HCC’s credit schedule is now exclusively online at www.hccfl.edu. Browse, register, and pay for classes quickly online.
Drop/Add
You may drop and add classes during the established registration periods.
For add/drop/withdrawal dates, go to www.hccfl.edu (click on course schedules and scroll down to add/drop/withdrawal dates). Financial aid recipients should contact their campus financial aid office before initiating any adjustments. Courses must be dropped by the refund deadline to receive a refund of tuition and fees.

Withdrawal
You may withdraw from a course before the published deadline. For a complete listing of add/drop/withdrawal dates, go to www.hccfl.edu/current/dropadddates.html. Course fees are not refunded when you withdraw. Financial aid recipients should contact their campus financial aid office before initiating a withdrawal.

Florida Residency
Residency for tuition purposes has three major components:
- Establishing Florida residency
- Maintaining such residency for at least 12 consecutive months prior to the first day of the term
- Determining whether a student is independent or a dependent (See your AR&R office for more details.)

Independent students wishing to demonstrate residency for tuition purposes may not use any period during which they were attending a postsecondary institution full-time. A dependent student may be deemed eligible for in-state tuition only if his/her parent (i.e., the one claiming Florida residency) has not been enrolled full-time during the 12-month qualifying period. (Two documents are required.)

Admissions
1. Apply by going to www.hccfl.edu for online application.
2. Request all prior college transcripts be sent directly to the HCC Transcript Office at P.O. Box 31127, Tampa, FL 33631-3127 and high school transcripts be sent to your campus Admissions, Registration & Records office.
3. If you have never attended college, either provide the College with ACT/SAT scores (taken within the past two years) or complete the HCC placement test (CPT).
4. Attend HCC’s new student or transfer student orientation session where you will meet with a counselor or advisor.

Note: For your convenience, the $20 application fee will be charged when you register for classes.

Registration
Transfer Students
To transfer to HCC from another college, you must complete an Application for Admission and pay the $20 non-refundable fee. To register for a course requiring a prerequisite, you must bring a copy of all your postsecondary transcripts and meet with an advisor. You must provide an official transcript to HCC.

Transient Students
If you are currently enrolled at another college, you may take courses at HCC by completing an HCC Application for Admission and paying the $20 non-refundable fee. You must also submit a letter of good standing from your home institution which specifies the course(s) which you are authorized to take.

Students attending Florida public, postsecondary schools should submit a Transient Form via www.facts.org.

Transient students may register for HCC courses at any campus one week prior to the beginning of the term. Check the HCC website for dates or see the Important Calendar Dates in this guide.

USF-HCC Cross-Enrollment
Students attending HCC and the University of South Florida may cross-enroll. When registering at the host institution, you must submit a cross-enrollment form approved by the HCC counseling office.

HCC students who were denied admission to or were academically dismissed from USF may not cross-enroll.

Non-Degree-Seeking Students
If you apply for admission as a non-degree-seeking student, you do not need to provide official transcripts to enroll in classes not requiring college-level reading, writing, or math skills. (See course descriptions in HCC catalog.) However, once you’ve completed 12 credit hours, you must submit official transcripts and take the HCC college placement test or provide valid SAT, ACT, or CPT scores to enroll for additional classes. Non-degree-seeking students are not eligible for veterans’ benefits or financial aid. Non-degree-seeking students must meet all prerequisites.
Financial aid is available in the form of grants, scholarships, loans and student employment.

The Tuition Installment Plans (TIPS)

To help meet your educational expenses, Hillsborough Community College is pleased to provide the tuition payment plan, TIPS. TIPS is available at all campuses and to all students at HCC.

TIPS allows you to pay your tuition in monthly payments. The earlier you enroll through TIPS, the more payment options you have. You may enroll in the TIPS plan or review the available payment plans online at www.hccfl.edu/tips. You may also call 813.253.3355.

