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
- ❖ Step 3: Enter DOB and Social Security Number — Page 3
- ❖ Step 4: Complete Demographic Information — Page 4
- ❖ Step 5: Education and Admission Information — Page 5
- ❖ Step 6: Family and Income — Page 6
- ❖ Step 7: Review Your Answers — Page 7
- ❖ Step 8: Residency Part I — Page 8
- ❖ Step 9: Residency Part II — Page 9
- ❖ Step 10: Signature Required — Page 10
- ❖ Step 11: Confirmation Page — Page 11
- ❖ Step 12: Acceptance Letter — Page 12

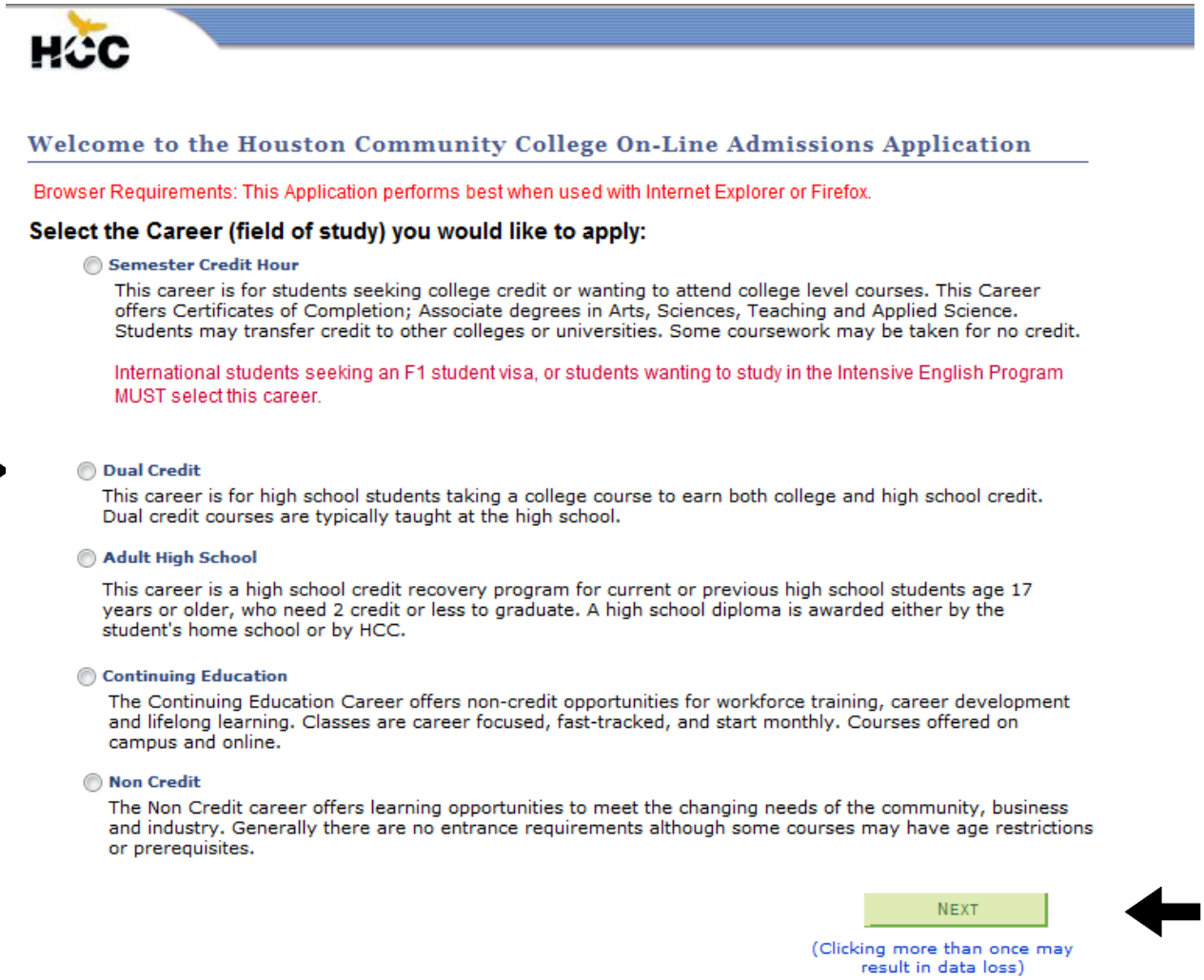
Houston Community College
5601 West Loop South, 77081
(713) 718-7868

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.

