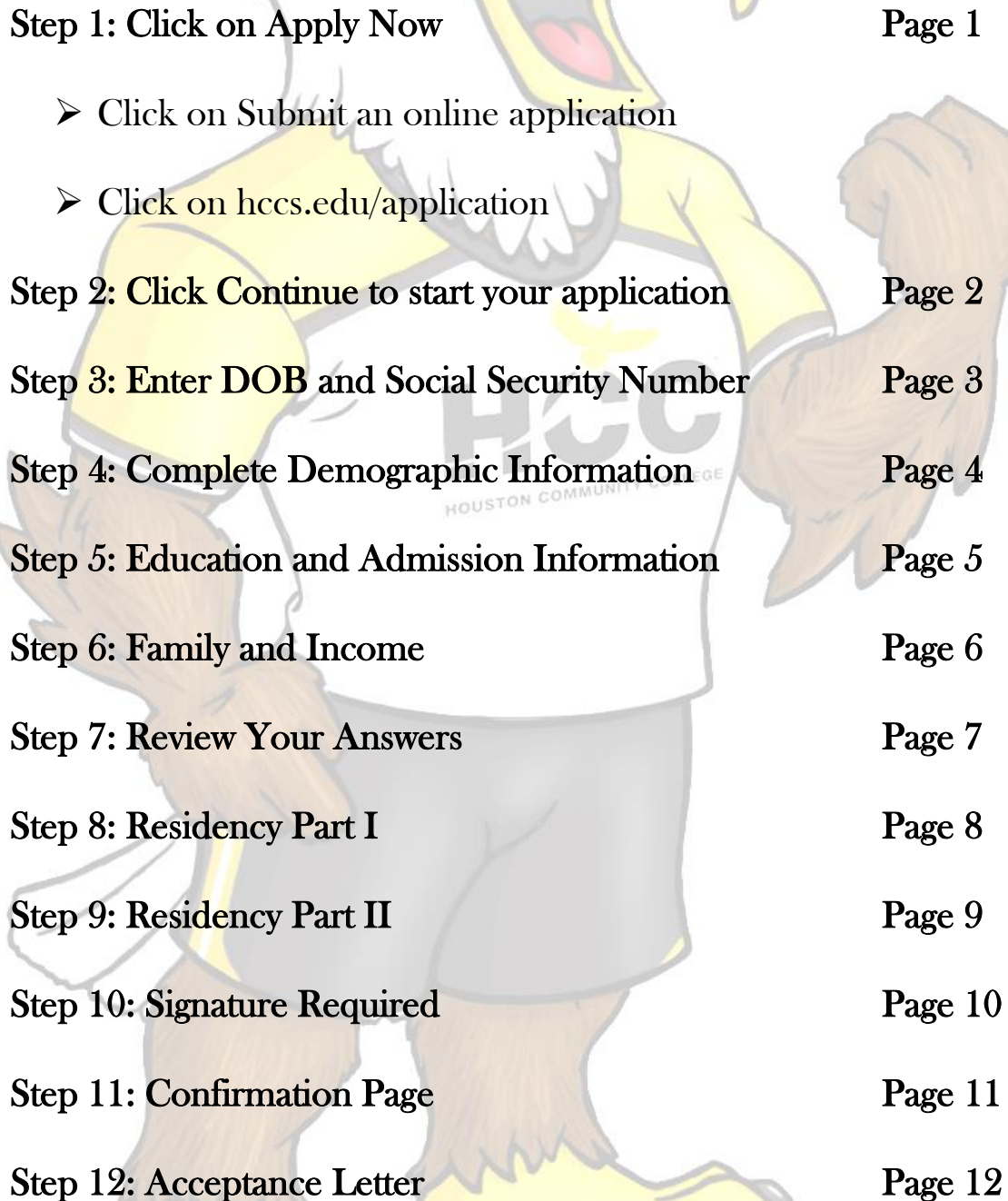


Houston Community College Application Manual

- 
- ❖ **Step 1: Click on Apply Now** **Page 1**
 - Click on Submit an online application
 - Click on hccs.edu/application
 - ❖ **Step 2: Click Continue to start your application** **Page 2**
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Application Steps

How to fill out an application for Houston Community College

12 Easy Steps

- **Step 1: Click on Apply Now, Submit an online application**
hccs.edu/application



Welcome to the Houston Community College On-Line Admissions Application

Browser Requirements: This Application performs best when used with Internet Explorer or Firefox.