TIPS is administered for HCC by FACTS Management Co., Lincoln, NE. Enrollment in TIPS is provided online by using the FACTS e-Cashier.

How TIPS Works

Enrolling in TIPS is simple. You must be a student at HCC. Your user log-in is your seven-digit student ID number (without the initials) and your password is your six-digit birth date with the forward slashes. NOTE: HCC Financial Services is normally closed every Saturday and Sunday. If you enroll in TIPS after 2:00 pm on Friday, your enrollment may not be received in Financial Services until the following Monday. This may result in cancellation of your classes due to non-payment of fees.

The first step is to determine the amount you would like to budget through TIPS. You may budget payments in one of two ways.

1. Automatic Bank Payment (ACH) – ACH payments are those payments you have authorized TIPS to process directly with your financial institution. It is a bank-to-bank transfer of funds you have preapproved for your expenses at HCC. Payments can be made from either your checking or savings account. Payments are processed on the date indicated online and will continue until the balance due is paid in full.

2. Credit Card Option – Many students and families have requested the option of charging their monthly tuition payment to VISA, MasterCard or Discover Card. This enables you to take advantage of various bonus programs offered by your credit card company. If you want to budget your expenses by using your credit card, it will be automatically charged on the date indicated online. The payment amount is specified on the TIPS agreement and will continue until the balance due is paid in full.
Financial aid is available in the form of grants, scholarships, loans, and student employment. Most types of financial aid are based upon financial aid eligibility. Therefore, you must complete an application for financial aid in order to determine the type of financial aid you qualify to receive.

How to Apply

- You must complete the Free Application for Federal Student Aid (FAFSA). Students may apply online at www.FAFSA.ed.gov. Allow three to four weeks to process.
- You must complete HCC’s Financial Aid Student Agreement and Acknowledgement Form. The Student Agreement and Acknowledgement Form is available at each campus Financial Aid Office. Submit the completed form to your campus Financial Aid Office.
- You must provide your official high school transcript or GED to the campus AR&R Office.
- You must provide any other documents required by Financial Aid.

Who Should Apply?

All students seeking financial assistance should complete a FAFSA application.

When to Apply

You should complete and submit the FAFSA application to the Federal Processing Center before the priority deadline to ensure the most financial aid options.

What Institutional Costs Will Financial Aid Pay?

- Based upon the type of financial aid award you qualify to receive, most financial aid awards will first pay the cost of tuition and fees.
- If you have funds available after tuition and fees are paid, you may use a specified amount to purchase books and supplies from HCC’s Bookstore.

Financial Aid Pays for the Following Programs:

- All AA, AS, and AAS programs
- College Credit Certificate programs: Computer Programming, Information Technology Management, Internet Services Technology E-Commerce Support
- Internet Services Technology Web Designer
- Internet Services Technology Web Developer
- Library Technical Assistant
- Radiation Therapy Specialist
- Drafting
- Medical Office Admin: Medical Rec. Transcription Option 6
- Medical Office Management Option 4
- Office Admin. Specialist: Medical Info. Coder/ Biller Track 1 Medical Coder
- Office Management Option 3 Track 1
- Office Management Human Resource Mgmt. Option 3 Track 4
- Office Management Records Mgmt. Option 3 Track 3
- Office Management Software Application Option 3 Track 2
- P-SAV programs: Advanced Water Treatment
- Law Enforcement
- Auto/Collision Repair and Refinishing
- Dental Assistant

What are the Required Credit Hours?

- Federal Pell Grant – 12
- Federal Academic Competitiveness Grant (ACG) – 12
- Federal Stafford Loans – 6
- Federal Work Study – 6
- Federal Work Study - Community Service Assignment – 6
- Florida Bright Futures – 6
- Florida Student Assistance Grant (FSAG) – 6
- Florida First Generation Scholarship – 6
- HCC’s Presidential Scholarship – 12
- HCC’s Board of Trustees Scholarship – 12
- HCC’s Incentive & Need-Based Scholarships – 6
- HCC’s Athletic Scholarships – 12
- Public Work Experience – 6

Academic Advising

Why Should I See an Academic Advisor?

