Admissions and Registration

Steps for Admission
1. Application
2. Financing your education
3. Transcripts / Academic Evaluation
4. Orientation and Registration

For more information and to apply online, go to www.hccfl.edu/hcc-home.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:
• Associate or higher degree or 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.

Distance Learning Students

Due to state and federal regulations, Hillsborough Community College requires all students registered in an online course to provide an active and valid mailing address in the State of Florida. If you do not have an active and valid mailing address in Florida, you will be dropped from the online course in which you are enrolled. You do not need to be a Florida resident for tuition purposes to register for online courses, but the active mailing address in your Hillsborough Community College student record must be in the State of Florida.

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. Students must provide their high school and or previous college transcripts prior to attendance.

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.

**Honors Institute**

Hillsborough Community College’s Honors Institute is designed to provide a rigorous academic program for talented and motivated students. The HCC Honors Institute reflects a mutual commitment by students and faculty.

In addition to completing the HCC application, students must submit an Honors Institute application, provide high school (or college) transcripts, and submit written recommendations from high school teachers and/or college faculty members. Honors Institute applications are available in the honors office and online at www.hccfl.edu/honors.

Applicants must meet at least one of the following criteria to qualify for the Honors Institute:

- A high school GPA of 3.4 (unweighted) or higher and college level in verbal of SAT/ACT or
- An SAT combined score of 1160 or higher or
- An ACT composite score of 26 or higher or
- Graduation in the top 10% of the high school class with SAT combined score of 1050 or higher or
- ACT composite score of 25 or higher,
- Completion of 12 hours of dual enrollment courses with a 3.8 GPA or
- A cumulative GPA of 3.6 or higher with a minimum of six semester hours of college-level courses and a maximum of 30 semester hours of college-level (for university or college students).

To graduate from the Honors Institute, students must complete a minimum of eight honors courses (a minimum of 24 credit hours) with a minimum overall GPA of 3.0.

For more information about the HCC Honors Institute, call 813-253-7894 or 813-253-7986 or 813-253-7974 or log on to www.hccfl.edu/honors.

**International Students**

HCC admits foreign students who meet the admission requirements for international students. International students include students with non-immigrant visa classifications, such as A, F, H, J, M, R or NATO, for example.

The Center for International Education (CIE) provides services to all international students attending HCC on an F-1 student visa. Students in other visa categories should contact the office of admissions, registration, and records at the campus they plan to attend for assistance in enrolling at HCC.

The admission procedures specified below are for international students intending to study at HCC on an F-1 student visa. To be considered for admission, an F-1 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 meet the following admissions criteria:

- Completed International Student Application. The application can be obtained at the CIE at DSSC #322 or at www.hccfl.edu/international and should be mailed or emailed to the CIE along with supporting documentation at least three months prior to the term of entry. The online application is not currently available to international students planning to attend HCC on an F-1 student visa.

- **S50 international student application fee (non-refundable).** This may be paid by cashier’s/bank check, personal check (requires U.S. driver license number, DOB, and full address with phone number), or international money order made payable to “Hillsborough Community College.” The fee may also be paid by international wire transfer at www.peerTransfer.com.

- Statement of financial responsibility, which documents sufficient funds to cover the cost of tuition, room and board, books, personal expenses, health insurance and travel for at least one academic year (two semesters). Financial documentation (Affidavit of Financial Support and bank letter) must be issued within six months of the term the student plans to enroll. Please visit the CIE website for more detailed financial documentation requirements.

- Proof of health insurance. HCC requires all F-1 visa students to maintain adequate health insurance throughout their studies at the College. Health insurance must be valid for a minimum period of one year, and proof of insurance is mandatory for each year of enrollment. Visit www.collegiateRisk.com for more information and to enroll in the HCC-preferred health insurance plan.

- Proof of English language or proficiency by meeting one of the following conditions: A score of 61 or higher on the internet-based or 500 or higher on the paper-based TOEFL (Test of English as a Foreign Language); an overall band score of 5.5 on the IELTS (International English Language Testing System); successful completion of Kaplan High-Intermediate Level; successful completion of the highest level of an accredited English language program, including INTO USF (Level 5) and English Language Centers (ESL Level 109); graduation from a U.S. high school with a standard high school diploma after having attended the entire senior year; 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. Students who have completed high school and/or post-secondary coursework
outside of the United States should refer to the section below regarding translation and evaluation of foreign credentials.

- Copy of passport photo page.

**F-1 students transferring from a U.S. institution must submit additional documentation:**

- Copy of current Form I-20 (page 1 and 3); copy of F-1 visa; **Transfer Clearance Form**, completed by current school’s International Student Advisor.
- After being admitted as an F-1 international student at HCC, students must attend a New International Student Orientation and, if applicable, take a placement test.

For more information regarding the F-1 student admission requirements, orientation and placement test, please visit the Center for International Education website at [www.hccfl.edu/international](http://www.hccfl.edu/international).

