

STUDENT SERVICES AND ACTIVITIES

HCC's Division of Student Services includes those areas that most affect a student's non-class activities for example - admissions, registration, financial aid, testing, counseling, advising, discipline, and extracurricular activities.

The offices within the student services division - each with its own unique service and function - work together to make your college experience more successful and enjoyable.

For details on HCC's services, policies and programs, contact your campus Dean of Student Services.

ACADEMIC ADVISING

Advisors are available on each campus to help student's select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students should meet with an advisor before registering to obtain an advising guide for their academic program.

FACTS, the Florida Academic Counseling and Tracking for Students system was created to provide a single statewide academic advising system for all of Florida's postsecondary and distance learning students. The uniqueness of FACTS is its convenience and broad range of services from a single website. For example, students can use FACTS to degree shop for a different program, comparing credits earned at one institution against the academic admissions and graduation requirements of a degree program at another participating institution. The *degree audit* function is an invaluable resource for students who wish to track their progress as they transfer between institutions or degree programs. HCC grades may be viewed through your FACTS transcript.

FACTS requires access to any current Web browser (<http://www.facts.org>).

ADMISSIONS, REGISTRATION AND RECORDS

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The College operates an Admissions, Registration and Records (AR&R) office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. Since students are responsible for knowing about the procedures in this handbook and current catalog, they should check with a campus AR&R office or counselor if they are uncertain about any requirement or procedure.

ON-LINE COURSE SELECTION AND REGISTRATION

Students may currently view courses available via HawkNet. Course offerings are updated continuously, thus providing the most current information on availability of courses for registration.

On-Line registration is available to students. Please check the HCC Website for updated information regarding on-line registration.

Grades will be available on-line five days after the end of class. Access your grades via the HawkNet.