Admissions and Registration

Steps for Admission
1. Apply online at www.hccfl.edu
2. Secure your college funding
3. Submit transcripts
4. Take college placement test or submit scores
5. Attend required campus orientation
6. Register for classes and pay

For more information and to apply online, go to http://www.hccfl.edu/ssem/steps-for-enrollment.aspx.

Admissions Policies
HCC maintains an “open-door” policy. Students may be admitted if they meet one of the following criteria:
• Graduated with a standard diploma from a secondary school
• Earned a high school equivalency certificate or diploma through any state Department of Education or through the military
• Earned a Certificate of Completion, Eligible for College Placement Test (W8A) (graduating class of 2003 forward)
• Completed a home education program pursuant to the requirements of F.S. 1002.41
• Applied as a transfer student
• Applied as a transient student

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, deemed to be in the best interest of the college.

Admissions Requirements

Associate Degree, College Credit Certificate Programs, and Applied Technology Diploma

To be eligible for admission to an associate degree program, college credit certificate, or applied technology diploma (F.S. 1007.263), applicants must have one of the following:
• A standard high school diploma.
• Florida public high school graduates must have met Florida graduation requirements (F.S. 1003.43).
• A high school equivalency diploma, or
• Completion of a home education program pursuant to the requirements of F.S. 1002.41.
• Some PSAV programs are excluded from this requirement.

NOTE: If the applicant received a special high school diploma such as the Certificate of Completion (W08) or another special high school diploma and wishes to apply for admission as a regular student, a high school equivalency diploma must be earned by successfully completing the GED exam offered through the Florida Board of Education.

There may be additional requirements for limited access programs. Check the webpage at www.hccfl.edu/departments.aspx or in the associate degrees/technical programs section of this catalog.

IMPORTANT: Students who hold education certificates from countries other than the United States should refer to the International Students section in this catalog.

Former Student Returning

Students maintain an active application status by attending HCC at least one term in an academic year. If students have not attended classes for more than one year, they must complete a new HCC application. Former students do not have to pay additional application fees. A former student returning to the college and pursuing a degree or certificate must meet the graduation requirements of the catalog in effect at the time the student returns to continuous enrollment at HCC.

NOTE: Since the college strives to provide the community with up-to-date, postsecondary educational opportunities, HCC’s curriculums are constantly reviewed and are often revised. HCC does not guarantee that the college will continue to offer previously required courses or their prerequisites made unnecessary by changes in programs.

Transfer Students

If students have attended other postsecondary institutions, they may be admitted as a transfer student. Within 30 days of the beginning of the term, students must provide their high school transcript and transcripts from all colleges previously attended.

Transient Students

Students attending other colleges or universities who wish to take courses at HCC in order to fulfill degree requirements at their home institutions may be admitted as transient students. Prior to registration, if students wish to apply as transient, they must submit a transient application and documentation from the home institution that:
• Certifies they are in good academic standing.
• Indicates the HCC courses in which students may enroll.
• Affirms that they may use the courses completed and credits earned at HCC to meet the program requirements at the home institution.

Students attending a Florida postsecondary institution must submit this information via the transient application at www.flvc.org.

TRANSIENT STUDENTS are not required to provide official transcripts of their previous college coursework. However, if the documentation from their home institution does not indicate the HCC courses in which the students may enroll, applicants must provide unofficial transcripts to verify they meet HCC course prerequisites.

NOTE: HCC students who wish to attend another college as transient students must have a minimum cumulative grade point average of 2.0. Students attending a Florida postsecondary institution must submit this information via the transient application at www.flvc.org.
International Students

HCC admits foreign students who meet the admission requirements for international students and follow the admission procedures specified below.

To be considered for admission as an international student intending to study at HCC on an F-1 student visa, a student must (1) demonstrate competency in the English language; (2) document sufficient funds to cover educational and living costs; (3) provide proof of graduation from a secondary school; and (4) apply at least three months prior to the term of entry.

