NOTE: HCC participates in priority registration. Depending on your status, 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 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 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.

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

<table>
<thead>
<tr>
<th>ACT Enhanced</th>
<th>PERT</th>
<th>SAT I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>18</td>
<td>104</td>
</tr>
<tr>
<td>English</td>
<td>17</td>
<td>99</td>
</tr>
<tr>
<td>Mathematics</td>
<td>19</td>
<td>113</td>
</tr>
</tbody>
</table>

**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 residency 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
- 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 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
- 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
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 Web Advisor. Students who officially withdraw are...