

# ADMISSIONS & REGISTRATION

## Admissions Eligibility

### College Degree and Certificate Program Courses

See the "Academic Programs (<https://catalog.highland.edu/programs/>)" section of this catalog for a full description of Highland's degree and certificate programs. Eligibility for admission to these programs is outlined below. Call the Office of Admissions and Records at 815-599-3414 with questions.

### General Admissions

All high school graduates, qualified dual credit, dual enrollment students and Illinois High School Diploma (GED) completers are eligible for admission to Highland. Non-graduates age 16 or older may be eligible for admission if he/she can demonstrate the ability to benefit from programs/courses offered by the College. If his/her high school class has not yet graduated, a properly completed Authorization to Register for Classes Form, obtained from and signed by a guidance counselor or principal, must be presented.

### Verification of High School Diplomas Process

It is HCC's practice to require official (in a sealed envelope) high school transcripts for students that enroll in college. These transcripts help enrolled students with meeting prerequisites for certain courses, helping validate the high school graduation requirement for enrollment and financial aid purposes. Only in cases where HCC has reason to believe that the student has not graduated or has a degree from a non-accredited institution, the following policy will be applied:

- HCC Record & Registration staff members use the websites [sat.collegeboard.org](https://sat.collegeboard.org) (<https://sat.collegeboard.org>), [nces.ed.gov/globallocator](https://nces.ed.gov/globallocator) (<https://nces.ed.gov/globallocator/>), [ope.ed.gov/accreditation](https://ope.ed.gov/accreditation) (<https://ope.ed.gov/accreditation/>), and [actstudent.org](https://actstudent.org) (<https://actstudent.org>) to verify CEEB Codes for high schools in question. A CEEB code is a numbered registry that College Board uses to track countries, college majors, college scholarship programs, test centers and high schools. In the United States, the register is used by the College Board as a means of unambiguous identification.

### Home School Student Admissions

Home school current students and graduates have the same benefits and fall under the same guidelines as general admission students. The home school graduate needs to submit an official transcript containing courses, grades, years attended, graduation completion year and graduation date, to the Office of Enrollment Services. Home school students may take college level courses to supplement their home schooling as long as ACT/SAT scores, multiple measures, or HCC placement tests place them into appropriate classes.

### Limited Enrollment Programs

Students who want to be admitted to Highland's Nursing and Medical Assistant programs need to satisfy other admissions requirements. See the "Academic Programs" section of this catalog for further information about admission to these programs.

### High School Student "Early Admission"

To be admitted, a student must be at least 16 years of age and present to the Office of Enrollment Services a properly completed Authorization to Register for Classes Form, available through high school guidance offices or Highland's Office of Enrollment Services.

### Special Admissions

Students who are younger than 16 and in high school wanting to jump start their college career, must fill out an admission form. In order to register for classes, students should take a placement test to ensure they are ready for collegiate level courses. Registration will occur after Enrollment Services has a signed registration form from the student, HCC instructor, parent, and school official.

### International Student Admissions

An "international student" is defined as a person who is a citizen of a country other than the United States, has a visa for educational purposes, and intends to return to his/her own country upon completion of educational goals.

International students may be admitted to Highland if they have successfully completed a minimum of 12 years of primary and secondary schooling, score of 500 paper-based exam, 173 computer-based exam or higher, 61 iBT-based (internet-based score on a TOEFL exam) or Duolingo score of 100, and verify financial support. Prospective students must contact the Director of Enrollment and Records and must be able to meet all applicable student visa regulations before they can be admitted and enrolled.

### Highland Business Institute Courses

Persons interested in benefiting from coursework offered through Highland's Business Institute are not required to be high school graduates or GED completers unless there are prerequisite skill levels established to ensure that the students will benefit from such training. For a description of the type of coursework offered, visit the Highland Business Institute page (<https://highland.edu/businessinstitute/>) or the "Business Institute" section of the catalog under "Academic Information".