Academic advisors can help students chart their academic journey by helping them develop educational plans. Advisors also inform students about helping them find campus resources, educational programs offered at HCC, and what courses to register for each semester, among other services.

Where Do I Go To See an Advisor?

Future and current HCC students should visit the Academic Advising Center at their campus of choice.

- Brandon: Student Services Building, 1st floor, Service Desk
- Dale Mabry: Student Services Building, 2nd floor, room 237
- MacDill AFB: Education/Library Building (Bldg. 252), room 116, Department of Defense identification cardholders only.
- Plant City: Student Services Building, 1st floor, room 106
- HCC SouthShore: building, room?
- Ybor City: Learning Resource Center, 1st floor, room 106
- HCC Academic Advising Center standard hours of operation are Mondays and Tuesdays, 8:00 am-7:00 pm; Wednesdays and Thursdays, 8:00 am-4:30 pm; and Fridays, 8:00 am-Noon. All offices are closed on observed holidays. Please call to find out seasonal and special hours of operation. We encourage you to visit hccfl.edu/prospective for additional information.

Academic Support Centers

Academic support is located at centers throughout the College. Tutorial centers offering a wide variety of tutorial services are available at each campus. Writing centers are available at the Dale Mabry and Brandon Campuses to assist students with all English and Gordon Rule assignments. The Plant City Campus has a Success Center that provides academic support in several ways, including peer tutoring, access to an open computer lab, and study group areas.

For more information on the Academic Support Centers, see the HCC website – www.hccfl.edu – or the Student Handbook and Academic Planner for telephone numbers.

FINANCIAL AID PROGRAMS

Need FA Forms?

Go to www.hccfl.edu/aid/0809forms.html for Student Data form, Independent/Dependent Verification form, Worksheet A, B, C, Stafford Loan Application, Institutional Scholarship Application, and Child Care Application. You may complete the Stafford Loan Entrance and Exit Counseling Sessions at this site. Find further details about financial aid at www.hccfl.edu/aid.
HCC students may take a majority of the courses needed for an associate in arts degree through HCC’s Distance Learning Program. The flexibility and convenience of HCC Distance Learning courses make them the perfect learning alternative for students with demanding work and family responsibilities.

Here’s How Distance Learning Courses Work:

1. Register for Distance Learning courses the same way you do for traditional on-campus classes.
2. WebCourses at HCC use a web-based program called Online@HCC. Online@HCC can be accessed through the College homepage.
3. Many Distance Learning courses have mandatory class meetings; some require attendance at the first class meeting. Please check with the instructor. The time listed in the credit schedule is the meeting time for each of the on-campus class meetings.
4. Expect to communicate with your instructor or the Distance Learning office by email within Online@HCC, phone, fax, voice mail, or visits during office hours.
5. Understand that you must be an active participant in the learning process, and Distance Learning courses are not self-paced as students will be required to meet certain deadlines set by the instructor.

WebCourses

HCC WebCourses are web-based. In these classes, students obtain their class assignments from the class web pages and use internet resources, computer applications, and traditional textbooks to meet class objectives.

WebCourse meeting requirements vary by course and instructor. Many WebCourses have mandatory class meetings. Please check the comments on the Distance Learning website (www.hccfl.edu/distancelearning) for more details.

WebCourses are NOT self-paced as students will be required to meet certain deadlines set by the instructor. Students will be best served to log into their WebCourses a minimum of three times a week, and keep up with all readings and assignments as outlined in the course syllabus.

Important Notes

Online@HCC

Online@HCC is used for WebCourses. Online@HCC can be accessed through the HCC homepage.

On-Campus Meetings

See the Distance Learning section of this course schedule for the on-campus meeting dates and times.