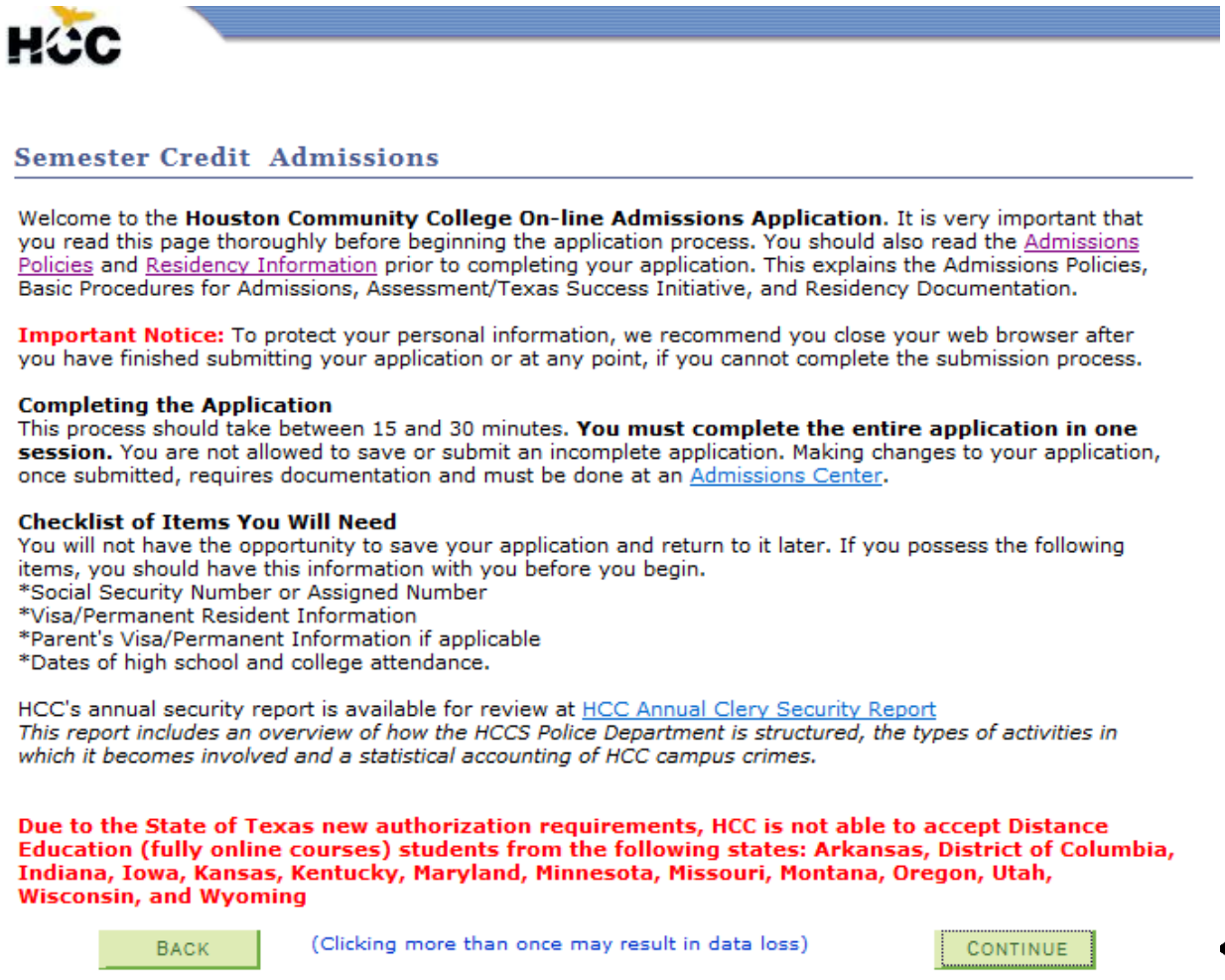
Continuing Education
The Continuing Education Career offers non-credit opportunities for workforce training, career development and lifelong learning. Classes are career focused, fast-tracked, and start monthly. Courses offered on campus and online.

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.

