2021-2022

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Your College Career Starts Now.

DUAL CREDIT PROGRAM

REFERENCE GUIDE
for
Students, Counselors, & Faculty
Teaching Dual Credit Courses

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Houston Community College
General Information

— HCC Overview, Purpose, Philosophy, and Goals
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Dual Credit Program

Overview:
The Dual Credit program at Houston Community College is approved and regulated by the Texas Higher Education Coordinating Board. The class offerings are college-level classes taught by college faculty using the same curricula, materials, and rigor as classes taught on a regular college campus. This program enables a high school student to earn credit towards high school graduation while simultaneously earning college credit towards an Associate's degree or workforce program certificate.

To be eligible for any dual credit course, a student may be currently enrolled in a public-school district, charter, private school, or be a homeschool student with an established memorandum of understanding (MOU) with Houston Community College. All dual credit MOUs are posted at www.hccs.edu/programs/dual-credit/dual-credit-memorandums-of-understanding.
In 2015, House Bill 505 removed limitations on the number of classes a dual credit student may take. However, Houston Community College recommends that students taking more than two classes per semester possess a 3.0 or higher grade point average in high school coursework. Dual Credit students, like all college students, are responsible for purchasing required textbooks and other essential course materials. The exception is in cases where the high school provides textbooks. All Dual Credit instructional material is based on the recommendation of the academic or workforce department. The Houston Community College Board of Trustees has waived tuition and fees for dual credit students residing within the taxing district (In-District) of the College. Students outside (Out-of-District) taxing districts may take dual credit classes at a cost of $65.00 per course. If taught in the high school, the dual credit class must be composed solely of dual credit and/or college credit students, not traditional high school students.
For Dual Credit courses, grading criteria allow faculty the opportunity to award high school and college credit based on the student's performance. For further information, contact any HCC College P-16 Director at one of the college locations. Contact information is available at www.hccs.edu/programs/dual-credit/
Senate Bill 1091 limits the courses students may take. The options are to take academic core courses, career and technical education courses, or foreign language courses. Students enrolled in Early College High Schools are exempt from this legislation. Dual credit students must be placed on a degree plan when they enroll in the dual credit program.

Purpose:
The mission of the Houston Community College Dual Credit Program is to provide high school students a seamless pathway into post-secondary education by offering courses aligned with academic or workforce degrees and/or certificates, while being the higher education institution of choice for public, private, and charter high school partners.

Dual Credit Philosophy
In keeping with 60X30TX (Houston Promise, PULSE, Houston GPS, and Pathway Initiatives), HCCS will engage K-12 school providers, state stakeholders, employers, and universities to strengthen financially sustainable dual credit programs (Traditional, P-Tech and Early College High Schools) to provide student access to academic and workforce programs.

Goals:
1. Provide college access to high school students by offering them a seamless pathway to post-secondary education;
2. Provide courses that allow high school students to begin their post-secondary education and prepare students for high-skill employment in high-demand workforce occupations through advanced, rigorous coursework;
3. Prepare students to reach college readiness standards; and become the preferred institution of higher education partner for secondary education

https://www.hccs.edu/resources-for/current-students/student-handbook/

P-16 Organizational Staff Chart

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Dr. Catherine O'Brien,
AVC, College Readiness

Dr. Samuel West,
P-16 Director

Shantray Demerson,
Office Manager

Jodie Khan, **CE College P-16 Director**	**Dr. Gabriel Slack,** **NE College P-16 Director**	**Lilian Baldwin,** **NW College P-16 Director**	**Mary Rodriguez,** **SE College P-16 Director**	**Athena Walker-Powell** **SW College P-16 Director**
Carlos VasquezLobo, **Dual Credit Success Coach**	**Sandra Herrera,** **Dual Credit Success Coach**	**Jocelyn Cornish,** **Dual Credit Success Coach** **Corey Aeck,** **Dual Credit Success Coach**	**Rosario Maldonado,** **Dual Credit Success Coach**	**Shannon Robinson** **Dual Credit Success Coach**
Ernesto Gaspar, **Administrative Assistant**	**Katina Riser,** **Administrative Assistant**	**Suchita Popat,** **Administrative Assistant**	**Keri Stanford,** **Administrative Assistant**	**Padmaja Karanam,** **Administrative Assistant**

2021- 2023 Calendar		
	2021-2022	**2022-2023**
Sessions	**Fall 2021**	**Fall 2022**
RT (16 weeks)	Aug. 23, 2021-Dec. 12, 2021	Aug. 22, 2022-Dec. 11, 2022
F4A (First 4 weeks)	Aug. 23, 2021-Sept. 19, 2021	Aug. 22, 2022-Sept. 18, 2022
F4B (Second 4 weeks)	Sept. 20, 2021-Oct.17, 2021	Sept. 19, 2022-Oct. 16, 2022
F4C (Third 4 weeks)	Oct. 18, 2021-Nov. 14, 2021	Oct. 17, 2022-Nov. 13, 2022
F4D (Fourth 4 weeks)	Nov. 15, 2021-Dec. 12, 2021	Nov. 14, 2022-Dec. 11, 2022
F8A (First 8 Weeks)	Aug. 23, 2021-Oct. 17, 2021	Aug. 22, 2022-Oct. 16, 2022
F8B (Second 8 weeks)	Oct. 18, 2021-Dec. 12, 2021	Oct. 17, 2022-Dec. 11, 2022
SS (Second Start 12 weeks)	Sept. 20, 2021-Dec. 12, 2021	Sept. 19, 2022-Dec.11, 2022
DL1 (Dual Credit 15 weeks)	Aug. 30, 2021-Dec. 12, 2021	Aug. 29, 2022-Dec. 11, 2022
DL2 (Dual Credit 14 weeks)	Sept. 7, 2021-Dec. 12, 2021	Sept. 6, 2022-Dec. 11, 2022
	Spring 2022	**Spring 2023**
Mini Session (4 weeks)	Dec. 13, 2021-Jan. 10, 2022	Dec. 12, 2022-January 9, 2023
RT (16 weeks)	January 18, 2022-May 15, 2022	January 17, 2023-May 14, 2023
F4A (First 4 weeks)	January 18, 2022-February 13, 2022	January 17, 2023-Feb. 12 2023
F4B (Second 4 weeks)	February 14, 2022-March 13, 2022	Feb. 13, 2023-March 12, 2023
F4C (Third 4 weeks)	March 21, 2022-April 17, 2022	March 20, 2023-April 16, 2023
F4D (Fourth 4 weeks)	April 18, 2022--May 15, 2022	April 17, 2023-May 14, 2023
F8A (First 8 weeks)	1/18/2022-March 13, 2022	January 17, 2023-March 12, 2023
F8B (Second 8 weeks)	March 21, 2022-May 15, 2022	March 20, 2023-May 14, 2023
SS (Second Start 12 weeks)	February 14, 2022-May 15, 2022	Feb. 13, 2023-May 14, 2023
DL1 (Dual Credit 15 weeks)	1/24/2022--May 15, 2022	January 23, 2023-May 14, 2023
DL2 (Dual Credit 14 weeks)	January 31, 2022-May 15, 2022	January 30, 2023-May 14, 2023
	Summer 2022	**Summer 2023**
Mini Session (3 weeks)	May 16, 2022-June 5, 2022	May 15, 2023-June 4, 2023
S8A (First 8 weeks)	June 6, 2022-July 31, 2022	June 5, 2023-July 30, 2023
S1 (First 5 weeks)	June 6, 2022-July 10, 2022	June 5, 2023-July 9, 2023
S10 (10 weeks)	June 6, 2022-Aug. 14, 2022	June 5, 2023-Aug. 13, 2023
S2 (Second 5 weeks)	July 11, 2022-Aug. 14, 2022	July 10, 2023-Aug. 13, 2023
Holidays (no class)	**2021-2022**	**2022-2023**
Labor Day	Sept. 6, 2021	Sept. 5, 2022
Thanksgiving Break	Nov.25-28, 2021	Nov. 24-27, 2022
Winter Break	Dec. 20-January 2, 2022	Dec. 20, 2022-January 2, 2023
Martin Luther King , Jr. -	January 17, 2022	January 16, 2023
President's Day	February 21, 2022	February 20, 2023
Spring Break	March 14-20, 2022	March 13-19, 2023
Spring Holiday	April 15-17, 2022	April 7-9, 2023
Memorial Day	May 30, 2022	May 29, 2023
Independence Day	July 4, 2022	July 4, 2023

Pathways to the Ultimate Student Experience (PULSE)

Areas of Study

Public Safety, Transportation & Consumer Services (Public Services)
- Travel & Tourism
- Hospitality Management
- Truck Repair
- Heavy Vehicle & Fire Science & Safety
- Emergency Medical Services
- Culinary Arts
- Criminal Justice/Law Enforcement
- Cosmetology
- Automotive Technology
- Autobody Technology

Liberal Arts, Humanities & Education (Arts & Humanities Multidisciplinary)
- Child Development • Communication
- Dance • Drama • English • History
- Humanities/Interdisciplinary
- Library Science • Music • Philosophy
- Physical Education
- Sign Language/Interpretation
- Speech
- Studio Art & Art History/
- Teacher Education • World Languages

Health Sciences (STEM)
- Nursing
- (list of health sciences programs)
- Dental Hygiene • Dental Assistant

Construction Industry & Manufacturing (Business & Industry)
- Construction Engineering Technology
- Corrosion Technology
- Heating, Air Conditioning & Refrigeration
- Industrial Electricity
- Machining Technology
- Manufacturing Engineering Technology
- Welding

Business (Business & Industry)
- Accounting
- Business Management
- Business Technology
- Finance/Banking
- International Business
- Legal Assistant
- Logistics & Global Supply Chain Management
- Marketing
- Real Estate

Art & Design (Arts & Humanities Multidisciplinary)
- Audio Recording Technology/Video Production
- Digital Communication
- Digital Gaming & Simulation
- Fashion Design
- Fashion Merchandising
- Filmmaking
- Interior/Kitchen Design
- Music Business
- Studio Art

Social & Behavioral Sciences (Arts & Humanities Multidisciplinary)
- Anthropology
- Economics
- Geography
- Government
- Psychology
- Sociology

Science, Engineering, Technology & Math (STEM)
- Agriculture • Astronomy • Biology
- Chemistry • Computer Programming
- Computer Networking
- Electronics Engineering & Design
- Engineering • Engineering Technology
- Geology • Geographic Information Science
- Instrumentation & Controls Technology
- Mathematics • Horticulture
- Petroleum Engineering
- Physics • Process Technology

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Information for Students

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- Official Transcript Options
- Re-Admit Process for Students who have Not Enrolled for Three Consecutive Semesters

DUAL CREDIT DEADLINES

Fall Semester Deadlines	
Date	**Activity**
Jan. 25th	Deadline for Fall semester meeting patterns.
Mar. 1st	Last day for existing ISD/MSD faculty to start hiring process for Fall semester.
Apr. 1st – Apr. 30th	Dual Credit orientations for Fall semester dual credit enrollees.
Apr. 16th	Complete ApplyTexas application for Fall semester dual credit enrollees.
Jun. 15th	Fall semester student paperwork submitted to P-16 office.
Aug. 15th	Deadline for high schools to submit Fall semester rosters.
Friday of the same week classes begin	Final roster changes by Friday of the same week classes begin, which has been approved by the Associate Vice Chancellor. Schools return Fall semester rosters for corrections (includes evidence of both rosters). Students also need to confirm their schedule. Last time to add/drop students. Admissions has 48 hours to complete enrollment upon submission by the P-16 office.
Oct. 1st – Oct. 31st	P-16 team administers system-wide Fall semester roster check; complete withdrawals.

Spring Semester Deadlines	
Date	**Activity**
Sept. 1st	Deadline for Spring semester meeting patterns.
Sept. 1st	Spring semester prospective instructor online application deadline.
Sept. 1st – Sept. 30th	Dual Credit orientations for Spring semester dual credit enrollees.
Oct. 1st	Complete ApplyTexas application for Spring semester dual credit enrollees.
Nov. 15th	Spring semester student paperwork submitted to P-16 office.

Dec. 1st	Deadline for high schools to submit Spring semester rosters.
Friday of the same week classes begin	Final roster changes by Friday of the same week classes begin, which has been approved by the Associate Vice Chancellor. Schools return Spring semester rosters for corrections (includes evidence of both rosters). Students also need to confirm their schedule. Last time to add/drop students. Admissions has 48 hours to complete enrollment upon submission by the P-16 office.
Mar. 1st – Mar. 30th	P-16 team administers system-wide Spring semester roster check; complete withdrawals.

Summer Semester Deadlines	
Date	**Activity**
Dec. 6th	Deadline for Summer semester meeting patterns.
Mar. 10th	Summer semester student paperwork submitted to P-16 office.

Fall 2021 (6221) Last Day for Refund/Dropped Deadline Dates

Note: Deadline Dates may differentiate based on the session/s the student has enrolled in, review your college class schedule and consult with your high school dual credit counselor/liaison for more information.

Session Name	Session Code	Start Date	O/E	100% Refund	70% Refund	25% Refund	LAST DAY to Withdraw	Semester Ends
Regular Term	RT	8/23/2021	9/7/2021	8/20/2021	9/8/2021	9/14/2021	10/29/2021	12/12/2021
First 4 Weeks	F4A	8/23/2021	8/25/2021	8/20/2021	8/26/2021	8/27/2021	9/8/2021	9/19/2021
Second 4 Weeks	F4B	9/20/2021	9/22/2021	9/17/2021	9/23/2021	9/24/2021	10/5/2021	10/17/2021
Third 4 Weeks	F4C	10/18/2021	10/20/2021	10/15/2021	10/21/2021	10/22/2021	11/2/2021	11/14/2021
Fourth 4 Weeks	F4D	11/15/2021	11/17/2021	11/12/2021	11/18/2021	11/19/2021	12/3/2021	12/12/2021
First 8 Weeks	F8A	8/23/2021	8/30/2021	8/20/2021	9/1/2021	9/3/2021	9/27/2021	10/17/2021
Second 8 Weeks	F8B	10/18/2021	10/25/2021	10/15/2021	10/27/2021	10/29/2021	11/19/2021	12/12/2021
Second Start	SS	9/20/2021	9/29/2021	9/17/2021	10/4/2021	10/7/2021	11/8/2021	12/12/2021
Reserved Third 5 Weeks	C5C	11/8/2021	11/11/2021	11/5/2021	11/12/2021	11/15/2021	12/1/2021	12/12/2021
Reserved First 6 Weeks	C6A	8/16/2021	8/19/2021	8/13/2021	8/20/2021	8/24/2021	9/10/2021	9/26/2021
Reserved Second 6 Weeks	C6B	9/27/2021	9/30/2021	9/24/2021	10/1/2021	10/5/2021	10/21/2021	11/7/2021
Reserved 10 Weeks	C10	9/27/2021	10/4/2021	9/24/2021	10/7/2021	10/12/2021	11/8/2021	12/5/2021
Reserved 16 Weeks	C16	8/16/2021	8/30/2021	8/13/2021	9/3/2021	9/10/2021	10/22/2021	12/5/2021
Dual Credit (15 Weeks)	DL1	8/30/2021	9/10/2021	8/27/2021	9/16/2021	9/23/2021	11/1/2021	12/12/2021
Dual Credit (14 Weeks)	DL2	9/7/2021	9/17/2021	9/3/2021	9/23/2021	9/29/2021	11/3/2021	12/12/2021

**Dual Credit Student
On-Boarding Checklist
Fall 2021 & Spring 2022**

Step 1: HCC Application

- o Only complete Step 1 if you are a new dual credit student and do not have an HCC ID number.

- o Complete and Submit application on Apply Texas (allow sufficient time for deadline): https://www.applytexas.org/adappc/gen/c_start.WBX

    - • After selecting Houston Community College, select **"Dual Credit"** to start the application.

- o Your Welcome Email and HCC ID number will be emailed to you within 2 days.
- o Complete the New Student Orientation and print email confirmation email.
    https://myeagle.hccs.edu/ , click *Student Sign-In* ➡ click *Checklists* ➡ click *Onboarding Checklist*
- o Add your nine (9) digit HCC ID to the paperwork you will submit to your counselor

Step 2: Submit Paperwork to Your High School Counselor for Approval by the designated date set by your high school.

- o Dual Credit Waiver Approval Form

- o Dual Credit Residency Change Form (varies per ISD)

- o Student Commitment Statement

- o New Student Orientation (take a picture or print the last slide for your records)

- o Valid Meningitis vaccination records (required for students taking online classes or at an HCC campus only)

- o Official high school TERM transcript with qualifying test scores. Continue with Step 4.

    (Students who does not qualify must complete **Step 3: TSIA Assessments**)

Step 3: TSIA Assessment   (available to students who do not have qualifying test scores)

- o Meet with your high school counselor for testing authorization.
  - • Complete the Pre-Assessment Activity and print the Completion Verification Form available on www.hccs.edu/tsi
- o An HCC ID number and photo ID is required to test at HCC.
  - • TSIA Assessment is available at the following locations (Central, Northeast, Northwest, Southeast & Southwest)
    - ➢ You can take the TSI test at an HCC location near you. Inform your high school counselor of your preferred location and they will submit an authorization to the Dual Credit office.   (List of locations are at the end of the Dual Credit student Onboarding checklist)
- o You must take the TSIA Assessment and necessary retesting before **June 15th for Fal**l. (Allow 2-3 weeks to complete and submit your final TSIA scores as part of your student dual credit paperwork packet)
- o You must take the TSIA Assessment and necessary retesting before **November 15th Spring**. (Allow 2-3 weeks to complete and submit your final TSIA scores as part of your student dual credit paperwork packet)

COVID-19 UPDATE: Remote and in person TSI testing is available. (Location and time subject to change)

Step 4:

Enrollment for Dual Credit students (courses requested by your high school offered at an HCC or HS facility)

- o Houston Community College will enroll students based on the high school roster.
- o When you return to school, on your first day of class, verify that you are listed on both the high school roster and HCC roster.

Enrollment for embedded Dual Credit students (courses offered by HCC at an HCC facility or online)

This is only available once open enrollment has begun. Embedded students must follow the HCC academic calendar dates and deadlines.

- o Log into myeagle.hccs.edu
- o Click the tile Student Sign-In tile:
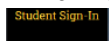
- o Enter your HCC User ID (example: W123456789).
  - • Enter your password (If you do not have one, click on **"First Time User"** and answer the questions. If you forgot your password, click on **"Reset My Password"** and answer the questions. For these actions, you may need your Social Security Number (or "P" number if applicable available on the welcome letter).
- o From the Student Homepage, click on the **"Manage Classes"** tile:

- o Select **"Class Search and Enroll"** from the left pane:
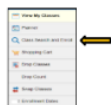
- o Select **"Enrollment"** term
  - • If the enrollment term for the semester you are trying to enroll in is not listed, please contact your

High School Counselor for assistance.

- You must only enroll in courses that have been approved by your High School Counselor.

o Enter course information into the **"Search for Classes"**. The **"Class Search Results"** will display all available open classes, location, campus, session etc.

- Narrow the display options by using the provided filters (refer to "how to filter" document for screenshots)

o Select the **"Class Section"** you want and **"Add to the Shopping Cart"**. Click **"Yes"** to submit.

- To view more information about the course you have chosen, click the **"blue hyperlink"**.

o Review the **"Shopping Cart"** and select the appropriate box to **"Enroll"**.
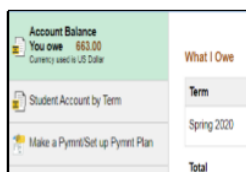
- Click the submit button in the upper-right corner of the screen.

- Click **"Yes"** to submit.

o Click on **"View My Classes"** to review your semester schedule before payment.

Step 5: Payment

o Student must be enrolled in a class for payment balance to be available.

o View your schedule: Go to myeagle.hccs.edu

- Select Student System Sign In
- Click on First Time User to create your password

  - Enter your Social Security Number (or "P" number if applicable available on the welcome letter) and date of birth.

o From the Student Homepage, click on the **"Financial Account"** tile to view **"What I owe"**.

o Confirm your schedule is accurate (reach out to your high school counselor for schedule discrepancies)

Note:

Outstanding payments may be absorbed by student or district. This varies by Independent School Districts. For additional questions regarding payment, reach out to your high school counselor or dual credit liaison.

An **outstanding payment** will prevent students from receiving their official college transcript.

ApplyTexas Application Guide

Applicable through Spring 2022

Office of Admissions and Student Records

12/2020

What You Will Need Before Getting Started

- Email address
    - You will need a valid email address in order to receive responses and updates about your application.
- Social Security Number
    - Although it is not required to apply for admission, it is recommended. A social security number is required for Financial Aid and some Military and Veteran benefits.
    - Providing a social security number helps us in processing applications faster.
- Full Legal Name
    - To avoid delays in processing your application and other documents, please use your full legal name. Do not use nicknames or abbreviations because this information will be used for your official record if you enroll. Use your full, legal name on all documents sent to the institution.

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Application Steps

- Create your ApplyTexas account or log in using an existing account at www.applytexas.org

Click here to create an account

Application Steps

Use the ApplyTexas application guide for help if needed

Instructions are available on each page, make a selection and click Go.

★ApplyTexas   Home Page/Log in   My Account Dashboard   Admissions Information   Application Instructions

Application Details

Quick Links

Application Instructions   Go
Before You Begin
Federal Student Aid
Additional Info
Texas County Codes
FAQs
Help

My Account Dashboard - My Profile

My Profile | My Applications | My Essays | My Transcripts

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"My Profile"

- Build your "Profile" (needed to start your application)
- Save Profile and verify your email

Enter required information

Application Details

Quick Links
Application Instructions ▾ Go

My Account Dashboard - My Profile

My Profile | My Applications | My Essays | My Transcripts

Enter information below to establish or maintain your free ApplyTexas profile. Additional information will be requested when you complete online applications.

If you are creating an account, your username will be assigned and presented to you.

Full legal name - REQUIRED
Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (') or tildes (~). Do not use nicknames or abbreviations or commas because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).

Last Name or Family Name or Surname [ ]
First Name or Given Name [ ]
Middle Name [ ]
Suffix [Select ▾]

Date of Birth - REQUIRED
Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

Date of Birth [Month ▾] / [Day ▾] / [ ] « 4 digit year

Place of Birth - REQUIRED
Enter the city, state, and country where you were born.

City [ ]
State/Possession/Province [Select one ▾]
Country [Select a country if not U.S. ▾]

Current grade level

Grade Level [Select ▾]

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My Applications Section

- Under My Applications tab, click on "Start a New Blank Application"

Click here to start your application

My Account Dashboard - Application Listing

| My Profile | Applications | My Essays | My Transcripts |

| View Application List | Start a New Blank Application | Copy an Existing Application |

application details

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My Applications Section

- Select "Create a new 2 year college admissions application"

My Account Dashboard - Application Listing

| My Profile | **My Applications** | My Essays | My Transcripts |

View Application List | Start a New Blank Application | Copy an Existing Application

Admissions | **Start a new blank application.**

create a new 4 year university undergraduate admissions application

create a new graduate school admissions application

create a new 2 year college admissions application

Which ___se should I choose?

ApplyTexas app___on type descriptions

Click "Create a new 2 year college admissions application"

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My Applications Section

- Select target college under "Search for a college from an alphabetical list"

Getting Ready to Start Your Application
create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should **apply to a four year university**.

(For a clickable map with more information about Texas regions, please go to the Texas Higher Education Coordinating Board's Texas Regions web page.)

Search for a college by region
Target College: Select target two year college - listed by region
Search for a college from an alphabetical list
Target College:

Select target two year college - listed alphabetically
Alvin Community College (Alvin)
Amarillo College (Amarillo)
Angelina College (Lufkin)
Austin Community College (Austin)
Blinn College
Brazosport College (Lake Jackson)
Central Texas College (Killeen)
Cisco Junior College (Cisco)
Clarendon College (Clarendon)
Coastal Bend College (Beeville)
College of the Mainland (Texas City)
Collin County Community College District (Collin College)
Dallas CCCD - Brookhaven College (Dallas)
Dallas CCCD - Cedar Valley College (Lancaster)
Dallas CCCD - Eastfield College (Mesquite)
Dallas CCCD - El Centro College (Dallas)
Dallas CCCD - Mountain View College (Dallas)
Dallas CCCD - North Lake College (Irving)
Dallas CCCD - Richland College (Dallas)
Dallas CCCD - Dallas Colleges Online (Dallas)
Del Mar College (Corpus Christi)
El Paso Community College District (El Paso)
Frank Phillips College (Borger)
Galveston College (Galveston)
Grayson College (Denison)
Hill College (Hillsboro)
Houston Community College (Houston)
Howard County Community College District (Big Spring)
Kilgore College (Kilgore)

Scroll down the list until you find Houston Community College

My Applications Section

- Select "Houston Community College (Houston)" and click continue

Houston Community College provides high school students the opportunity to earn college credit and high school credit through concurrent enrollment with HCC while still in high school. Students demonstrating college readiness through a State of Texas approved college placement test can earn dual credit by taking an approved college class offered at a high school, HCC campus, or online. For more information on Dual Credit go to www.hccs.edu/programs/dual-credit/

Getting Ready to Start Your Application
create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should apply to a four year university.

(For a clickable map with more information about Texas regions, please go to the Texas Higher Education Coordinating Board's Texas Regions web page.)

Search for a college by region
Target College: Select target two year college - listed by region

Search for a college from an alphabetical list
Target College: Houston Community College (Houston)

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?
◯ Yes   ⦿ No

continue

If you are applying to take Dual Credit or Concurrent High School Enrollment , select Yes.

After selecting Houston Community College from the list, click continue

My Applications Section

- Select semester in which you plan to first enroll

Getting Ready to Start Your Application

select a semester

Semester of Entry

Select semester
Fall (Aug - Dec) 2017
Spring (Jan - May) 2018
Summer 2018
Fall (Aug - Dec) 2018

continue

Select a semester from the list and click continue

The following semesters are past their deadlines for applications for Two Year Institution:

Semester	Deadline
Fall (Aug - Dec) 2016	12/11/2016
Spring (Jan - May) 2017	05/14/2017
Summer 2017	08/13/2017

Check the special application information page prepared by Houston Community College.

Address:	Houston Community College Office of Admissions PO Box 667517 Houston, TX 77266-7517
Help Phone #:	713-718-8800
Website:	Houston Community College

Last updated **May 12 , 2017**
Privacy   Web Accessibility   FAQ

HCC

Area of Study/Major

- The major you choose is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors.

Getting Ready to Start Your Application
select major

Please select your major.

If you don't see your desired major, check the institution's website. If you cannot find it there, contact the institution for more information.

Major:

Select your Major
Art and Design
Business
Construction, Industry and Manufacturing
Health Sciences
Liberal Arts, Humanities and Education
Public Safety, Transportation and Consumer Services
Science, Technology, Engineering and Math
Social and Behavioral Sciences

Last updated **April 24 , 2017**
Privacy   Web Accessibility   FAQ

Not sure what to select? Continue to next slide for list of programs and majors that fall under the Area of Studies

HCC

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Programs & Majors

Science, Technology, Engineering & Math	Public Safety, Transportation & Consumer Services	Liberal Arts, Humanities & Education	Health Sciences
Agriculture	Autobody Technology	Child Development	Dental Assistant
Astronomy	Automotive Technology	Communication	Dental Hygiene
Biology	Cosmetology	Dance	Diagnostic Medical Sonography
Chemistry	Criminal Justice/Law Enforcement	Drama	Health Information Technology
Computer Networking & Telecom	Culinary Arts	English	Healthcare Career Academy
Computer Programming	Emergency Medical Services	History	Histology Technician
Drafting & Design	Fire Protection Services	Humanities/Interdisciplinary Studies	Human Services Technology
Engineering Technology	Fire Science & Safety	Library Science	Medical Assistant/Medical Scribe
Electronics Engineering Tech.	Heavy Vehicle & Truck Repair	Music	Licensed Vocational Nursing (LVN)
Engineering	Hospitality Management	Philosophy	Medical Laboratory Technician
Geographic Information Science	Travel & Tourism	Physical Education	Nuclear Medicine Technology
Geology		Sign Language/Interpretation	Nursing
Horticulture		Speech	Occupational Therapy Assistant
Instrumentation & Controls Tech.		Studio Art & Art History	Pharmacy Technician
Mathematics		Teacher Education	Physical Therapist Assistant
Petroleum Engineering Tech.		World Languages	Radiography
Physics			Respiratory Therapist
Process Technology			Surgical Technology
Construction Industry & Manufacturing	**Business**	**Art & Design**	**Social & Behavioral Sciences**
Constructional Engineering Technology	Accounting	Audio RecordingTechnology/Video Production	Anthropology
Corrosion Technology	Business Management	Digital Communication	Economics
Heating, Air Conditioning & Refrigeration	Business Technology	Digital Gaming & Simulation	Geography
Industrial Electricity	Finance/Banking	Fashion Design	Government
Logistics & Global Supply Chain Mgmt	International Business	Fashion Merchandising	Psychology
Machining Technology	Legal Assistant	Filmmaking	Sociology
Manufacturing Engineering Technology	Marketing	Interior/Kitchen Design	
Welding	Real Estate	Music Business	

For a full list of Degrees and Certificates, please visit
http://www.hccs.edu/programs/

HCC

Biographical Information Section

- Enter your Social Security Number. Your social security number is not required for the application, but is recommended, and is REQUIRED if applying for Financial Aid.

