410/772-4310. Rotary phones cannot be used. Students who do not have access to a touchtone phone may use the Touchtone Registration station on campus in the Galleria.
- **In-Person** – Registration’s office hours are: Monday – Thursday, 8:45 a.m. – 8:00 p.m. and Friday, 8:45 a.m. – 5:00 p.m.

Registration procedures and forms are available inside the Schedule of Classes and on the college’s website.

Fall 2007 Registration Dates and Deadlines	
15 weeks	
August 25 – December 17	
Advising Available	Ongoing
REGISTRATION	
Priority Web & Touchtone	May 7 – August 25
Open Registration for all students by HCC Express, Touchtone, and In-person)	Prior to 2nd class meeting
Late Registration (In-Person)	Prior to 2nd class meeting
Change to Audit	April 9 – September 14
Withdraw from Class	September 15 – November 3
Final Exams	December 10 – December 17
Last Day to Petition to Graduate for May Degree	October 15
REFUND PERIOD	
Drop 100% tuition & all fees	April 9 – August 31
Drop 75% (no course fees)	September 1 – September 7
Drop 50% (no course fees)	September 8 – September 14
NO CLASSES OR COLLEGE CLOSED	
Labor Day	September 1 – September 3
Thanksgiving Recess for students	November 21 – November 25
Winter Break	December 24 – January 1

Registration is finalized when the portion of the bill the student is responsible for is paid. Payment dates vary based on registration dates.

Students may also Drop or Withdraw in person, by using HCC Express or by using Touchtone Telephone Registration.

Refunds for telecourses, fast track courses, and classes that meet for fewer weeks than regular classes in the semester will be made based on the length of the courses and the date of the drop.

PAYING FOR COLLEGE: Payment is that all-important step that finalizes each student’s enrollment. Students must pay the portion of their bill for which they are responsible by the payment deadline. Howard Community College is committed to helping students prepare for the cost of their education. Find out more about what, when, how and where to pay at www.howardcc.edu/student_services/payforcollege.cfm or go to the HCC homepage; select Admissions and Enrollment; then select Pay for College. Please see the reverse for contact information for Financial Aid Services and Veterans’ Affairs.