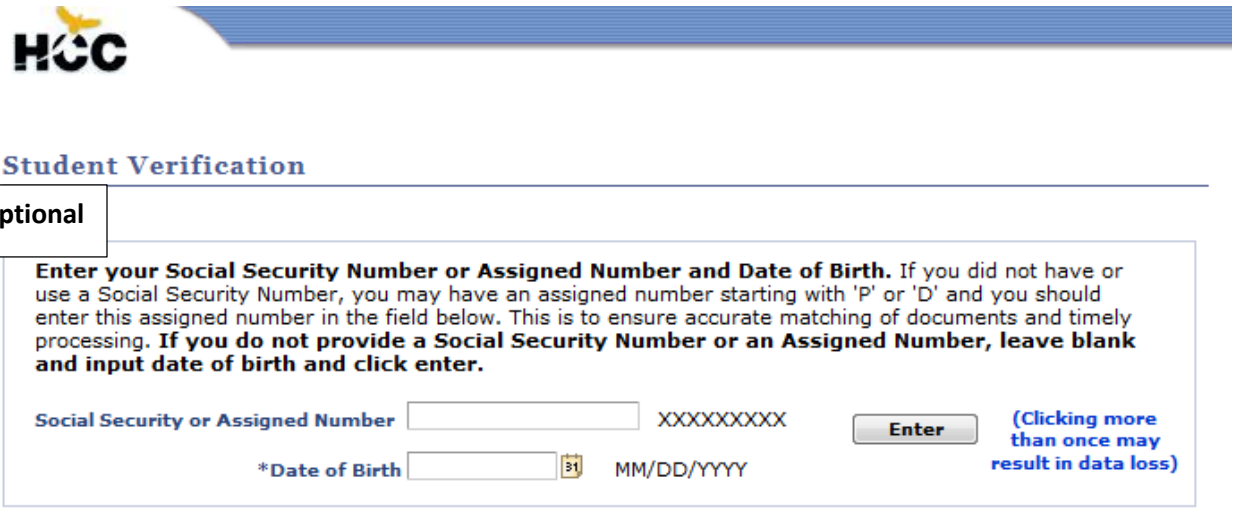
Checklist of Items You Will Need
You will not have the opportunity to save your application and return to it later. If you possess the following items, you should have this information with you before you begin.
*Social Security Number or Assigned Number
*Visa/Permanent Resident Information
*Parent's Visa/Permanent Information if applicable
*Dates of high school and college attendance.

HCC's annual security report is available for review at HCC Annual Clery 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 (Clicking more than once may result in data loss) CONTINUE

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



Student Verification

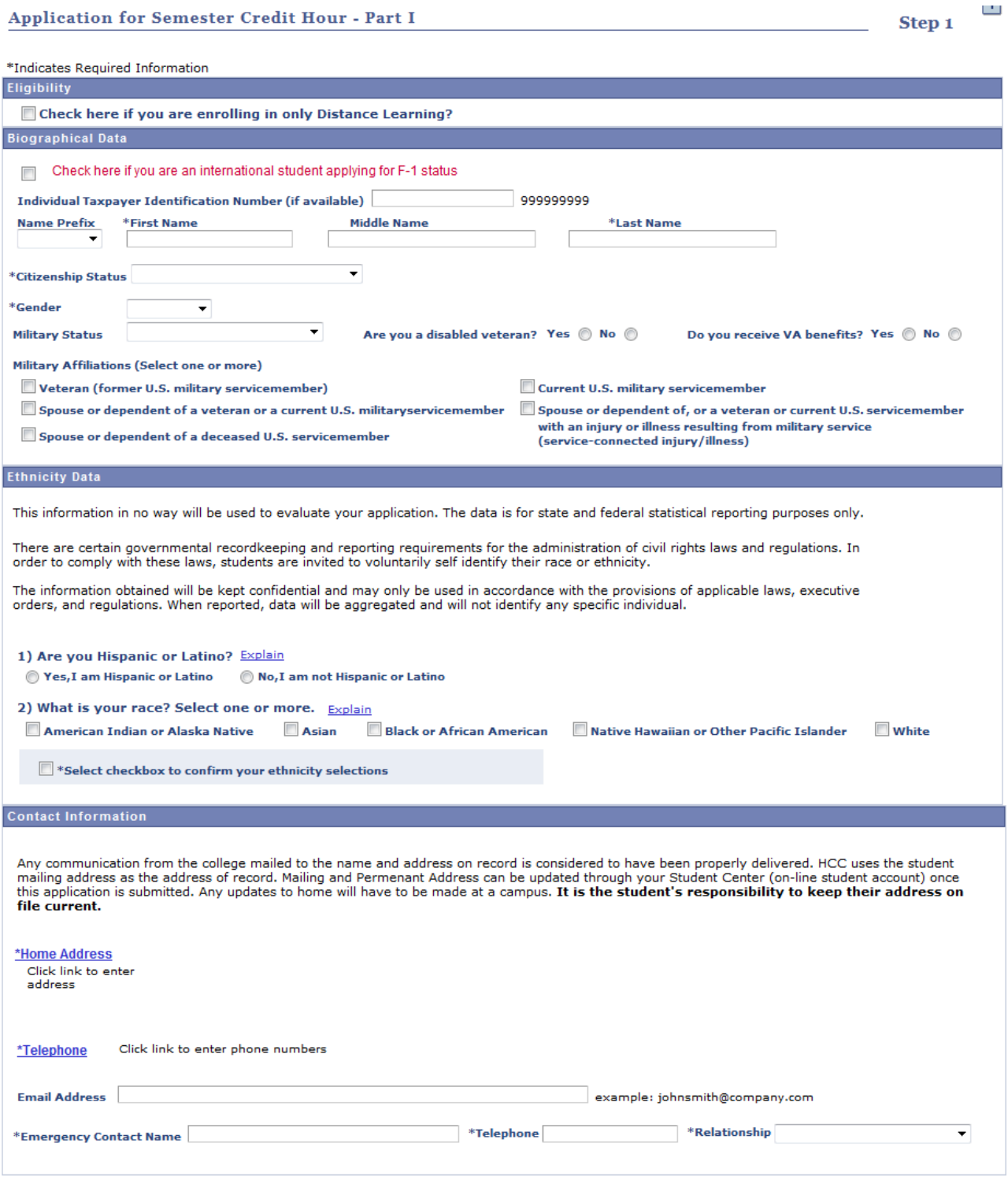
Social Optional

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



Application for Semester Credit Hour - Part I — Step 1

*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) 999999999

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 Permenant 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