Specifically, the student must complete or meet the following specific admissions criteria:
- Submit an HCC application for admission, along with the $50 international student application fee, at least three months prior to the term of entry.
- Provide a statement of financial responsibility, which documents funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one year.
- Submit proof of health insurance coverage for one year.
- Provide proof of English proficiency: A score of 61 or higher on the internet-based TOEFL (Test of English as a Foreign Language); or a score of 173 or higher on the computerized version; or a score of 500 or higher on the paper version of the TOEFL; an overall band score of 5.5 on the IELTS (International English Language Testing System); proof of successful completion of the highest level of an accredited English language program, including INTO USF (Level 5) and English Language Centers (ESL Level 109); or an official transcript proving successful completion of ENC 1101 at a regionally accredited post-secondary institution.
- Documentation of high school graduation or an equivalent level of education.

Important information for students who have completed high school and/or postsecondary work outside the United States:

Transcript(s) in English (original document in the original language and a certified English translation) from high school and from all previously attended colleges and universities must be evaluated by an agency accredited by NACES (National Association of Credential Evaluation Services). A document-by-document evaluation is required for high school transcripts. A course-by-course evaluation is required for college and university transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at www.hccfl.edu/international, or from any campus office of admissions, registration, and records.

NOTE: Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

Articulated Acceleration for High School Students

High school students may earn college credits through articulated acceleration (Florida Statute 1007.271). These acceleration options are dual enrollment and early admissions. Students who satisfy the following requirements may qualify for admission as a student in one of these categories:

Dual Enrolled High School Students
(Florida Statute 1007.27, Florida Statute 1007.271)

Students who enroll as a dual enrolled student can earn college credit by attending college-level courses taught by HCC instructors at an HCC campus before, during, or after high school and during the summer, or at an identified high school during the regular class day. Credits for the courses satisfactorily completed will apply toward both the high school diploma and toward an associate or baccalaureate degree. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an associate in arts or an associate in science degree.

Application fees and tuition are waived and textbooks are provided for Hillsborough County public school students accepted through the dual enrollment program.

Students attending college classes must be mindful that they will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. All students, including dual enrolled students, must be able to engage in discussions in a mature and responsible manner.

To be eligible for consideration for admission as a dually enrolled high school student, one must meet the following requirements:
- Be in high school.
- Provide a high school transcript showing an unweighted cumulative grade point average of 3.0.
- Provide written authorization from the high school principal or his/her designee.
- Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the PERT (Postsecondary Education Readiness Test).
- Submit a Special Category Student form.
- Submit an HCC application for admission.
- Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
- Meet with an HCC counselor to complete the registration process.

No student will be permitted to participate in dual enrollment classes without having met eligibility and application requirements. Dual enrollment students are allowed one attempt per dual enrollment course.

To remain eligible as a dually enrolled high school student, one must maintain a 3.0 high school GPA and a 2.0 HCC GPA.
Early Admission

Early admission is a form of dual enrollment. Students are admitted through the early admission option of dual enrollment when they register at HCC as a full-time student (12 or more credits) during their senior year of high school.

Credits for the courses completed satisfactorily at HCC will apply toward the high school diploma and toward an associate or baccalaureate degree. Application fees are waived for students accepted through the early admission program. Tuition is waived for early admissions students for all courses taken through this program while they are still in high school.

NOTE: To be eligible for consideration for admission through the early admission program a student must meet the following requirements:

• Be a high school senior.
• Provide written authorization from the high school principal or designee.
• Provide a high school transcript showing an unweighted cumulative grade point average of 3.5.
• Achieve appropriate placement scores on the SAT, ACT, or the written or computerized version of the PERT (Postsecondary Education Readiness Test).
• Submit a Special Category Student Form.
• Submit an HCC application for admission.
• Submit all required paperwork to the district dual enrollment office no later than thirty working days prior to the start of the semester.
• If approved for early admission, meet with an HCC counselor to complete the registration process.

NOTE: Home-educated students may take advantage of the dual enrollment and early admissions acceleration options and must be in compliance with applicable Florida laws. In addition to the above requirements, a parent of home-educated students must submit a sworn Affidavit for Compliance in accordance with F.S. 1002.41. Home-educated students should submit an academic plan that identifies the courses they have taken through home school and the courses they intend to take at HCC as a dually enrolled student.

NOTE: Private schools must meet requirements for F.S. 1002.42 and 1003.43 and have an articulation agreement on file with HCC in order for their students to participate in dual enrollment and early admissions programs.

NOTE: Public and private high school students interested in participating in the dual enrollment program must contact their high school counselor for information and to determine eligibility. Students enrolled in home education programs may contact the HCC dual enrollment office for information.