Distance Learning Fees

There is a $30 lab fee associated with all Distance Learning classes. There is a $10 per credit hour fee associated with all Distance Learning classes.

Contact HCC Distance Learning:

Voice: 813.259.6530
Fax: 813.259.6536
Visit the Distance Learning website for more information: www.hccfl.edu/distancelearning

Registering for HCC-MacDill Classes

HCC at MacDill classes are open to everyone. However, if you are a student without a Department of Defense identification card, you must comply with these rules and procedures to attend classes on MacDill Air Force Base.

• All civilian students must undergo a background investigation before they will be allowed to attend on-Base classes. Non-Department of Defense affiliated foreign students and individuals on parole/probation are automatically denied access to on-Base classes. Resident aliens with applicable Immigration Naturalization Service documentation may attend on-Base classes.

• Please be aware that, in the event of an emergency situation, your classes will be moved to an off-Base location.

• Access to on-Base classes is a privilege. Any violation of posted Air Force restrictions will result in immediate expulsion from your on-Base classes without compensation. Speed limits are strictly enforced.

• Students registered for MacDill classes are NOT automatically deregistered (purged) for non-payment. Students must formally drop a class by the designated drop date to receive a refund.

Access to On-Base Classes

Due to periodic changes to these procedures, students attending MacDill classes should contact the MacDill Center at 813.840.0660 for updated instructions.

1. Contact the MacDill Center for instructions on how to obtain a Base-access packet which includes a Florida Department of Law Enforcement background investigation request form and a fingerprint card. Fingerprint prints may be taken at any local Sheriff Department Office. Mail the form and fingerprint card to the address on the form. There is a $23 fee for the background check. It will be a minimum of three weeks before you receive a response.

2. Once the background check has been completed and you have registered for classes, call HCC-MacDill at 813.840.0015 or 813.840.0660 to request your Base access. Office hours are 8:00 am-6:00 pm, Monday-Thursday, and 9:00 am-Noon on Friday. If you have already registered for a MacDill class, call to confirm your registration. Remember: no background investigation, no access pass, no class. Access passes (not background checks) are required to be reissued every term attended. Please contact the MacDill Center with any questions related to this process.

3. You may pick up your access pass at the MacDill Visitor Screening Facility (VSF) located at the Dale Mabry Gate on South Dale Mabry Highway not earlier than one week before the start of your class and 24 hours after your request. Your name will be placed on file for a pass at the VSF after you have called the HCC-MacDill office. The VSF is open Sunday and Monday from 6:00 am-10:30 pm and 6:00 am-midnight Tuesday through Saturday. Due to the high volume of visitors during normal on-Base duty hours, the best time to pick up your pass is after 5:00 pm. Make sure you have in your possession your completed investigation report with fingerprint card, proof of course registration, driver’s license, valid vehicle registration, and proof of current auto insurance. To avoid missing your first class meeting, do not wait until the first day of class to get your access pass.

Your badge and pass are property of the U.S. Government and must be surrendered upon request, or when they expire or are no longer required (i.e., upon class drop or withdrawal).
Honors Institute

HCC’s Honors Institute is designed to provide a rigorous academic program for talented and motivated students and reflects a mutual commitment by students and faculty in achieving program goals.

For more information about the HCC Honors Institute, call 813.253.7894 or 813.253.7974 or 813.253.7986 or visit www.hccfl.edu/honors.

Service Learning

The Service Learning experience represents a change from the lecture-driven and content-based curriculum. It allows students to explore the course material in the classroom, volunteer a minimum of 10 hours per semester at a local agency or at HCC on a special project, and then reflect on how course content connects to the community experience.

Learning Communities

In the Learning Community, students enroll in two or more courses that are linked to each other. The materials studied in one course are coordinated with the materials studied in the others, and the students receive credit for all areas of study. Learning Community participants get to know their classmates, providing opportunities for study groups and collaboration not always available in traditional sections.

