

HOWARD COMMUNITY COLLEGE  
Office of Admissions & Advising (RCF-242)  
443-518-1200  
TTY users call Maryland Relay 7-1-1  
web site: [www.howardcc.edu](http://www.howardcc.edu)  
e-mail: [adm-adv@howardcc.edu](mailto:adm-adv@howardcc.edu)

**WINTER/SPRING TERM 2012  
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 Winter/Spring 2012 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 course work 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. For information on 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](http://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/forms](http://www.howardcc.edu/admissions/forms) 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-233; 443-518-1260; [finaid@howardcc.edu](mailto:finaid@howardcc.edu)).** Veterans seeking benefits and Maryland National Guard members seeking tuition discounts must contact the **Office of Records and Registration (Room RCF-222; 443-518-1240; [records-registration@howardcc.edu](mailto:records-registration@howardcc.edu)).**

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

- **HCC Website** ([www.howardcc.edu](http://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](http://www.howardcc.edu) or at [www.hccexpress.net](http://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* 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](http://www.howardcc.edu) or [www.hccexpress.net](http://www.hccexpress.net).
- *In-Person* - Registration's office hours are: Monday – Thursday, 8:45 am – 7:30 pm and Friday 8:45 am – 5:00 pm.

Dates and Deadlines	Winter January 3 – 27 4 weeks	Spring January 28 – May 18 15 weeks
Advising Available	Ongoing	Ongoing
Weekend classes begin		January 28
Weekday classes begin	January 3	January 30
<b>REGISTRATION</b>		
Open registration begins for all students (Students must register for class prior to 2 <sup>nd</sup> class meeting)	November 9	November 9
Last day to change to Audit	January 9	February 17
Withdraw from Class	January 19	April 13
Last day to petition for May graduation	-	March 15
Last day of Classes	January 27	May 11
Final Exams	-	May 12 - 18
Commencement	-	May 24
<b>REFUND PERIOD FOR DROPPING CLASSES</b>		
100% (Tuition and all fees)	January 5	February 3
75% (Tuition course fees not included)	January 6	February 10
50% (Tuition course fees not included)	January 9	February 17
<b>NO CLASSES OR COLLEGE CLOSED</b>		
Martin Luther King Jr. Day observed	January 16	
Spring Recess		April 2 - 8
Memorial Day observed		May 28

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

- **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 in person (Financial aid students should consult with Financial Aid Services).
- 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 o
- f 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](http://www.howardcc.edu/student_services/payforcollege.cfm) or go to the HCC homepage; then select Admissions; then select Pay for College.