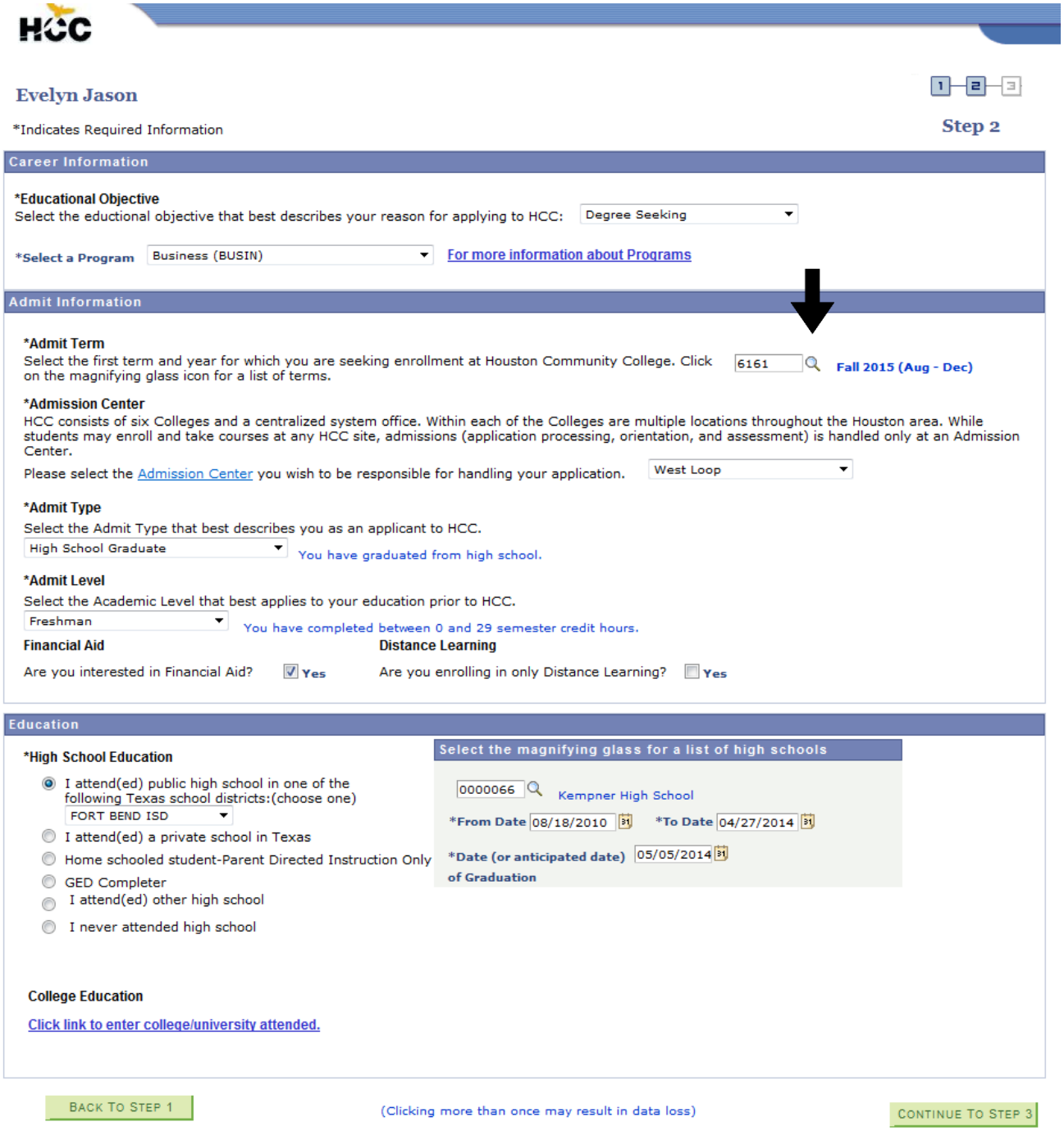
Click link to enter address

*Telephone Click link to enter phone numbers

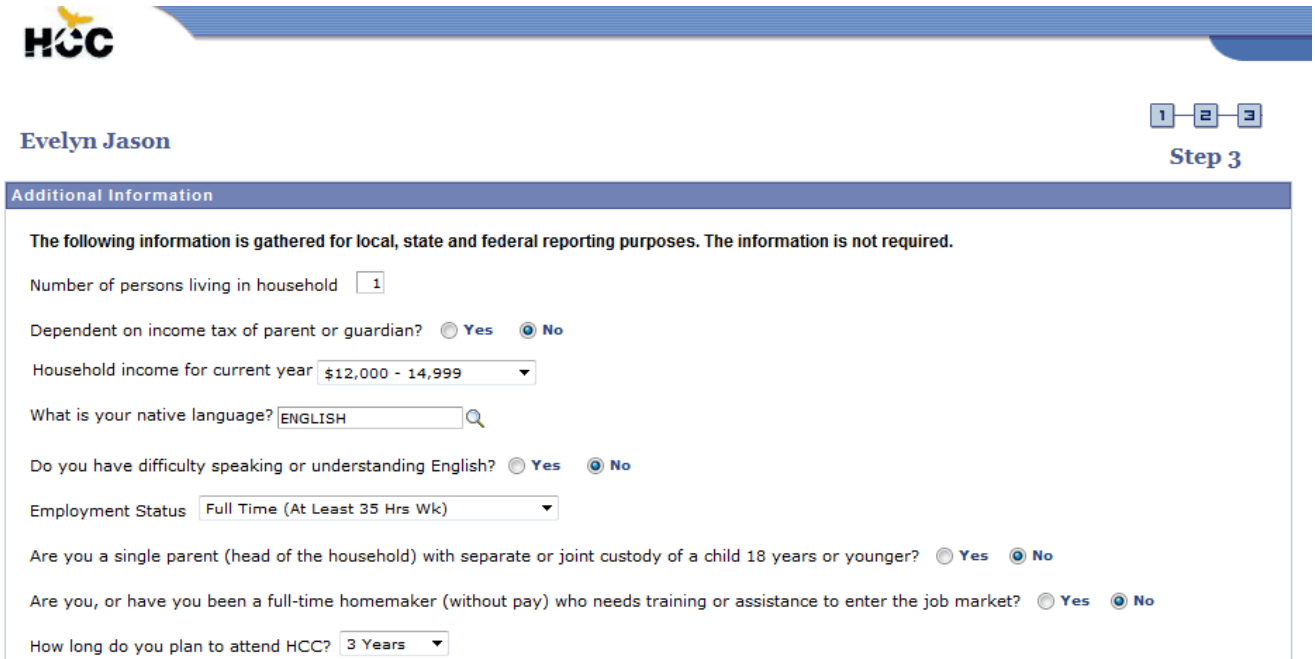
Email Address example: johnsmith@company.com

