Dear Prospective Student:

Thank you for your interest in Hillsborough Community College. We know you have options when pursuing higher education and we are delighted that you are considering HCC. Our goal is to help you understand and complete the various steps to becoming an HCC Hawk.

Included in this packet are two very important documents you must review carefully. First, the New Student Enrollment Checklist will explain in detail the steps you need to complete in order to become a student and register for courses.

Second, you’ll find the Residency Documents page listing the acceptable proofs of residency. The state of Florida requires that all students prove they have lived in Florida for at least 12 months in order to obtain in-state tuition, which is currently $87.38 per credit hour.

An HCC application can be found online at http://www.hccfl.edu/ssem/enroll-in-4-easy-steps.aspx. The college catalog is available online at http://www.hccfl.edu/catalog.aspx.

We are here to serve you and look forward to your future enrollment at Hillsborough Community College. Do not hesitate to contact us should you have any questions.

Sincerely,

Glorianna Rhodes
Enrollment Development Coordinator
Brandon Campus
brenrollment@hccfl.edu
(813) 253-7904
(Fax) 253-7907

Niurka Arce
Enrollment Development Coordinator
Brandon Campus
brenrollment@hccfl.edu
(813) 253-7893
(Fax) 253-7907
Step 1: APPLICATION & TRANSCRIPTS

☑ Apply online at [http://www.hccfl.edu/ssem/admissions/apply-online.aspx](http://www.hccfl.edu/ssem/admissions/apply-online.aspx)

**Application Deadlines**
- Fall: August 10
- Spring: December 14
- Summer: May 10

☑ All students must turn in a final [High School Transcript](#) or GED test score to:
  
  *Hillsborough Community College*
  *Brandon Campus Admissions*
  *10414 E. Columbus Drive*
  *Tampa, Florida 33619-7856*

- Students may choose to hand-deliver their official transcript or GED test scores to the *Brandon Campus Student Services Information Desk*. If your transcript has not been received within 30 days of the start date of your first term, you will not be allowed to conduct any further registration activity at Hillsborough Community College until it is received.

☑ **TRANSFER** students may choose to hand-deliver their official [COLLEGE & HIGH SCHOOL](#) transcripts to the *Brandon Campus Student Services Information Desk*. If your transcript(s) has not been received within 30 days of the start date of your first term, you will not be allowed to conduct any further registration activity at Hillsborough Community College until transcript is received.

☑ **STUDENTS WITH DISABILITIES**

Students with a documented physical, learning or mental disability should register with the *Coordinator of Services for Students with Disabilities*. They can provide testing accommodations as well as other services. Call 253-7914 for an appointment.

Step 2: FINANCIAL AID

☑ Anyone seeking financial aid must first complete the [Free Application for Federal Student Aid](http://www.fafsa.ed.gov) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). HCC’s Code is (007870). Allow 7-10 days after submitting your FAFSA online before contacting the HCC Financial Aid office 253-7835 (BSSB 137).

  **Priority Deadlines to receive Financial Aid**
  - Fall Admission: May 1
  - Spring Admission: October 15

☑ **Bright Futures** recipients must contact the Department of Education at 1-888-827-2004 or [http://www.floridastudentfinancialaid.org/SSFAD/bf/](http://www.floridastudentfinancialaid.org/SSFAD/bf/) for instruction. The HCC school code for Bright Futures is 292.
Students with Florida Prepaid are issued an ID card from the Department of Education. Students must show that card to the Bursar each term to pay for classes. Contact 1 800-552-4723 for questions about Florida Prepaid.

Step 3: TESTING & PLACEMENT

All students must provide the college with valid SAT/ACT scores or a copy of a previously attended university/college transcript containing the scores before they register for courses to determine their academic placement.

If you are unable to provide scores, you will be required to take the College Placement Test (CPT). CPT referrals are provided at the Brandon Student Services Information Desk.

Study Guides are available to prepare for the College Placement Test (CPT) online at http://www.hccfl.edu/ssem/testing.aspx

The following are the minimum scores required to register for college level courses:

<table>
<thead>
<tr>
<th></th>
<th>440 English &amp; Reading</th>
<th>440 Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>18 Reading</td>
<td>19 Math</td>
</tr>
<tr>
<td></td>
<td>17 Writing</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT</td>
<td>83 Reading</td>
<td>72 Math</td>
</tr>
<tr>
<td></td>
<td>83 Sentence Skills</td>
<td></td>
</tr>
</tbody>
</table>

All SAT or ACT results must show completion of the test within the last 2 years. Test scores that are over 2 years old are no longer valid and you will be required to take the College Placement Test.

Students MUST submit test scores, transcripts with scores or complete the CPT BEFORE attending a New Student Orientation.

TRANSFER Students must meet with an academic advisor with a copy of their transcript to ensure proper academic placement and pre-requisites are met before registering for courses.