- Many fields will already be completed based on the information you entered when you built your profile.

Home Campus

- Academic advisors at HCC are committed to your success. Whether your goal is to transfer to a university or obtain the skills to enter the workforce, academic advisors are trained and ready to help you build a plan for your future. For more information visit http://www.hccs.edu/support-services/advising/

16. Home Campus – **REQUIRED**

Please select the home campus where you intend to receive the majority of student services such as advising and career counseling.

- ○ Alief-Hayes - 2811 Hayes Rd. Houston, 77082
- ○ Central - 1300 Holman Houston, 77004
- ○ Coleman - 1900 Pressler St. Houston, 77030
- ○ Eastside - 6815 Rustic St. Houston, 77087
- ○ Felix Fraga - 301 N. Drennan St. Houston, 77003
- ○ Katy - 1550 Foxlake Dr. Houston, 77084
- ○ Northeast-555 Community College Dr. Houston, 77013
- ○ North Forest - 6010 Little York Rd. Houston, 77016
- ○ Northline - 8001 Fulton Houston, 77022
- ○ Missouri City-6000 Texas Pkwy Missouri City, 77489
- ○ Pinemont - 1265 Pinemont Dr. Houston, 77018
- ○ South - 1990 Airport Blvd. Houston, 77051
- ○ Spring Branch-1010 W Sam Hou Pkwy N Houston, 77043
- ○ Stafford - 10041 Cash Rd. Stafford, 77477
- ○ West Loop - 5601 West Loop South Houston, 77081

Confirm Information

Please take a moment to confirm that your name, date of birth, and address have been saved correctly by checking the confirmation boxes below.
Your Permanent address was changed to comply with USPS formats – please verify it but do not edit it unless you typed it incorrectly the first time

Please confirm that we have stored the following information correctly:

First Name/Given Name:

Last Name/Family Name/Surname:

Date of Birth:

Please make corrections below as needed.

☐ **Yes, my name and birthdate have been saved correctly.**   **- REQUIRED**

Permanent Address:

Street Address:

Street Address (line 2):

City:

State: TX

Postal/Zip:

Be sure to check the boxes and click save page

☐ **I understand that my permanent address has been standardized and certify this is my correct address. - REQUIRED**

save page

12/2020

Educational Background Section

- Use the "Find Your High School" button to select your high school

- Expected graduation date is required

educational background

1. High School You Graduated From or Expect to Graduate From: - **REQUIRED**
   You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

   To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

   For U.S. high schools, please be sure to supply both the city and state.

   For international high schools, please leave the state field blank and enter the country in the city field.

   Search for Your High School   [Find Your High School]

   High School Name: [   ]

   High School Code: [   ]

   High School City or Country: [   ]

   High School State/Possession/Province: [Select one ▾] « if in U.S. or Canada

   Expected Graduation Date: [Month ▾] [Year ▾]

   Don't forget your graduation date!!

   ☐ **Please check here if you have information to enter for more than one high school**

   Are you home-schooled? - **REQUIRED**
   ○ Yes   ○ No

12/2020

Educational Background Section

- If any, add all colleges previously or currently attending

3. Please list **all** current or previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED if applicable**
   Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

   Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

   Current or Most Recent College Attended

Search for College 1	Find College or University 1

   Use "Find College or University" to search

   Name of Institution:
   College Code:

   College Location

   City
   Country Select a country if not U.S.
   College State/Possession/Province: Select one « if in U.S. or Canada

   Dates of Attendance

   Attended starting from: Month / Year
   Attended to: Month / Year
   Hours earned: « number credit hours, if applicable
   Enter whole numbers in the box. Do NOT enter a decimal point.

   Degree Earned or Expected (if applicable)
   Please indicate if you have earned or will earn a degree by the time you plan to enroll.

   Major/Area of Study: « for example, BA in History
   Degree Date: Month Year « degree earned or expected
   Type of Degree: Select degree type

Admission Basis

It is very important to select the correct Admissions Basis. If you are not certain, use the chart on the next slide to assist you.

Page 3 of 5
educational information

1. Did you take a Tech Prep course or courses for college credit?

   ○ **Yes**   ○ **No**

2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:

   Admission Basis

Select
College Transfer, Degree-seeking
College Transfer, Not Degree-seeking
Transient- Seeking a degree elsewhere
Readmission from prior semester
High School Graduate
GED
Home Schooled/High School Graduate
Dual Credit (receiving both high school and college credit)
High School Early Admission (college credit only)
Individual Approval (no high school diploma or GED)

3. Please indicate the primary reason for at

   Reason Attending

4. Online Learning – **REQUIRED**

HCC

What type of student am I?

If you are currently in High School or never attended college, select one of the following:	If you have attended college, select one of the following:
High School Graduate: You have, or will have, graduated from high school by the time you start college. If you earned dual credit in high school and have now or will have graduated, you should select High School Graduate.	**College Transfer, Degree Seeking:** You have previously attended another college and you plan to earn a degree at HCC.
GED: You have, or will have, your GED before you start college	**College Transfer, Not Degree-seeking:** You have previously attended another college and you do not plan to earn a degree at HCC.
Home Schooled/High School Graduate: You have, or will have, complete the curriculum for your home schooled diploma.	**Transient:** You are enrolled at another college and plan to take courses at HCC for one semester.
Individual Approval: You are 18 years or older and do not have a high school diploma or GED.	**Readmission from prior semester:** You have previously attended HCC as a credit student, but it has been more than 365 days since you last attended.
Dual Credit: You are seeking to earn college credit for certain high school courses while completing high school requirements. **High School Early Admission:** You are seeking to earn college credit while still in high school. Credits earned will not count toward high school requirements.	2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: **Admission Basis** [Select ▼]

HCC

12/2020

Residency

The information you provide in this section determines how your tuition is calculated. Read each question carefully. If you have questions about your residency status after being admitted, please contact your home campus.

Custom Questions

- Answer all custom questions and select "save and complete this page"

Certification of Information

- Your application will not be submitted if you do not check the box next to EACH statement

certification and payment information

certification of information **- REQUIRED**

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you *not* send in a printout of this page to the institution to which you are applying.

☑ Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

☐ I certify that I have read and understand the New Requirements and Important Information about Bacterial Meningitis

☐ If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

HCC

Submit Application

You are about to submit your application for Two Year Admissions to Houston Community College for Spring 2018 with application ID 1668220.

☐ Once you submit your application, you will **not** be allowed to change it in any way. We strongly recommend checking each application page again as information may not be added, edited, or corrected on ApplyTexas after submission. Please check the box to the left to confirm you are ready to submit.

You may choose not to submit this application at this time, but you must submit your application before Houston Community College will receive it.

Submit Application Now

I'll submit my application later. Go to my applications to view a list of my saved applications.

HCC

HCC ID Number

You will receive your HCC ID number via email within 48-72 hours in a welcome letter:

Subject: Acceptance to Houston Community College
HCC Student ID: W000000000
Social Security/Assigned Number: P000000000

Dear (Student Name),

Congratulations on your acceptance to Houston Community College (HCC). You are now part of the HCC family and we are committed to your educational success.

There are three steps you must complete before you enroll in your Dual Credit classes.

- **Step 1: Activate your student account**

  From the top of the HCC homepage (www.hccs.edu) click on *MY EAGLE Student Sign-in*, and then *Student Sign-In*. Follow the instructions for a first-time user.

  Note: If you did not provide your social security number on your application, you will need to use the assigned number found at the top of this page.

- **Step 2: Complete the New Student Orientation**

  After you sign-in, click *Checklists* then click on *On-Boarding Checklist* and complete the New Student Orientation. After completing the New Student Orientation, you will receive an email confirming completion.

- **Step 3: Notify your high school counselor**

  Notify your high school counselor that you have completed the New Student Orientation step and submit the Dual Credit student packet by the established deadline date. For questions about dual credit opportunities, speak with your high school counselor to receive guidance.

HCC is proud to be a leader in innovation and student diversity. We are dedicated to helping you fulfill your educational goals. As you choose your desired education pathway, we will equip you with the knowledge and skills to be successful in today's technological and global economy.

Again, congratulations on your acceptance to HCC. I look forward to our journey together and seeing you soon.

Texas Success Initiative (TSI) and Course Placement Requirements For Dual Credit *(rev. 1/5/2021)*

TYPE OF ASSESSMENT	**Minimum** scores for Reading & Writing based classes eg, English/History/Government	**Minimum** scores for Reading, Writing and Math based classes eg, Economics	**Minimum** scores for Math based classes eg, College Algebra
ACT (TSI Exemption)	English 19+ AND Composite 23+ (both)	English 19+, Math 19+, **AND** Composite 23 (all three)	Math 19+ AND Composite 23+ (both)
SAT (after 3/2016) (TSI Exemption)	Evidence-Based Reading & Writing 480+	Evidence-Based Reading & Writing 480+ **AND** Math Section Score 530+ (both)	Math Section Score 530+
STAAR EOC (TSI Exemption)	English III 4000+	Combined English III 4000+ **AND** Algebra II 4000+ (both)	Algebra II 4000+
PSAT (TSI Waiver *only while in high school*)	Evidence Based Reading & Writing 460+	Evidence Based Reading & Writing 460+ **AND** Math Section Score 510+	Math Section Score 510+
ASPIRE (TSI Waiver *only while in high school*)	English 435+	English 435+ **AND** Math 431+ (both)	Math 431+
STAAR EOC (TSI Waiver *only while in high school*)	English II 4000+	Combined English II 4000+ **AND** Algebra I 4000+ plus passing C or higher grade in Algebra II (all three)	Algebra I 4000+ plus passing C or higher grade in Algebra II (both)
College Prep Course (TSI Waiver *for up to 2 years after graduation*)	English Language Arts College Prep course with grade of C or higher	English Language Arts College Prep course with grade of C or higher **AND** Mathematics College Prep course with grade of C or higher	Mathematics College Prep course with grade of C or higher

Texas Success Initiative (TSI) and Course Placement Requirements For Dual Credit *(rev. 1/5/2021)*

TYPE OF ASSESSMENT	**Minimum** scores for Reading & Writing based classes eg, English/History/Government	**Minimum** scores for Reading, Writing and Math based classes eg, Economics	**Minimum** scores for Math based classes eg, College Algebra
TSI Assessment 1	ABEWD 4-6 with WS 5-8 **AND** Read 351-390 (both) **OR** WRITE 340-390 with WS 4-8 **AND** Read 351-390 (both)	WS: 5-8 **AND** Read 351-390 **AND** Math 336-347 with IA 4-15 (all three) **OR** WRITE 363-390 with WS 4-8 **AND** Read 351-390 **AND** Math 336-347 with IA 4-15 (all three)	Math 350-390
TSI Assessment 2	ELAR: 945-990 **AND** Essay 5-8 (both) **OR** ELAR: 910-944 **AND** Diagnostic Level 5-6 **AND** Essay 5-8 (all three)	(ELAR: 945-990 **AND** Essay 5-8 **OR** ELAR: 910-944 **AND** Diagnostic Level 5-6 **AND** Essay 5-8) **AND** (MATH: 950-990 **OR** MATH: 910-949 **AND** Diagnostic Level 6)	MATH: 950-990 **OR** MATH: 910-949 **AND** Diagnostic Level 6 (both)

Note: Student may qualify for College Level courses meeting two of three criteria in each row below, if no testing is available or student didn't meet TSI criteria:

Reading and Writing Based Courses

STAAR EOC English I Score Range	High School Course Grade (English I & II)	Cumulative GPA (unweighted)	Placement
4000 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses
PSAT English (8/9/10) Score Range	**High School Course Grade (English I & II)**	**Cumulative GPA (unweighted)**	**Placement**
440 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses
ASPIRE English Score Range	**High School Course Grade (English I & II)**	**Cumulative GPA (unweighted)**	**Placement**
426 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses

Texas Success Initiative (TSI) and Course Placement Requirements For Dual Credit *(rev. 1/5/2021)*

Note: Student may qualify for College Level courses meeting two of three criteria in each row below, if no testing is available or student didn't meet TSI criteria:

Mathematics Based Courses

STAAR EOC Algebra I Score Range	High School Course Grade (Algebra I & Geometry)	Cumulative GPA (unweighted)	Placement
4000 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses
PSAT MATH (10/NMSQT) Score Range	**High School Course Grade (Algebra I & Geometry)**	**Cumulative GPA (unweighted)**	**Placement**
490 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses
ASPIRE MATH Score Range	**High School Course Grade (Algebra I & Geometry)**	**Cumulative GPA (unweighted)**	**Placement**
428 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses

HCC — Houston Community College
Testing Locations

You can take the TSI test at an HCC location near you. Inform your high school counselor of your preferred location and they will submit an authorization to the Dual Credit office. Our Testing department will contact you to arrange testing.

CENTRAL LOCATION

Central Campus (Midtown)

San Jacinto Building
1300 Holman St
Houston, TX 77004

Central Campus (South Campus)

1990 Airport Blvd
Houston, TX 77051

NORTH EAST LOCATION

Northeast Campus

555 Community College Dr.
Houston, TX 77013

Northline Campus

8001 Fulton St.
Houston, TX 77022

NORTH WEST LOCATION

Alief Campus

2811 Hayes Rd
Houston, TX 77082

Katy Campus

1550 Foxlake Dr
Houston, TX 77084

Spring Branch Campus

1010 W Sam Houston Pkwy N.
Houston, TX 77043

SOUTH EAST LOCATION

Eastside Campus

6815 Rustic St
Houston, TX 77087

Felix Fraga Campus

301 N Drennan St Houston, TX 77003

SOUTH WEST LOCATION

Stafford Campus

10041 Cash Rd
Stafford, TX 77477

West Loop Campus

5601 W Loop S
Houston, TX 77081

First Name	Last Name	Student ID:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) provides certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete this form to allow the release of their education records to specified third parties. Counseling and services for Students with Disabilities are considered medical records and are not covered under FERPA.

Instructions for completing this form:
1. The form must be fully completed and signed by the student in person at the Campus Enrollment Services Office with proper identification. Records cannot be released if any Section of this form is not filled out entirely.
2. Persons who receive access to student records must provide appropriate identification in person and provide the password associated with this release of records. Privacy regulations prohibit the release of certain information on the telephone.
3. If the student is unable to sign the FERPA Release form in person, the student will need to submit a FERPA Notary Form along with the FERPA Release Form and a copy of a valid ID.
4. To revoke a prior approval, complete and sign the Revocation sections at the bottom of this page.

SECTION A: Education records be released (check all that apply):

☐ **All Records List Below**

☐ **Academic/Transcript Information** (transcripts, admission & registration information, grades/GPA, academic progress, enrollment status)

☐ **Financial Aid Information** (awards, application data, disbursements, eligibility, financial aid academic progress status)

☐ **Student Account Information** (tuition & fees charges, credits, payments, past due amounts, collection activity)

☐ **Instructor/Classroom Records** (attendance, progress reports, test and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the file grade. FERPA pertains to the release of records. Instructors are not required to have conversations about progress with anyone other than the student).

☐ **Veteran Information** (VA Educational Benefits)

☐ **Other (Please Specify)** _____

SECTION B: Person to whom access to education records may be provided:

_____
Name of person to whom your records may be released (Note: use an additional form for each person granted release)

[   ]

Password for access to records (must not include any part of SSN or DOB)   _____
                                                                                                                          Relationship to Student

SECTION C: Duration of release (check one):

☐ Term-based: This authorization is active only for the current academic term: _____

☐ Open-ended: This authorization is active until revoked in writing and in-person.

Authorization and Signature (required for all submitted forms):

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect for the duration of the release or revoked by me via this form and will be applicable to all offices of Houston Community College.

_____   _____
Student's Signature   Date

Revocation (complete only if removing access):

☐ I choose to revoke a previously granted Consent to Access of Student Records for the individual listed in Section B effective the date signed here. Signature: _____ Date: _____

Rev: April 2018

FERPA
Notary Form

Students who are not able to sign a FERPA Consent form in person may contact the Campus Enrollment Services Office to have a consent form sent to them. FERPA Consent forms must be notarized **if they are not signed in person at the Campus Registration Office**.

I authorize Houston Community College to release information to:

_____
(The individual identified on the FERPA Consent form)

This authorization will remain in place until the student has revoke the Consent to Access of Student Records.

_____   _____
Student's Printed Name   HCC Student ID #

_____
Student's Signature (to be signed only in front of notary)

STATE OF _____

COUNTY OF _____

This instrument was signed before me on _____, 20_____ by_____

_____
Notary Public

State of _____   OFFICIAL SEAL

My commission, expires _____

April 2018

How to Search and Enroll for Classes as an Embedded Student

1 Log into **myeagle.hccs.edu**, using your username and password, select the "**Student Sign-In**" tile.

Student Sign-In
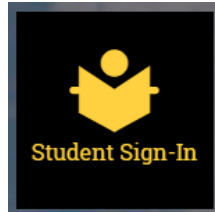
Note: Your User ID is your W number.

2 From the Student Homepage, click on the "**Manage Classes**" tile.

Manage Classes
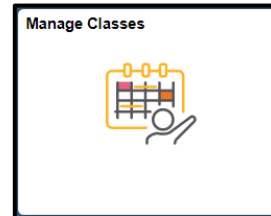
Note: Checklist items must be completed for this tile to be active.

3 Select "**Class Search and Enroll**" from the left pane.

- View My Classes
- Planner
- Class Search and Enroll
- Shopping Cart
- Drop Classes
- Drop Count
- Swap Classes
- Enrollment Dates

4 Select "**Enrollment**" term.

Terms prior to Fall 2019 Term Begin Date 08-26-2019

Terms on or after Fall 2019 Term Begin Date 08-26-2019

Fall 2019

Quarter I 2019 Continuing Ed

Quarter II 2020 Continuing Ed

Spring 2020
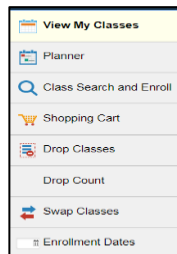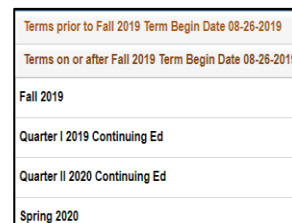
Note: If the enrollment term (Spring, Summer or Fall) is not listed, please contact your Admissions Office for assistance.

ATTENTION

You must enroll in courses that are part of your degree plan (major). If you would like to enroll for classes outside your degree plan, you must meet with your student success coach.

5 Enter course information into the "**Search For Classes**" and "**Enter**" or the "**Go**" button >>.

Search For Classes ⓘ

EDUC 1300
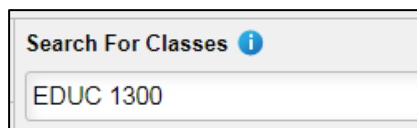
6 The "**Class Search Results**" will open to display open classes, location, campus, session, etc.

View Search Results
1 Course with keyword: EDUC 1300

Open Classes Only ⊗   Central Campus ⊗   Regular Term ⊗   Clear All

EDUC 1300
Learning Framework
15 Class Options Available
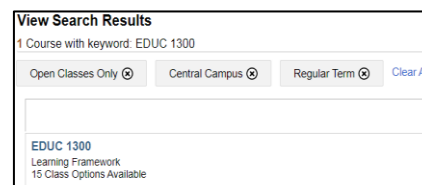
Change the display options by turning off the filter (click "**x**") at the top of the page or by changing options in the left pane.

On the **Course Selection** page you will see a column that says **Textbook Savings** with 3 savings option (Z, L, or S):

 Z for **Zero Cost Book** (Cost of course materials are free)

A blank under the Textbook Savings column means that you need to purchase the book from the HCC Bookstore for that option.

 S for **Saving First Day,** also known as, **First Day – Inclusive Access** (Cost of the course materials are lower than the national rates at comparable online retailers in accordance with the requirements of the Department of Education.

 for **Low Cost Books** (Cost of course materials are less than $40)

7   Select the "**class section**" you want.

Note: If you are not able to select a class, please contact your Admission Office for assistance.

8   To view more information about the course you have chosen, click the "**blue hyperlink**".

Click on the "**x**" to close "**Class Information**" box

---

9   "**Review Class Selection**" and click the [Next >] button in the upper-right corner of the screen.

10   Review the class you have selected to "**Add to the Shopping Cart**"

Click the [Submit] button in the upper-right corner of the screen.

Click "**Yes**" or "**No**" if you are sure you want to submit?

---

11   Click on "Shopping Cart" and Review the class you have selected to "**Add to Shopping Cart**"

If you have a **permission number**, click on "**Change Preferences**" associated with the class to the right and enter the number then click "**Save**"

12   Select the appropriate box to "**Enroll**"

Click the [Submit] button in the upper-right corner of the screen.

Click "**Yes**" or "**No**" if you are sure you want to submit?

13 Click on "**View My Classes**"

14 From the Student Homepage, click on the "**Financial Account**" tile to view "**What I Owe**"

Congratulations! You have successfully enrolled.

How To Submit
An Online Payment

Outstanding payments may be absorbed by student or district. This varies by Independent School Districts. For additional questions regarding payment, reach out to your high school counselor or dual credit liaison.

1 www.hccs.edu

2 Contact Us | MyEagle Student Sign-in | Give to HCC
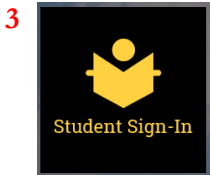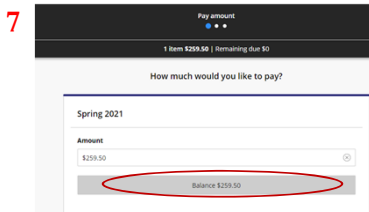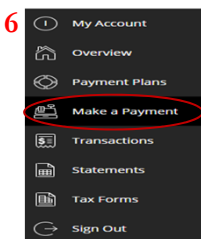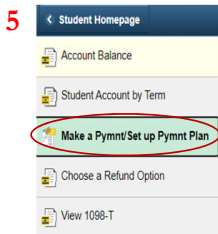
3 Student Sign-In

4* Financial Account

In-district tuition

Payment Due

*Be Sure To Allow Pop-Ups

5 < Student Homepage

- Account Balance
- Student Account by Term
- Make a Pymnt/Set up Pymnt Plan
- Choose a Refund Option
- View 1098-T

6
- My Account
- Overview
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Tax Forms
- Sign Out

7
Pay amount

1 item $259.50 | Remaining due $0

How much would you like to pay?

Spring 2021

Amount

$259.50

Balance $259.50

An outstanding payment will prevent students from receiving their official college transcript.

How do I get my HCCS email account?

You must be registered for at least one class before your HCCS email account is created. Please note that it will take up to 24 hours from the time you register for your first class until your HCCS Email account is created.

Your HCCS email will be your HCC Eagle ID with the domain **@student.hccs.edu**

Example: W211354867@student.hccs.edu

Your password will be the same as your HCC MyEagle login. If you have forgotten your password or if you have forgotten your HCC Eagle ID, you can get assistance on this page under "**Manage Your Account**" section.

How do I access my HCCS email account?

The easiest way to access your HCCS email is from the HCC MyEagle page. https://myeagle.hccs.edu/

Look for the **Email** tile on the page.
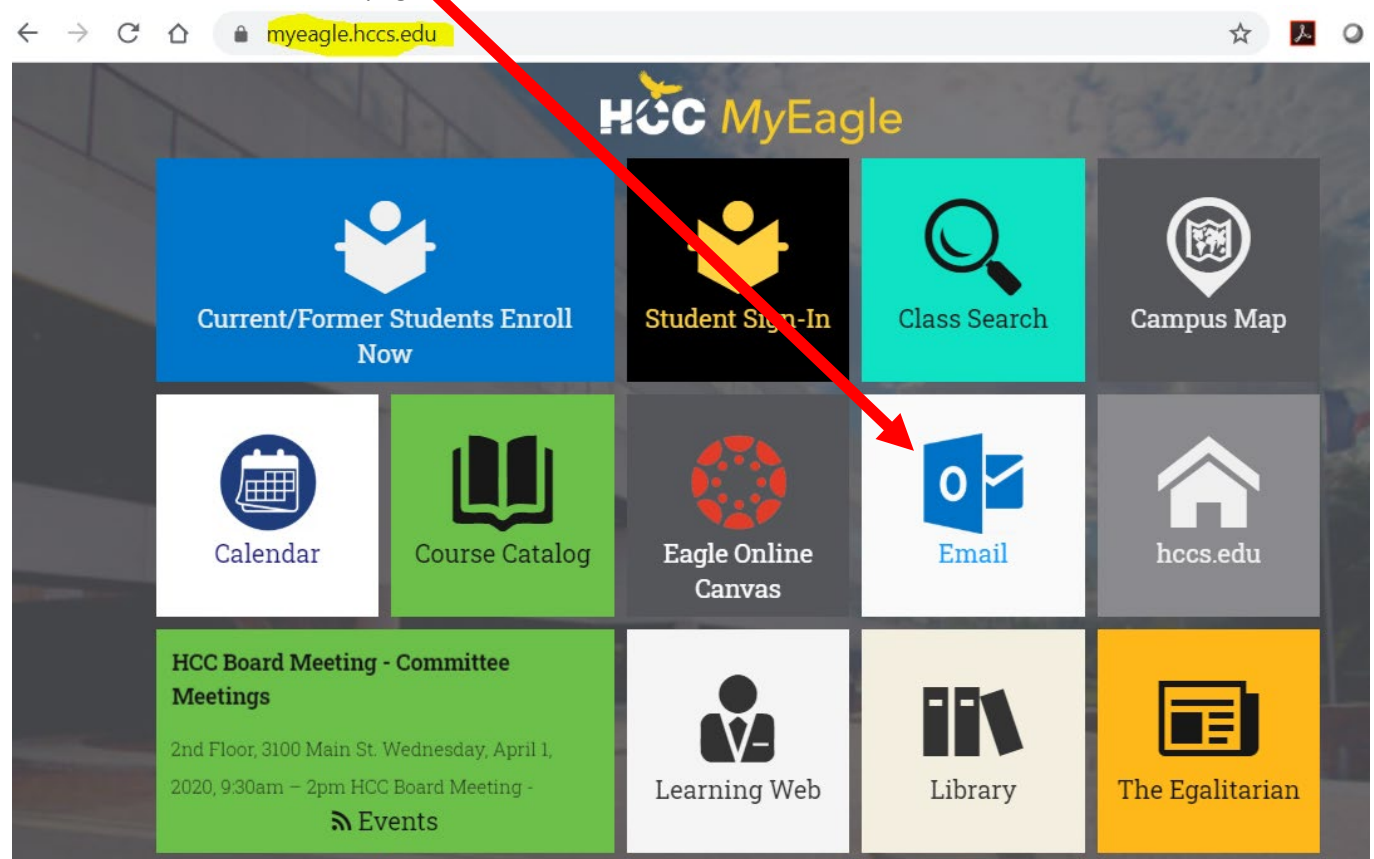
You can also use this link: HCC Student Email

![HCC Houston Community College logo] **Student Email Access – Microsoft365**
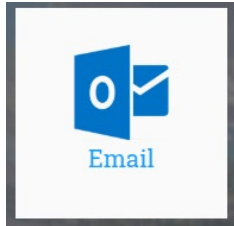
When you click on the Email tile, it will open a new tab in your browser where you will enter your HCC Eagle ID followed by **@student.hccs.edu**

After putting in your email, click on 'Next' button.