*Emergency Contact Name | *Telephone | *Relationship

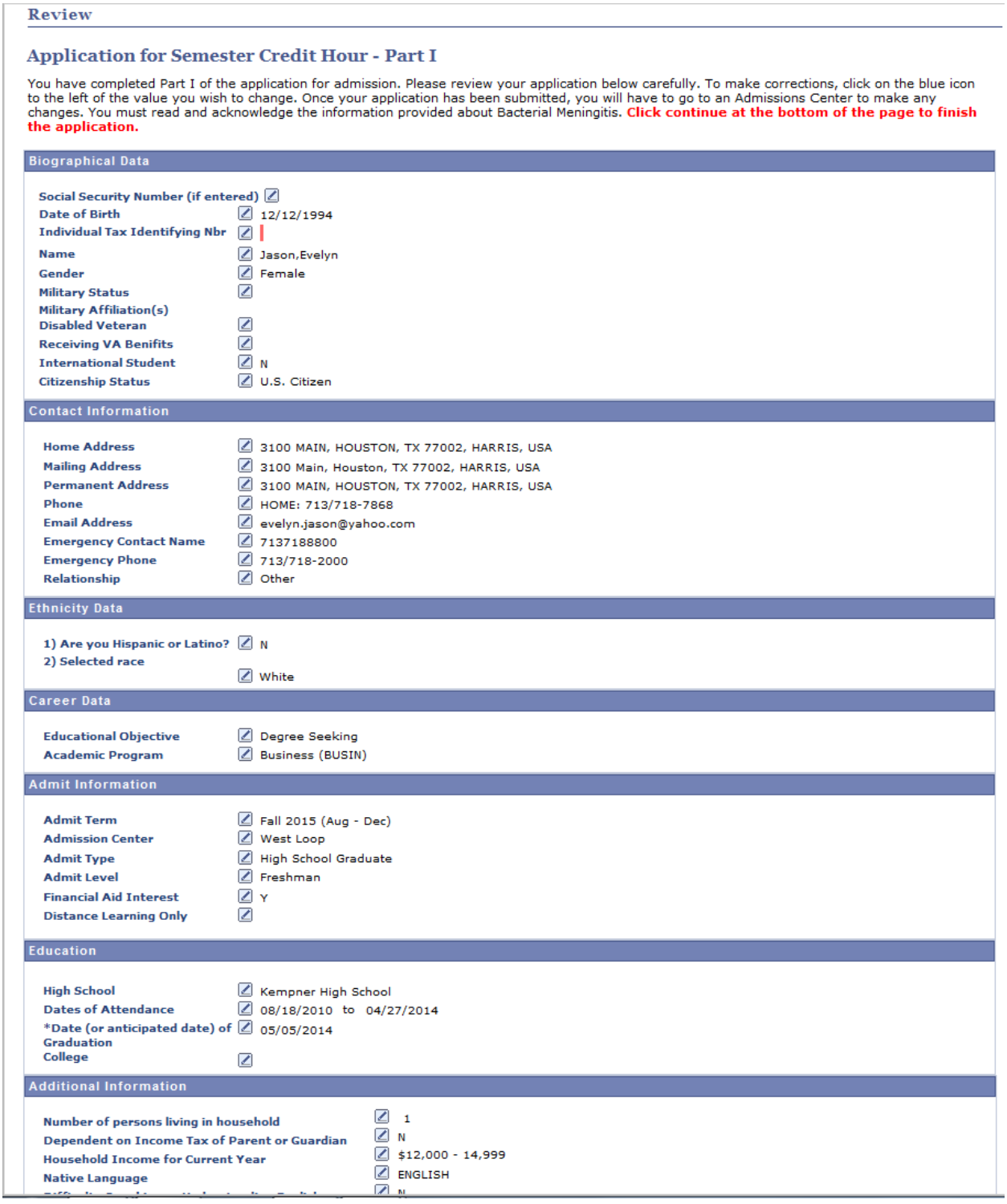
☐ Step 5: Education and Admission Information (always click on the magnifying glass to make a selection)



☐ Step 6: Family and Income (optional)



☐ 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)	
Date of Birth	12/12/1994
Individual Tax Identifying Nbr	
Name	Jason,Evelyn
Gender	Female
Military Status	
Military Affiliation(s)	
Disabled Veteran	
Receiving VA Benifits	
International Student	N
Citizenship Status	U.S. Citizen

Contact Information

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

Ethnicity Data

1) Are you Hispanic or Latino?	N
2) Selected race	
	White

Career Data

Educational Objective	Degree Seeking
Academic Program	Business (BUSIN)

Admit Information

Admit Term	Fall 2015 (Aug - Dec)
Admission Center	West Loop
Admit Type	High School Graduate
Admit Level	Freshman
Financial Aid Interest	Y
Distance Learning Only	

