secutive 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
- Birth certificate
- Passport

Information Resources
DHSMV Database-Access to the Division of Highway Safety and Motor Vehicle Database can be used exclusively for the purpose of verifying driver’s license, vehicle registration for students and their parents.

Requirements for Reclassification of Florida Residency for Tuition Purposes

Except as otherwise stated, a student who is classified as a non-resident for tuition purposes may become eligible for reclassification as a Florida resident for tuition purposes by presenting a minimum of three (3) documents, one of which must be from the first group of documents and two (2) documents can be from either of the two groups previously identified under “Acceptable Documents for In-State Tuition Application” that demonstrate the establishment of permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education.

In addition, documentation must demonstrate that the independent student has, or the dependent student’s parents have, maintained legal residency in Florida for at least twelve (12) consecutive months prior to the student’s request for reclassification.

Students interested in pursuing residency reclassification or to appeal an initial residency classification decision may do so by contacting the dean of student services at any HCC campus. Requests for reclassification will be reviewed by HCC’s Residency Appeals Committee.

Transfer Credit
HCC will accept transfer credit from other institutions if they are accredited by one of the following regional accreditation agencies:
- MSA: Middle State Association of Colleges and Schools
- NEASC: New England Association of Schools and Colleges
- NCA: North Central Association of Colleges and Schools
- NASC: Northwest Association of Colleges and Schools
- SACS: Southern Association of Colleges and Schools
- WASC: Western Association of Schools and Colleges

HCC conducts transcript evaluations for all lower division credit course work even when a prior degree has been earned. Applicants must provide official transcripts from each postsecondary institution they have attended.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of “D” or better has been earned.

Since certain HCC curricula and programs require that students earn a grade of “C” or better in specific courses, transfer students should meet with advisors to determine if courses taken elsewhere meet degree requirements. All students must complete 25 percent of their degree at HCC.

HCC reviews the content and objectives of courses completed at non-regionally accredited institutions on a course-by-course basis. Applicants must provide HCC with all required documents before the college will consider awarding transfer credit.

The transcript office notifies students when evaluations are complete.

Registration
Registration is held each semester. Students register through WebAdvisor which is covered in detail during orientation. Students may seek assistance from any campus admissions, registration, and records office. The dates for registration are published in the college operational calendar in the front of this publication, and on the HCC web site.

HCC may withhold registration privileges from students who have unpaid fees; who have overdue student loans; who have overdue library books, audiovisual equipment, or physical education equipment; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.

Audit Registration
Students who have been admitted to HCC but who wish to take courses without receiving credit may register as audit students. The following guidelines apply:
- Students must make the choice to audit when they register.
- Students may change from audit to credit or credit to audit only during the drop/add period.
- Fees for audit and credit courses are the same.
- Students should confirm their audit status with the instructor on the first class date.
- Students auditing classes are not eligible to receive veterans’ benefits or financial aid for those classes. Students receiving senior citizen fee waivers are registered as auditing students.
- Students auditing classes must meet all course prerequisites including appropriate test scores.
- College preparatory courses follow state-mandated guidelines and requirements. Auditing these classes might not be an available option. (For details, see the college preparatory section in this catalog.)
- Attendance is optional.

Course Load and Enrollment Status
All courses carry a specified number of credits. The unit of credit is the semester hour. Courses requiring laboratory work or skill practice may meet for more minutes each week than the credits they confer.
The college strongly recommends that students enrolled for 12 or more credits limit their employment to a maximum of 20 hours per week.

Enrollment status can change during a term. For example, if a student initially registers as full-time and withdraws from a course during a term, the student’s course load might fall below 12 credits. The student’s enrollment status will be reduced to less than full-time from that point until the end of the term.

Registering as a full-time, three-quarter, or half-time student can affect eligibility for financial aid, veterans’ benefits, scholarships, insurance benefits, and international student visas. Students receiving financial aid should speak with a financial aid specialist about the enrollment requirements for receiving aid.

If students request in writing to the office of admissions, registration, and records, they will provide verification of enrollment to employers, insurance agencies, and others. For courses that do not coincide with the Board of Trustees’ approved beginning and ending dates of a fall, spring or summer term, course load and enrollment verifications will be based upon the term in which the course begins, regardless of the actual meeting dates.

**Enrollment status is based on the following course-load criteria:**

**Full-time:** taking 12 or more credit hours during a term.

**Three-quarter-time:** taking nine to 11 credit hours during the term.

**Half-time:** taking six to eight credit hours during the term.

**Less than half-time:** taking five or less credit hours during the term.

**Course Adjustment Drop and Add**

Schedule adjustments must be made during the drop/add period. Students should check their class schedule on WebAdvisor for the drop/add and withdrawal dates for each course.

**IMPORTANT:** If students stop attending a course but fail to officially drop or withdraw from the course, they will not be relieved of the financial obligation, and they might receive a failing grade.

**Withdrawal Policy**

Students may officially withdraw from one or all courses prior to the course withdrawal deadline date for each. The withdrawal deadlines are on the student schedule in WebAdvisor. Students who officially withdraw are issued a “W” grade. A student may withdraw using Web Advisor or visit a campus AR&R department to complete this process.

**IMPORTANT:** Withdrawing from a course or courses may affect enrollment status and eligibility for athletics, financial assistance, veteran’s benefits, international student visas, and benefits received from other federal agencies.

If students do not officially withdraw by the deadline, the instructor must assign a letter grade other than “W” to the grade report. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a late withdrawal. Students who officially withdraw from a class may not continue attending that class.

Instructors report non-attendance to the office of admissions, registration, and records, and an administrative withdrawal is initiated. The college will notify students whom the faculty has recommended, and the students will be given an opportunity to appeal the instructor-initiated withdrawal.

Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with significant extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services. All grades from the third and any subsequent attempts will be included in the grade point average calculation.

Students must pay the full cost of instruction (equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a one-time exemption from paying the full cost of instruction.

**Acceleration Programs**

**Advanced Placement (AP)***

HCC awards college credit for scores of three, four, or five on the College Board Advanced Placement Program examinations given at high schools each May. Once credit is awarded, the student may not repeat the course for a letter grade. No credit will be awarded to students who have previously been awarded CLEP or regular college credit for the same course.

*NOTE:* To see course equivalencies and related information, refer to www.flvc.org.

**Certified Professional Secretary**

HCC will award 12 semester hours of credit to students who have passed the Certified Professional Secretary Examination and earned the designation “CPS.” (For further information, contact the appropriate campus academic dean or the Director of Technical Programs.)

**College Level Examination Program (CLEP)**

CLEP provides an opportunity for those who have achieved a college level of education outside the classroom to demonstrate their achievement through testing and to earn college credit.

The advising and counseling staff can assist a student in determining which CLEP examination to attempt. CLEP tests are given at the Dale Mabry and Brandon Test Centers on the published dates. Applications are available at any HCC campus.