If English is not your first language and you would like to consider taking courses in English for Academic Purposes to prepare you for college level language proficiency, please see an Academic Advisor (sign in at the Brandon Student Services Information Desk) to discuss your options.

Step 4: ORIENTATION & REGISTRATION

A New Student Orientation can be scheduled at the Brandon Student Services Information Desk or by calling (813) 253-7802. Please note that students are not able to attend orientation until Step 3 has been completed. The New Student Orientation will take up to two (2) hours to complete. If a student does not show up to their scheduled New Student Orientation, a hold
will be placed on their record and they will not be able to register for classes until they reschedule and complete a New Student Orientation.

☐ Log-in to Hawknet; [http://www.hccfl.edu/hawknet.aspx](http://www.hccfl.edu/hawknet.aspx) HawkNet is Hillsborough Community College’s official means of communication between students and the college. Students will use HawkNet to register for courses after they have completed a New Student Orientation.

☞ Registration opens on April 1st for FALL & Nov. 1st for SPRING

**Step 5: PAYMENT OPTIONS & BOOKS**

Tuition must be paid by the delayed payment due date or on the day that you register. To determine the delayed payment due date please refer to the important college calendar dates located at [http://www.hccfl.edu/current-students/academic-calendars.aspx](http://www.hccfl.edu/current-students/academic-calendars.aspx)

- Students may pay for classes at the Bursars (cashiers) office by cash, check, credit card (Master Card or Visa).
- Students who have received an award letter from the Financial Aid Office should make sure they have accepted the award.
  
  ☞ If you have not received the award notice by the delayed payment due date, ask financial aid if you qualify for a tuition deferment. A deferment is temporary and your classes will be held until the deferment expires.

- Bright Futures and scholarship recipients must visit Financial Aid to ensure that those funds are applied to their tuition.
- Florida Pre-Paid recipients must visit the Bursar’s office each semester with their Florida Pre-Paid ID card to ensure that those funds are applied to their tuition.
- To find information on our tuition installment plan (TIPS), visit [http://www.hccfl.edu/ssem/tips.aspx](http://www.hccfl.edu/ssem/tips.aspx)

☞ It is the student’s responsibility to ensure that payment has been received by the Bursar’s office before the payment deadline. If you do not attend your classes you are nonetheless held financially responsible for those classes unless you DROP the courses prior to the DROP deadline. To determine the drop dates for your classes, please refer to the important college calendar dates located at [http://www.hccfl.edu/current-students/academic-calendars.aspx](http://www.hccfl.edu/current-students/academic-calendars.aspx)

☐ Print out your class schedule from Hawknet and visit the HCC Book Store (BSSB 133) to purchase books and supplies.
Step 7: THE FIRST DAY OF CLASS

- Print out class schedule from Hawknet
- Check the building number and room number on the schedule you printed from Hawknet. It is recommended that the student becomes familiar with the campus prior to the start of class. Campus maps are available at the Information Desk and in your Orientation Packet.

煸 It is strongly recommended that students arrive early the first week that classes begin to ensure parking is available.

煸 REMEMBER: If you do not show up on the first day of class you are still financially responsible for payment unless you drop the class by the DROP deadline.

Step 6: PHOTO IDENTIFICATION CARDS

- Obtain your student identification card at the HCC Brandon Career Center (BSSB 210) after the drop/add period. The card allows you to check out items from the Library, participate in various student activities, and more.

煸 No parking pass is needed to park at the Brandon campus.
Residency Documents
Required for ALL persons claiming Florida Residency

Documentary Evidence

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

<table>
<thead>
<tr>
<th>FIRST TIER</th>
<th>SECOND</th>
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<tbody>
<tr>
<td>(at least ONE document must be from this list)</td>
<td>(may be used in conjunction with document from First Tier)</td>
</tr>
<tr>
<td>► Florida Driver's license (if known to be held in another state previously, must have relinquished) OR a State of Florida identification card (if evidence of no ties to another state)</td>
<td>► A Florida professional or occupational license</td>
</tr>
<tr>
<td>► Florida voter registration card</td>
<td>► Florida incorporation</td>
</tr>
<tr>
<td>► Florida vehicle registration</td>
<td>► Documents evidencing family ties in Florida</td>
</tr>
<tr>
<td>► Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)</td>
<td>► Proof of membership in Florida-based charitable or professional organizations</td>
</tr>
<tr>
<td>► Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant</td>
<td>► Any other documentation that supports the student's request for resident status</td>
</tr>
<tr>
<td>► Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)</td>
<td>Examples of “other” documentation:</td>
</tr>
<tr>
<td>► Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period)</td>
<td>► Utility bills and proof of 12 consecutive months of payments</td>
</tr>
<tr>
<td>► Benefit histories from Florida agencies or public assistance programs</td>
<td>► Lease agreement and proof of 12 consecutive months of payments</td>
</tr>
<tr>
<td></td>
<td>► State or court documents evidencing legal ties to Florida</td>
</tr>
</tbody>
</table>