FYE

First Year Experience (FYE) invites all students, whether first-time-in-college or returning, to participate in the FYE College Success course. If you have less than 30 college credit hours, this course may enhance your success because you will focus on building skills and strategies needed for a successful college experience.

College Success for the First Year Experience is a three-credit-hour, elective course emphasizing hands-on career exploration activities, time management, critical thinking skills and success strategies, all in an active, engaging environment. For more information, contact the Office of First Year Experience at 813-259-6424 or visit our website at www.hccfl.edu/fyei.

Welcome to Hillsborough Community College – Let’s make your first year – a College Success!

IMPORTANT COLLEGE CALENDAR DATES FALL TERM 2008

<table>
<thead>
<tr>
<th>EVENT</th>
<th>REGULAR SCHEDULE</th>
<th>WEEKEND SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web and Campus Registration (Web Registration available 5:00 am-midnight)</td>
<td>April 1 - August 27</td>
<td>April 1 - August 27</td>
</tr>
<tr>
<td>Delayed Payment Due Date (After this date you must pay for classes on the day you register)</td>
<td>July 22</td>
<td>July 22</td>
</tr>
<tr>
<td>First Day for Transient &amp; Cross-Enrolled Students to Register</td>
<td>August 14</td>
<td>August 14</td>
</tr>
<tr>
<td>Last Day to Register Without Penalty</td>
<td>August 20</td>
<td>August 22</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 21</td>
<td>August 23</td>
</tr>
<tr>
<td>Drop/Add</td>
<td><a href="http://www.hccfl.edu/current/dropaddates.html">www.hccfl.edu/current/dropaddates.html</a></td>
<td></td>
</tr>
<tr>
<td>Deadline for Refund</td>
<td>August 27</td>
<td>August 29</td>
</tr>
<tr>
<td>Last Day to Apply for Degree</td>
<td>September 5</td>
<td>September 5</td>
</tr>
<tr>
<td>Last Day to Register for CLAST</td>
<td>September 5</td>
<td>September 5</td>
</tr>
<tr>
<td>Non-Class Days</td>
<td>September 1 October 17 November 11 November 27-28 December 12-January 4</td>
<td>August 30-31 October 25 November 29-30 December 7-January 9</td>
</tr>
<tr>
<td>College Closed (staff)</td>
<td>December 22-January 4</td>
<td>December 22-January 4</td>
</tr>
<tr>
<td>CLAST</td>
<td>October 4</td>
<td>October 4</td>
</tr>
<tr>
<td>Last Day to Remove “I” Grade</td>
<td>March 4, 2009</td>
<td>March 4, 2009</td>
</tr>
<tr>
<td>Credit by Exam Test Date</td>
<td>September 17, October 28</td>
<td>September 17, October 28</td>
</tr>
<tr>
<td>Last Day to Withdraw Without Grade</td>
<td>October 28</td>
<td>October 28</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 11</td>
<td>December 6</td>
</tr>
<tr>
<td>Grades Available Online</td>
<td>December 14</td>
<td>December 14</td>
</tr>
</tbody>
</table>

1 Courses that have starting and ending dates that differ from the regular schedule will have individually determined drop and withdrawal deadlines. If financial aid students withdraw prior to these dates, student will owe the repayment of financial aid received.

2 Guavaween – Ybor City Campus only
HawkNet is the official form of communication between YOU and HCC.

Check your email at least once a week for important college communication. During registration periods, you should check your email daily for registration information, course cancellation notices, and information about fees and financial aid.

Your new user ID will be your first initial, your last name (and possibly a number). Until you change it, your initial password will be your student ID number. We encourage all students to change their password for security purposes.

Once you have logged on, you will:
- Get an email account with antivirus and antispam included.
- Have collegewide, campus, course calendars.
- Have access to course-specific digital resources.
- Be able to customize your dashboard.

Find out more by logging on to hccfl.edu and clicking on HawkNet at the lower right corner of the screen.

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