HCC

Sign in
to continue to Outlook

W206987505@student.hccs.edu

Can't access your account?

Sign in with a security key ⑦

Back | **Next**

Need to change your password? Go to; https://pm.hccs.edu. Having problems with changing your password? Need help? Contact Customer Support at (713)-718-8800

HCC

← w206987505@student.hccs.edu

Enter password

Password

Forgot my password

Sign in

Need to change your password? Go to; https://pm.hccs.edu. Having problems with changing your password? Need help? Contact Customer Support at (713)-718-8800

Enter your HCC MyEagle password and click 'Sign in'

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No | **Yes**

Need to change your password? Go to; https://pm.hccs.edu. Having problems with changing your password? Need help? Contact Customer Support at (713)-718-8800

It will ask you if you wish to stay signed in. If you are on a computer that others will be using, please click NO, otherwise click YES.

Can I use my smart device to get my email?

Whether you have a computer, laptop, smart phone or tablet, the process will be the same. Go to MyEagle and click on the Email tile.

Attendance Policy

Students are expected to attend all lecture classes and labs regularly. Students are also responsible for materials covered during their absences. Instructors may be willing to consult with students for make-up assignments, but it is the student's responsibility to contact the instructor. Class attendance is monitored daily. Although it is the student's responsibility to drop a course for nonattendance, the instructor has the authority to drop a student for excessive absences. A student may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), a student can be dropped after twelve hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

For medical issues or other problems affecting attendance, students should speak with their instructors and may also seek support from HCC Counselors and Ability Services Counselors.

NOTE: It is the responsibility of the student to withdraw officially from a course.

Religious Holy Day Absence

In accordance with state law, the College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under this section cannot be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable amount of time. Faculty should encourage students to inform them at the beginning of the semester to prepare for absence in case of an assessments, assignments, etc. A student needing more information about this process may contact their instructor and may seek support from the Office of Institutional Equity, if needed.

Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
IP	In Progress	0
W	Withdrawn	0
I	Incomplete	0

AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

All grade points listed in the table above are per semester hour.

Note that some Health Sciences programs use a different grading scale, and that some variations in grading policy were made during the COVID-19 emergency.

Grade Point Average (GPA)

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of semester hours the course carries.

To compute a student's grade point average, divide the total grade points by the total number of semester hours attempted. The grades "IP," "W," "AUD," "COM," "Pass," "Fail," and "I" do not affect the student's GPA.

Incompletes

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the course work, the grade will be entered as an "I" grade on the student transcript. All non-completes must be changed to grades prior to graduation.

Repetition of Courses

After the close of each semester, a student's enrollment history is reviewed, and courses taken more than once are marked as a repeat. If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and will be used in computing the grade point average. All grades earned in a given course will be entered on the transcript. Other colleges may compute the GPA differently than HCC and students are encouraged to consult their advisor or the institution of their choice with questions.

No Late Registration

It is the official policy of HCC that there is no late registration.

A student may register for a class if it has not met for the first time. A student _may not_ register for a course if it has already met once. If it is believed that an extenuating circumstance exists, the student should refer to the Dean of Student Success or designee.

An example of an extenuating circumstance is a cancelled class. A cancelled class is beyond the control of a student, and is an issue created by the College. In the event of a cancelled class, it may be appropriate to make an exception to the late registration procedure.

Academic Progress Requirements

A student's academic progress will be evaluated for the first time after a minimum of nine attempted semester hours. A student's academic standing is determined at the end of the fall semester (December), spring semester (May) and summer semester (August).

To maintain satisfactory academic progress, a student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at Houston Community College.

Students who maintain a cumulative GPA of 2.0 or above are considered to be in good academic standing.

Students who do not maintain a minimum cumulative GPA of 2.0 will be placed on academic probation, continued academic probation or academic suspension as defined below. These three academic status levels alert students that action is required. Students are expected to establish contact with their counselor and/or college advising center for support and assistance with improving their academic standing.

Each academic status level is defined below with the required action by the student:

Academic Status Level	Definition	Action Required by Student
Good Standing	Cumulative GPA of 2.0 or above	None
Academic Probation	Cumulative GPA below 2.0	Can enroll in the following semester. Attend a SLIP session **and** have two follow-up counseling sessions during the semester to improve academic standing
Continued Academic Probation	Cumulative GPA below 2.0 and term GPA 2.0 or above	Continue to work with the counselor from a previous semester, as needed, to improve academic standing
Academic Suspension	Previous term status of Academic Probation or Continued Academic Probation and term GPA below 2.0	Required to attend a SLIP session. May be required to appeal their Suspension in order to enroll in the semester immediately after being placed on Suspension.

Additionally, students placed on academic probation or academic suspension should note the following:

- Students on Academic Probation can enroll in the semester immediately following their probation but are required to attend a SLIP session during the semester and have at least two individual follow-up sessions with their counselor.

- Students on academic suspension are required to attend a Successful Learning Intervention Program (SLIP) session at the college they attend prior to re-enrollment, and prior to meeting with their designated counselor.

- The student's counselor will stipulate conditions of enrollment including, but not limited to, maximum hours and/or specific courses.

- Students on Academic Suspension may be unable to enroll in classes for one semester.

- A student may appeal an Academic Suspension by completing the necessary paperwork obtained at the college's counseling center. For more information on appealing a suspension, students may contact their college's counseling center. See Counseling Contact Information at www.hccs.edu/support-services/counseling.

Student Home Page: How to Drop a Class

1. **Sign in to HCC Student System**

2. **Select Mange Classes tile.**
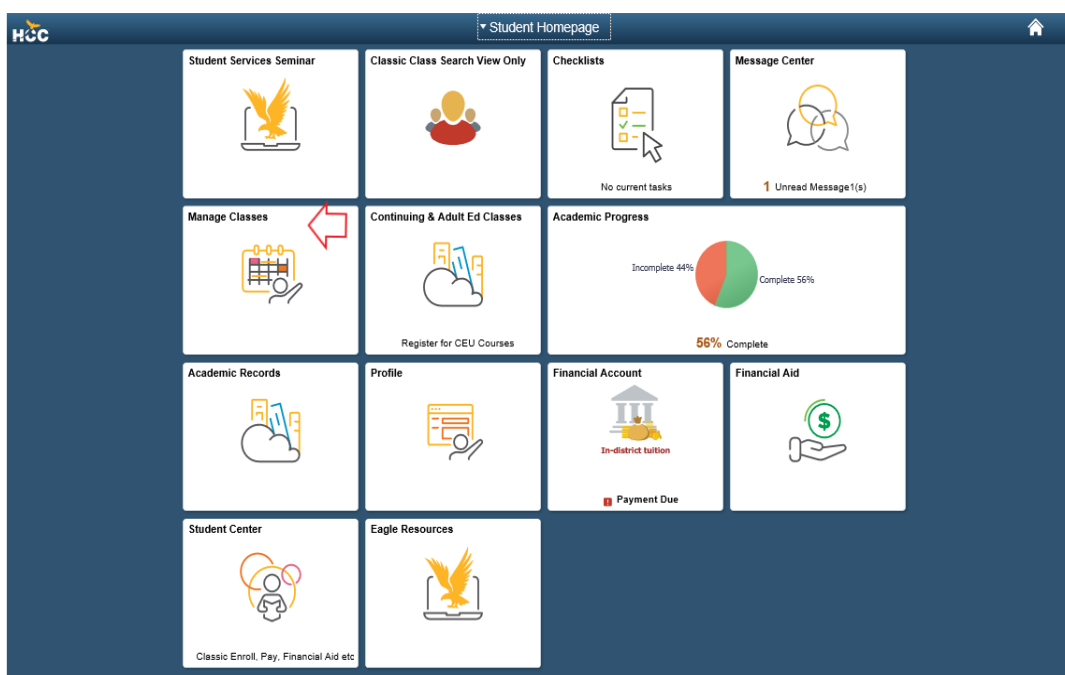
3. Select Drop Classes menu item.

4. Select Class to Drop, and then click the Next > button.

5. **Enter a drop reason in the box** **by selecting from the dropdown list, then select the Drop Classes button.**
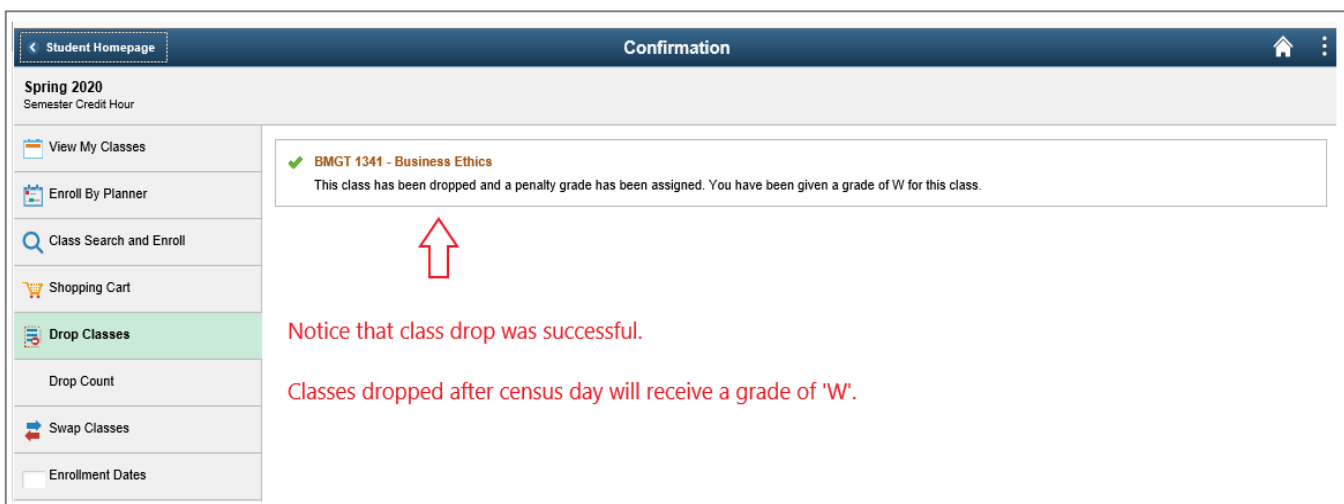
6. **Click Yes to confirm your selection.**

7. **A message will appear indicating that the drop was successful. Click Student Homepage to return to the landing page.**

8. Student Homepage landing page.

Fall 2021 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

For flexCampus and Online-on-a-Schedule courses, final exams will be administered in accordance with the schedule specified below:

REGULAR TERM (RT) (08/23/21 – 12/12/21) and **SECOND START (SS)** (09/20/21 – 12/12/21) **FINAL EXAM SCHEDULE**

Monday, December 6, 2021 For classes which start between:	Final Exam Start Time	Wednesday, December 8, 2021 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, December 7, 2021 For classes which start between:	Final Exam Start Time	Thursday, December 9, 2021 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (December 6-12, 2021) will take exams at the regular class day and time (this includes weekend classes).

Online-Anytime scheduled courses will take their exams during the week of December 6-12, 2021.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 12/12/2021, grades will be due on **Tuesday, 12/14/2021** by **1:00pm.**

Spring 2022 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

For flexCampus and Online-on-a-Schedule courses, final exams will be administered in accordance with the schedule specified below:

WINTER MINI-SESSION (12/13/21 - 01/10/22) **FINAL EXAM SCHEDULE**

Final Exam: Monday, January 10, 2022 (The final exam is given at class time.)

Grades Due: Winter mini-session grades are due on **Tuesday, January 11, 2022** by **1:00 pm**.

Independence Holiday: Friday, December 24, 2020 and Friday, December 31, 2020

REGULAR TERM (RT) (01/18/22 – 05/15/22) and **SECOND START (SS)** (02/14/22 – 05/15/22) **FINAL EXAM SCHEDULE**

Monday, May 9, 2022 For classes which start between:	**Final Exam Start Time**	**Wednesday, May 11, 202** For classes which start between:	**Final Exam Start Time**
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, May 10, 2022 For classes which start between:	**Final Exam Start Time**	**Thursday, May 12, 2022** For classes which start between:	**Final Exam Start Time**
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. – 9:30 a.m.	9:00 a.m.	10:00 a.m. – 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (May 9-15, 2022) will take exams at the regular class day and time (this includes weekend classes).

Online-Anytime scheduled courses will take their exams during the week of May 9-15, 2022.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 5/15/2022, grades will be due on **Tuesday, 5/17/2022** by **1:00pm.**

Begin with an end in mind

What Is My End Goal?

Certificate
Degree
Transfer
Career/Employment

HCC

Your pathway starts here!

A guided pathway will help you earn you on a path to a rewarding career and to successfully transferring to a four year institution.

Need more info?
hccs.edu/studentpathways

In choosing an area of study, what's in it for me?

Reduce college debt

Save time by minimizing excess credits

Increase the likelihood of your on-time completion

Want to explore majors, in-demand careers and education? Check out Career Coach!

Take a Career Assessment to learn about yourself and Career Coach will give you career suggestions based on your interests.

Career Coach allows you to:

ƒ Browse Careers, including Hot Jobs

ƒ Browse available programs that lead to the career you want

ƒ Find out civilian careers related to your military occupation

ƒ Build your resume

hccs.emsicc.com/assessment

LET US HELP YOU PAY FOR COLLEGE!

Visit the HCC Foundation website at **hccsfoundation.org/scholarships**.

Complete the online application, and you may receive an HCC Foundation scholarship that pays for part or all of your HCC tuition, fees, and books.

The online application opens annually on January 15 and closes on June 15.

Questions?
Visit **hccsfoundation.org/scholarships** or call **713.718.8595**

HCC® **HOUSTON COMMUNITY COLLEGE** FOUNDATION

STUDENT LIFE ON CAMPUS

Did you know HCC has opportunities for you that extend well beyond the classroom? **That's where the Office of Student Life comes in! Student Life is a department at HCC committed to helping students like you connect, engage, and enhance your experience on campus!**

How Student Life Benefits YOU

You'll have the opportunity to:
- Network & make friends,
- Feel part of a community,
- Expand your interests & studies
- Gain leadership & other skills for future employment

How to Get Involved

- Attend our free campus events
- Join a club & meet new people
- Participate in volunteer & leadership opportunities

stay connected with us!

- stay up-to-date on all of our free events and check out our clubs by visiting: hccs.presence.io/
- got questions? email us here: hcc.studentlife@hccs.edu

Follow us on Instagram **@HCCStudentLife**

Academic Success Center (FAQs)

What services does the Academic Success Center provide?

The Academic Success Center provides tutoring in English/writing, math, science and many more subjects offered by Houston Community College.

Through the Academic Success Center, students can receive assistance with any assignment requiring web access as well as access their online courses through Eagle Online.

What does it cost to use the services at the Academic Success Center?

Nothing! The Academic Success Center provides **FREE** tutoring for students who are currently attending HCC.

What can the student expect when they visit the Academic Success Center?

The Academic Success Center is where students can study independently, with a tutor or in small groups.

Tutoring is provided face-to-face, where the students have the option to meet with a tutor virtually or in-person. The additional option is to submit an assignment to be reviewed online at hccs.Upswing.io for an average response within 48 hours. Tutors can assist you with any questions that you may have. Tutors will share knowledge and learning strategies with students. Since a tutor's job is to supplement instruction, students can expect tutors to explain concepts pertaining to problems, ask questions, and make suggestions. Tutors will not complete a student's work.

How does tutoring work?

- Bring or present your work, assignment, notes, and textbook as well as any questions you may have.

- It helps to have specific questions ready for a tutor to review.

- If using the option to meet with a tutor virtually, please prepare your PC or laptop with webcam; and install Microsoft Teams on your device.

How long do tutoring sessions last?

Tutors typically work with students in 1 or 1-1/2 hour increments; however, sessions may vary depending on the number of students waiting to see a tutor. You can request tutoring assistance as often as you would like.

FOR TUTORING SCHEDULES

hccs.edu/findatutor

or to schedule an appointment, call 713-718-8184

FOR 24/7/365 TUTORING HELP, LOG INTO

hccs.upswing.io

FIND-A-TUTOR

HCC / CRLA International Tutor Training Program Certification

What are the tutors allowed to do?

- Tutors can explain concepts pertaining to exercises or problems.
- Tutors can discuss students work on a problem to see if they understand the basic process for problem solving.
- Tutors can model problem-solving skills.
- Tutors can assist in locating resources to assist students with math, writing, science and other subjects.

What are tutors not allowed to do?

- Tutors cannot do the students homework.
- Tutors cannot introduce new material.
- Tutors cannot help with take-home quizzes or tests.
- Tutors cannot grade students work.

How can the student get the most out of my tutoring session?

- Visit the Academic Success Center as the student runs into difficulties.
- Students prepare for the tutoring session by reading their text and doing some of the homework problem/s or assignment. The tutor can better help the student if they have prepared questions in areas the student does not understand.
- Students should bring his/her textbooks, syllabus, tests, notes and handouts, the current assignment, and previous papers or other work
  – anything and everything the student would bring to class!
- Remember some days and times are very busy. Students should plan their visits and not wait until the last minute to see a tutor before class or a test.
- Use the Academic Success Center often and locate the tutoring schedules.

ACADEMIC SUCCESS CENTER LOCATIONS

HCC Alief Hayes Campus
Rooms: B.137 & B.139 (All Subjects)
2811 Hayes Rd.
Houston, TX 77082
713.718.6929

HCC Coleman College for Health Sciences
Room: 113 (Tower)
1919 Pressler St.
Houston, TX 77030
713.718.2056

HCC Central Campus
San Jacinto Memorial Building
Room: 384 (All Subjects)
1300 Holman St.
Houston, TX 77004
713.718.6451 or 713.718.6127

HCC Eastside Campus
Angela Morales Building
Room: 210 (All Subjects)
6815 Rustic Dr.
Houston, TX 77087
713.718.2391

HCC Felix Fraga Campus
Room: 245
301 N Drennan St.
Houston, TX 77003
713.718.8876

HCC Katy Campus
Rooms: Math 150J & Writing Center 321
1550 Foxlake Dr.
Houston, TX 77084
713.718.5841 (Writing Center)
713.718.2924 (Tutoring)

HCC Northeast Campus
Learning Hub
Room: Library (All Subjects)
555 Community College Dr.
Houston, TX 77013
713.718.2283

HCC North Forest Campus
Room: 117
6010 Little York Rd.
Houston, TX 77016
713.718.2988

HCC Northline Campus
Room: 423 (All Subjects)
8001 Fulton St.
Houston, TX 77022
713.718.2674

HCC Missouri City Campus
Room: 211
1600 Texas Pkwy
Missouri City, TX 77489
713.718.2913

HCC South Campus
Workforce Center
Room: 101
1990 Airport Blvd.
Houston, TX 77051
713.718.6451

HCC Spring Branch Campus
Rooms: Writing Center 703 &
Math/Science Tutoring - Library (RC11)
1010 West Sam Houston Pkwy
Houston, TX 77043
713.718.5889 (Writing Center)
713.718.2121 (Tutoring)

HCC Stafford Campus
Scarcella Building
Room: E107 (All Subjects)
10041 Cash Rd.
Stafford, TX 77477
713.718.7810

HCC West Loop Campus
Room: 150 (All Subjects)
5601 West Loop South
Houston, TX 77081
713.718.8791

Tutoring

COMMITTED TO YOUR SUCCESS

Tutors are available to meet with students live through **Microsoft Teams,** or on campus. The **Academic Success Center** is here to help you stay on track with your coursework, understand your assignments, and improve your study skills.

OPTION 1: **Real-time support through video conference**
Schedule your virtual appointment
call 713.718.8184

- Monday-Thursday, 8 a.m.-8 p.m.
- Friday, 8 a.m.-4 p.m.
- Saturday, 9 a.m.-3 p.m.
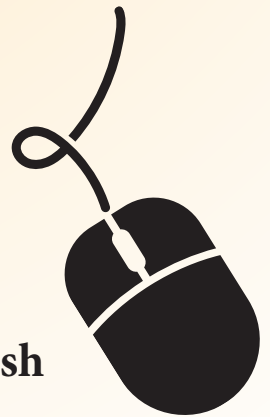
OPTION 2: **In-person tutoring for Math and Writing/English**
Schedule your appointment on campus
www.hccs.edu/tutoring

- Monday & Thursday   9 a.m.- 5 p.m.
- Tuesday & Wednesday   9 a.m.- 8 p.m.

For more information, scan code:
Academic Success Center
713.718.8184 | hccs.edu/tutoring

HCC

Library Locations

CENTRAL LOCATION

Central Campus Library

South Campus ERC

NORTH EAST LOCATION

Codwell Library

North Forest Library

Northline Library

NORTH WEST LOCATION

Alief Hayes Rd. Library

Katy Campus Library

Spring Branch Campus Library

West Houston Institute

SOUTH EAST LOCATION

Eastside Campus Library

Felix Fraga Campus ERC

SOUTH WEST LOCATION

Missouri City Campus

Stafford Campus Library

West Loop Campus Library

Please log in to use this resource.

HCC Username: [   ]

HCC Password: [   ]

[Login]

Log in using your HCC ID.

- Students: log in using your "W" number or the first part of your HCC student email address, as in "W10123456".
- Faculty and staff: log in using your HCC ID which is usually firstname.lastname (not your full email address).
- Use the same password that you use for your HCC email.
- If you have forgotten your password or if the password you use for the student system does not work here, please reset your password using this link: https://pm.hccs.edu Once reset your new password will work across all HCC student login systems.
- Can't log in? **Get help logging in.**

Terms of Use

By logging in to use this resource you agree to abide by the contracts and license agreements between Houston Community College and the vendor providing this resource. You are expected to make good faith efforts to comply with the usage privileges and restrictions outlined below. Failure to do so may result in penalties or even prosecution.

The use of this resource is restricted to current students, faculty, and staff of Houston Community College. Persons who are not currently enrolled or employed by HCC, or who do not have an HCC login, may use these resources within the libraries.

In using this resource you agree to

- abide by the Copyright Act of 1976
- limit your use to non-commercial, educational, or personal research purposes
- never share your login information

While using this resource you may

- print and download limited amounts of information
- quote information with proper attribution

- copy an article for your personal teaching or research use
- create a link to the article you are using
- distribute a limited number of copies of this article to other internal (HCC) users

In addition, some vendors allow faculty and librarians to

- create electronic reserves
- create single-semester-use coursepacks

You may not use this resource to

- systematically download large amounts of information, such as all the articles in a single journal
- attempt to circumvent authorized use or login
- attempt to modify, circumvent, reverse engineer, decompile, or translate vendor software
- create or attempt to create a database of resources
- print or post a copy of an article from this database to another computer (you may post a link to it)
- distribute copies of articles or portions of these publications to individuals or groups outside of HCC (non-subscribers)
- sell or distribute articles or portions of articles from this resource to institutions for commercial purposes or for cost-avoidance or reduction by a non-subscribing institution

Vendors often monitor use to verify compliance with license agreements and contracts. Breach of license by a single user or group of users provides grounds for the vendor to restrict or remove access from HCC.

You are accountable for respecting these terms of use.

Title IX, Sexual and Gender-Based Misconduct and Other Types of Discrimination Report Form

Please note that submissions using this form may not be reviewed outside of normal business hours. If you believe you or anyone else is in immediate risk to health or safety, call 911 or the HCC Police Department at 713.718.8888.

This form is used to report incident(s) of sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating and domestic violence), stalking, sex discrimination (including discrimination on the basis of gender identity, gender expression, and sexual orientation), as well as discrimination based on race, color, age (40 years or older), religion, national origin, disability, Veteran status or retaliation for reporting a concern, filing a complaint, or cooperating in an investigation of a complaint.

Furthermore, Senate Bill 212 (SB 212), a Texas State Law that passed during the 2019 legislative session and became effective on January 1, 2020, requires all employees (both faculty and staff) at a public or private post-secondary institution to promptly report any knowledge of any incidents of sexual assault, sexual harassment, dating violence, or stalking "committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident". Any employee who becomes aware of such behaviors should utilize this form to notify the Title IX Coordinator. For more information click here. Senate Bill 212 ☐ (https://capitol.texas.gov/tlodocs/86R/billtext/html/SB00212I.htm? elqTrackId=099764c2d4fd478898954e1f9b505e9c&elq=916f5e28275a476ca89ae3d72237d10c&elqaid=2410&elqat=1&elqCampaignId=18

Individuals should submit this form to report a concern about themselves, or when they become aware, directly or indirectly, of an incident in which the victim or the offender is an HCC student, faculty, staff, contract employee, or visitor. Information provided may be from personal observation, a verbal or written report from a victim, or a verbal or written report through a third party who either observed or became aware of the incident.

Even if you are unsure if a specific behavior constitutes a violation, or that the alleged offender is an HCC student, faculty, or staff, you are encouraged to complete the form and provide all known information anyway.

It is unlawful to retaliate against a student, employee or any other person affiliated with the College for reporting a concern, filing a complaint, or cooperating in an investigation of a complaint.

A report can be made anonymously, without sharing your name. You may pick this option if you'd like to make the College District aware of incidents or general trends but you may not be seeking any further action. Depending on the information provided, the College District's ability to respond to the report may be limited

For more information: Click here ☐ (https://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/)

Reporter Information

Once the form is submitted, it will be sent to the Office of Institutional Equity – Title IX Coordinator for review and appropriate response. The information you provide will be kept confidential to the extent permitted by law. If you have any questions, please contact, **The Office of Institutional Equity at institutional.equity@hccs.edu or by phone at 713-718-8271.** Please be aware that this form does not constitute filing an official police report. To file an official police report or to report a crime, contact the HCC Police

Department (HCC PD) or your local law enforcement agency, depending on where the incident took place. **For on-campus crimes contact HCC PD at 713.718.8888. For off-campus crimes contact your local police department, or IF THIS IS AN EMERGENCY, PLEASE CALL 911.**

Name of person making report:

ⓘ Learn more

I am a:

ⓘ Learn more

Your preferred phone number:

Your email address:

Your campus or other address:

ⓘ Learn more

I am reporting against (Required):

| Please Choose... |

Date of most recent incident (Required):

| mm/dd/yyyy |

Time of most recent incident:

Location of incident (Required):

| Please select a location ... |

Specific location(s):

ⓘ Learn more

Involved Individuals

Please provide the following information about yourself, the individual(s) whom you are filing this complaint against, and anyone who may have knowledge of your concerns. If you are an employee making a mandatory report regarding another employee or student, please provide as much information known about the individuals involved. You may leave fields blank if you do not have all of the information

Full Name of Individual

Select Gender

Select Role

HCC 9 digit ID Number (if applicable)

Phone number

Email address

Add another party

Basis and Description of Concerns

Please answer the following

Type of Allegation (check all that apply): (Required)

☐ Age (40 or older) Discrimination

☐ Color Discrimination

☐ Dating Violence

☐ Disability Discrimination

☐ Domestic Violence

☐ Gender Expression Discrimination

☐ Gender Identity Discrimination

☐ Genetic Discrimination

☐ Human Trafficking

☐ National Origin Discrimination

☐ Pregnancy Discrimination

☐ Race Discrimination

☐ Religious Discrimination

☐ Retaliation for cooperating in an investigation of a complaint

☐ Retaliation for filing a complaint

☐ Retaliation for reporting a concern

☐ Sex-Based Discrimination

- ☐ Sex Trafficking
- ☐ Sexual Assault
- ☐ Sexual Harassment
- ☐ Sexual Orientation Discrimination
- ☐ Stalking/Cyberstalking
- ☐ Transgender Discrimination
- ☐ Veteran Status Discrimination
- ☐ Other

Please select one of the following: (Required)

○ I(student or employee) personally experienced an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking or other forms of sexual gender-based misconduct, discrimination or retaliation, and reporting an incident on behalf of myself.

○ I am an employee reporting an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking or other forms of sexual gender-based misconduct, discrimination or retaliation that occurred to another employee or student. I understand that by submitting this report, I satisfy my legal reporting requirement mandated by HCC policy and state law .

○ I am a student reporting an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking or other forms of sexual gender-based misconduct, discrimination or retaliation that occurred to another student or employee.

○ I have been designated as a Confidential Employee by the College and reporting an incident of sexual harassment, sexual assault, dating violence, domestic violence, or stalking that occurred to a student.

○ I am not a student or an employee but would like to report an incident of sexual harassment, sexual assault, dating violence, domestic violence, stalking or other forms of sexual gender-based misconduct, discrimination or retaliation that occurred to me by an HCC employee or HCC student.