Select the Career (field of study) you would like to apply:

Semester Credit Hour

This career is for students seeking college credit or wanting to attend college level courses. This Career offers Certificates of Completion; Associate degrees in Arts, Sciences, Teaching and Applied Science. Students may transfer credit to other colleges or universities. Some coursework may be taken for no credit.

International students seeking an F1 student visa, or students wanting to study in the Intensive English Program MUST select this career.



Dual Credit

This career is for high school students taking a college course to earn both college and high school credit. Dual credit courses are typically taught at the high school.

Adult High School

This career is a high school credit recovery program for current or previous high school students age 17 years or older, who need 2 credit or less to graduate. A high school diploma is awarded either by the student's home school or by HCC.

Continuing Education

The Continuing Education Career offers non-credit opportunities for workforce training, career development and lifelong learning. Classes are career focused, fast-tracked, and start monthly. Courses offered on campus and online.

Non Credit

The Non Credit career offers learning opportunities to meet the changing needs of the community, business and industry. Generally there are no entrance requirements although some courses may have age restrictions or prerequisites.

NEXT

(Clicking more than once may result in data loss)



□ Step 2: Click continue to start your application!



Semester Credit Admissions

Welcome to the **Houston Community College On-line Admissions Application**. It is very important that you read this page thoroughly before beginning the application process. You should also read the [Admissions Policies](#) and [Residency Information](#) prior to completing your application. This explains the Admissions Policies, Basic Procedures for Admissions, Assessment/Texas Success Initiative, and Residency Documentation.

Important Notice: To protect your personal information, we recommend you close your web browser after you have finished submitting your application or at any point, if you cannot complete the submission process.

Completing the Application

This process should take between 15 and 30 minutes. **You must complete the entire application in one session.** You are not allowed to save or submit an incomplete application. Making changes to your application, once submitted, requires documentation and must be done at an [Admissions Center](#).

Checklist of Items You Will Need

You will not have the opportunity to save your application and return to it later. If you possess the following items, you should have this information with you before you begin.

- *Social Security Number or Assigned Number
- *Visa/Permanent Resident Information
- *Parent's Visa/Permanent Information if applicable
- *Dates of high school and college attendance.

HCC's annual security report is available for review at [HCC Annual Clergy Security Report](#)
This report includes an overview of how the HCCS Police Department is structured, the types of activities in which it becomes involved and a statistical accounting of HCC campus crimes.

Due to the State of Texas new authorization requirements, HCC is not able to accept Distance Education (fully online courses) students from the following states: Arkansas, District of Columbia, Indiana, Iowa, Kansas, Kentucky, Maryland, Minnesota, Missouri, Montana, Oregon, Utah, Wisconsin, and Wyoming

BACK

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CONTINUE



□ Step 3: Enter DOB and Social Security Number, if applicable



Student Verification

Social Optional

Enter your Social Security Number or Assigned Number and Date of Birth. If you did not have or use a Social Security Number, you may have an assigned number starting with 'P' or 'D' and you should enter this assigned number in the field below. This is to ensure accurate matching of documents and timely processing. **If you do not provide a Social Security Number or an Assigned Number, leave blank and input date of birth and click enter.**

Social Security or Assigned Number XXXXXXXXX

Enter

(Clicking more than once may result in data loss)

*Date of Birth MM/DD/YYYY

Step 4: Complete Demographic Information

*Indicates Required Information

Eligibility

Check here if you are enrolling in only Distance Learning?

Biographical Data

Check here if you are an international student applying for F-1 status

Individual Taxpayer Identification Number (if available)

Name Prefix *First Name Middle Name *Last Name

*Citizenship Status

*Gender

Military Status Are you a disabled veteran? Yes No Do you receive VA benefits? Yes No

Military Affiliations (Select one or more)

- Veteran (former U.S. military servicemember)
- Spouse or dependent of a veteran or a current U.S. militaryservicemember
- Spouse or dependent of a deceased U.S. servicemember
- Current U.S. military servicemember
- Spouse or dependent of, or a veteran or current U.S. servicemember with an injury or illness resulting from military service (service-connected injury/illness)

Ethnicity Data

This information in no way will be used to evaluate your application. The data is for state and federal statistical reporting purposes only.