NOTE: When calculating Satisfactory Academic Progress for Title IV, Student Financial Assistance and adherence to any state maximum-hour requirement(s) for an AA, AS or AAS degree, HCC will not include any courses students complete while they are dually enrolled.

Concurrent Admissions Program (ConAP)

HCC participates in the United States Army Concurrent Admissions Program (ConAP). As a ConAP member, HCC will admit eligible new soldiers upon their enlistment. Moreover, the college guarantees full admission during the soldier’s entire enlistment and for two years after the applicant completes active military service.

Soldiers enlisting in the Army Reserve are also eligible for consideration under the ConAP program. However, the admission guarantee for qualified Reservists is deferred until the Reservists complete their initial period of active duty training (about six months).

Admissions Procedures

Application

NOTE: HCC reserves the right to guide the enrollment of its students on the basis of placement tests, pre-registration interviews and past academic performance.

Applications for admission can be obtained and submitted on-line at www.hccfl.edu/ssem/admissions/apply-online.aspx. Applicants must register for classes within one year of admission. Otherwise, a new application and transcripts will be required.

The following test scores are required for college-level courses:

<table>
<thead>
<tr>
<th>Test</th>
<th>ACT</th>
<th>PERT</th>
<th>SAT I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>18</td>
<td>104</td>
<td>440 (Verbal)</td>
</tr>
<tr>
<td>English</td>
<td>17</td>
<td>99</td>
<td>n/a</td>
</tr>
<tr>
<td>Mathematics</td>
<td>19</td>
<td>113</td>
<td>440</td>
</tr>
</tbody>
</table>

NOTE: The minimum required scores on the PERT (Postsecondary Educational Readiness Test) are subject to change. Students testing into college preparatory coursework are subject to certain regulations regarding registration.

Transcripts

HCC must have official transcripts on file from the high school attended and all colleges previously attended. Students admitted without transcripts, or whose transcripts do not arrive within their first semester, will not be eligible for financial assistance, veterans, other benefits, or eligible for future registration.

Applicants are responsible for ensuring that official copies of the high school transcripts or GED scores and official copies of transcript(s) from all postsecondary schools attended are submitted to the college.

A first-time college student should request that all transcripts and GED scores be sent to the appropriate campus office of admissions, registration and records.
Applicants who completed a home education program must provide a signed affidavit affirming completion to the appropriate campus office of admissions, registration and records. Transfer students should request that transcripts from all postsecondary schools attended be sent to the appropriate campus admissions, registration and records office.

NOTE: A final, official high school transcript is one that includes the official graduation date.

IMPORTANT: If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations, official transcripts, and evaluations of their high school and postsecondary transcripts from a service recognized by the National Association of Credential Evaluations Services (NACES). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the [www.naces.org](http://www.naces.org) or from any campus office of admissions, records and registration.

NOTE: Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

**Fraudulent Credentials**

If a student knowingly:

- Makes a false statement,
- Conceals material information,
- Provides inaccurate information on any document submitted to the college,
- Alters a transcript or other academic credential

He or she may be denied admission, suspended or dismissed.

**Enrollment Restrictions**

Under normal conditions, all students who meet the college’s entrance requirements will be admitted. At times, however, state enrollment and funding limitations may preclude enrollment of out-of-state and international students. At those times, students will be admitted according to the following priorities:

1. Returning students/Veterans
2. New students who are Florida residents
   a. First-time-in-college students
   b. Transfer students
3. New out-of-state students
   a. First-time-in-college students
   b. Transfer students
4. International students

NOTE: HCC participates in priority registration. Depending on your situation, HCC will determine your registration dates. These dates are advertised on the web and the college calendar.

The college reserves the right to deny admission to applicants whose past actions were disruptive to or interfered with the orderly processes, functions, or programs of another postsecondary institution. In addition, HCC may deny admission to students who are ineligible, for any reason, to resume their studies at another postsecondary institution.

**Orientation Program**

Students attending HCC for the first time must attend orientation and, if applicable, take a college placement test. Once the student has been admitted, the appropriate testing, admissions and records, or advising office will provide information about orientation and testing. The college will provide reasonable accommodations to disabled students taking the placement test.

Degree-seeking students must provide assessment/placement test scores from PERT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office.

Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The college strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

Students admitted as non-degree-seeking are exempt from the testing requirement until 12 credit hours have been attempted unless testing is required by specific course prerequisites.

**Residency Requirements**

For the purpose of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per Florida Statute (F.S.) 1009.21 and State Board of Education Rule (SB) 6A-10.044.

According to Florida statute, in order to pay in-state tuition, students must complete a declaration of residency (included in the application for admission) prior to the drop and add period of the term for which Florida Residency is sought. To qualify for in-state tuition, a student must be a U.S. citizen, permanent resident alien or legal alien.

For other eligible non-citizen categories or for a list of exemptions from the residency process, refer to the Guidelines on Florida Residency for Tuition Purposes. Exempt students are required to provide documentation of exemption eligibility.

For current and detailed information about Florida residency for tuition purposes visit the Florida Virtual Campus at [www.flvc.org](http://www.flvc.org), click on Apply, click on Residency Guidelines or visit HCC’s student services website at [www.hccfl.edu/ssem.aspx](http://www.hccfl.edu/ssem.aspx). When applying through the Florida Virtual Campus website, documentation to support an application for in-state tuition on the basis of legal residence for statutory exemption is required.
Residency Criteria

The HCC application includes a Florida residency affidavit which must be completed. An applicant who does not complete the residency affidavit or provide incomplete documentation on or in conjunction with the residency affidavit will not be classified as a resident for tuition purposes, and will be required to supply information prior to the end of drop and add.

If a student indicates his or her status as non-resident, there is no requirement to prove such status or to submit supporting documentation. The student is automatically considered out-of-state for tuition purposes.

Independent Student

An applicant who provides evidence of any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes.

• The student is 24 years of age or older by the first day of classes of the term for which residency status is sought as a Florida institution; or
• The student is married; or
• The student has children who receive more than one-half of their support from the student; or
• The student has other dependents who live with and receive more than one-half of their support from the student; or
• The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training; or
• Both of the student’s parents are deceased or the student is or was until age 18 one of the following: a ward/dependent of the court or in foster care; or
• The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program; or
• The student is working on a master’s or doctoral degree during the term for which residency status is sought at a Florida institution.

Dependent Student

All students who do not meet the definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Dependent students will be granted in-state residency for tuition purposes if the residency affidavit on the college application indicates that all of the following criteria are met. Further documentation will not be required for these students.

• The student is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code;
• The student’s nation of citizenship is the United States;
• The student is under 24 years of age;
• The student’s mother, father or legal guardian is the person claiming Florida residence;
• The student’s mother, father or legal guardian claiming Florida residence has a Florida permanent legal address; and
• The student’s mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two or more of the acceptable documents in the following Acceptable Documents for in-State Tuition Application section. Such documentation must demonstrate that the applicant has maintained legal residence in Florida for at least 12 consecutive months prior to his or her initial enrollment in a university or college.

Acceptable Documents for In-State Tuition Application

Applicants will have to submit documentation that they or a parent or legal guardian have been a Florida resident for at least 12 months prior to the first day of the classes for which they are enrolling. At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period.

Documentation submitted after the drop/add period will not become effective until the following semester. There must be no information contradicting the applicant’s claim of residency.

At least one of the two documents submitted must be from the following:

• Florida driver’s license;
• State of Florida identification card;
• Florida voter registration card;
• Florida vehicle registration;
• Proof of a permanent home in Florida occupied as the primary residence of the student or by the student’s parent if the student is a dependent child;
• Proof of homestead exemption in Florida;
• Transcripts from a Florida high school for multiple years if Florida high school diploma or GED was earned within last 12 months;
• Proof of permanent full-time employment in Florida (one or more jobs for at least 30- hours per week for a 12-month period).

The following documents may be used in conjunction with one of the documents listed above:

• A declaration of domicile in Florida;
• A Florida professional or occupational license;
• Florida incorporation;
• Documents evidencing family ties in Florida;
• Proof of membership in Florida-based charitable or professional organizations;
• Any other documentation that supports the student’s request for resident status including but not limited to utility bills and proof of 12 consecutive months of payments, a lease agreement and proof of 12 consecutive months of payments, or official state, federal or court documents evidencing legal ties to Florida.

Unacceptable Documents for Proof of Residency

• Hunting/fishing license
• Library card
• Shopping club/rental card