Please provide detailed information about the incident(s) in this report. Be as specific as possible. (Required)

Please indicate your home campus (Required)

I attest the information provided is true and correct to the best of my ability and understand that any false statements/allegations may be subject to disciplinary actions including but not limited to suspension, up to expulsion or termination. (Required)

☐ I acknowledge

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. 1 GB maximum total size. Attachments require time to upload, so please be patient after submitting this form. 5GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

Choose files to upload	**Choose Files**

☐ Email me a copy of this report

Submit report

Ability Services Application Procedures

3 Points of Entry

Students with documented disabilities are encouraged to apply for accommodations during 1 of the following:

- If you require **Testing Accommodations** for the TSI Placement Test (other than extended time: test is untimed).
- If meeting with an ADA Counselor for **Educational Counseling** to review degree plan and course requirements. First complete *applicable* New Student Enrollment Procedures 1-6 (see other side) and apply for accommodations.
- If you have already registered for your courses and require **Classroom Accommodations**.

Steps to Obtain Disability Support Services

1. Obtain **appropriate documentation** of your disability. Appropriate documentation is required for the intake appointment and before accommodations can be provided.
   - **For a Learning/Intellectual Disability:**
     - Most recent diagnostic assessment including:
       - Diagnosis
       - Intelligence and achievement test results
     - Most recent full and individual evaluation
     - ARD documentation alone is not sufficient
   - **For Other Disabilities:**
     - Recent comprehensive medical, physical, or psychological evaluation or
     - Typed letter on office letterhead with a signature from a licensed professional (MD, Psychologist, Psychiatrist) including the following:
       - Diagnosis
       - Functional limitations
       - How it impacts your educational process

2. **Call and Schedule an Intake Appointment** with your ADA Counselor and remember to bring your documentation. Your ADA Counselor will review your documentation and determine eligibility for services.

Central Ability Services	(713) 718-6164
Northeast Ability Services	(713)718-8322
Northwest Katy Campus Ability Services	(713)718-5408
Northwest Spring Branch Campus Ability Services	(713)718-5422
Southeast Ability Services	(713)718-7144
Southwest Stafford Campus Ability Services	(713) 718-6857
Southwest West Loop Campus Ability Services	(713)718-7910

Accommodations are granted on a semester-by-semester basis. You must visit your ADA Counselor each semester to obtain a current accommodation letter.

What are Early Alerts?

The Early Alert program is a proactive, student-centered system of communication between faculty, student, and staff.

The purpose of this program is to identify, reach out, and provide support to students who are at risk of failing a course due to academic difficulties or personal hardships.

Early Alerts are usually sent for the following reasons:

- Excessive Absences/Tardiness
- Failure to turn in assignments
- Lack of course materials (Course Textbook)
- Missed or Failed exams
- Personal/Family crisis

50 2021
1971 **HCC**

1

Early Alert Student Email Sample

Dear Student,

HCC is dedicated to student success and wants to help you reach your educational goals.

Your instructor Professor X, Course 1300, submitted an Early Alert to Student Services to help ensure your successful completion of this course. Early Alerts are notices instructors submit to student services when there is concern about a student's performance in the class. The instructor may communicate frequent absences, missed assignments or exams, failing grades, or other factors that may affect your ability to succeed in the class.

You will be contacted by your assigned advisor or counselor in the next few days to discuss your instructor's concerns. By working together with an Advisor or Counselor, you will be able to identify resources that may help you stay on track.

We wish you all the best and look forward to your continued success here at HCC!

Best wishes,
Early Alert Student Intervention Team
...

HCC Course Grade Appeal Process

PURPOSE
The purpose of the Course Grade Appeal Process is to provide students a safeguard against receiving an unfair final course grade while also respecting the academic responsibility of the instructor and academic standards of Houston Community College. The College must follow clear and consistent guidelines for all grade appeals. It is the responsibility of all HCC faculty to evaluate each student's work fairly and to assign a grade which is an impartial measure of the student's achievement in the course. In the event of a dispute over an assigned final course grade, students should be provided the opportunity, within certain guidelines outlined in the HCC Course Grade Appeal Process, to formally present a case and rationale for a grade appeal which will be evaluated using a fair and consistent review process.

This process is in accordance with the following SACSCOC Federal Requirements:
"4.3 The institution makes available to students and the public current academic calendars, grading policies, and refund policies."

"4.5 The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints."

APPLICABILITY
The Course Grade Appeal Process applies to all programs throughout the HCC district.

DEFINITIONS
Bias: A particular tendency, trend, inclination, feeling, or opinion, especially one that is preconceived or unreasoned.
An unfair personal opinion that influences one's judgment.

Caprice: a tendency to change one's mind without apparent or adequate motive.

Business days: Every official working day of the week at HCC. Typically, they include days between Monday and Friday and do not include HCC-approved holidays or weekends.

Communication: For the purposes of this process, communicate in writing between the student, instructor, panel chair, or department chair/dean/COE dean via HCC email account and/or the student contact information provided on the Grade Appeal Form).

Retention period: the minimum time that a local government record must be retained as established on a records retention schedule accepted for filing by the Texas State Library and Archives Commission.

PROCEDURES

Introduction

Grade determination and awarding of all grades in a course is the responsibility of the instructor. If a student believes a grade was awarded on an assessment in a capricious or arbitrary manner while a course is in progress, the student should discuss the matter with the instructor. This Course Grade Appeal Process only applies to final course grades. A student's final course grade can be changed only at the discretion of the instructor or as a result of this Course Grade Appeal Process. A student may appeal a final course grade if he/she is able to demonstrate that an inappropriate grade was assigned as a result of:

- Bias
- Caprice
- Or other improper conditions such as computational error.

Other reasons for changing final grades will not constitute a valid appeal. The burden of proof is on the student to justify the basis for changing the grade.

Note: In cases of a grade dispute regarding alleged academic dishonesty, a separate process will be followed (see Academic Dishonesty section of the Student Handbook).

The Grade Appeal Process is comprised of the following progressive levels to provide due process for the student:

1. Informal Resolution
2. Formal Appeal
3. Grade Appeals Panel
4. Appealing the Panel's Decision

Resolution may be reached at various points throughout the process outlined below:

Level 1: Informal Resolution

Whenever possible, students should attempt to resolve grade disputes informally with the instructor as this allows for the potential of immediate resolution.

After meeting with the instructor, if the student remains dissatisfied, the student should notify the appropriate department chair of the grade dispute. If there is no chair assigned to that program, the appeal should be made to the appropriate dean. The chair/dean/COE dean shall attempt to

resolve the matter informally through consultation with the instructor. If informal resolution is not obtained through mediation at that level, the grade dispute is consigned to the process of a formal appeal.

Level 2: Formal Appeal
Student grievances which are consigned to a formal appeal must be specified in writing using the Student Course Grade Appeal Form. It is recommended that The Authorization to Release Information for Course Grade Appeal – FERPA Release Form also be submitted at the same time by the student filing the appeal.

These forms must be submitted to the department chair/dean/COE dean no later than fifteen (15) business days from the day the grade was officially posted by HCC.

The department chair/dean/COE dean will review the student grievant's appeal to determine if appeal criteria have or have not been met. Again, the student must demonstrate that an inappropriate grade was assigned as a result of bias, caprice, or other improper conditions such as computational error. The instructor may submit a written response to the appeal. The decision of the department chair/dean/COE dean will be communicated in writing to the student (via their HCC email account and/or the contact information provided on the Grade Appeal Form submitted) and to the instructor within ten (10) business days of receipt of these forms. The email will notify the student grievant whether or not the department chair/dean/COE dean finds grounds for a grade appeal. That email will also notify the student that, if they do not accept the decision of the department chair/dean/COE dean, then he/she has five (5) business days from that notification to request a Grade Appeals Panel to review the case. If no response is received from the student within five (5) business days, the appeal is closed.

Level 3: Grade Appeals Panel
If the student requests a Grade Appeals Panel, the Panel will render its decision no later than twenty (20) business days following receipt of that request. In rare cases, such as when faculty are not on contract, no more than twenty (20) additional business days may be allotted. A Grade Appeals Panel consists of at least two full-time instructors from the instructional area involved or a related instructional program as well as one student panelist independent of the class or program associated with the appeal. The entire Grade Appeals Panel, including the student panelist, will be selected by the department chair/dean/COE dean. The student panelist will be selected from the current Student Government Association leadership, or membership if an elected SGA leader is not available.

All proceedings and information discussed in the Grade Appeal Process are confidential.

The Grade Appeals Panel will select a chair. The student panelist cannot serve as chair. Upon appointment, the student panelist is required to sign the Acknowledgement of Confidentiality and Non-Disclosure of Protected Student Information form. Panel members shall neither engage in any independent investigation outside of the hearing nor consider any information obtained outside of the panel's deliberations or hearings. The instructor who assigned the disputed grade cannot serve as a member of the Grade Appeals Panel, however, may submit a written response to the appeal. Both the student grievant and the instructor have the right to appear in person before the Grade Appeals Panel. The student grievant and instructor shall represent him/herself, but either may be accompanied by another individual, who must be identified in advance of the panel hearing. Neither additional individual is permitted to address the panel. The panel can interview others who they determine may have relevant information. When both student and instructor appear before the panel, they should be afforded access to each other's submitted documentation. Interviews with both the student and instructor should be conducted separately. If neither party appears in person, the panel should complete its review based on the written materials submitted. The panel shall consider all aspects of the case before making its decision.

No more than five (5) business days after the hearing, the Grade Appeals Panel will decide either to let the student's original grade stand or to change the grade. The Grade Appeals Panel chair will prepare a written report stating the panel's decision along with the justification for that decision. A copy of that report will be emailed to the student (using the student's HCC email account and/or the contact information the student indicated on the Grade Appeal Form), the instructor, the instructional supervisor, and/or the dean/COE dean. If the Grade Appeals Panel determines that the student's grade is to be changed, then the instructor's supervisor will prepare and submit a Change of Grade Form.   The decision of the Grade Appeals Panel is final, except in cases of procedural error as specified below.

Level 4: Appealing the Panel's Decision
A student grievant' s appeal of the Grade Appeal Panel's final decision can only be based on procedural errors that compromised the fundamental fairness of the process. If either the student grievant or instructor who assigned the grade believes that the appeals process was not properly followed, then he or she may file a written appeal to the Vice Chancellor for Instructional Services/Chief Academic Officer (VCIS/CAO).

The VCIS/CAO will review the appeal and conduct whatever investigation is appropriate. If the VCIS/CAO determines that the grade appeal process was not properly followed and that the failure to follow proper procedures biased the result of the grade appeal, then s/he will vacate the judgment of the grade appeal panel and direct that the process be repeated with a different panel using the same deadline restrictions. If the VCIS/CAO rejects the appeal, the decision of the Grade Appeal Panel is final.

Records Management Business Process

Once the grade appeal is approved at any level of the Course Grade Appeal Process, the record must be sent to Instructional Services for records management purposes.

All incidences of academic integrity will be stored in an electronic document and records management repository, as determined by the Office of Records Management and applicable law, using the following directory as the model for the folder structure:

Grade Appeal > Instructional Unit > Program Name > Student Name

STUDENT COURSE GRADE APPEAL FORM

Before completing this form, please read the Course Grade Appeal Process on the HCC website. Be sure to print legibly.

Name: _____

Street address: _____

City/State/Zip: _____

Telephone numbers (where applicable):
   (cell) _____
   (work) _____
   (home) _____

Email (HCC email address is preferred): _____

Semester course was taken: _____

Course (e.g., ENGL 1301, MATH 1314): _____

Section Number (CRN): _____

Instructor: _____

Please state the basis for your grade appeal and the specific results you are requesting. Be specific. Attach another sheet of explanation if necessary and, if necessary additional documentation supporting your appeal.

_____

_____

_____

_____

_____

_____

Have you spoken with your instructor in an attempt to resolve this dispute informally? Yes/No

If not, why? _____

_____

Student's signature: _____ Date: _____

***Submit this form, together with the FERPA Release Form for Grade Appeals,
to the appropriate individual as outlined in the Course Grade Appeal Process***

Authorization to Release Information for Course Grade Appeal
FERPA Release Form

_____   _____

Student Name (Please Print)   Student I.D. Number

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Houston Community College to disclose the information specified below to the following individual(s) or agency(ies): The student authorizing the release of his/her educational records must sign & present this form together with the Student Course Grade Appeal Form with a photo ID to verify authenticity of this release.

To all member of the Course Appeals Panel for:

Course Rubric and Number (e.g., ENGL 1301): _____

CRN # of Course: _____

Semester Course Was Taken: _____

Instructor: _____

Check the box below to indicate which records you wish to make available:

☐ **Instructor/Classroom Records** (records include: attendance, progress reports, test and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the file grade. FERPA pertains to the release of records. Instructors are not required to have conversations about progress with anyone other than the student).

☐ **Other** (Please specify) _____
Please Note: **Records for Counseling and services for Students with Disabilities are considered medical records and are not covered under FERPA rules. A separate release form must be obtained from these departments.**

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Department(s) identified above.
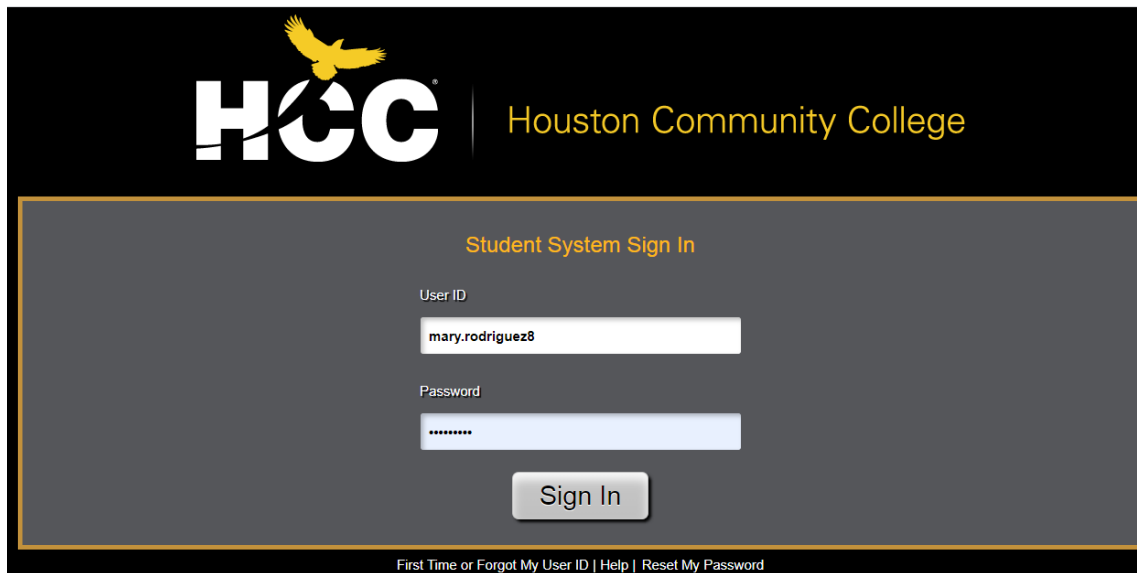
I also understand that I have three (3) days from the time I receive notification of the Course Grade Appeal Panel members to retract this agreement.

_____   _____

Student Signature   Date
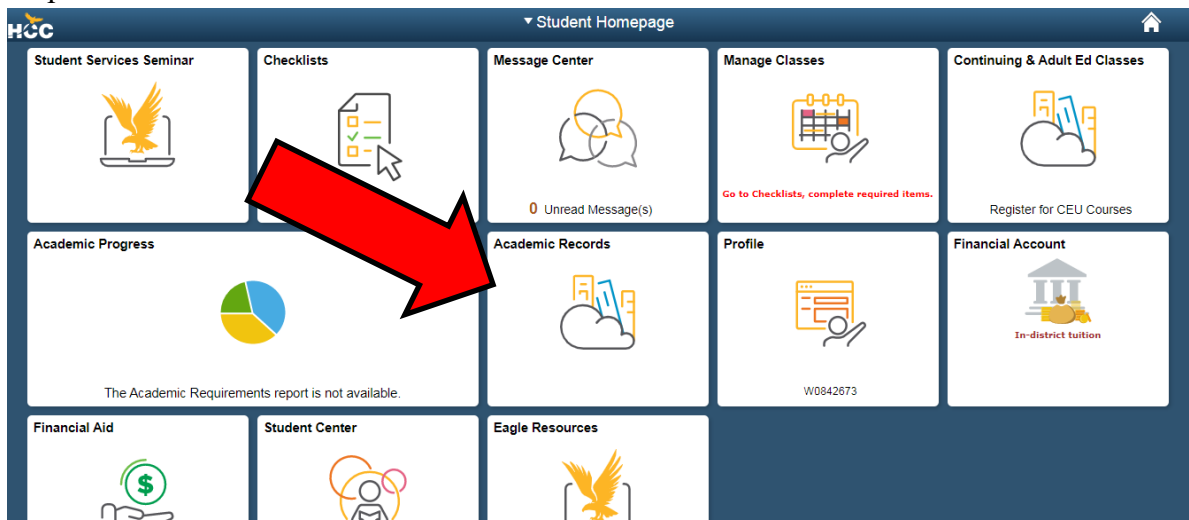
How to Retreive Your Unofficial/Official Transcript
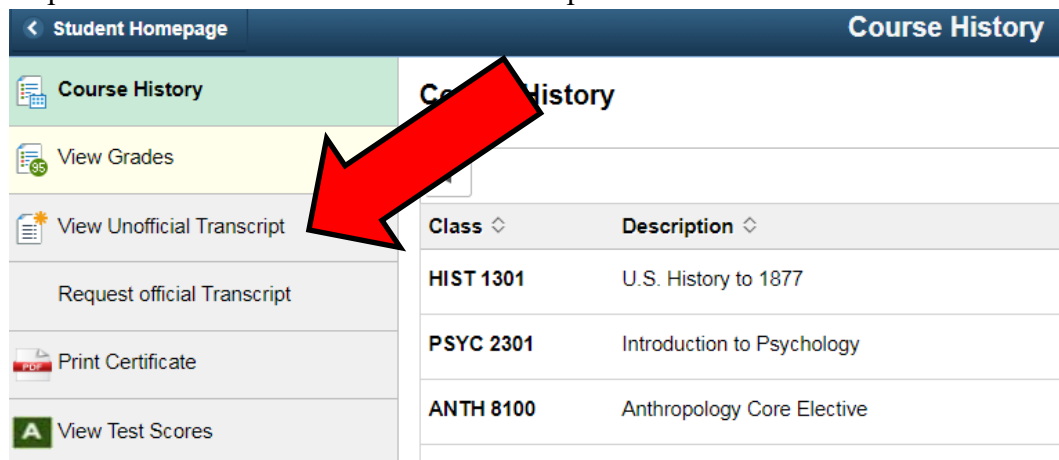
Step 1: Log into your HCC student account.   You will be directed to your Student Homepage.

Step 2: Click on "Academic Records:

Step 3: Click on "View Unofficial Transcript"

Step 4: Click on the green Submit button

Step 5: Your unofficial transcript with all your course history will populate. You will have access to save the document or print the document for your records.

Please note that every dual credit student with a course history will need to have an **official transcript sent to the institutions they are applying to** along with scholarship applications if required. This will allow your credits to be transferred to those institutions.

To do so you will need to follow the above steps and instead of clicking on "View Unofficial Transcript" you will click on "Request Official Transcript"

Please refer to the document titled *Official Transcript Options* for your preferred delivery method and note that fees may be required.

Official Transcript Options

Online (available 24 hours – 7 days a week)

Transcripts ordered online are generally mailed within 1 to 3 business days the order is received. **Cost is $7.00 per transcript**. Payment must be made by debit or credit card. To order online, click on the icon below.

https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO010633

Key features of this service include:
- **24/7 access**. You may submit your request from anywhere in the world.
- **Faster service**. The transcript will be mailed within three business days of making the request
- **Easy address look-up.** A search feature connects you to a database of many college and university mailing addresses.
- **Precise addressing.** You have control over what address we use to send your transcript. No more worries about an inability to read hand-written addresses.
- **Status updates.** Receive email updates on the status of your request, from receipt of the order to a notice when the transaction is complete. This includes confirmation numbers, express delivery tracking numbers, and toll-free phone assistance. If there is a problem in processing your request, you are notified via email.
- **Exact pricing.** When your request is submitted, you know the total cost of the request, and this amount will be charged to your credit card. No more worrying about delays due to incorrect payments.

Information Privacy Policy/Automatic Authorization
Houston Community College information privacy policy requires that you provide the school with a signed form authorizing release of your academic transcript before your order can be processed.

Some orders may qualify for "Automatic Authorization" without your signature. To qualify, your order must meet the following criteria:

- the name on your credit card exactly matches your name as it appears on your College records and
- either the Student ID, Date of Birth or Social Security Number, or any combination of two of these, must match what is on your College records and
- you do not have attachments to accompany your transcript order.

If your order is not eligible for "Automatic Authorization," a form will be available at the end of the order process. Print, sign, and fax that form and any attachments to the Office of Student Records (as shown on the form). Your order will be processed upon receipt of the form, unless you have requested that it be held for degree or grade posting.

PDF Transcripts

Students can send PDF transcripts to any valid email address (another college or university, third-party recipient or themselves). Students can request a PDF transcript online anytime using Transcript Plus.

PDF transcripts are official transcripts, however, please be aware that when sending a PDF transcript to yourself it cannot be forwarded to a different email address. Forwarding a PDF transcript makes it unofficial. If your transcript is going to a third party, you should have it sent directly to their email address, this ensures that the transcript will still be considered an official University document.

PDF transcripts are $7.00 each. Credentials, Inc. is the vendor Houston Community College contracts with to provide official PDF transcripts through an encrypted and secure service. For customer service, please contact Credentials, Inc. at (847) 716-3005.

Many professional application services (such as LSAC, AMCAS, SOPHAS, NursingCAS, etc.) now accept PDF transcripts from HCC.

Telephone Orders

To place an order by telephone you can contact Credentials at (847) 716-3005. Credentials customer service is available Monday-Thursday 7:00am-8:00pm CST and Friday 7:00am-6:30pm CST. Cost is $7.00 per transcript plus an operator-assisted handling fee of $15.00 per call. Transcripts ordered by telephone are generally mailed within 1 to 3 business days the order is received.

Checking Order Status

Both online and telephone options give you the opportunity to check the status of your order 24 hours – 7 days a week by clicking Transcript Order Status. You will need to know your order number and social security or student ID number to retrieve your order information.

Financial Hold

The College will not release a transcript of any student that has not fulfilled financial and other responsibilities to the College.

Re-Admit Process Fall 2021

Step 1:
Login in to your HCC Student Sign-In (portal) and click on the "**Checklists**" tile
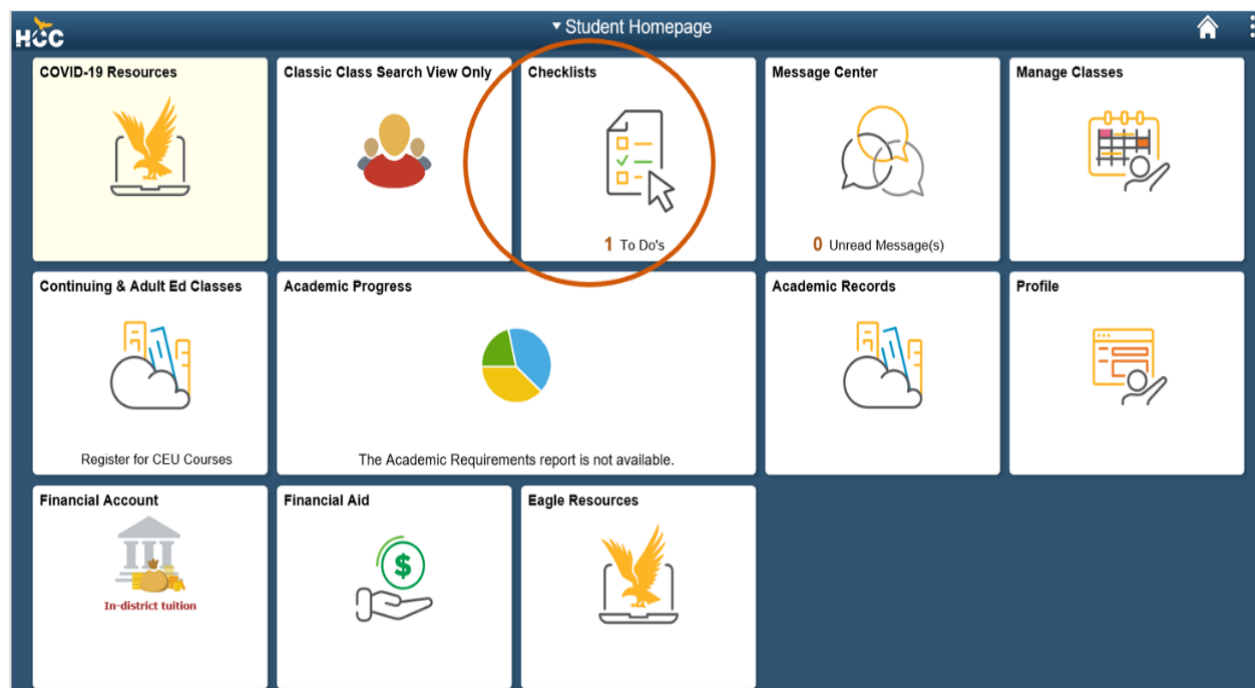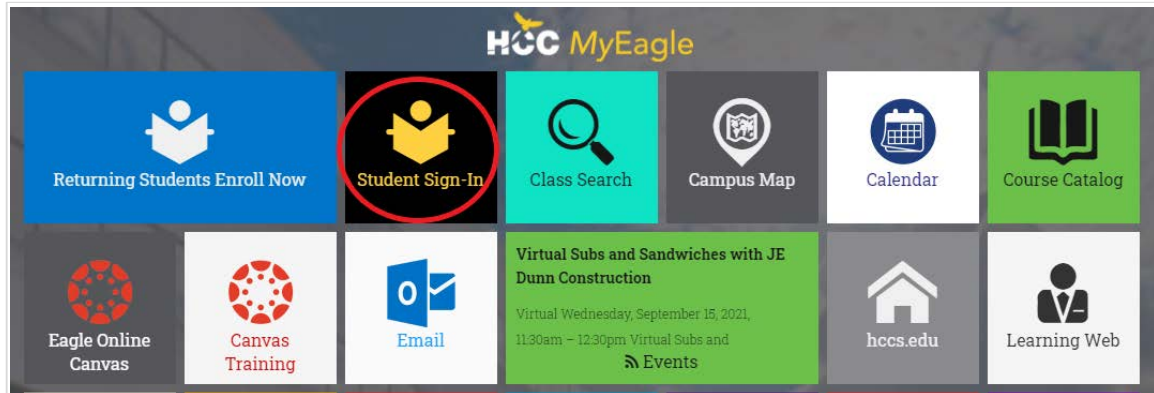
Step 2:
Click on "**HCC Policy Checklist**" to see a list of checklist items

Step 3:
Click on "**Reapply for Admission**"

The "**Task Details**" page will display the reason for Reapply for Admissions.
Click on the "**Continue**" box

Follow the Task Details "**Instructions**" for further information before moving to the Apply Texas website.

Take note of the *Verification Code* on your Task Details as it will be needed when completing your application.
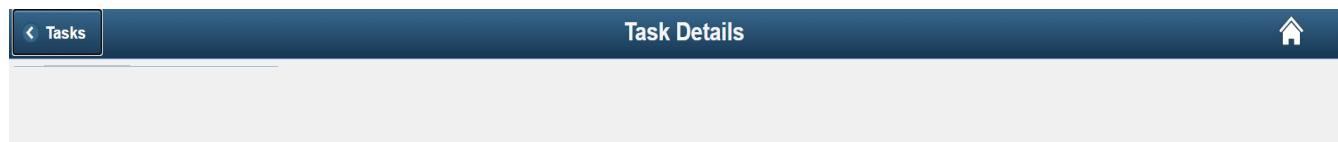
Task Details

Instructions:

Our records indicate that you have not enrolled within the last three consecutive semesters (fall, spring, summer) and therefore must apply for Readmission to HCC. F-1 students should first contact the Office of International Student Services for readmission instructions.