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

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

*Select checkbox to confirm your ethnicity selections

Contact Information

Any communication from the college mailed to the name and address on record is considered to have been properly delivered. HCC uses the student mailing address as the address of record. Mailing and Permanent Address can be updated through your Student Center (on-line student account) once this application is submitted. Any updates to home will have to be made at a campus. **It is the student's responsibility to keep their address on file current.**

*Home Address

Click link to enter address

*Telephone

Click link to enter phone numbers

Email Address

*Emergency Contact Name *Telephone *Relationship

Step 5: Education and Admission Information (always click on the magnifying glass to make a selection)



Evelyn Jason

1 2 3

*Indicates Required Information

Step 2

Career Information

***Educational Objective**
Select the educational objective that best describes your reason for applying to HCC: Degree Seeking

***Select a Program** Business (BUSIN) [For more information about Programs](#)

Admit Information

***Admit Term**
Select the first term and year for which you are seeking enrollment at Houston Community College. Click on the magnifying glass icon for a list of terms. 6161 [Fall 2015 \(Aug - Dec\)](#)

***Admission Center**
HCC consists of six Colleges and a centralized system office. Within each of the Colleges are multiple locations throughout the Houston area. While students may enroll and take courses at any HCC site, admissions (application processing, orientation, and assessment) is handled only at an Admission Center.
Please select the [Admission Center](#) you wish to be responsible for handling your application. West Loop

***Admit Type**
Select the Admit Type that best describes you as an applicant to HCC.
High School Graduate [You have graduated from high school.](#)

***Admit Level**
Select the Academic Level that best applies to your education prior to HCC.
Freshman [You have completed between 0 and 29 semester credit hours.](#)

Financial Aid Yes **Distance Learning** Yes

Education

***High School Education**

I attend(ed) public high school in one of the following Texas school districts:(choose one)
FORT BEND ISD

I attend(ed) a private school in Texas

Home schooled student-Parent Directed Instruction Only

GED Completer

I attend(ed) other high school

I never attended high school

College Education
[Click link to enter college/university attended.](#)

Select the magnifying glass for a list of high schools

0000066 [Kempner High School](#)

*From Date 08/18/2010 *To Date 04/27/2014

*Date (or anticipated date) of Graduation 05/05/2014

BACK TO STEP 1

(Clicking more than once may result in data loss)

CONTINUE TO STEP 3

Step 6: Family and Income (optional)



Evelyn Jason

1 2 3

Step 3

Additional Information

The following information is gathered for local, state and federal reporting purposes. The information is not required.

Number of persons living in household

Dependent on income tax of parent or guardian? Yes No

Household income for current year

What is your native language?

Do you have difficulty speaking or understanding English? Yes No

Employment Status

Are you a single parent (head of the household) with separate or joint custody of a child 18 years or younger? Yes No

Are you, or have you been a full-time homemaker (without pay) who needs training or assistance to enter the job market? Yes No

How long do you plan to attend HCC?

Will this be your last semester at HCC? Yes No

If yes, will you have completed your educational objective at HCC? Yes No

Are you eligible to receive AFDC (Aid to Families with Dependent Children Benefits)? Yes No

Did either of your parents attend college? Yes No

Disabilities Each HCC college has an [Office for Students with Disabilities](#). Contact an office for additional information and assistance if you need help for any of the following disabilities: Hearing impairment; physical disability; psychological or cognitive disability; visual impairment or blindness; learning disability (dyslexia or aphasia); or other health impairments.

Did you participate in a Tech Prep Program in High School? Yes No

If Yes, did you graduate from a Tech Prep High School Program? Yes No

BACK TO STEP 2

CONTINUE TO REVIEW

(Clicking more than once may result in data loss)



Step 7: Review Your Answers

Review

Application for Semester Credit Hour - Part I

You have completed Part I of the application for admission. Please review your application below carefully. To make corrections, click on the blue icon to the left of the value you wish to change. Once your application has been submitted, you will have to go to an Admissions Center to make any changes. You must read and acknowledge the information provided about Bacterial Meningitis. **Click continue at the bottom of the page to finish the application.**