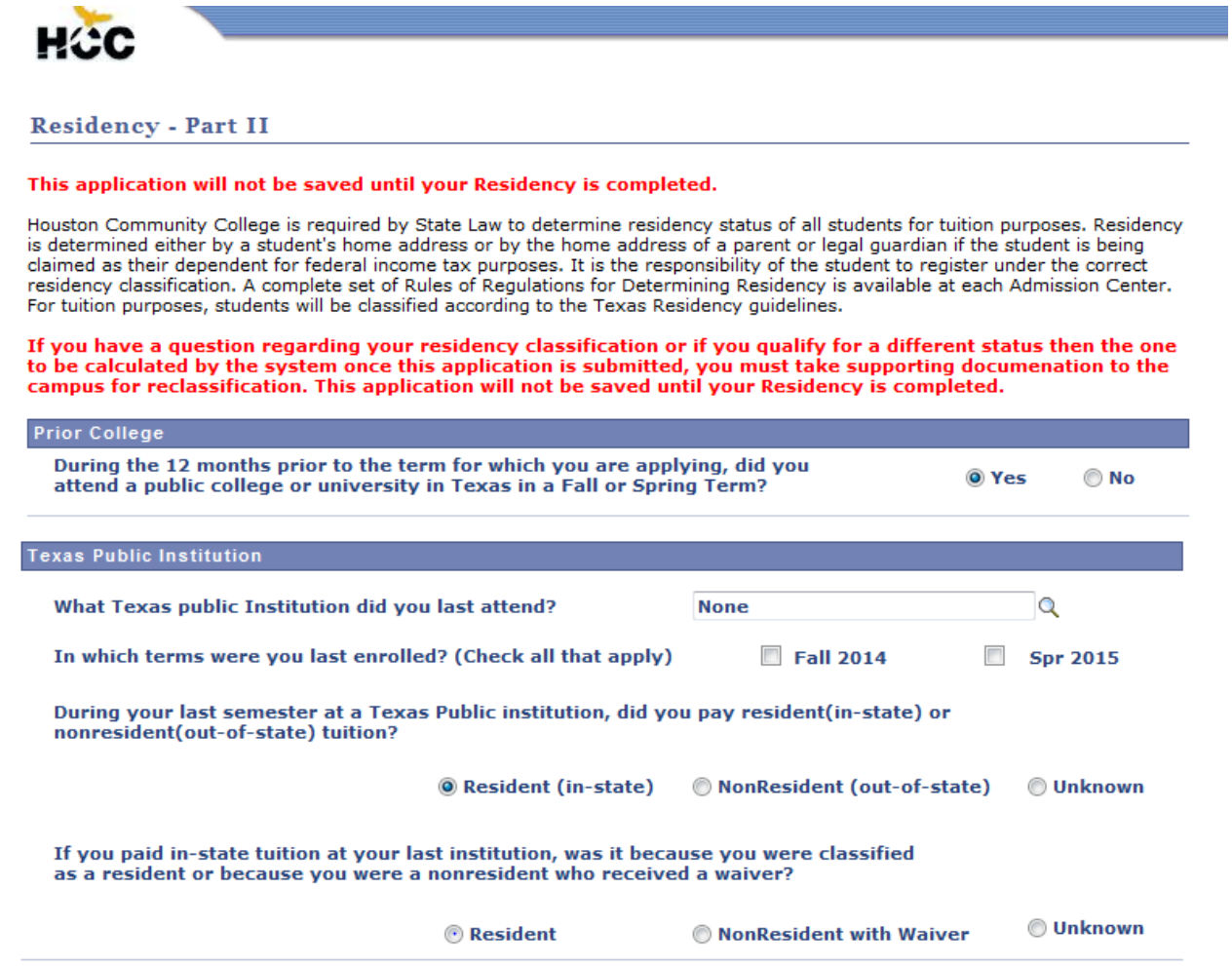
Education

High School	Kempner High School
Dates of Attendance	08/18/2010 to 04/27/2014
*Date (or anticipated date) of Graduation	05/05/2014
College	

Additional Information

Number of persons living in household	1
Dependent on Income Tax of Parent or Guardian	N
Household Income for Current Year	$12,000 - 14,999