Quick steps to complete your Readmission Application:

1. Copy the following Verification Code:

VCXXXXXXXXX

2. Complete the Apply Texas application at www.applytexas.org
3. Enter your unique verification code on Item #23 of your application.
4. Complete the application and submit.

You will receive notification from HCC within 24-48 hours of your Readmission submission to proceed with your enrollment process.

This item will remain on your To Do list and your verification code will be available until your application has been processed by Houston Community College..

Welcome back to Houston Community College!

Step 4:
Visit ApplyTexas.org

★ApplyTexas
Many Schools. One Application

About ApplyTexas   Help   Counselors & Administrators log in here »

Explore. Apply. Repeat.

Research your options.
Admission information for every Texas public university and two-year school, plus many private colleges and universities.
Begin your search »

Apply online.
Complete and submit your admission and scholarship applications online.
Get started now »
Preview the 2021-2022 applications »
Preview the 2020-2021 applications »
View the 2021-2022 essay prompts »

Do it again.
No need to start from scratch. Copy a completed application and use it to apply to another school.
Learn how »

★ApplyTexas has moved!

Click here to apply for Summer 2022 and beyond.

If you are applying for the Summer 2021, Fall 2021, or Spring 2022 semesters, stay on this site and either log in using your existing credentials or create a new account. If you are applying for the Summer 2022, Fall 2022, or Spring 2023 semesters, please go to https://goapplytexas.org and create a new account. Registration for new accounts and applications for Summer 2022, Fall 2022, and Spring 2023 is now available! Please note you MUST create a new account if you are applying for Summer 2022 and beyond.

First time here? No problem.
Get started »

It's fast. It's easy.
It's free.
Create your account now »

Already have an account?
Log in now
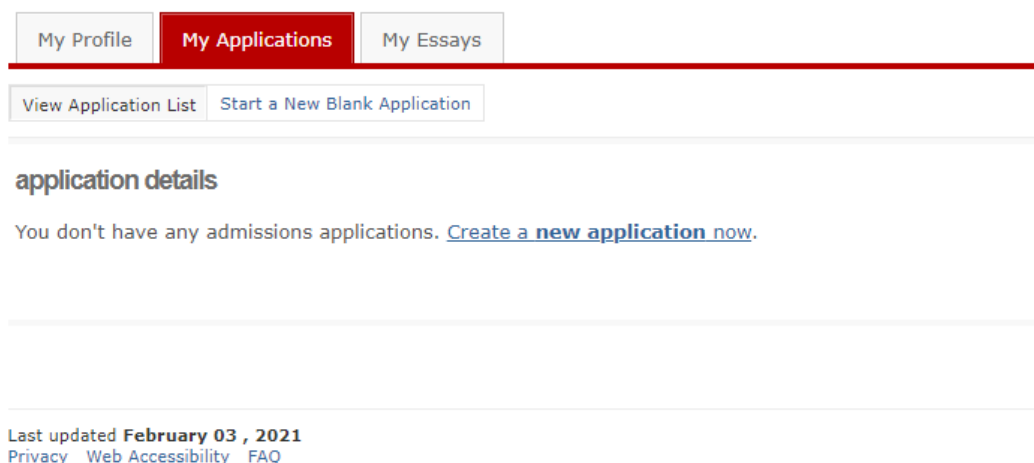
username [_____]
password [_____]

Problems logging in? Click here   [Log in]

Step 5:
Log in to your account

If you have issues logging in to your account or do not remember your username/password, use the "Problems logging in?" link for further support.

Once you have gained access to your account, located in the account dashboard review your profile to ensure all information is up to date.

If your previous application is not available to edit, create a new one as displayed below and complete the required sections.

When creating/updating your application, verify all the inputted information is up to date.

Once complete, Review Item #23 and input your specified verification code that is located on your HCC portal - Checklist (Reapply: Task Details) be sure to save your changes and complete the application.

---

23. Re-Admission - **optional**

If you are a pervious student who has not attended HCC for three consecutive semesters OR a previous applicant who never enrolled, please enter the verification code provide to you on your HCC student portal below.

[   ]

---

save changes

An application that is saved but not submitted is subject to deletion after 180 days.

You are saving the first page of your application. Once saved, the school you selected will have access to your application. Please understand that an incomplete application will not be used for admissions or recruitment purposes; however, you may receive an inquiry from your chosen college asking if you require assistance in completing your electronic application. You may revise your application up to the time when you request that it be submitted to your chosen university.

Verify the application has been submitted via your Account Dashboard, under applications details.

Please note: application processing time (24 - 48 hours).

My Account Dashboard - Application Listing

| My Profile | My Applications | My Essays | My Transcripts |

| View Application List | Start a New Blank Application | Copy an Existing Application |

application details

App ID	Last Updated	Institution	Semester	Type	Deadline	Status
	07/21/2021	Houston Community College	Fall 2021	Two Year	December 12, 2021	Submitted

If you have any questions or concerns, please contact *your Dual Credit Office or Student Success Coach.*

Once you have completed the re-admission process, kindly inform your High School Counselor/Dual Credit Coordinator.

Information for Counselors/ Liaisons

— Dual Credit Roles & Responsibilities
— Dual Credit Deadlines
— Academic Calendar (Fall 2021 Only)
— ApplyTexas Application for Students Guide (Spring 2022)
— ApplyTexas Application for Students Guide (Effective Summer 2022)
— ApplyTexas Counselor Suite Updates 2022 - 2023
— Sample Acceptance Letter for Student
— Family Educational Rights & Privacy Act (FERPA) Memo
— Attendance Policy, Grading System & Academic Progress Requirements
— What are Early Alerts? & Early Alert Student Sample Email
— Final Exam Schedules (Fall 2021 and Spring 2022)
— Hiring Process for Embedded High School Dual Credit Instructors

The Associate Vice Chancellor of College Readiness is responsible for:

Responsible for academic assessment, instructional support, and transitional programs. Collaborates with the Office of Student Success for strategic planning and compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB) mandates and standards. Responsibilities include developing long-term goals and objectives, compliance with state and federal regulations, grant requirements, implementing and tracking academic policies and procedures, and developing financial, statistical reports for internal use to include external funding sources and regulatory bodies. Provides direct leadership for oversight of Developmental Education, Adult Education, and Dual Credit & Early College High Schools.

Essential Duties and Responsibilities

- Provides strategic vision and operational leadership and development of internal and external relationships

- Develops and implements operational budgets for areas of accountability, staying abreast of accreditation, related policies, and state-of-the-art practices

- Develops and manages appropriate contracts and budgets and provides to Vice Chancellor for final approval

- Plans, delegates and/or manages multiple projects and tasks

- Ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; coordinating activities between multiple departments or functions among multiple campuses

- Provide strategic vision and long-term operational leadership for Academic Affairs and related programs and services; actively engages in strategic planning and strategic enrollment management planning and execution

- Maintain an outcome based operation that anticipates and responds to potential issues and implementing a plan of action to address the issue

- Actively participates on committees, task forces and advisory groups. Ensure effective communication with departments and campuses. Provides ongoing training and development for faculty and staff on related issues

- Use of data analytics to inform and update stakeholders on progress towards enrollment, retention and student success goals; regularly conducts internal audits to test and improve all related business processes and systems

- Uses data to make informed recommendations and decisions, monitors and tracks operations, student and programmatic outcomes, and curriculum

- Responsible for other reasonable, related duties as assigned

- Overseeing the Dual Credit Program, including implementation of dual credit policies and procedures.

- Overseeing scheduling of dual credit courses.

- Certifying to the Coordinating Board of Higher Education (CBHE) that HCC is in full compliance with guidelines on dual credit.
- Submitting an annual report verifying HCC's compliance with state policy guidelines

The P-16 Director is responsible for:

The P-16 Director, is to provide leadership and coordination for the development and administration of the off-campus high school dual credit program. Builds relationships with high schools to increase dual credit enrollment by assessing the needs of off-campus high school dual credit students and school districts, coordinating with academic departments of Huston Community College.

Essential Duties and Responsibilities:

- Promotes the growth, development, marketing, and administration of the Dual Credit Program, including the development and dissemination of guidelines for instructors, schools, students, and academic departments, making presentations at schools, initiating formal agreements with schools, recommending policy and procedural changes, overseeing orientation activities for students and instructors, coordinating with academic departments, solving problems, and responding to constituencies in a timely manner.

- Contributes to the achievement of recruitment and retention goals by identifying new dual credit courses, locations, and deliveries, working closely with high schools to respond to their needs, collaborating with the offices of admissions, registration, computer services, and enrollment management, and encouraging dual credit students.

- Works cooperatively with Marketing and Promotions staff to develop and implement effective recruitment and marketing strategies related to the Dual Credit Program, including assistance with web content, preparation of publications, distribution of brochures and catalogs, etc.

- Works cooperatively with Access and Outreach's Registration Services and other staff to ensure that special registration assistance is provided for dual credit students, including visits to area high schools in a timely manner to collect admission and registration materials to meet specified registration deadlines.

- Assists in achieving the goals by collaborating with colleagues in Outreach, providing supervision and coordination of direct reports, and promoting esprit d 'corps with campus and off-campus organizational units, especially area schools and school districts.

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Associate Provost for Access and Outreach.

- Contributes to the overall success of the Access and Outreach by performing these duties in a manner consistent with the mission, goals, values, and priorities of the University and by performing all other duties as assigned.

The P-16 College Directors are responsible for:

Provides leadership of Dual Credit through positive collaboration with high school principals at area ISDs for a particular service area. Collaborates with other HCC instructional and student services areas to provide support for the enrollment, registration, certification, and records processes at the college level. Assist the District-wide Director of P-16 initiatives in sustaining and monitoring of Early College High Schools.

Essential Duties and Responsibilities

- Provides leadership and direction for dual credit in the service area

- Ensures the implementation of procedures that guide the installation of Early College High Schools

- Oversees the operational budget

- Oversees the registration process for all dual credit students in the service area

- Coordinates special events involving community, college educators, and high school participants

- Ensures successful implementation of the recruitment plan for dual credit faculty

- Ensures the successful implementation of a marketing plan for dual credit

- Implement a recruitment plan for students

- Implements a plan for student and parental engagement

- Presents orientation sessions for college faculty, ISD counselors, and high school students

- Directs building the college course schedule for each semester

- Oversees the offering of college courses for dual credit program

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite

- Completes all required training and professional development sessions

- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College

Dual Credit Success Coaches are responsible for:

Plans and coordinates the Dual Credit Program at a given Independent School District, linking high school students to community college coursework for college credit.

Essential Duties and Responsibilities

- Provides proactive outreach and coaching for students; assists with student support activities.

- Presents information to students in one-on-one and group meetings on various aspects of college programs such as course selection, majors, transferability, admissions, financial aid, assessments, career choices etc.

- Facilitates student learning strategies in traditional and online courses.

- Refers students to appropriate resources (i.e. advising, counseling, tutoring, Student Life, Library Services, etc.)

- Documents student interactions in appropriate college systems promptly.

- May provide reports and other analytics regarding student interactions, academic progress, interventions, etc.

- May monitor student progress and assist in the development of ways to engage students fully in the learning progression.

- Facilitates workshops, activities, and the creation of learning communities in the Learning Center.

- Serves as a liaison with various academic departments to ensure support aligns with course/program outcomes.

- Plans and coordinates the Dual Credit Program at a given Independent School District, linking high school students to community college coursework for college credit

- Presents orientation sessions for college faculty, ISD counselors, and high school students.

- Implements the recruitment plan for students.

- Meets regularly with students and parents to identify needs to ensure a smooth transition into college.

- Develops and Implements a transition plan and coaching for dual credit students into college.

- Coordinates events Involving high school participants.

- Attends workshops and conferences related to dual credit.

- Supports the values of the College: diversity, teaching excellence, student success, Innovation and creativity and service to the College.

8

Department Chairs are responsible for:

The Department Chair will be responsible for the daily operation of the department and the department programs. The Department Chair will promote excellence in department programs within the University. Chair responsibilities are classified as professional duties requiring leadership and mentoring of faculty, administrative expertise to include vision, long-term and short-term planning, decision-making and coordination of instruction.

Essential Duties and Responsibilities

- Complying with HCC policy guidelines in developing and implementing local procedures.
- Evaluating teacher applications to ensure the same qualifications are met as required of adjunct faculty teaching the same course on campus.
- Attending dual credit meetings as needed.
- Active communication, when necessary, with P-16 Directors.
- Observing dual credit faculty, as needed.
- Assist with the preparation of each semester's schedule.
- Prepare and assist with assessment.
- Assist in the evaluation and improvement of courses.
- Conduct annual performance reviews of department faculty and adjuncts.
- Review and determine faculty members to be forwarded to the College Dean for teaching and research
- Identify, recommend, and mentor qualified adjunct instructors. • Advise students and ensure department level availability throughout the year
- Respond to student concerns and attempt to resolve those concerns before submission to the College Dean.
- Represent administration to faculty and faculty to administration.
- Consider faculty input for departmental decisions to ensure all departmental units are represented.
- Update department programs as needed.
- Engage in, encourage, and assist department faculty with scholarly activities and the development of quality curriculum and instruction.
- Lead and assist with accreditation and program reviews.

High School Dual Credit Faculty are responsible for:

High school Dual Credit instructors are considered to be employees of Houston Community College in the course of their Dual Credit instruction, as well as faculty members of their own high school. High School. Dual credit instructors provide a vital service by helping students bridge the gap between high school and college by establishing a rigorous standard.

Essential Duties and Responsibilities

- Participate in the discipline-specific workshop held at HCC each year

- Conduct the student course evaluations each term

- Attend the Dual Credit Teacher In-Service Training.

- Verify the class roster.

- Use the same textbook as is selected for the respective dual credit course taught on campus or a text approved by the department liaison.

- Submit grades to HCC promptly by expected due date.

- Active communication, when necessary, with the High School Liaison and P-16 Directors.

- Notify High School Liaisons and P-16 Directors of impending absences.

- Provide final letter grades to the high school registrar or designee.

- Monitor the quality and rigor of instruction in college courses offered in partner high schools.

- Hold DC students to the same standards of achievement as students in on-campus courses.

High School Liaisons are responsible for:

Provides leadership and oversight for the development, expansion, and administration of the high school dual credit program in accord with guidelines established by the Houston Community College. Promotes the growth, development, marketing, and administration of the Dual Credit Program. The Dual Credit High School liaison promote growth in the Dual Credit Program by working collaboratively with HCC personnel through recruitment efforts, adhering to policy and procedural changes, supporting Dual Credit orientation activities for students and parent and solving problems in a timely manner.

Essential Duties and Responsibilities

- Ensuring dual credit eligibility for all dual credit applicants.

- Working with College Connection Coordinators to arrange placement testing as required.

- Assisting in the enrollment process.

ROLES AND RESPONSIBLITIES CONT'D

- Serving as a liaison between the high school and HCC.

- Preparing application and enrollment paperwork.

- Actively communicating, when necessary, with P-16 Directors.

- Provides direct services/liaison to Dual Credit students.

- Provides information to support the enrollment of students.

- Troubleshoots student problems, i.e., registration, adding/dropping classes.

- Promotes and markets Dual Credit to high school students.

- Participates in high school Dual Credit Orientations and Parent Cafes.

DUAL CREDIT DEADLINES

Fall Semester Deadlines	
Date	**Activity**
Jan. 25th	Deadline for Fall semester meeting patterns.
Mar. 1st	Last day for existing ISD/MSD faculty to start hiring process for Fall semester.
Apr. 1st – Apr. 30th	Dual Credit orientations for Fall semester dual credit enrollees.
Apr. 16th	Complete ApplyTexas application for Fall semester dual credit enrollees.
Jun. 15th	Fall semester student paperwork submitted to P-16 office.
Aug. 15th	Deadline for high schools to submit Fall semester rosters.
Friday of the same week classes begin	Final roster changes by Friday of the same week classes begin, which has been approved by the Associate Vice Chancellor. Schools return Fall semester rosters for corrections (includes evidence of both rosters). Students also need to confirm their schedule. Last time to add/drop students. Admissions has 48 hours to complete enrollment upon submission by the P-16 office.
Oct. 1st – Oct. 31st	P-16 team administers system-wide Fall semester roster check; complete withdrawals.

Spring Semester Deadlines	
Date	**Activity**
Sept. 1st	Deadline for Spring semester meeting patterns.
Sept. 1st	Spring semester prospective instructor online application deadline.
Sept. 1st – Sept. 30th	Dual Credit orientations for Spring semester dual credit enrollees.
Oct. 1st	Complete ApplyTexas application for Spring semester dual credit enrollees.
Nov. 15th	Spring semester student paperwork submitted to P-16 office.

Dec. 1ˢᵗ	Deadline for high schools to submit Spring semester rosters.
Friday of the same week classes begin	Final roster changes by Friday of the same week classes begin, which has been approved by the Associate Vice Chancellor. Schools return Spring semester rosters for corrections (includes evidence of both rosters). Students also need to confirm their schedule. Last time to add/drop students. Admissions has 48 hours to complete enrollment upon submission by the P-16 office.
Mar. 1ˢᵗ – Mar. 30ᵗʰ	P-16 team administers system-wide Spring semester roster check; complete withdrawals.

Summer Semester Deadlines	
Date	**Activity**
Dec. 6ᵗʰ	Deadline for Summer semester meeting patterns.
Mar. 10ᵗʰ	Summer semester student paperwork submitted to P-16 office.

Fall 2021 (6221) Last Day for Refund/Dropped Deadline Dates

Note: Deadline Dates may differentiate based on the session/s the student has enrolled in, review your college class schedule and consult with your high school dual credit counselor/liaison for more information.

Session Name	Session Code	Start Date	O/E	100% Refund	70% Refund	25% Refund	LAST DAY to Withdraw	Semester Ends
Regular Term	RT	8/23/2021	9/7/2021	8/20/2021	9/8/2021	9/14/2021	10/29/2021	12/12/2021
First 4 Weeks	F4A	8/23/2021	8/25/2021	8/20/2021	8/26/2021	8/27/2021	9/8/2021	9/19/2021
Second 4 Weeks	F4B	9/20/2021	9/22/2021	9/17/2021	9/23/2021	9/24/2021	10/5/2021	10/17/2021
Third 4 Weeks	F4C	10/18/2021	10/20/2021	10/15/2021	10/21/2021	10/22/2021	11/2/2021	11/14/2021
Fourth 4 Weeks	F4D	11/15/2021	11/17/2021	11/12/2021	11/18/2021	11/19/2021	12/3/2021	12/12/2021
First 8 Weeks	F8A	8/23/2021	8/30/2021	8/20/2021	9/1/2021	9/3/2021	9/27/2021	10/17/2021
Second 8 Weeks	F8B	10/18/2021	10/25/2021	10/15/2021	10/27/2021	10/29/2021	11/19/2021	12/12/2021
Second Start	SS	9/20/2021	9/29/2021	9/17/2021	10/4/2021	10/7/2021	11/8/2021	12/12/2021
Reserved Third 5 Weeks	C5C	11/8/2021	11/11/2021	11/5/2021	11/12/2021	11/15/2021	12/1/2021	12/12/2021
Reserved First 6 Weeks	C6A	8/16/2021	8/19/2021	8/13/2021	8/20/2021	8/24/2021	9/10/2021	9/26/2021
Reserved Second 6 Weeks	C6B	9/27/2021	9/30/2021	9/24/2021	10/1/2021	10/5/2021	10/21/2021	11/7/2021
Reserved 10 Weeks	C10	9/27/2021	10/4/2021	9/24/2021	10/7/2021	10/12/2021	11/8/2021	12/5/2021
Reserved 16 Weeks	C16	8/16/2021	8/30/2021	8/13/2021	9/3/2021	9/10/2021	10/22/2021	12/5/2021
Dual Credit (15 Weeks)	DL1	8/30/2021	9/10/2021	8/27/2021	9/16/2021	9/23/2021	11/1/2021	12/12/2021
Dual Credit (14 Weeks)	DL2	9/7/2021	9/17/2021	9/3/2021	9/23/2021	9/29/2021	11/3/2021	12/12/2021

ApplyTexas Application Guide

Applicable through Spring 2022

Office of Admissions and Student Records

What You Will Need Before Getting Started

- Email address
  - You will need a valid email address in order to receive responses and updates about your application.
- Social Security Number
  - Although it is not required to apply for admission, it is recommended. A social security number is required for Financial Aid and some Military and Veteran benefits.
  - Providing a social security number helps us in processing applications faster.
- Full Legal Name
  - To avoid delays in processing your application and other documents, please use your full legal name. Do not use nicknames or abbreviations because this information will be used for your official record if you enroll. Use your full, legal name on all documents sent to the institution.

Application Steps

- Create your ApplyTexas account or log in using an existing account at www.applytexas.org

Application Steps

Use the ApplyTexas application guide for help if needed

Instructions are available on each page, make a selection and click Go.

ApplyTexas

Home Page/Log in   My Account Dashboard   Admissions Information   Application Instructions

Application Details   Quick Links

Application Instructions Go
Before You Begin
Federal Student Aid
Additional Info
Texas County Codes
FAQs
Help

My Account Dashboard - My Profile

| My Profile | My Applications | My Essays | My Transcripts |

"My Profile"

- Build your "Profile" (needed to start your application)
- Save Profile and verify your email

Enter required information

My Applications Section

Under My Applications tab, click on "Start a New Blank Application"

Click here to start your application

My Account Dashboard - Application Listing

| My Profile | Applications | My Essays | My Transcripts |

| View Application List | Start a New Blank Application | Copy an Existing Application |

application details

HCC

My Applications Section

- Select "Create a new 2 year college admissions application"

My Account Dashboard - Application Listing

My Profile	**My Applications**	My Essays	My Transcripts

View Application List | Start a New Blank Application | Copy an Existing Application

Admissions | **Start a new blank application.**

create a new 4 year university undergraduate admissions application

create a new graduate school admissions application

create a new 2 year college admissions application

Which ___ se should I choose?

ApplyTexas app ___ on type descriptions

Click "Create a new 2 year college admissions application"

HCC

My Applications Section

- Select target college under "Search for a college from an alphabetical list"

My Applications Section

- Select "Houston Community College (Houston)" and click continue

Houston Community College provides high school students the opportunity to earn college credit and high school credit through concurrent enrollment with HCC while still in high school. Students demonstrating college readiness through a State of Texas approved college placement test can earn dual credit by taking an approved college class offered at a high school, HCC campus, or online. For more information on Dual Credit go to www.hccs.edu/programs/dual-credit/

Getting Ready to Start Your Application

create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should apply to a four year university.

(For a clickable map with more information about Texas regions, please go to the Texas Higher Education Coordinating Board's Texas Regions web page.)

Search for a college by region

Target College: Select target two year college - listed by region

Search for a college from an alphabetical list

Target College: Houston Community College (Houston)

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?
  ○ Yes   ● No

continue

If you are applying to take Dual Credit or Concurrent High School Enrollment , select Yes.

After selecting Houston Community College from the list, click continue

12/2020

HCC

My Applications Section

- Select semester in which you plan to first enroll

Getting Ready to Start Your Application
select a semester

Semester of Entry

Select semester
Fall (Aug - Dec) 2017
Spring (Jan - May) 2018
Summer 2018
Fall (Aug - Dec) 2018

continue

Select a semester from the list and click continue

The following semesters are past their deadlines for applications for Two Year Institution:

Semester	Deadline
Fall (Aug - Dec) 2016	12/11/2016
Spring (Jan - May) 2017	05/14/2017
Summer 2017	08/13/2017

Check the special application information page prepared by Houston Community College.

Address:	Houston Community College Office of Admissions PO Box 667517 Houston, TX 77266-7517
Help Phone #:	713-718-8800
Website:	Houston Community College

Last updated **May 12 , 2017**
Privacy   Web Accessibility   FAQ

HCC

Area of Study/Major

- The major you choose is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors.

Not sure what to select? Continue to next slide for list of programs and majors that fall under the Area of Studies

Getting Ready to Start Your Application
select major

Please select your major.

If you don't see your desired major, check the institution's website. If you cannot find it there, contact the institution for more information.

Major:
Select your Major
Art and Design
Business
Construction, Industry and Manufacturing
Health Sciences
Liberal Arts, Humanities and Education
Public Safety, Transportation and Consumer Services
Science, Technology, Engineering and Math
Social and Behavioral Sciences

Last updated **April 24 , 2017**
Privacy   Web Accessibility   FAQ

12/2020

Programs & Majors

Science, Technology, Engineering & Math	Public Safety, Transportation & Consumer Services	Liberal Arts, Humanities & Education	Health Sciences
Agriculture	Autobody Technology	Child Development	Dental Assistant
Astronomy	Automotive Technology	Communication	Dental Hygiene
Biology	Cosmetology	Dance	Diagnostic Medical Sonography
Chemistry	Criminal Justice/Law Enforcement	Drama	Health Information Technology
Computer Networking & Telecom	Culinary Arts	English	Healthcare Career Academy
Computer Programming	Emergency Medical Services	History	Histology Technician
Drafting & Design	Fire Protection Services	Humanities/Interdisciplinary Studies	Human Services Technology
Engineering Technology	Fire Science & Safety	Library Science	Medical Assistant/Medical Scribe
Electronics Engineering Tech.	Heavy Vehicle & Truck Repair	Music	Licensed Vocational Nursing (LVN)
Engineering	Hospitality Management	Philosophy	Medical Laboratory Technician
Geographic Information Science	Travel & Tourism	Physical Education	Nuclear Medicine Technology
Geology		Sign Language/Interpretation	Nursing
Horticulture		Speech	Occupational Therapy Assistant
Instrumentation & Controls Tech.		Studio Art & Art History	Pharmacy Technician
Mathematics		Teacher Education	Physical Therapist Assistant
Petroleum Engineering Tech.		World Languages	Radiography
Physics			Respiratory Therapist
Process Technology			Surgical Technology
Construction Industry & Manufacturing	**Business**	**Art & Design**	**Social & Behavioral Sciences**
Constructional Engineering Technology	Accounting	Audio RecordingTechnology/Video Production	Anthropology
Corrosion Technology	Business Management	Digital Communication	Economics
Heating, Air Conditioning & Refrigeration	Business Technology	Digital Gaming & Simulation	Geography
Industrial Electricity	Finance/Banking	Fashion Design	Government
Logistics & Global Supply Chain Mgmt	International Business	Fashion Merchandising	Psychology
Machining Technology	Legal Assistant	Filmmaking	Sociology
Manufacturing Engineering Technology	Marketing	Interior/Kitchen Design	
Welding	Real Estate	Music Business	

For a full list of Degrees and Certificates, please visit
http://www.hccs.edu/programs/

Biographical Information Section

- Enter your Social Security Number. Your social security number is not required for the application, but is recommended, and is REQUIRED if applying for Financial Aid.

- Many fields will already be completed based on the information you entered when you built your profile.

biographical information

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 1668220

| First choice school/college | Houston Community College |
| First choice major/program | Business |

Want to change your school(s)/college(s) and/or major(s)/program(s)? Go back to the "select major" page.

Houston Community College has a message for Business applicants:

The major you have chosen is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors.

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?

○ Yes   ◉ No

Please select a deadline for your application to Houston Community College.

◉ **The regular deadline for Two Year Institution applications (05/13/2018)**

1. Enter your U.S. Social Security Number
   Please enter your Social Security Number, if you have one. It is used to match your application to your transcript and test scores, and for financial aid.

| Social Security Number (SSN) | | « No spaces, dashes, or letters. |
| Confirm SSN | | « No spaces, dashes, or letters. |

HCC

Home Campus

- Academic advisors at HCC are committed to your success. Whether your goal is to transfer to a university or obtain the skills to enter the workforce, academic advisors are trained and ready to help you build a plan for your future. For more information visit http://www.hccs.edu/support-services/advising/

16. Home Campus – **REQUIRED**

Please select the home campus where you intend to receive the majority of student services such as advising and career counseling.