Biographical Data

Social Security Number (if entered)	<input checked="" type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/> 12/12/1994
Individual Tax Identifying Nbr	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/> Jason,Evelyn
Gender	<input checked="" type="checkbox"/> Female
Military Status	<input checked="" type="checkbox"/>
Military Affiliation(s)	
Disabled Veteran	<input checked="" type="checkbox"/>
Receiving VA Benefits	<input checked="" type="checkbox"/>
International Student	<input checked="" type="checkbox"/> N
Citizenship Status	<input checked="" type="checkbox"/> U.S. Citizen

Contact Information

Home Address	<input checked="" type="checkbox"/> 3100 MAIN, HOUSTON, TX 77002, HARRIS, USA
Mailing Address	<input checked="" type="checkbox"/> 3100 Main, Houston, TX 77002, HARRIS, USA
Permanent Address	<input checked="" type="checkbox"/> 3100 MAIN, HOUSTON, TX 77002, HARRIS, USA
Phone	<input checked="" type="checkbox"/> HOME: 713/718-7868
Email Address	<input checked="" type="checkbox"/> evelyn.jason@yahoo.com
Emergency Contact Name	<input checked="" type="checkbox"/> 7137188800
Emergency Phone	<input checked="" type="checkbox"/> 713/718-2000
Relationship	<input checked="" type="checkbox"/> Other

Ethnicity Data

1) Are you Hispanic or Latino?	<input checked="" type="checkbox"/> N
2) Selected race	<input checked="" type="checkbox"/> White

Career Data

Educational Objective	<input checked="" type="checkbox"/> Degree Seeking
Academic Program	<input checked="" type="checkbox"/> Business (BUSIN)

Admit Information

Admit Term	<input checked="" type="checkbox"/> Fall 2015 (Aug - Dec)
Admission Center	<input checked="" type="checkbox"/> West Loop
Admit Type	<input checked="" type="checkbox"/> High School Graduate
Admit Level	<input checked="" type="checkbox"/> Freshman
Financial Aid Interest	<input checked="" type="checkbox"/> Y
Distance Learning Only	<input checked="" type="checkbox"/>

Education

High School	<input checked="" type="checkbox"/> Kempner High School
Dates of Attendance	<input checked="" type="checkbox"/> 08/18/2010 to 04/27/2014
*Date (or anticipated date) of Graduation	<input checked="" type="checkbox"/> 05/05/2014
College	<input checked="" type="checkbox"/>

Additional Information

Number of persons living in household	<input checked="" type="checkbox"/> 1
Dependent on Income Tax of Parent or Guardian	<input checked="" type="checkbox"/> N
Household Income for Current Year	<input checked="" type="checkbox"/> \$12,000 - 14,999
Native Language	<input checked="" type="checkbox"/> ENGLISH
	<input checked="" type="checkbox"/> N

Step 8: Residency Part I



Residency - Part II

This application will not be saved until your Residency is completed.

Houston Community College is required by State Law to determine residency status of all students for tuition purposes. Residency is determined either by a student's home address or by the home address of a parent or legal guardian if the student is being claimed as their dependent for federal income tax purposes. It is the responsibility of the student to register under the correct residency classification. A complete set of Rules of Regulations for Determining Residency is available at each Admission Center. For tuition purposes, students will be classified according to the Texas Residency guidelines.

If you have a question regarding your residency classification or if you qualify for a different status then the one to be calculated by the system once this application is submitted, you must take supporting documentation to the campus for reclassification. This application will not be saved until your Residency is completed.

Prior College

During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a Fall or Spring Term?

Yes No

Texas Public Institution

What Texas public Institution did you last attend?

None

In which terms were you last enrolled? (Check all that apply)

Fall 2014 Spr 2015

During your last semester at a Texas Public institution, did you pay resident(in-state) or nonresident(out-of-state) tuition?

Resident (in-state) NonResident (out-of-state) Unknown

If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?

Resident NonResident with Waiver Unknown

□ Step 9: Residency Part II



Residency - Part II

Part H General Comments

If you would like to enter comments, you may do so below.

Student's claim to residency is based on:

Self

Based on answers given, Student's Core Residency is:

In State

Click the **Search Icon**, if it is not listed click "Other"

Select the Texas School District and County in which you currently live.

School District: HOUSTON 

County HARRIS 

Residency Code

Core Residency Signature

Answering YES to the question below is the same as an electronic signature.
The information obtained on this application will not be saved unless YES is checked below.