Native Language	ENGLISH

☐ 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 documenation 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

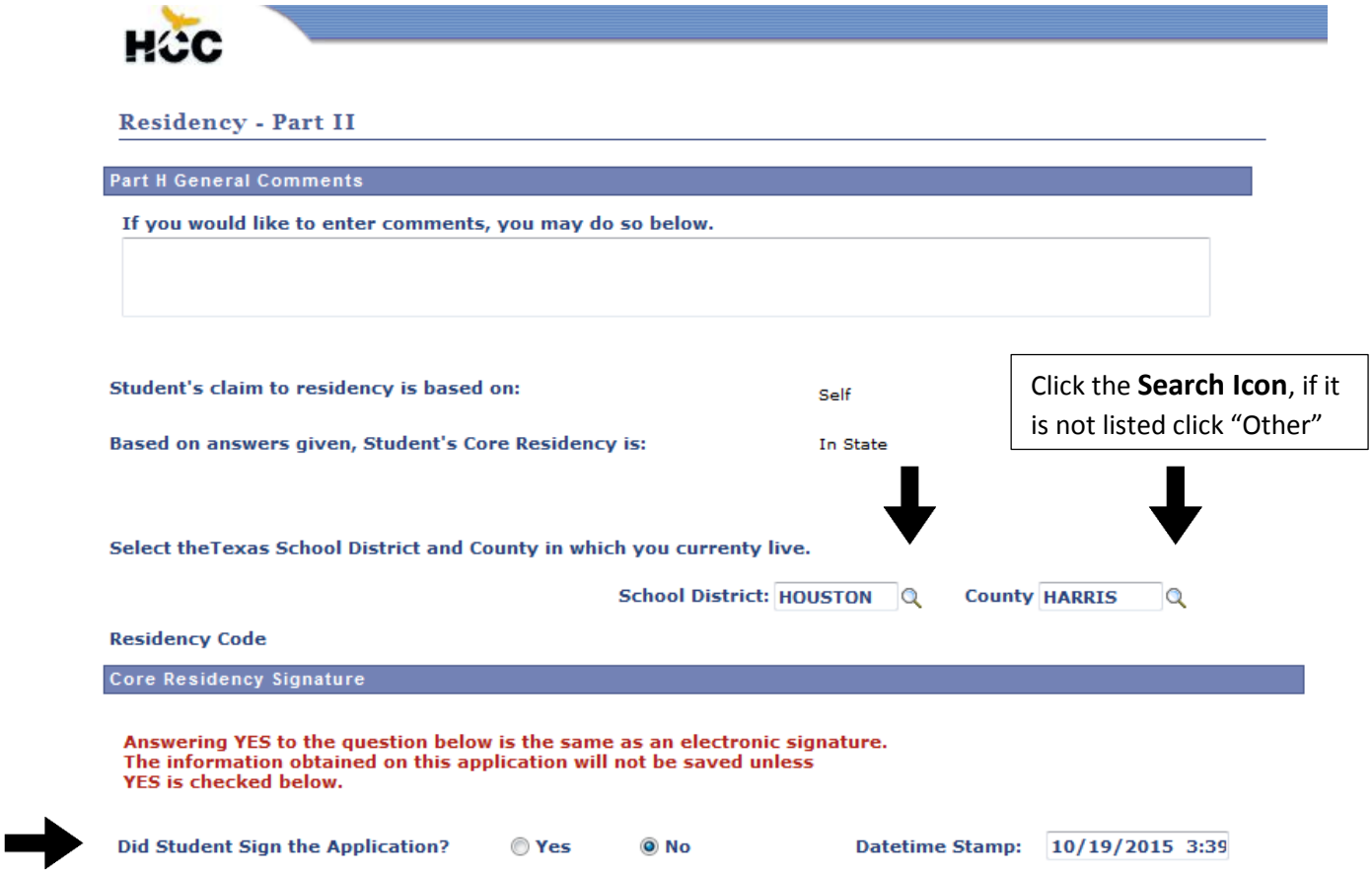
During your last semester at a Texas Public institution, did you pay resident(in-state) or nonresident(out-of-state) tuition?

