Transcripts

Students whose transcripts do not arrive prior to the
start of the semester, will not be eligible for financial assis-
tance or veterans, or other benefits.

Applicants are responsible for ensuring that official
copies of high school transcripts, GED scores, or copy of
degree earned and official transcript(s) from all postsec-
ondary schools attended are submitted to the college.

Applicants who completed a home education program
must provide a signed affidavit affirming completion.

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

NOTE: For transcripts outside the United States refer to
the International Students section of this catalog (Im-
portant information for students who have completed
high school and or postsecondary work outside the United
States).

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 dis-
missed.

Enrollment Restrictions

Under normal conditions, all students who meet the
college’s entrance requirements will be admitted. At
times, state enrollment and funding limitations may pre-
clude enrollment of out-of-state and international stu-
dents. 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. De-
pending on your status, HCC will determine your regis-
tration 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 inter-
fered 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 and Testing

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 disa-
bled students taking the placement test.

Degree-seeking students must provide assess-
ment/placement test scores from PERT, ACT, or SAT pri-
or 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.

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

<table>
<thead>
<tr>
<th></th>
<th>ACT Enhanced</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 course
work are subject to certain regulations regarding registra-
tion.

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 reg-
istration purposes.

Residency Requirements

For the purpose of assessing registration fees in public
community colleges and universities, students are classi-
fied as Florida residents or non-Florida residents per Flor-
da 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 Resi-
dency 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 Guide-
lines on Florida Residency for Tuition Purposes. Exempt
students are required to provide documentation of exemp-
tion eligibility.

For current and detailed information about Florida res-
didency for tuition purposes visit the Florida Virtual Cam-
pus at www.flvc.org, click on Apply, click on Residency
Guidelines or visit HCC’s student services website at
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.
- The student is employed and provides a tax transcript of income equal or exceeding 50% of annual cost of attendance stipulated by financial aid.

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 con-
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 Schools and Colleges
- 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.