Did Student Sign the Application?

Yes

No

Datetime Stamp:

10/19/2015 3:39

□ Step 10: Signature Required



Submit

If my application is accepted, I agree to abide by the policies, rules, and regulations at any college to which I am admitted. I certify that the information I have provided on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to verify the information I have provided. I also authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials for the institution of any changes in the information provided.

Houston Community College considers name, address, telephone, date of birth, degrees earned and dates, major field of study, dates of attendance, number of hours completed and in progress, student classification and name of most recent previous institution attended as directory information. This is done in compliance with the Texas Open Records Law. If you do not want this information released, you will need to request so by completing a Confidentiality Statement at your selected Admission Center.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on college forms.



I have read and agree with the above statement.

SUBMIT

(Clicking more than once may
result in data loss)



ID Number, please write down your student ID number as it is very important

This is your Social or Temporary Assigned Number

Step 11: Confirmation Page

Please keep this page for your records.

Name Jason,Evelyn Social Security Number / Assigned Number P10257814
HCC Student Id / Emplid 208101939 Residency In District--Houston
You are classified as an in-district resident.

This summary should be printed, used during advisement, and saved for your records. In Student ID from the summary page onto their HCC I-20 application form. To protect your privacy, we have redacted your Social Security Number. To protect your privacy, we have redacted your Social Security Number. To protect your privacy, we have redacted your Social Security Number.

You have now successfully completed your on-line application. As part of the process you have selected a Program/Cluster, but you will also need to determine your educational objective. Financial Aid students must complete this step before they can receive financial aid. You are encouraged to use this link: <http://imc02.hccs.edu/ccp/career-clusters.htm> to complete the Planning Tool before the end of their first semester. You can print the final page and take it to your counselor/advisor at any of the HCC centers to discuss your educational objectives, or email the form to online.ss@hccs.edu

To complete the admissions process you will need to do the following: Detailed information on each of the steps and whether it applies to your specific enrollment can be found at <http://www.hccs.edu/district/students/apply/>

- If an International Student, complete all F-1 student requirements
- Apply for financial aid and scholarships
- Submit meningitis documentation

Assessment, if applicable

- Submit transcripts/test scores as appropriate
- Complete Pre-Assessment Activity to prepare for placement testing
- Take all required placement test(s)

Advising/Enrollment

- New students with fewer than 12 college level semester hours must attend an on-campus Advising & Registration session where you will meet with an advisor & register on line for classes
New students with more than 12 hours should visit with an HCC advisor for course & degree planning & then register online for classes
- Always follow your degree plan or meet with your advisor to discuss changes

On-line Registration

- You will need a Web User Id to complete your registration on-line. To retrieve your Web User ID, click on Student Sign-ins from the homepage www.hccs.edu and then click on Student System Sign-in and then First Time User and follow the directions.

Payment

- Make payment arrangements at time of registration. No bills are mailed

Orientation

- Attend a college orientation session at the campus (check with the college you will attend for times and locations)

Communication

- Record your HCC student id number for your records. This number will be used for enrollment, accessing your grades, and all future enrollment services
- You will receive a HCC student email account after you make payment for your classes. HCC will use this email address for all official communication.

Click on button to view/print your

ACCEPTANCE LETTER

Step 12: Acceptance Letter



Office of the Chancellor

Office: 713.718.2000

October 19, 2015

Prospective Houston Community College Student

Subject: College admission

HCC Student ID/ Emplid : 208101939



ID Number, please write down your student ID number as it is very important

Residency : In District--Houston

Dear Miss Evelyn Jason,

You are accepted!

This is the message everyone hopes to get after filling out a college application. **At Houston Community College, that is always the answer.** As an open admission institution, everyone is accepted.

HCC provides a quality education supported by scholarships, financial aid, advisors, counselors, and instructors to prepare every student for the future. Give us a call or take a look to find out more.

Financial Aid: 713.718.8490

Or chat with us online at: <http://www.hccs.edu/district/students/financialaid/>

Student Services: 713.718.2277

Or email us at: <http://www.hccs.edu/district/students/faqs/>

We look forward to having you in our Eagle community!

Sincerely,

Cesar Maldonado, Ph.D., P.E.
Chancellor