**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 at [www.naces.org](http://www.naces.org)). A document-by-document evaluation is required for high school transcripts. A course-by-course evaluation is required for college and university transcripts. Foreign transcripts in original English do not need to be translated. Students can obtain the names and addresses of approved providers of this service at [www.naces.org](http://www.naces.org), from the HCC website at [www.hccfl.edu/international](http://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 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 or AS 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).
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></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</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 registration.

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.

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, 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.

Documents evidencing family ties in Florida;
- 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.

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-hour 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
Students auditing classes must meet all course prerequisites. 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 office, 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
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.

Students may earn up to 45 semester hours. The grade of satisfactory “S” is awarded for CLEP credit earned. Once credit is awarded, the student may not repeat the course for a letter grade.

*NOTE:* A student who is currently enrolled in a course is not eligible for CLEP credit for that course. A student who has completed a course and the grade earned was a “D” or an “F” is eligible for CLEP credit in a subsequent term. A student who has withdrawn or dropped a course is eligible for CLEP credit the following semester.

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

**Credit-by-Examination**

Students may earn credit in approved courses by earning “C” or better on the appropriate HCC examination. Exams are given on dates published in the college’s annual calendar. Credit awarded by examination becomes part of the student’s permanent record, and the grade earned on the examination is used in calculating students’ cumulative GPAs.

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a $20 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the appropriate campus academic dean. A student may not retake a credit-by-exam if a grade of “C” or better has been earned on a previous exam.

A student is not eligible to attempt credit-by-examination for any courses in which the student is currently enrolled. A student who has completed a course and earned a grade of “D” or “F” is eligible to repeat it through credit-by-examination. Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

*NOTE:* Credit earned through credit-by-examination may not be counted toward the requirement that students complete at least 25% of the credit hours applicable to a degree in residence at the college.
DANTES*

A student may earn credits for State designated courses by successfully completing Defense Activity for Non-Traditional Education Support (DANTES) examinations. Once credit is awarded, the student may not repeat the course for a letter grade. No credit is awarded if credit for the same course has already been earned.

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

Dual Enrollment*

HCC awards credits for in-state dual enrollment courses (courses which are granted simultaneous credit for both high school and college). These credits are awarded as general education, elective, and/or discipline credits. Dual enrollment courses taken out of state will be evaluated on a course-by-course basis. Dual enrollment courses will not count as excess hours in the 60-hour requirement of an AA or AS degree.

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

Experiential Credit

The college provides for the award of experiential credit in a limited number of technical programs: Nursing, LPN-RN transition option, Emergency Medical Services, Optical Management Technology, Radiography-ARRT option, and Industrial Management Technology. Students in these programs who provide documentation verifying licensure and/or certification within the appropriate field of study will be awarded credit. Students must obtain approval from the appropriate campus academic dean and pay a processing fee for each request.

HCC awards experiential credit in the following programs to students who meet the appropriate criteria:

Industrial Management Program Enrollees

Students who have successfully completed one of the following Tampa Electric Company training programs and have successfully completed a minimum of 15 credit hours of industrial management courses will be awarded articulated credits toward an associate in science degree in Industrial Management based on the chosen technical path field.

- Controls Analyst
- Lineman Training
- Field Engineering
- Substation Electrician
- Plant Electrician

Students should obtain the experiential credit form from the appropriate campus academic dean, who will assist in completing and processing the form.

International Baccalaureate*

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre-university liberal arts program of study for highly motivated, academically oriented secondary students. The IB Diploma is awarded only to students who meet curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, students may be awarded up to 30 credit hours. No grades will be assigned to credits awarded through the IB Program. Students will not receive credit for IB courses that duplicate credit awarded for courses attended at HCC or credit that was awarded through other accelerated programs, (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact any HCC campus advisor or counselor.

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

Nursing Program Enrollees

Applicants for the LPN-RN transition program must have the following: a valid, current Florida LPN license; current CPR basic life support for health care providers; an official transcript from their LPN program; and 6 months full-time employment as an LPN during the past three years. Graduates from Erwin Vocational Technical Center are eligible for articulation credit in lieu of experiential credit.

Optical Management Associate Degree Program Enrollees

Students who have earned at least 15 credit hours in optical management courses who provide the college with documentation verifying they hold opticianry licensure will be awarded 12 credit hours toward an associate in applied science degree in Optical Management Technology.

Paramedic - Emergency Medical Services Associate Degree Program Enrollees

Students who have completed paramedic training at a CoAEMSPs approved paramedic training center and who possess a valid Florida paramedic certification will be awarded up to 42 credits in EMS prefixed courses required for the College Credit Certificate in the Paramedic EMS program. These credits are also applicable to the Emergency Medical Services Associate Degree Program. No credit will be awarded for advanced cardiac life support (EMS 2551C).

Sign Language Interpretation Associate Degree Program Enrollees

A student who has earned and provides proof of National Certification from the National Registry of Interpreters for the Deaf (RID) and provides proof of current membership in good standing with RID is eligible to be awarded 18 credit hours towards the associate degree in Sign Language Interpretation. The eligible student can also earn 18 credit hours through credit-by-exam for spe-