- ○ Alief-Hayes - 2811 Hayes Rd. Houston, 77082
- ○ Central - 1300 Holman Houston, 77004
- ○ Coleman - 1900 Pressler St. Houston, 77030
- ○ Eastside - 6815 Rustic St. Houston, 77087
- ○ Felix Fraga - 301 N. Drennan St. Houston, 77003
- ○ Katy - 1550 Foxlake Dr. Houston, 77084
- ○ Northeast-555 Community College Dr. Houston, 77013
- ○ North Forest - 6010 Little York Rd. Houston, 77016
- ○ Northline - 8001 Fulton Houston, 77022
- ○ Missouri City-6000 Texas Pkwy Missouri City, 77489
- ○ Pinemont - 1265 Pinemont Dr. Houston, 77018
- ○ South - 1990 Airport Blvd. Houston, 77051
- ○ Spring Branch-1010 W Sam Hou Pkwy N Houston, 77043
- ○ Stafford - 10041 Cash Rd. Stafford, 77477
- ○ West Loop - 5601 West Loop South Houston, 77081

Confirm Information

Please take a moment to confirm that your name, date of birth, and address have been saved correctly by checking the confirmation boxes below.
Your Permanent address was changed to comply with USPS formats – please verify it but do not edit it unless you typed it incorrectly the first time

Please confirm that we have stored the following information correctly:

First Name/Given Name:

Last Name/Family Name/Surname:

Date of Birth:

Please make corrections below as needed.

☐ **Yes, my name and birthdate have been saved correctly.** - REQUIRED

Permanent Address:

Street Address:

Street Address (line 2):

City:

State: TX

Postal/Zip:

Be sure to check the boxes and click save page

☐ **I understand that my permanent address has been standardized and certify this is my correct address.** - REQUIRED

save page

12/2020

Educational Background Section

- Use the "Find Your High School" button to select your high school

- Expected graduation date is required

educational background

1. High School You Graduated From or Expect to Graduate From: - REQUIRED
   You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

   To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

   For U.S. high schools, please be sure to supply both the city and state.

   For international high schools, please leave the state field blank and enter the country in the city field.

   Search for Your High School [Find Your High School]

   High School Name: [ ]
   High School Code: [ ]
   High School City or Country: [ ]
   High School State/Possession/Province: [Select one] « if in U.S. or Canada
   Expected Graduation Date: [Month] [Year]

   Don't forget your graduation date!!

   ☐ **Please check here if you have information to enter for more than one high school**

   Are you home-schooled? - REQUIRED
   ○ Yes   ○ No

12/2020

HCC

Educational Background Section

- If any, add all colleges previously or currently attending

3. Please list **all** current or previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED if applicable**
Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

Current or Most Recent College Attended

Search for College 1	Find College or University 1
Name of Institution:	
College Code:	

College Location

City	
Country	Select a country if not U.S.
College State/Possession/Province:	Select one « if in U.S. or Canada

Dates of Attendance

Attended starting from:	Month / Year
Attended to:	Month / Year
Hours earned:	« number credit hours, if applicable

Enter whole numbers in the box. Do NOT enter a decimal point.

Degree Earned or Expected (if applicable)
Please indicate if you have earned or will earn a degree by the time you plan to enroll.

Major/Area of Study:	« for example, BA in History
Degree Date:	Month Year « degree earned or expected
Type of Degree:	Select degree type

Use "Find College or University" to search

12/2020

Admission Basis

It is very important to select the correct Admissions Basis. If you are not certain, use the chart on the next slide to assist you.

Page 3 of 5
educational information

1. Did you take a Tech Prep course or courses for college credit?
   ○ Yes   ○ No

2.
   Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:

   Admission Basis

Select
College Transfer, Degree-seeking
College Transfer, Not Degree-seeking
Transient- Seeking a degree elsewhere
Readmission from prior semester
High School Graduate
GED
Home Schooled/High School Graduate
Dual Credit (receiving both high school and college credit)
High School Early Admission (college credit only)
Individual Approval (no high school diploma or GED)

3.
   Please indicate the primary reason for at
   Reason Attending

4. Online Learning – **REQUIRED**

HCC

12/2020

What type of student am I?

If you are currently in High School or never attended college, select one of the following:	If you have attended college, select one of the following:
High School Graduate: You have, or will have, graduated from high school by the time you start college. If you earned dual credit in high school and have now or will have graduated, you should select High School Graduate.	**College Transfer, Degree Seeking:** You have previously attended another college and you plan to earn a degree at HCC.
GED: You have, or will have, your GED before you start college	**College Transfer, Not Degree-seeking:** You have previously attended another college and you do not plan to earn a degree at HCC.
Home Schooled/High School Graduate: You have, or will have, complete the curriculum for your home schooled diploma.	**Transient:** You are enrolled at another college and plan to take courses at HCC for one semester.
Individual Approval: You are 18 years or older and do not have a high school diploma or GED.	**Readmission from prior semester:** You have previously attended HCC as a credit student, but it has been more than 365 days since you last attended.
Dual Credit: You are seeking to earn college credit for certain high school courses while completing high school requirements. **High School Early Admission:** You are seeking to earn college credit while still in high school. Credits earned will not count toward high school requirements.	2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: Admission Basis [Select ▾]

HCC

Residency

The information you provide in this section determines how your tuition is calculated. Read each question carefully. If you have questions about your residency status after being admitted, please contact your home campus.

residency information

delete residency answers & start over

Residency Information

About this section:
The college or university to which you are applying will use the information you provide in this section to determine your status for residency eligibility. This page will continue to reload with the questions appropriate for your particular situation. At the very end, there will be a text box for you to enter any additional information that you would like to provide. That page will be followed by a certification page where you will be asked to confirm that everything you entered was correct. It is extremely important that you take care when answering this section to provide accurate information.

During the 12 months prior to the term for which you are applying, did you attend a **public** college or university in Texas in a fall or spring term (excluding summer)?

○ Yes   ○ No

save and continue to next question

12/2020

Custom Questions

- Answer all custom questions and select "save and complete this page"

Certification of Information

- Your application will not be submitted if you do not check the box next to EACH statement

certification and payment information

certification of information - **REQUIRED**

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you *not* send in a printout of this page to the institution to which you are applying.

☑ Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

☐ I certify that I have read and understand the New Requirements and Important Information about Bacterial Meningitis

☐ If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

HCC

Submit Application

⚠ You are about to submit your application for Two Year Admissions to Houston Community College for Spring 2018 with application ID 1668220.

☐ Once you submit your application, you will **not** be allowed to change it in any way. We strongly recommend checking each application page again as information may not be added, edited, or corrected on ApplyTexas after submission. Please check the box to the left to confirm you are ready to submit.

You may choose not to submit this application at this time, but you must submit your application before Houston Community College will receive it.

Submit Application Now

I'll submit my application later. Go to my applications to view a list of my saved applications.

12/2020

HCC ID Number

You will receive your HCC ID number via email within 48-72 hours in a welcome letter:

Subject: Acceptance to Houston Community College
HCC Student ID: W000000000
Social Security/Assigned Number: P000000000

Dear (Student Name),

Congratulations on your acceptance to Houston Community College (HCC). You are now part of the HCC family and we are committed to your educational success.

There are three steps you must complete before you enroll in your Dual Credit classes.

- **Step 1: Activate your student account**

  From the top of the HCC homepage (www.hccs.edu) click on *MY EAGLE Student Sign-in*, and then *Student Sign-In*. Follow the instructions for a first-time user.

  Note: If you did not provide your social security number on your application, you will need to use the assigned number found at the top of this page.

- **Step 2: Complete the New Student Orientation**

  After you sign-in, click *Checklists* then click on *On-Boarding Checklist* and complete the New Student Orientation. After completing the New Student Orientation, you will receive an email confirming completion.

- **Step 3: Notify your high school counselor**

  Notify your high school counselor that you have completed the New Student Orientation step and submit the Dual Credit student packet by the established deadline date. For questions about dual credit opportunities, speak with your high school counselor to receive guidance.

HCC is proud to be a leader in innovation and student diversity. We are dedicated to helping you fulfill your educational goals. As you choose your desired education pathway, we will equip you with the knowledge and skills to be successful in today's technological and global economy.

Again, congratulations on your acceptance to HCC. I look forward to our journey together and seeing you soon.

User Acceptance Testing Thanks

- Texas A&M University

- University of Texas Rio Grande Valley

- Midland College

- Angelo State University

- Sam Houston State University

- Stephan F Austin University

- University of Houston – Victoria

- Midwestern State University

- University of Houston – Clear Lake

- Texas Tech University

- University of Texas at Arlington

- Houston ISD

- Improve readability

- Optimize for mobile

- Reduce clicks

- Improve copy functionality

- Shorten completion time

New Applicant Site

Desktop Preview

★ApplyTexas

→] Login   FAQ   Privacy   Accessibility

★ApplyTexas
Many Schools   One Application

Explore. Apply. Repeat.

FIRST TIME HERE?
No problem. It's fast.
It's easy. It's free.

Get Started

ALREADY HAVE
AN ACCOUNT?

System created by the ApplyTexas Team. Copyright © 2021 ApplyTexas

Mobile-friendly Preview

★ApplyTexas   ☰

★ApplyTexas
Many Schools   One Application

Explore. Apply. Repeat.

FIRST TIME HERE?
No problem. It's fast.
It's easy. It's free.

Get Started

ALREADY HAVE
AN ACCOUNT?
Log in now.

Login

System created by the ApplyTexas Team. Copyright © 2021 ApplyTexas

- Databases moved to the AWS cloud

- New URL

- Mobile-friendly

- Simplified account setup: username, email and password

- Copy feature is removed. Biographical information in Profile automatically updates across all open applications

- New application type: **Dual Credit**

Other general changes

- School search tool is directly on application page rather than as a pop-up page

- Application creation will be on one page instead of being navigated through a few pages

- Core data that is shared between applications can be updated later in any open application and will update across all applications

The ★ApplyTexas Profile

Profile information is universal to all applications and automatically updated in all open applications.

The ★ApplyTexas Profile

- Name – legal name, preferred name, SSN

- Background – DOB, city of birth, country of birth, state if in US

- Citizenship

- Permanent and physical Address

- Phone numbers

- Emergency contact

- High School/Secondary School/GED

- College History

- Texas Residency or visa information

High School Search Tool

Edit Your ApplyTexas Profile

Profile Pages ▾

Your high school details:

Enter your high school/secondary school details on this page. Start by using our school search to find the school you graduated from or expect to graduate from. If you attended multiple high schools, you can click on the checkbox below to search for and enter additional high schools. If you are or were home-schooled, please type 'HOME SCHOOLED' in the search box.

Search for your high school/secondary school: *

To reset selected school details, type 'reset search' in the search box

🔍 | katy high school | ✕

KATY HIGH SCHOOL - KATY , TX (US)

School not found

Reset search

✔ Your school: KATY HIGH SCHOOL - KATY, TX (US)

Expected Graduation Date *

05/13/2020

Enter your graduation date (MM/DD/YYYY).

Texas Residency

Of what country are you a resident? *

United States

Of what state are you a resident?

Texas

Did you live or will you have lived in Texas for 36 consecutive months leading up to high school graduation or completion of the GED? *

- ● Yes
- ○ No

When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? *

- ○ Yes
- ● No

During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term (excluding summer)? *

- ○ Yes
- ● No

Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? *

- ● Yes
- ○ No

To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.

Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? *

- ● Yes
- ○ No

My Applications

- **Easier to track progress**. Application sections are accessible from the My Applications page on an application card

- Application card is color-coded to represent an institution's school identity

The admissions application is split into three sections:

1. Core questions belonging to application type
2. Custom questions (institution and major-specific)
3. Essays, if applicable

- Application card will show the sections you have successfully completed (✓)
- Sections that are incomplete will show what page you last saved and are marked with (**!**)
- Filter is available to view application cards based on status

Houston Community College System

Two Year (Associate of Arts // Applied Learning/Devl Generic All-Level Special Educ Cert)

Application ID: 2200000055
Status: Saved, in progress
Deadline: 10/17/2021 (Regular Deadline)

- **Admissions application**

  ! Two Year questions (Page 1 of 4)

  ! Questions specific to Houston Community College System (Page 1 of 2)

(Not ready to submit)

Texas A&M University

U.S. Freshman (Chemical Engineering)
Application ID: 2200000215
Status: Saved, in progress
Deadline: 12/01/2020 (Regular Deadline)
App Fee: $75

— Admissions application

  ✔ U.S. Freshman questions (Page 7 of 7)

  ✔ Questions specific to Texas A&M University (Page 3 of 3)

  ✔ Essays for this application

✚ Scholarship application

Submit this application

Mobile View

- Biographical information
- Education information and test information
- Senior courses
- Extracurricular activities
- Community/volunteer services
- Honors and awards
- Employment and internships

Questions?
Need help?

Applicant/General:

ApplyTexas@austin.utexas.edu

Counselor, District Counselor, ESC:

ApplyTexasHSC@austin.utexas.edu

College Admins:

ApplyTexas_adm@austin.utexas.edu

Counselor Suite

★ApplyTexas Counselor Suite

Many Schools   **One** Application

Explore. Apply. Repeat.

ALREADY HAVE
AN ACCOUNT?

Log in now.

Login

FIRST TIME HERE?

Request Access from your
Education Service Center

Get Started

Counselor Suite changes

- Optimized for mobile

- No longer uses the same platform as the administrative site

- ESC representative authorization tool improvements

- Better connection to districts rather than individual schools

- District-Level Counselor results returned as one list

- ApplyTexas and FAFSA application lists merged

Counselor Suite ESC View

Grant a New Authorization

Type to Search | Clear

Per page

10

« ‹ 1 2 3 4 ... › »

First Name	Last Name	Email Address	School Name	District Name	Show Details
Cheryl			HIGH SCHOOL	ALDINE ISD	Show Details
Brenda			HIGH SCHOOL	ALDINE ISD	Show Details
Rudasill			HIGH SCHOOL	ALDINE ISD	Show Details
Twiana			HIGH SCHOOL	ALDINE ISD	Show Details
Meagan			HIGH SCHOOL	ALDINE ISD	Show Details
Estella			HIGH SCHOOL	ALDINE ISD	Show Details
Yvonne			HIGH SCHOOL	ALDINE ISD	Show Details
Ken			HIGH SCHOOL	ALDINE ISD	Show Details
Georgette			HIGH SCHOOL	ALDINE ISD	Show Details
Sabrina			HIGH SCHOOL	ALDINE ISD	Show Details

Download this page

Counselor Suite – Downloads

- ESC representatives can download a report of all counselors and district counselors of their region

- District counselors and counselors can download reports showing:

  - Data only shown on the page view

  - All ApplyTexas admissions applications

  - All FAFSA applications

First Name	Last Name	Date of Birth	School	Grad Date	Email Address	Phone	Show Details
FIRSTTEST1	LASTTEST1	09/04/2002	LAKE TRAVIS HIGH SCHOOL				Hide Details

FAFSA application

Completed	Completed Date	Processed Date	Selected for Verification
Yes	11 / 12 / 2020	11 / 16 / 2020	No

ApplyTexas applications

There are no ApplyTexas applications on file for this student.

Hide Details

FIRSTTEST2	LASTTEST2	08/08/2002	LAKE TRAVIS HIGH SCHOOL				Show Details
FIRSTTEST3	LASTTEST3	09/22/2002	LAKE TRAVIS HIGH SCHOOL				Show Details

Counselor Suite – District Counselor View

Questions? Need help?

Applicant/General:

ApplyTexas@austin.utexas.edu

Counselor, District Counselor, ESC:

ApplyTexasHSC@austin.utexas.edu

College Admins:

ApplyTexas_adm@austin.utexas.edu

HCC | HOUSTON COMMUNITY COLLEGE

Subject: Acceptance to Houston Community College
HCC Student ID: W000000000
Social Security/Assigned Number: P000000000

Dear (Student Name),

Congratulations on your acceptance to Houston Community College (HCC). You are now part of the HCC family and we are committed to your educational success.

There are three steps you must complete before you enroll in your Dual Credit classes.

- **Step 1: Activate your student account**

    From the top of the HCC homepage (www.hccs.edu) click on *MY EAGLE Student Sign-in*, and then *Student Sign-In*. Follow the instructions for a first-time user.

    Note: If you did not provide your social security number on your application, you will need to use the assigned number found at the top of this page.

- **Step 2: Complete the New Student Orientation**

    After you sign-in, click *Checklists* then click on *On-Boarding Checklist* and complete the New Student Orientation. After completing the New Student Orientation, you will receive an email confirming completion.

- **Step 3: Notify your high school counselor**

    Notify your high school counselor that you have completed the New Student Orientation step and submit the Dual Credit student packet by the established deadline date. For questions about dual credit opportunities, speak with your high school counselor to receive guidance.

HCC is proud to be a leader in innovation and student diversity. We are dedicated to helping you fulfill your educational goals. As you choose your desired education pathway, we will equip you with the knowledge and skills to be successful in today's technological and global economy.

Again, congratulations on your acceptance to HCC. I look forward to our journey together and seeing you soon.

Sincerely,

Cesar Maldonado, Ph.D., P.E.
Chancellor

HOUSTON COMMUNITY COLLEGE
OFFICE OF COLLEGE READINESS

MEMORANDUM

To: Deans, Department Chairs, and School District Partners
From: Dr. Catherine O'Brien, AVC, College Readiness, and Dr. Samuel West, Director, P-16
Date: January 22, 2021
SUBJECT: FERPA
CC: Dr. Norma Perez, Dr. Jerome Drain, Dr. Shantay Grays, Dr. Debbie Hamilton, Indra Pelaez, Dr. Gabriel Slack, Lilian Baldwin, Athena Walker-Powell, Yolanda Cardenas, Jodie Khan, Student Services Deans, Enrollment Services, and Presidents

Greetings P-16 and Dual Credit Stakeholders,

This communication pertains to the Family Educational Rights and Privacy Act (**FERPA**) and how HCC interprets its applicability to dual credit students who are concurrently enrolled in a high school and an institution of higher education. Our goal is to ensure that we are applying the best practices as outlined by the law. Please see below link provided by the United States Department of Education and how FERPA applies to Dual Credit students.

https://studentprivacy.ed.gov/faq/if-student-under-18-enrolled-both-high-school-and-local-college-do-parents-have-right-inspect

"If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules." (US Department of Education, 2020)

As an institutional practice at Houston Community College (HCC), all students are required to follow HCC's admissions processes prior to the release of student personal documentation. The *Authorization to Release Information FERPA Release Form* needs to be submitted to the Enrollment Services Office to verify the student's rights, proper parental custody and consent are granted. Alternatively, the parent must submit documentation that substantiates their student is dependent for tax purposes in order to enable HCC to disclose personally identifiable student information without a *FERPA Release Form* on file. It is also recommended that the student is involved in all communications regarding the release of their educational records to specified third parties. https://www.hccs.edu/applying-and-paying/admissions-and-enrollment-forms/

If you have questions or concerns, please reach out to the P-16 team. Our goal is to do our best to support the success of our students

Attendance Policy

Students are expected to attend all lecture classes and labs regularly. Students are also responsible for materials covered during their absences. Instructors may be willing to consult with students for make-up assignments, but it is the student's responsibility to contact the instructor. Class attendance is monitored daily. Although it is the student's responsibility to drop a course for nonattendance, the instructor has the authority to drop a student for excessive absences. A student may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), a student can be dropped after twelve hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

For medical issues or other problems affecting attendance, students should speak with their instructors and may also seek support from HCC Counselors and Ability Services Counselors.

NOTE: It is the responsibility of the student to withdraw officially from a course.

Religious Holy Day Absence

In accordance with state law, the College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under this section cannot be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination with a reasonable amount of time. Faculty should encourage students to inform them at the beginning of the semester to prepare for absence in case of an assessments, assignments, etc. A student needing more information about this process may contact their instructor and may seek support from the Office of Institutional Equity, if needed.

Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
IP	In Progress	0
W	Withdrawn	0
I	Incomplete	0

AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

All grade points listed in the table above are per semester hour.

Note that some Health Sciences programs use a different grading scale, and that some variations in grading policy were made during the COVID-19 emergency.

Grade Point Average (GPA)

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of semester hours the course carries.

To compute a student's grade point average, divide the total grade points by the total number of semester hours attempted. The grades "IP," "W," "AUD," "COM," "Pass," "Fail," and "I" do not affect the student's GPA.

Incompletes

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the course work, the grade will be entered as an "I" grade on the student transcript. All non-completes must be changed to grades prior to graduation.

Repetition of Courses

After the close of each semester, a student's enrollment history is reviewed, and courses taken more than once are marked as a repeat. If a student repeats a course in which a grade (A-F) has been received, the highest grade received is the permanent grade for the course and will be used in computing the grade point average. All grades earned in a given course will be entered on the transcript. Other colleges may compute the GPA differently than HCC and students are encouraged to consult their advisor or the institution of their choice with questions.

No Late Registration

It is the official policy of HCC that there is no late registration.

A student may register for a class if it has not met for the first time. *A student may not register for a course if it has already met once.* If it is believed that an extenuating circumstance exists, the student should refer to the Dean of Student Success or designee.

An example of an extenuating circumstance is a cancelled class. A cancelled class is beyond the control of a student, and is an issue created by the College. In the event of a cancelled class, it may be appropriate to make an exception to the late registration procedure.

Academic Progress Requirements

A student's academic progress will be evaluated for the first time after a minimum of nine attempted semester hours. A student's academic standing is determined at the end of the fall semester (December), spring semester (May) and summer semester (August).

To maintain satisfactory academic progress, a student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at Houston Community College.

Students who maintain a cumulative GPA of 2.0 or above are considered to be in good academic standing.

Students who do not maintain a minimum cumulative GPA of 2.0 will be placed on academic probation, continued academic probation or academic suspension as defined below. These three academic status levels alert students that action is required. Students are expected to establish contact with their counselor and/or college advising center for support and assistance with improving their academic standing.

Each academic status level is defined below with the required action by the student:

Academic Status Level	Definition	Action Required by Student
Good Standing	Cumulative GPA of 2.0 or above	None
Academic Probation	Cumulative GPA below 2.0	Can enroll in the following semester. Attend a SLIP session **and** have two follow-up counseling sessions during the semester to improve academic standing
Continued Academic Probation	Cumulative GPA below 2.0 and term GPA 2.0 or above	Continue to work with the counselor from a previous semester, as needed, to improve academic standing
Academic Suspension	Previous term status of Academic Probation or Continued Academic Probation and term GPA below 2.0	Required to attend a SLIP session. May be required to appeal their Suspension in order to enroll in the semester immediately after being placed on Suspension.

Additionally, students placed on academic probation or academic suspension should note the following:

- Students on Academic Probation can enroll in the semester immediately following their probation but are required to attend a SLIP session during the semester and have at least two individual follow-up sessions with their counselor.

- Students on academic suspension are required to attend a Successful Learning Intervention Program (SLIP) session at the college they attend prior to re-enrollment, and prior to meeting with their designated counselor.

- The student's counselor will stipulate conditions of enrollment including, but not limited to, maximum hours and/or specific courses.

- Students on Academic Suspension may be unable to enroll in classes for one semester.

- A student may appeal an Academic Suspension by completing the necessary paperwork obtained at the college's counseling center. For more information on appealing a suspension, students may contact their college's counseling center. See Counseling Contact Information at www.hccs.edu/support-services/counseling.

What are Early Alerts?

The Early Alert program is a proactive, student-centered system of communication between faculty, student, and staff.

The purpose of this program is to identify, reach out, and provide support to students who are at risk of failing a course due to academic difficulties or personal hardships.

Early Alerts are usually sent for the following reasons:

- Excessive Absences/Tardiness
- Failure to turn in assignments
- Lack of course materials (Course Textbook)
- Missed or Failed exams
- Personal/Family crisis

1971 2021 HCC

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Early Alert Student Email Sample

Counseling@HCCS.edu
Fri 1/01/2021 9:01 AM
To: Student- W000000000

Dear Student,

HCC is dedicated to student success and wants to help you reach your educational goals.

Your instructor Professor X, Course 1300, submitted an Early Alert to Student Services to help ensure your successful completion of this course. Early Alerts are notices instructors submit to student services when there is concern about a student's performance in the class. The instructor may communicate frequent absences, missed assignments or exams, failing grades, or other factors that may affect your ability to succeed in the class.

You will be contacted by your assigned advisor or counselor in the next few days to discuss your instructor's concerns. By working together with an Advisor or Counselor, you will be able to identify resources that may help you stay on track.

We wish you all the best and look forward to your continued success here at HCC!

Best wishes,
Early Alert Student Intervention Team

…

Fall 2021 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

For flexCampus and Online-on-a-Schedule courses, final exams will be administered in accordance with the schedule specified below:

REGULAR TERM (RT) (08/23/21 – 12/12/21) and **SECOND START (SS)** (09/20/21 – 12/12/21) **FINAL EXAM SCHEDULE**

Monday, December 6, 2021 For classes which start between:	Final Exam Start Time	Wednesday, December 8, 2021 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, December 7, 2021 For classes which start between:	Final Exam Start Time	Thursday, December 9, 2021 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (December 6-12, 2021) will take exams at the regular class day and time (this includes weekend classes).

Online-Anytime scheduled courses will take their exams during the week of December 6-12, 2021.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 12/12/2021, grades will be due on **Tuesday, 12/14/2021** by **1:00pm.**

Spring 2022 Final Exam Schedule

NOTE: This final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

For flexCampus and Online-on-a-Schedule courses, final exams will be administered in accordance with the schedule specified below:

WINTER MINI-SESSION (12/13/21 - 01/10/22) **FINAL EXAM SCHEDULE**

Final Exam: Monday, January 10, 2022 (The final exam is given at class time.)

Grades Due: Winter mini-session grades are due on **Tuesday, January 11, 2022** by **1:00 pm**.

Independence Holiday: Friday, December 24, 2020 and Friday, December 31, 2020

REGULAR TERM (RT) (01/18/22 – 05/15/22) and **SECOND START (SS)** (02/14/22 – 05/15/22) **FINAL EXAM SCHEDULE**

Monday, May 9, 2022 For classes which start between:	Final Exam Start Time	Wednesday, May 11, 202 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. - 9:30 a.m.	9:00 a.m.	10:00 a.m. - 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Tuesday, May 10, 2022 For classes which start between:	Final Exam Start Time	Thursday, May 12, 2022 For classes which start between:	Final Exam Start Time
7:00 a.m. - 7:30 a.m.	7:00 a.m.	8:00 a.m. - 8:30 a.m.	8:00 a.m.
9:00 a.m. – 9:30 a.m.	9:00 a.m.	10:00 a.m. – 10:30 a.m.	10:00 a.m.
11:00 a.m. - 11:30 a.m.	11:00 a.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m.
1:00 p.m. - 1:30 p.m.	1:00 p.m.	2:00 p.m. - 2:30 p.m.	2:00 p.m.
3:00 p.m. - 3:30 p.m.	3:00 p.m.	4:00 p.m. - 4:30 p.m.	4:00 p.m.
5:00 p.m. - 5:30 p.m.	5:30 p.m.	6:00 p.m. - 6:30 p.m.	6:00 p.m.
7:00 p.m. - 7:30 p.m.	7:30 p.m.	8:00 p.m. - 8:30 p.m.	8:00 p.m.

Classes which meet only once per week (May 9-15, 2022) will take exams at the regular class day and time (this includes weekend classes).

Online-Anytime scheduled courses will take their exams during the week of May 9-15, 2022.

For the four-week sessions (F4A, F4B, F4C, and F4D), final exams will be given on the last day of class.

For the first and second eight-week sessions, final exams will be given during the last week of class.

Grades Due: For all sessions with an end date of 5/15/2022, grades will be due on **Tuesday, 5/17/2022** by **1:00pm.**

HCC
Your College Career Starts Now.
DUAL CREDIT PROGRAM

The Hire Process: Embedded High School Dual Credit Instructors
Teach College Courses

Before the College P-16 Office is notified that a high school instructor would like to teach college courses in a dual credit environment, the high school instructor is required to ensure the request for hire has been vetted by the campus- and district-level administrators to provide their initial approval:

The following links better explain the minimum academic and/or workforce credentialing standards to teach at HCC.
- https://iied21.hccs.edu/MarkT/ccp/sacs/academic.htm
- https://iied21.hccs.edu/MarkT/ccp/sacs/workforce.htm

Initial Approval Steps:
1. High school instructor submits a transcript(s), and résumé to the P-16 Director to then be forwarded and prescreened by the appropriate HCC academic/workforce department or credentialing office.
2. If the instructor meets the credentialing standards for the appropriate course(s), they can proceed forward to apply for the position at the HCC employment Web site: https://hccs.referrals.selectminds.com/. If necessary, the P-16 Director can provide the prospective instructor a direct link to this position.
3. The applicant needs to notify the P-16 Director that they have applied for the position and uploaded all necessary documentation (transcripts, résumé, etc.). The P-16 Director will contact the appropriate HR representative (currently, Mohammed Alam) to confirm that the high school instructor appears in the adjunct pool.
4. The P-16 Director will notify the prospective instructor and high school support team once HR has confirmed the applicant appears in the adjunct pool and all credentials have been submitted by the prospective instructor.
5. Before notifying the appropriate HCC department that they can start the hiring process for this candidate, the following items related to the high school instructor's dual credit course need to be verified by the P-16 Director (in conjunction with the district-level high school administrators):
   a. Course requirements have been verified to support the student headcount
   b. Costs related to the course has been confirmed
6. Each student's high school schedule has time allocated for the dual credit course

- Campus-level administrators (e.g., teaching schedule can accommodate the request, students and/or textbooks have been confirmed, etc.).
- District-level personnel (e.g., confirm crosswalk, costs of equipment and instructional material, etc.)