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

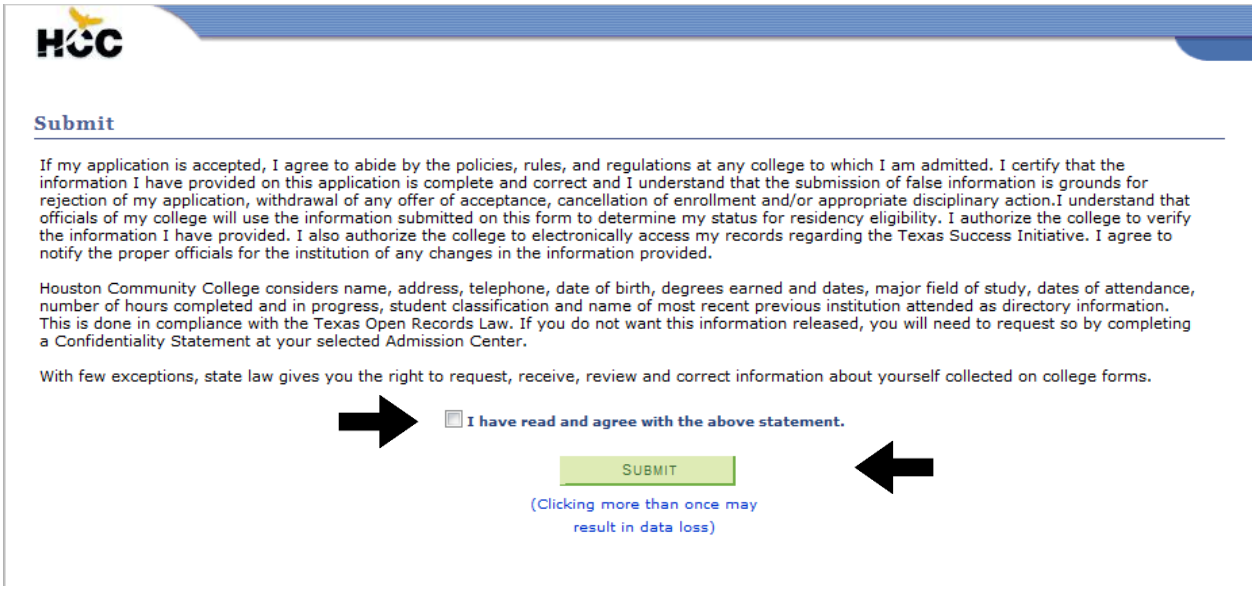
If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?

◉ Resident ○ NonResident with Waiver ○ Unknown

☐ Step 9: Residency Part II



☐ Step 10: Signature Required



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

☐ Step 11: Confirmation Page

This is your **Social** or **Temporary Assigned Number**

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.

We will verify your residency status manually using the appraisal district sites

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 pe **out your web browser after you have finished printing this summary.**

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 de educational objective. Financial Aid students must complete this step before they can re encouraged to use this link: http://imc02.hccs.edu/ccp/career-clusters.htm to complete Planning Tool before the end of their first semester. You can print the final page and tak 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

HCC

HCC
HOUSTON COMMUNITY COLLEGE

Office of the Chancellor

Office: 713.718.2000

October 19, 2015

Prospective Houston Community College Student

Subject: College admission

HCC Student ID/ Emplid : 208101939

Residency : In District--Houston

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

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