Deadlines to complete and submit hiring onboarding requirements:
Fall Semester
March 1st: New Hires (have not worked at HCC or it has been more than one academic year)
March 1st: Returning Hires (only individuals who have worked at HCC within the past academic year)

Spring Semester
September 1st: New Hires (have not worked at HCC or it has been more than one academic year)
September 1st: Returning Hires (only individuals who have worked at HCC within the past academic year)

Prospective instructor must connect and comply with departmental requirements and college policies and procedures.

Information for Faculty

- Dual Credit Roles & Responsibilities
- Hiring Process for Embedded High School Dual Credit Instructors
- Guided Pathways – Areas of Study
- HCC Textbook Savings Faculty Quick Start Guide
- Faculty Guide- First Day Inclusive Access Program & Setup Course Materials Link
- How to Enter Attendance
- Library Instruction Request for Faculty
- Generating An Early Alert & Early Alert Sample Email to P-16
- How to Submit Grades & Online Grade Change Tutorial
- Employee Online Learning Percipio (Compliance Training)

The Associate Vice Chancellor of College Readiness is responsible for:

Responsible for academic assessment, instructional support, and transitional programs. Collaborates with the Office of Student Success for strategic planning and compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB) mandates and standards. Responsibilities include developing long-term goals and objectives, compliance with state and federal regulations, grant requirements, implementing and tracking academic policies and procedures, and developing financial, statistical reports for internal use to include external funding sources and regulatory bodies. Provides direct leadership for oversight of Developmental Education, Adult Education, and Dual Credit & Early College High Schools.

Essential Duties and Responsibilities

- Provides strategic vision and operational leadership and development of internal and external relationships
- Develops and implements operational budgets for areas of accountability, staying abreast of accreditation, related policies, and state-of-the-art practices
- Develops and manages appropriate contracts and budgets and provides to Vice Chancellor for final approval
- Plans, delegates and/or manages multiple projects and tasks
- Ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; coordinating activities between multiple departments or functions among multiple campuses
- Provide strategic vision and long-term operational leadership for Academic Affairs and related programs and services; actively engages in strategic planning and strategic enrollment management planning and execution
- Maintain an outcome based operation that anticipates and responds to potential issues and implementing a plan of action to address the issue
- Actively participates on committees, task forces and advisory groups. Ensure effective communication with departments and campuses. Provides ongoing training and development for faculty and staff on related issues
- Use of data analytics to inform and update stakeholders on progress towards enrollment, retention and student success goals; regularly conducts internal audits to test and improve all related business processes and systems
- Uses data to make informed recommendations and decisions, monitors and tracks operations, student and programmatic outcomes, and curriculum
- Responsible for other reasonable, related duties as assigned
- Overseeing the Dual Credit Program, including implementation of dual credit policies and procedures.
- Overseeing scheduling of dual credit courses.

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- Certifying to the Coordinating Board of Higher Education (CBHE) that HCC is in full compliance with guidelines on dual credit.
- Submitting an annual report verifying HCC's compliance with state policy guidelines

The P-16 Director is responsible for:

The P-16 Director, is to provide leadership and coordination for the development and administration of the off-campus high school dual credit program. Builds relationships with high schools to increase dual credit enrollment by assessing the needs of off-campus high school dual credit students and school districts, coordinating with academic departments of Huston Community College.

Essential Duties and Responsibilities:

- Promotes the growth, development, marketing, and administration of the Dual Credit Program, including the development and dissemination of guidelines for instructors, schools, students, and academic departments, making presentations at schools, initiating formal agreements with schools, recommending policy and procedural changes, overseeing orientation activities for students and instructors, coordinating with academic departments, solving problems, and responding to constituencies in a timely manner.

- Contributes to the achievement of recruitment and retention goals by identifying new dual credit courses, locations, and deliveries, working closely with high schools to respond to their needs, collaborating with the offices of admissions, registration, computer services, and enrollment management, and encouraging dual credit students.

- Works cooperatively with Marketing and Promotions staff to develop and implement effective recruitment and marketing strategies related to the Dual Credit Program, including assistance with web content, preparation of publications, distribution of brochures and catalogs, etc.

- Works cooperatively with Access and Outreach's Registration Services and other staff to ensure that special registration assistance is provided for dual credit students, including visits to area high schools in a timely manner to collect admission and registration materials to meet specified registration deadlines.

- Assists in achieving the goals by collaborating with colleagues in Outreach, providing supervision and coordination of direct reports, and promoting esprit d 'corps with campus and off-campus organizational units, especially area schools and school districts.

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Associate Provost for Access and Outreach.

- Contributes to the overall success of the Access and Outreach by performing these duties in a manner consistent with the mission, goals, values, and priorities of the University and by performing all other duties as assigned.

The P-16 College Directors are responsible for:

Provides leadership of Dual Credit through positive collaboration with high school principals at area ISDs for a particular service area. Collaborates with other HCC instructional and student services areas to provide support for the enrollment, registration, certification, and records processes at the college level. Assist the District-wide Director of P-16 initiatives in sustaining and monitoring of Early College High Schools.

Essential Duties and Responsibilities

- Provides leadership and direction for dual credit in the service area

- Ensures the implementation of procedures that guide the installation of Early College High Schools

- Oversees the operational budget

- Oversees the registration process for all dual credit students in the service area

- Coordinates special events involving community, college educators, and high school participants

- Ensures successful implementation of the recruitment plan for dual credit faculty

- Ensures the successful implementation of a marketing plan for dual credit

- Implement a recruitment plan for students

- Implements a plan for student and parental engagement

- Presents orientation sessions for college faculty, ISD counselors, and high school students

- Directs building the college course schedule for each semester

- Oversees the offering of college courses for dual credit program

- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite

- Completes all required training and professional development sessions

- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College

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Dual Credit Success Coaches are responsible for:

Plans and coordinates the Dual Credit Program at a given Independent School District, linking high school students to community college coursework for college credit.

Essential Duties and Responsibilities

- Provides proactive outreach and coaching for students; assists with student support activities.

- Presents information to students in one-on-one and group meetings on various aspects of college programs such as course selection, majors, transferability, admissions, financial aid, assessments, career choices etc.

- Facilitates student learning strategies in traditional and online courses.

- Refers students to appropriate resources (i.e. advising, counseling, tutoring, Student Life, Library Services, etc.)

- Documents student interactions in appropriate college systems promptly.

- May provide reports and other analytics regarding student interactions, academic progress, interventions, etc.

- May monitor student progress and assist in the development of ways to engage students fully in the learning progression.

- Facilitates workshops, activities, and the creation of learning communities in the Learning Center.

- Serves as a liaison with various academic departments to ensure support aligns with course/program outcomes.

- Plans and coordinates the Dual Credit Program at a given Independent School District, linking high school students to community college coursework for college credit

- Presents orientation sessions for college faculty, ISD counselors, and high school students.

- Implements the recruitment plan for students.

- Meets regularly with students and parents to identify needs to ensure a smooth transition into college.

- Develops and Implements a transition plan and coaching for dual credit students into college.

- Coordinates events Involving high school participants.

- Attends workshops and conferences related to dual credit.

- Supports the values of the College: diversity, teaching excellence, student success, Innovation and creativity and service to the College.

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Department Chairs are responsible for:

The Department Chair will be responsible for the daily operation of the department and the department programs. The Department Chair will promote excellence in department programs within the University. Chair responsibilities are classified as professional duties requiring leadership and mentoring of faculty, administrative expertise to include vision, long-term and short-term planning, decision-making and coordination of instruction.

Essential Duties and Responsibilities

- Complying with HCC policy guidelines in developing and implementing local procedures.

- Evaluating teacher applications to ensure the same qualifications are met as required of adjunct faculty teaching the same course on campus.

- Attending dual credit meetings as needed.

- Active communication, when necessary, with P-16 Directors.

- Observing dual credit faculty, as needed.

- Assist with the preparation of each semester's schedule.

- Prepare and assist with assessment.

- Assist in the evaluation and improvement of courses.

- Conduct annual performance reviews of department faculty and adjuncts.

- Review and determine faculty members to be forwarded to the College Dean for teaching and research

- Identify, recommend, and mentor qualified adjunct instructors. • Advise students and ensure department level availability throughout the year

- Respond to student concerns and attempt to resolve those concerns before submission to the College Dean.

- Represent administration to faculty and faculty to administration.

- Consider faculty input for departmental decisions to ensure all departmental units are represented.

- Update department programs as needed.

- Engage in, encourage, and assist department faculty with scholarly activities and the development of quality curriculum and instruction.

- Lead and assist with accreditation and program reviews.

High School Dual Credit Faculty are responsible for:

High school Dual Credit instructors are considered to be employees of Houston Community College in the course of their Dual Credit instruction, as well as faculty members of their own high school. High School. Dual credit instructors provide a vital service by helping students bridge the gap between high school and college by establishing a rigorous standard.

Essential Duties and Responsibilities

- Participate in the discipline-specific workshop held at HCC each year

- Conduct the student course evaluations each term

- Attend the Dual Credit Teacher In-Service Training.

- Verify the class roster.

- Use the same textbook as is selected for the respective dual credit course taught on campus or a text approved by the department liaison.

- Submit grades to HCC promptly by expected due date.

- Active communication, when necessary, with the High School Liaison and P-16 Directors.

- Notify High School Liaisons and P-16 Directors of impending absences.

- Provide final letter grades to the high school registrar or designee.

- Monitor the quality and rigor of instruction in college courses offered in partner high schools.

- Hold DC students to the same standards of achievement as students in on-campus courses.

High School Liaisons are responsible for:

Provides leadership and oversight for the development, expansion, and administration of the high school dual credit program in accord with guidelines established by the Houston Community College. Promotes the growth, development, marketing, and administration of the Dual Credit Program. The Dual Credit High School liaison promote growth in the Dual Credit Program by working collaboratively with HCC personnel through recruitment efforts, adhering to policy and procedural changes, supporting Dual Credit orientation activities for students and parent and solving problems in a timely manner.

Essential Duties and Responsibilities

- Ensuring dual credit eligibility for all dual credit applicants.

- Working with College Connection Coordinators to arrange placement testing as required.

- Assisting in the enrollment process.

- Serving as a liaison between the high school and HCC.

- Preparing application and enrollment paperwork.

- Actively communicating, when necessary, with P-16 Directors.

- Provides direct services/liaison to Dual Credit students.

- Provides information to support the enrollment of students.

- Troubleshoots student problems, i.e., registration, adding/dropping classes.

- Promotes and markets Dual Credit to high school students.

- Participates in high school Dual Credit Orientations and Parent Cafes.

The Hire Process: Embedded High School Dual Credit Instructors
Teach College Courses

Before the College P-16 Office is notified that a high school instructor would like to teach college courses in a dual credit environment, the high school instructor is required to ensure the request for hire has been vetted by the campus- and district-level administrators to provide their initial approval:

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Spring Semester
September 1st: New Hires (have not worked at HCC or it has been more than one academic year)
September 1st: Returning Hires (only individuals who have worked at HCC within the past academic year)

Prospective instructor must connect and comply with departmental requirements and college policies and procedures.

Pathways to the Ultimate Student Experience (PULSE)

Areas of Study

Liberal Arts, Humanities & Education

- Child Development • Communication
- Dance • Drama • English • History
- Humanities/Interdisciplinary
- Library Science • Music • Philosophy
- Physical Education
- Sign Language/Interpretation
- Speech • Studio Art & Art History
- Teacher Education • World Languages

STEM — Arts & Humanities Multidisciplinary

Health Sciences

Nursing • Surgical Technology • Associate Degree Nursing • Dental Assistant • Dental Hygiene • Diagnostic Medical Sonography • Emergency Medical Technology • Health Information Technology • Histologic Technician • Human Services/Medical Assistant • Licensed Vocational Nursing • Medical Assistant • Medical Laboratory Technology • Occupational Therapy Assistant • Pharmacy Technician • Physical Therapist Assistant • Radiologic Technology • Respiratory Care • Vision Care Technology

STEM — Business & Industry

Construction Industry & Manufacturing

- Construction Engineering Technology
- Corrosion Technology
- Heating, Air Conditioning & Refrigeration
- Industrial Electricity
- Machining Technology
- Manufacturing Engineering Technology
- Welding

Business & Industry

Business

- Accounting
- Business Management
- Business Technology
- Finance/Banking
- International Business
- Legal Assistant
- Logistics & Global Supply Chain Management
- Marketing
- Real Estate

Business & Industry

Art & Design

- Audio Recording Technology/Video Production
- Digital Communication
- Digital Gaming & Simulation
- Fashion Design
- Fashion Merchandising
- Filmmaking
- Interior/Kitchen Design
- Music Business
- Studio Art

Arts & Humanities Multidisciplinary

Social & Behavioral Sciences

- Anthropology
- Economics
- Geography
- Government
- Psychology
- Sociology

Arts & Humanities Multidisciplinary

Science, Engineering, Technology & Math

- Agriculture • Astronomy • Biology
- Chemistry • Computer Networking
- Computer Programming
- Computer Science
- Electronics Engineering Technology
- Engineering Design & Drafting
- Geographic Information Science
- Geology • Horizon Technology
- Instrumentation & Controls Technology
- Mathematics
- Petroleum Engineering Technology
- Physics • Process Technology

STEM — Science, Technology, Engineering & Math

Public Safety, Transportation & Consumer Services

- Autobody Technology
- Automotive Technology
- Cosmetology
- Criminal Justice/Law Enforcement
- Culinary Arts
- Emergency Medical Services
- Fire Science & Safety
- Heavy Vehicle & Truck Repair
- Hospitality Management
- Travel & Tourism

Public Services

HCC

HCC Textbook Savings
Faculty Quick Start Guide

Overview

In an effort to ensure students have access to affordable materials that are available to them on the first day of their class, Houston Community College is utilizing an inclusive access model to support learning in classes identified for participation. Students are billed for these materials during the registration process and the digital materials will be available to them in their Canvas course site when the semester begins once the faculty member has completed a few basic steps to setup access.

First Day (Inclusive Access) Course Materials Link

You should see a First Day (Inclusive Access) Course Materials Info tool link to your Canvas course site menu. This link is necessary to provide students the option to opt out of the previously purchased course materials, if they choose to purchase materials on their own. Students are encouraged to not opt out because they are guaranteed to have received the lowest price through the HCC Textbook Savings program.

ACTION: Communicate with Your Students

It is important that clear communication about HCC Textbook Savings course materials adoption is provided to students. Faculty should establish the following communications in their course.

Sample Canvas Announcement

The following information should be included within a course announcement and email to students informing them about the HCC Textbook Savings course materials adoption in your course. You may customize the sample content to reflect your course organization.

> ***Do not purchase a book or access code for this course.***
>
> *You have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.*
>
> *Your course materials for this class will be accessed digitally through this Canvas site.* ***NO other purchase is necessary.*** *For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College Bookstore after the official day of record.*

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Syllabus and Orientation

The following is sample statement that should be included in your course syllabus, orientation, and any other location where you provide information on course materials to your students. You may customize this sample content to fit the organization of your course.

> *To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.*
>
> *Your Houston Community College student account was billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials.*
>
> *It is **NOT** recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to Census Date, but you will then be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. The opt-out process would be for students who already have an access code because they are repeating the course or already purchased materials.*
>
> *Students who opt out will receive a credit to their student account within two weeks of the official day of record from the Bursars Office. The Official Day of Record for this term is __/__/20__. If you desire discounted loose-leaf printed course materials, you can do so from the bookstore after the official day of record for approximately $25-45.*
>
> *Faculty, for more information about the HCC Textbook Savings program, contact our bookstore* sm515@bncollege.com *or 713-528-0872.*

First Class Meeting

If you are teaching a Face-to-Face or Online / Classroom (hybrid) course, it is recommended that you spend time during your first class meeting reviewing the HCC Textbook Savings program and how students access course materials. (Please discuss with your publisher rep. As each publisher access maybe different).

For Online courses, it is recommended that you include content in your course (text and / or video) instructing the students how they will access course materials.

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Troubleshooting & Customer Care

Course Setup Support

Campus IT Support can assist faculty in HCC Textbook Savings setup within their course sites. Contact information for Eagle Online Technical Support can be found on the website at https://hccs.edu/online/technical-support

Troubleshooting:

- Browser Compatibility

  Course materials can be accessed on any browser that meets the System Requirements. **tinyurl.com/FD-SystemRequirements**

- Popup Blockers

  Popups blockers must be turned off within your browser.

  tinyurl.com/FD-PopUpBlockers

- Cache and Cookies

  Delete cached files: **tinyurl.com/FD-Cache**

  Enable cookies: **tinyurl.com/FD-EnableCookies**

Customer Care:

Students that are still having issues, can't access their account, or have questions can receive 24/7 Support via:

Web: **customercare.bncollege.com**

Toll Free: 1-844-9-EBOOKS (1-844-932-6657)

Email: **bookstorecustomercare@bncollege.com**

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Faculty Guide – First Day® Inclusive Access Program

2 – 4 Weeks Before Class Starts

☐ Ensure that the Barnes & Noble College *First Day (Inclusive Access) Course Materials* link is installed in your First Day course(s) so students can access their course materials. If your Canvas Admin did not install for you, please follow the instructions under *Canvas External Tool Configuration*.

☐ If using a publisher courseware product (i.e. MyLab, Connect, MindTap) be sure you have completed the course setup/pairing. Contact your publisher representative for assistance.

> ⚠️ Merged courses can cause student access issues. If you are merging your courses within Canvas, please let your bookstore manager, LaTonya Pate (LPate@bncollege.com) and I (donald.parker@hccs.edu) know ASAP.

2 Weeks Before Class Starts

☐ Ensure messaging is added to your syllabus and Canvas course describing the program and the benefits. This messaging is available under *Sample Student Messaging*.

First Day of Class

☐ Let students know about this program that will save them money on their course materials!

☐ Ensure students know that they can opt-out within Canvas using the *First Day (Inclusive Access) Course Materials* link.

☐ Direct any student concerns or questions to the Barnes & Noble College Customer Care team and provide students the Customer Care Contact Information in this document.

Sample Student Messaging

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

Houston Community College will bill you at the discounted price as a course charge for this course.

It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class through the official day of record, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. If you opt out, the credit to your student account will be completed within two weeks of the official day of record by the Bursars Office. The official day of record for this term is: **__/__/20__.**

For more information and FAQs go to customercare.bncollege.com.

Canvas External Tool Configuration

As an instructor for a First Day/Inclusive Access course, you will need to add the following Tool Link in Canvas so that students can Opt-Out of the program if they wish, during the Opt-Out period only, and Courseware and eTextbook materials can be accessed by students through this link. (**Note:** Your LMS may have slight variations in these steps or naming.)

Setup for "First Day (Inclusive Access) Course Materials" Link

Steps
1. Log into Canvas with your instructor username and password and navigate to the course that requires the First Day (Inclusive Access) Course Materials link.
2. Click **Settings** from the left-hand navigation.   a. If Settings is not available, make sure that you are in the course as a teacher. Once you are, Settings will appear.
3. Click the **Navigation** tab, and scroll down to the hidden items, at the bottom of the list.
4. Look for **First Day (Inclusive Access) Course Materials** in the list.
5. Click and hold **First Day (Inclusive Access) Course Materials** and drag it up to the list of active navigation links.
If the **Purchase Course Materials** link is an active navigation link, select it and drag it down to the hidden items, to prevent student confusion for this course only.
6. Click **Save**.
7. The First Day (Inclusive Access) Course Materials link will now be available in the left-hand navigation of your course. You may have to refresh your window to see it.
8. Repeat these steps any additional sections that require the Course Materials link.

Setup First Day (Inclusive Access) Course Materials Link Tutorial

1. https://edutube.hccs.edu/media/Part+1A+Setup+for+First+Day+%28Inclusive+Access%29+Course+Material+link+in+Canvas+-+August+14th+2020%2C+8A27A56+pm/1_9txkll21
2. https://vimeo.com/303360564

Customer Care Contact Information

Customer Care is available 24/7* to help students with questions about accessing their course material, using their eTextbook, or opting-out or in to the First Day program. Be sure to share the below information with your students.

Please note that Customer Care currently has limited hours of operation and will be available to assist students Monday – Friday, 9 a.m. to 6 p.m. (Eastern Time).

- Link to Customer Care website: customercare.bncollege.com
- Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest
- Email the Customer Care team: bookstorecustomercare@bncollege.com

JOB AID

Setup for "First Day (Inclusive Access) Course Materials" Link

Steps
1. Log into Canvas with your instructor username and password and navigate to the course that requires the First Day (Inclusive Access) Course Materials link.
2. Click **Settings** from the left-hand navigation.   a. If Settings is not available, make sure that you are in the course as a teacher. Once you are, Settings will appear.

Steps

3. Click the **Navigation** tab, and scroll down to the hidden items, at the bottom of the list.

Steps

4. Look for **First Day (Inclusive Access) Course Materials** in the list.

5. Click and hold **First Day (Inclusive Access) Course Materials** and drag it up to the list of active navigation links.

> ⓘ If the **Purchase Course Materials** link is an active navigation link, select it and drag it down to the hidden items, to prevent student confusion for this course only.

Steps

6. Click **Save**.

7. The First Day (Inclusive Access) Course Materials link will now be available in the left-hand navigation of your course. You may have to refresh your window to see it.

Steps
8. Repeat these steps any additional sections that require the Course Materials link.
9. Await the Publisher Rep. training for connecting your First Day Inclusive Access Course Material link in Canvas to the Publisher Courseware or eText so you and your student can have access to the course materials. You must complete this step for you student to access their First Day Materials

Setup First Day (Inclusive Access) Course Materials Link Tutorial

1. https://edutube.hccs.edu/media/Part+1A+Setup+for+First+Day+%28Inclusive+Access%29+Course+Material+link+in+Canvas+-+August+14th+2020%2C+8A27A56+pm/1_9txkll21

2. https://vimeo.com/303360564

Merged courses can cause student access issues. If you are merging your courses within Canvas, please let your bookstore manager, LaTonya Pate (LPate@bncollege.com) and I (donald.parker@hccs.edu) know ASAP.

Customer Care Contact Information

Customer Care is available 24/7* to help students with questions about accessing their course material, using their eTextbook, or opting-out or in to the First Day program. Be sure to share the below information with your students.

Please note that Customer Care currently has limited hours of operation and will be available to assist students Monday – Friday, 9 a.m. to 6 p.m. (Eastern Time).

- Link to Customer Care website: customercare.bncollege.com
- Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest
- Email the Customer Care team: bookstorecustomercare@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

Faculty
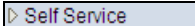
Entering Attendance Information
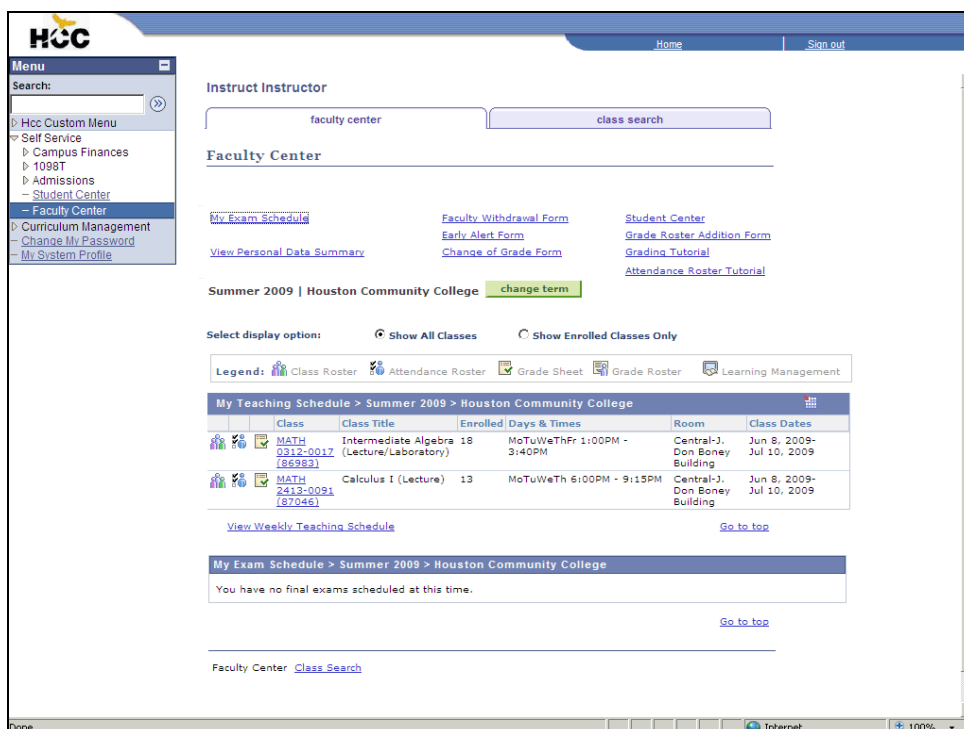
Instead of using paper Attendance Rosters, HCC has made the decision to make the Official Attendance Roster online. This will be available through the faculty center on PeopleSoft Self-Service. The attendance tracking feature enables an instructor to record all of the necessary details regarding the period of interaction between the students and the instructor. You can view attendance records online or print them for manual use. You can also track a wide range of attendance statistics-such as late arrivals and time spent in class. You will be able to select whether the student was absent, present, tardy, or left early and also indicate a reason.

Consider this scenario: Instruct Instructor needs to track attendance for his Calculus class. Log on to the faculty center and mark attendance for this class.

Procedure
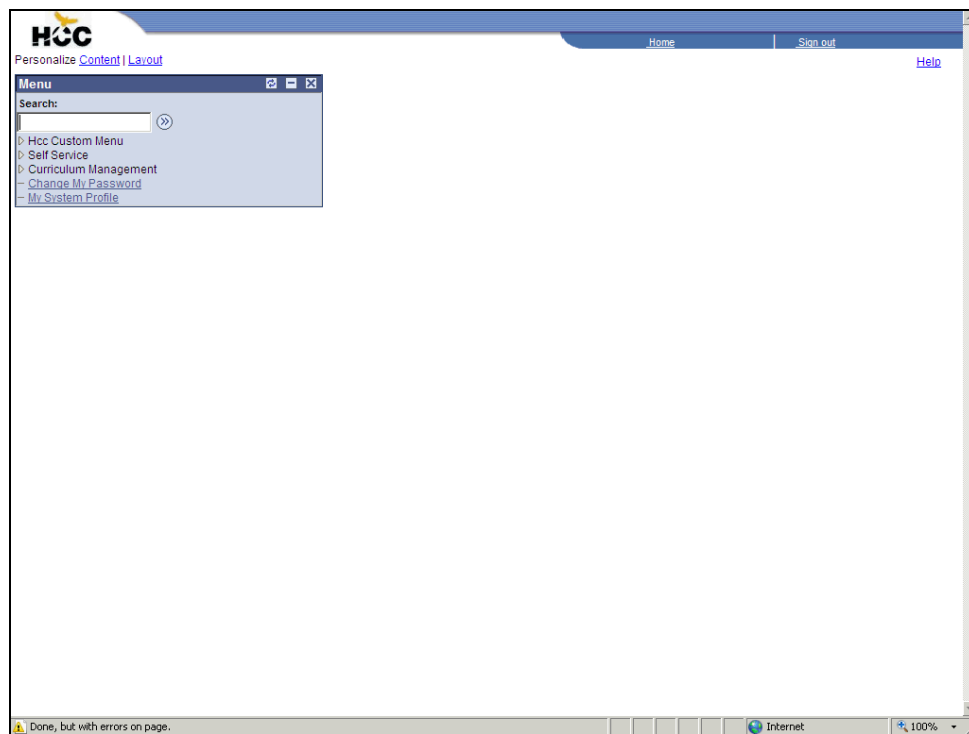
Step	Action
1.	Click the **Self Service** link. **Note:** The Self-Service menu is the main page for class schedules, class rosters, attendance rosters, and grade entry. ▷ Self Service
2.	Click the **Faculty Center** link. The faculty center will automatically list your class schedule for the current term.

Step	Action
3.	Click the **Attendance Roster** button to access the attendance roster for a particular class.

Step	Action
4.	Click the **View** button in order to view the attendance list for the class meeting you wish to enter data. **NOTE: The Approve Attendance Roster bar will not appear until the census date.**

Step	Action
5.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
6.	Click the **Tardy** option to indicate that the student arrived late. **Note:** You may also indicate a reason. ☐
7.	Click the **Left Early** option to indicate the student left the class early. ☐
8.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑

Step	Action
9.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
10.	You are finished taking attendance for this date. Click the scrollbar to go to the bottom of the page to save your entries.
11.	Click the **Save and Return** button to save the page and return to the attendance roster main page. **Note:** If you do not select this, your changes will not be saved. Save and Return

Step	Action
12.	Click the **View** button to take attendance for another date. View

Step	Action
13.	Click the **Tardy** option.
14.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect.
15.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect.
16.	You have finished taking attendance. Click the scrollbar to go to the bottom of the page to save your entries.
17.	Click the **Save and Return** button.

Step	Action
18.	Click the **View** button. View

Step	Action
19.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
20.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
21.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
22.	Click the scrollbar.

Step	Action
23.	Click the **Save and Return** button.

Step	Action
24.	Click the **View** button.

Step	Action
25.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
26.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
27.	Click the checkbox under the **Present** option to remove the check to indicate the student as absent. **Note:** The default for all students is present. This is indicated by a checkmark under the present column. To mark a student absent, you must select the checkbox in order to deselect. ☑
28.	Click the scrollbar.

Step	Action
29.	Click the **Save and Return** button.

Step	Action
30.	You have now completed attendance through the Official Date of Record (Census Date). **The Approve Attendance Roster bar will be activated on the census date.** Click the **Approve Attendance Roster** button to submit to the Registrar. **Note:** Once this is selected, you will not be able to go back to change attendance for day one through the census date. For any changes, you will have to submit an Attendance Addendum Form which is located on the faculty center. You will be able to add attendance to classes *after* the census day through the remainder of the class.
31.	Click the **Home** link.
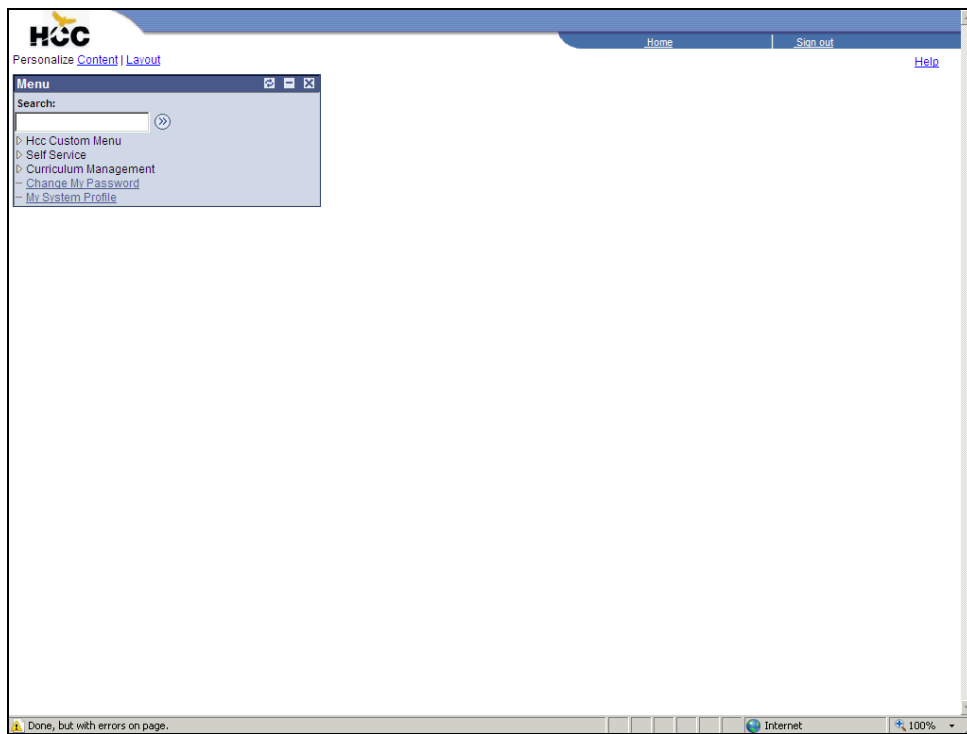
Step	Action
32.	To have your grade roster report emailed to you, click the **Self Service** link.
	If you need to print grade sheets for more than one class, you must verify that you have received the first request by checking your email inbox before requesting the next.
	▷ Self Service
33.	Click the **Faculty Center** link.
	Faculty Center

Step	Action
34.	Click the **Grade Sheet** button. Remember: If you need to print grade sheets for more than one class, you must verify that you have received the first request by checking your email inbox before requesting the next.
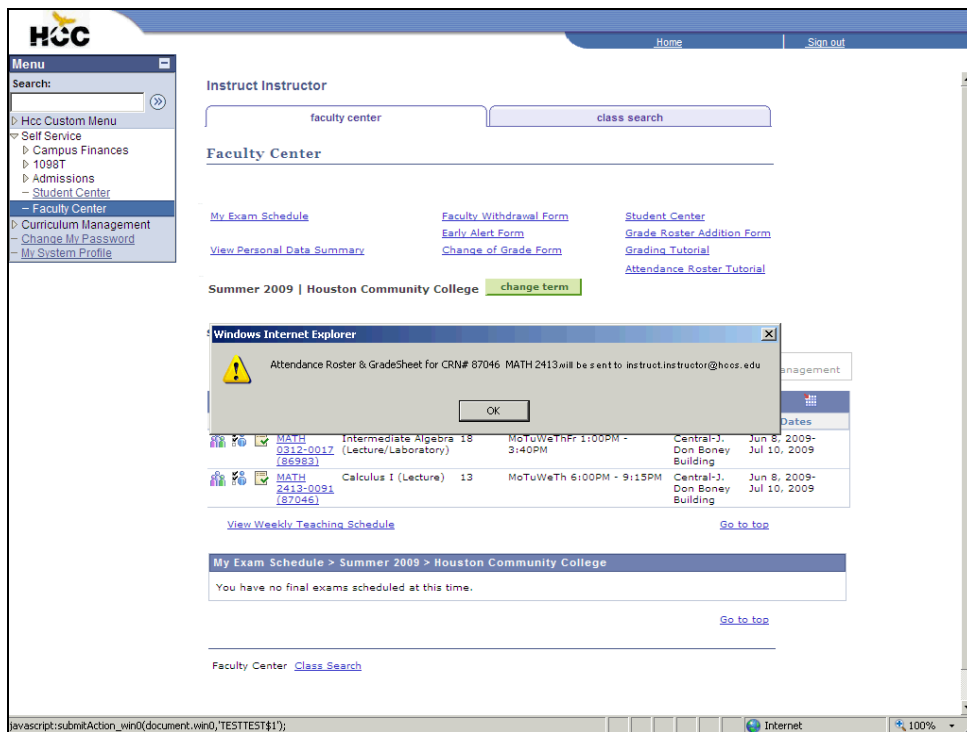
Step	Action
35.	Click the **OK** button and an email with the attachment will be sent to the listed email address. NOTE: If you need to print grade sheets for more than one class, you must verify that you have received the first request by checking your email inbox before requesting the next. OK

Step	Action
36.	Click the **Home** link. Home
37.	**End of Procedure.**

Library Instruction Request

Faculty may request library support services for their classes. The Library Department covers topics to help students and enhance instructional needs. Complete the request by selecting the preferred library link below.

CENTRAL LOCATION

Central Campus Library

South Campus ERC

NORTH EAST LOCATION

Codwell Library

North Forest Library

Northline Library

NORTH WEST LOCATION

Alief Hayes Rd. Library

Katy Campus Library

Spring Branch Campus Library

West Houston Institute

SOUTH EAST LOCATION

Eastside Campus Library

Felix Fraga Campus ERC

SOUTH WEST LOCATION

Missouri City Campus

Stafford Campus Library
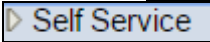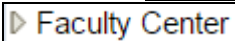
West Loop Campus Library

Generating An Early Alert
in the
Faculty Center

Procedure: Login to the PeopleSoft Student System.
Begin the EARLY ALERT Faculty Process.

Step	Action
1.	**Select the "<u>Self Service</u>" link.** ▷ Self Service
2.	**Select the "<u>Faculty Center</u>" link.** ▷ Faculty Center
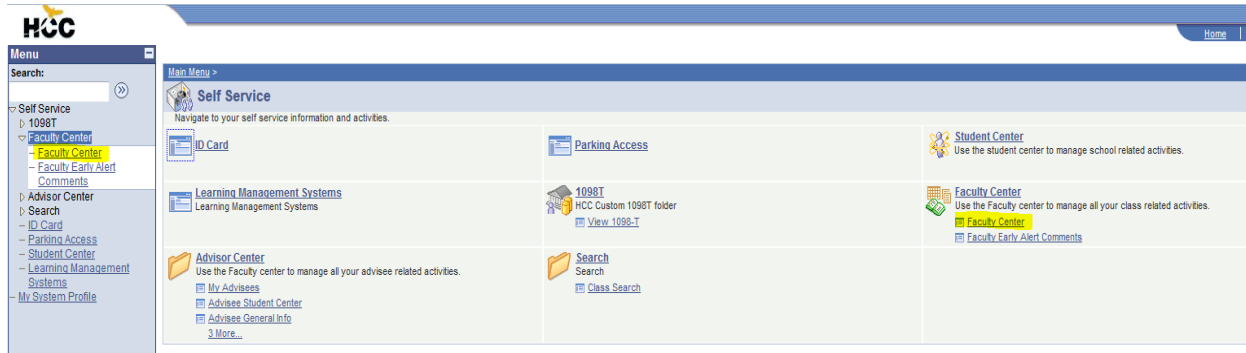
4.	**Select the "<u>Class Roster</u>" ICON** 👥 **Next to the course that you would like to issue an Early Alert.**
5.	**Select the** [Early Alert] **check box for each student that you desire to issue an Early Alert for.**
6.	**Select the "<u>Early Alert Reason</u>" push button.** [early alert reason]
7.	**Select an "<u>Early Alert Reason</u>" check box next to each reason that applies to the student.**

8.	**Select the "<u>Drop Down Arrow</u>" list.**

Step	Action
9.	**Select an "Early Alert Reason" check box next to each reason that applies to the student.** *As the reasons are selected from the drop down list the messages will appear in the Comment section.*

Early Alert Reason											Find | 🔲 | ▦	First ◀ 1 of 1 ▶ Last
	Empl ID	Name	CRN	Attend	Attend Reason	Academ	Personal	Comment		Action taken by Faculty	Other Comments	Apply to All	Clear Reasons
1	200994545	Student Three	93809	✓	Absent prio ▾	☐	☐	The student has missed 6 hours of lecture or 12 hours of a lecture/lab class.		▾	✍	Apply to All	Clear Reasons

Step	Action
10.	**Select an "Action Taken" from the drop down list that goes with the Early Alert Reason Selected.**

Early Alert Reason									Action taken by Faculty	Other Comments	Apply to All	Clear Reasons
	Empl ID	Name	CRN	Attend	Attend Reason	Academ	Personal	Comment				
1	200994545	Student Three	93809	✓	▾	☐	☐		▾	✍	Apply to All	Clear Reasons

*As the "actions taken" are selected from the drop down list the messages will appear in the Comment section. **This section must be completed for each student issued an alert.**

Early Alert Reason									Action taken by Faculty	Other Comments	Apply to All	Clear Reasons
	Empl ID	Name	CRN	Attend	Attend Reason	Academ	Personal	Comment				
1	200994545	Student Three	93809	✓	Absent prio ▾	☐	☐	The student has missed 6 hours of lecture or 12 hours of a lecture/lab class. ; Action Taken by Faculty: Disscused problem in person	Discussed p ▾	✍	Apply to All	Clear Reasons

Step	Action
11.	Enter additional information in the "**Other Comments**". This is a freehand text field which allows you to type up to 256 characters.

Early Alert Reason									Action taken by Faculty	Other Comments	Apply to All	Clear Reasons
	Empl ID	Name	CRN	Attend	Attend Reason	Academ	Personal	Comment				
1	200994545	Student Three	93809	✓	Absent prio ▾	☐	☐	The student has missed 6 hours of lecture or 12 hours of a lecture/lab class. ; Action Taken by Faculty: Disscused problem in person	Discussed p ▾	Testing Faculty Message ✍	Apply to All	Clear Reasons

Step	Action
12.	**Select the "Send Notification" push button.** send notification
13.	**Select the "Return to Faculty Center" push button to return to the Faculty Center.**
14.	**Select the "Faculty Early Alert Comments" link.** – Faculty Early Alert Comments

Step	Action
15.	Enter the desired information into the field. Enter "**200994545**".

Step	Action
16.	**Select the "Search" push button.**
17.	**Select the "Sequence Number" link that corresponds with the Early Alert you want to review.**

Step	Action
18.	Enter the desired information into the field. Enter "**Reply to Advisor Comments Test 01082016.**"

Step	Action
19.	**Select the "Save Comment" push button.**
20.	**Select "Scroll Bar" to view additional comments.**
21.	**Note**: Email was sent. Select "Save Comment" push button.
22.	**Select the "Sign Out" link.**
23.	**End of Procedure.**
24.	Check your Faculty Email for an email conformation of the Early Alerts issued.

Early Alert sample email to P-16

Dear P-16 Director,

An Early Alert has been issued for following student(s) for class ENGL 1301 by professor X.

-000000000 John Smith
Reason: Attendance
Comments: Absent Prior to Official Date. .
Additional Comments: URGENT: The student has missed one or more classes, or has not met the attendance criteria for an online course prior to the official date of record.

Preferred Email Address :W000000000@student.hccs.edu,Phone :

 Please take a few moments to review the Early Alert(s) as well as the student's file. We ask that you contact the student(s) within 48 hours to schedule an appointment to discuss the professor's concerns. For your convenience, their preferred email addresses and phone number listed above.
Please also be sure to track and update the status of early Alert(s) in PeopleSoft so that each student's account is up to date..

Thank you for your continued support of student success,

HCC Early Alert Student Intervention Team
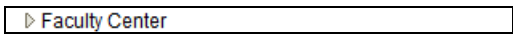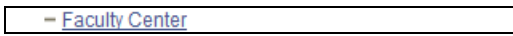
Entering Grades via Faculty Center

As an HCC Instructor you are authorized to enter your students' final grades via the PeopleSoft Self Service Grade Roster.

Consider this scenario: As an Instructor, you are now ready to enter final grades for your students.

Procedure

Step	Action
1.	Click the **Self Service** link. ▷ Self Service
2.	Click the **Faculty Center** link. ▷ Faculty Center
3.	Click the **Faculty Center** link. — Faculty Center

Step	Action
4.	Click the **Grade Roster** button.

Oracle User
Productivity Kit

Step	Action
5.	Click the **Roster Grade** list.
6.	Click the **B** list item.
7.	Click the **Roster Grade** list.
8.	Click the **A** list item.
9.	Click the **Roster Grade** list.
10.	Click the **B** list item.
11.	Click the **Roster Grade** list.
12.	Click the **FX** list item.
13.	Note: The FX grade requires a **Last date of Educational Activity.** Click the **Last date of Educational Activity** button to enter a date.
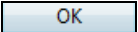
Step	Action
14.	Click the list.
15.	Click the **March** list item.
16.	Click the **4** link.
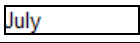
Step	Action
17.	Note: An error message appears and the date field is highlighted in red. The **Last Date of Educational Activity** must fall between the class start and end date. Click the **OK** button then enter a valid date.

Step	Action
18.	Click the **Last date of Educational Activity** button.
19.	Click the list.
20.	Click the **July** list item.
21.	Click the **8** link.
22.	Click the **Scrollbar** to scroll to the bottom of the page.
23.	Click the **Roster Grade** list.
24.	Click the **A** list item.
25.	Click the **Roster Grade** list.
26.	Click the **D** list item.

Step	Action
27.	Click the **Roster Grade** list.
28.	Click the **I** list item. I
29.	Click the **Roster Grade** list.
30.	Click the **FX** list item. FX
31.	Click the **Last date of Educational Activity** button.
32.	Click the list.
33.	Click the **June** list item. June
34.	Click the **30** link. 30
35.	Click the **Roster Grade** list.
36.	Click the **A** list item. A
37.	Click the **Roster Grade** list.
38.	Click the **C** list item. C
39.	Click the **Roster Grade** list.
40.	Click the **A** list item. A
41.	The last student is an Honors student. Click the **Transcript Note** tab. Transcript Note
42.	Click an entry in the **Note** column. Note

Oracle User
Productivity Kit

Step	Action
43.	Click the **Look up Note ID (Alt+5)** button.

Step	Action
44.	Click an entry in the **Description** column. Select **HONORS.** HONORS

Step	Action
45.	Click the **OK** button.

Step	Action
46.	Click the **Save** button. SAVE
47.	Click the **Scrollbar** to return to the top of the page.
48.	Click the **Approval Status** list. Not Reviewed
49.	Click the **Approved** list item. Approved
50.	Click the **Save** button. save
51.	Click the **Scrollbar** to return to the bottom of the page.
52.	Click the **Post** button. POST
53.	**End of Procedure.**

New functionality that allows faculty to change student's grades after final grades has been submitted, approved and posted.

Online Grade Change

HCC - IT

In your Faculty Center, Click on your 'Grade Roster' .

Faculty Center | Advisor Center | Search | Learning Management

Faculty Center

My Schedule

Fall 2017 | Houston Community College   change term

Attendance Addendum Form	Degree Progress Standard Report	Faculty Withdrawal Tutorial	My Exam Schedule
Attendance Roster Tutorial	Degree Progress What If Report	Grade Roster Addition Form	View Personal Data Summary
Change of Grade Form	Early Alert Instructor Manual	Grading Tutorial	EGLS3 Sp 2014 & prior
		Online Grade Change Tutorial	EGLS3 Fa 2014 & later

Select display option: ⦿ Show All Classes   ◯ Show Enrolled Classes Only

Icon Legend: 🏫 Class Roster 👥 Attendance Roster ✅ Attendance Roster 📑 Grade Roster 🖥 Learning Management Summary

My Teaching Schedule > Fall 2017 > Houston Community College

View All | 🔲 | 📅   First ◀ 1-7 of 7 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏫 👥 ✅ 📑	MUSI 2211-1000 (32698)	Music Theory III (Lecture/Laboratory)	3	TuTh 11:00AM - 12:20PM	SPBR-Performing Arts Center	Aug 28, 2017-Dec 17, 2017

Grades are already submitted, in Approved Status and Posted.

"Request Grade Change" radio button becomes available.

 Click on 'Request Grade Change'

| Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**   change class

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

Display Options:

*Grade Roster Type [Final Grade ⌄]
☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Approved ⌄]   **Posted**   *Online Grade Change!*

REQUEST GRADE CHANGE

| Student Grade | Transcript Note |

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Last Date of Educational Activity	Level	Status
☐ 1	201604993	GCTesting,Alexander Clay	A	A	GRD	Visual & Performing Arts - Associate in Arts		Unclassified (over 73 hours)	Posted
☐ 2	206637376	GCTesting,Ildefonso	B	B	GRD	Visual & Performing Arts - AA Music		Sophomore	Posted
☐ 3	207862583	GCtesting,Natalie Elizabeth	C	C	GRD	Visual & Performing Arts - AA Music		Unclassified (over 73 hours)	Posted

View All | 🗗 | Download %1 Table to Excel |◀ ◀◀ Rows 1 - 3 of 3 ▶▶ ▶|

Select All   Clear All   Printer Friendly Version

notify selected students   notify all students

Faculty Center   Advisor Center   Search   Learning Management

Official Grade Column provides a drop down menu for each student's grade.

Click on the 'Drop Down menu' for the student(s) you want to change their grade.

Faculty Center	Advisor Center	Search	Learning Management

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	A ∨
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	B ∨
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	C ∨

Return to Grade Roster

SUBMIT

Faculty Center   Advisor Center   Search   Learning Management

Select the new grade you need from the drop down menu.

| | | Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	A ⌄
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	

A
B
C
D
F
FX
I
IP

Select New Grade!

Return to Grade Roster

Faculty Center   Advisor Center   Search   Learning Management

Once you have selected grade(s) for the student(s), Grade Change Reason and Comment becomes available.

You can do this for multiple students at a time

| | Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Grade Change Reason	
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	C		
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	B		
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	C		

Return to Grade Roster

SUBMIT

Faculty Center   Advisor Center   Search   Learning Management

Select a Grade Change Reason from the Drop Down Menu e.g. Wrong Grade Entered

Comment ⊙ is optional, but is required if you choose Grade Change Reason "Other".

| Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ MUSI 2211 - 1000 (32698)
Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Grade Change Reason	
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	C ∨	∨	⊙
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	B ∨		
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	C ∨		

Dishonesty Review Committee
Faculty Grade Appeal Panel
Incomplete Class Completed
Miscalculation In Computation
Other
Studnt Withdrew after Penalty
Wrong Grade Entered

Return to Grade Roster

Faculty Center   Advisor Center   Search   Learning Management

Click the Comment diagram, and it will open up a new page….

You can enter comments of up to

Click OK once done.

It brings you back to your online grade screen.

Click Submit

'Success' displays next to the new grade(s) submitted.

Click 'Return to Grade Roster' to confirm new grade(s).

| Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Grade Change Reason		
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	C ∨	Wrong G ∨	💬	Success
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	D ∨	Dishone: ∨	💬	Success
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	A ∨	Other ∨	💬	Success

Success Wohoo!!!!

Return to Grade Roster ⇐

SUBMIT

Faculty Center   Advisor Center   Search   Learning Management

In the "Official Grade" column, verify new grade(s) for student(s).

| Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour
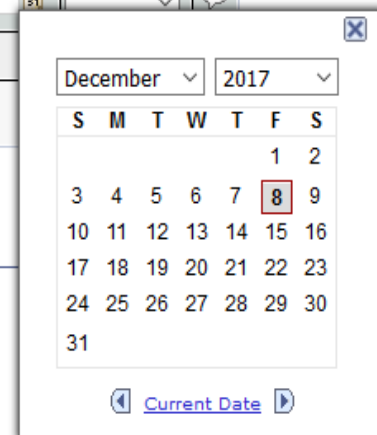
▽ **MUSI 2211 - 1000 (32698)** [change class]

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

Display Options:

*Grade Roster Type [Final Grade ∨]
☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Approved ∨] **Posted**

[REQUEST GRADE CHANGE]

| Student Grade | Transcript Note |

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Last Date of Educational Activity	Level	Status
☐	1	201604993	GCTesting,Alexander Clay	A	C	GRD	Visual & Performing Arts - Associate in Arts		Unclassified (over 73 hours)	Posted
☐	2	206637376	GCTesting,Ildefonso	B	D	GRD	Visual & Performing Arts - AA Music		Sophomore	Posted
☐	3	207862583	GCtesting,Natalie Elizabeth	C	A	GRD	Visual & Performing Arts - AA Music		Unclassified (over 73 hours)	Posted

View All | ↗ | Download %1 Table to Excel   ⊪ ◀◀ Rows 1 - 3 of 3 ▶▶ ⊪

Select All   Clear All   Printer Friendly Version

[notify selected students]   [notify all students]

Faculty Center   Advisor Center   Search   Learning Management

To change from any grade to 'FX' grade.

Click on drop down menu, Select the "FX" grade.

New column 'Last Date of Educational Activity' with Grade Change Reason and Comment Column.

Click on the calendar and select a date.

Enter a grade Change Reason and Comment (if required).

| Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Last Date of Educational Activity	Grade Change Reason	
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	FX ⌄	12/08/20 📅	Incompl ⌄	💬
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	D ⌄			
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	A ⌄			

Return to Grade Roster   SUBMIT

Faculty Center   Advisor Center   Search   Learning Management

'Success' displays.

Click 'Return to Grade Roster' to confirm new grade(s).

| | Faculty Center | Advisor Center | Search | Learning Management |

Grade Roster

Grade Change Request

Fall 2017 | Regular Term | Houston Community College | Semester Credit Hour

▽ **MUSI 2211 - 1000 (32698)**

Music Theory III (Lec/Lab)

Days and Times	Room	Instructor	Dates	Topic
TuTh 11:00AM-12:20PM	SPBR-Performing Arts Center Rm 405	Allyson Applebaum Wells	08/28/2017 - 12/17/2017	+3hrs rescheduled holiday

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Last Date of Educational Activity	Grade Change Reason			
1	201604993	GCTesting,Alexander Clay	Enrolled	Graded	FX ∨	12/08/20 🗓	Incompl ∨	💬	**Success**	
2	206637376	GCTesting,Ildefonso	Enrolled	Graded	D ∨					
3	207862583	GCtesting,Natalie Elizabeth	Enrolled	Graded	A ∨					

Success Woohoo!!

Return to Grade Roster ⬅

SUBMIT

Faculty Center **Advisor Center** **Search** **Learning Management**

In the "Official Grade" column, should be the 'FX' grade.

Employee Online Learning - Percipio

Compliance Trainings can be found using the link below

https://employee-onlinelearning.percipio.com/

Contact Information

— Dual Credit Program Service Area

HCC | HOUSTON COMMUNITY COLLEGE

Have Further Questions... Contact Us

Central College
1300 Holman
Houston, Texas 77004

713.718.2912

Northeast College
8001 Fulton
Houston, Texas 77002

713.718.5644

Dual Credit Program Service Area

Contact Information

Northwest College
1550 Foxlake Dr.
Houston, Texas 77084

713.718.5807

Southwest College
5601 West Loop South
Houston, Texas 77081

713.718.2270

Southeast College
301 N. Drennan
Houston, Texas 77003

713.718.7498

HCC RESOURCES

<u>EAGLE ONLINE CANVAS:</u>

- Eagle Online (Canvas) Log In

- Eagle Online (Canvas) Student Support

- Eagle Online (Canvas) Technical Support

- *Eagle Online Technical Support:* 713.718.5275, option 3

- *IT Customer Support:* 713.718.8800 (password reset – option 1)

  Canvas Training 1:
- https://edutube.hccs.edu/playlist/dedicated/1_tf7e0fn9/1_wlh7ooiv
- Canvas Training 2:
- https://edutube.hccs.edu/playlist/dedicated/1_tf7e0fn9/1_727jne9a

<u>TUTORING SERVICES:</u>

- https://www.hccs.edu/resources-for/current-students/tutoring

  In-Person Tutoring

- Tutoring Centers

- Tutoring Resources

  Online Tutoring

- Find a Tutor

- Upswing Online Tutoring

- How to use Upswing Online Tutoring

<u>LIBRARY RESOURCES:</u>

- https://library.hccs.edu/home
- https://library.hccs.edu/for_students

<u>COUNSELING SERVICES:</u>

- https://www.hccs.edu/online/counseling-services/

<u>ADA ACCOMMODATION:</u>

- https://www.hccs.edu/support-services/ability-services

<u>CAREER SERVICES:</u>

- https://www.hccs.edu/support-services/career-planning

<u>STUDENT HANDBOOK:</u>

- https://www.hccs.edu/resources-for/current-students/student-handbook/

Library

<u>Search & Find</u>

- Home - https://library.hccs.edu/
- Accessibility - https://library.hccs.edu/accessibility
- Library Catalog - https://librus.hccs.edu/

<u>Faculty Support</u>

- Library Orientation - https://library.hccs.edu/about_us/libraries
- Open Access/OER - https://library.hccs.edu/open
- Begin Research as an Assignment - https://library.hccs.edu/brtutorial

<u>Research & Writing Help</u>

- Research Guides - https://library.hccs.edu/LibGuides
- Style Guides - https://library.hccs.edu/research_writing/style_guides
- Databases - https://library.hccs.edu/az.php