## Admissions Procedures

### Academic Placement

All students seeking a degree or certificate or certain classes requiring prerequisites are required to take a placement test. Current ACT or SAT scores may exempt students from certain components of the placement tests.

Recent high school graduates (within eighteen months) may submit an official high school transcript including four years of math and English with a cumulative GPA of 3.0 or higher to meet prerequisite requirements rather than completing the placement test.

Academic placement tests are administered in the Student/Conference Center, room H-127 Monday-Friday. Call 815-599-3678 for placement testing times and/or schedule virtual testing/testing appointments.

### Full-time (12 or more credits) • First-time Students

1. Complete and submit a Highland Community College Admissions Form online, by mail, or in person. This application is available at area high school guidance offices, the Office of Admissions and Records at Highland, or online at [highland.edu](https://highland.edu).
2. Submit official and final (sealed envelope) high school transcripts (or Illinois High School Diploma/GED certification).

3. Submit ACT or SAT scores. Although this is not a requirement for general admission, it is strongly recommended for placement assistance.
4. Take Highland's academic placement test unless exempted by SAT/ACT scores or high school transcript.
5. Register for classes through a student advisor. Advising appointments may be made by calling 815-599-3573.

### Part-time (11 or fewer credits) • First-time Students

1. Complete a Highland Community College Admissions Form online, by mail, or in person for the semester in which enrollment is desired. This includes students enrolling in Highland Business Institute courses.
2. Take the Highland academic placement test if planning to register for courses requiring prerequisites.
3. Submit official and final (sealed envelope) high school transcripts (or GED certification).
4. Students seeking a degree should register for classes through a student advisor. Students seeking a certificate or courses may also see an advisor or may register by mail, or in person at the Office of Enrollment Services. Students registering by mail or in person should be aware of course prerequisites and academic placement testing requirements as listed in the course description section of this catalog. Students may request an advising appointment by calling 815-599-3573.

### Full/Part-time • Readmitted Students

(Students who attended HCC before, but have not been at HCC for at least three years.)

1. If the student is a former Highland student who has not attended for three years, complete an Admissions Form as outlined for first-time students.
2. Take the academic placement test, if necessary.
3. Furnish official and final high school transcripts (sealed envelope). This may be required again if the student has been absent from Highland for more than five years.
4. Register for classes as a full-time or part-time student.

### Full-time/Part-time • Continuing Students

Students may register for courses online in their ROAR account or by completing a registration form. This form is available through the Office of Admissions and Records or the Student Services Center. Students may schedule appointments with their advisor by calling 815-599-3573.

### Transfer Students

(Persons who have most recently attended college at another institution.)

1. Complete an Admissions Form online, by mail, or in person.
2. Submit official (sealed envelope) college transcripts to HCC Admissions and Records. Have transfer credits from an accredited college or university (C or better) evaluated by the Director of Enrollment and Records. Take the academic placement test, if required. Depending on course work completed at other schools, transfer students may or may not have to take the test. Please check with a student advisor or at the time of application.
3. Register for courses through a student advisor for the first semester.

## International Students

1. All international students must present the required credentials before an I-20 is issued. Complete and submit the International Student Information packet available from the Admissions Office.
2. Submit a properly completed Statement of Student Financial Responsibility along with certified letter showing proof of total financial support while attending Highland Community College.
3. Submit a current, official, TOEFL Examinee's Score Record showing a "total score" of 500 or higher paper-based, or 173 computer-based, or 61 iBT-based (internet-based score). Duolingo scores of 100 will also be accepted in place of TOEFL.
4. Submit official secondary-school transcripts and college transcripts (if applicable) in English. Assessment testing may be required.
5. Applications must be submitted a minimum of 30 days prior to the start of the semester.
6. All International students are responsible for all school tuition, fees, housing, and living costs.
7. All International students must present a valid passport before admission is considered final.
8. All International students must carry a minimum of 12 credit hours each semester, exclusive of summer.
9. International students must arrange their own housing and transportation since Highland Community College has no dormitories. We offer assistance in finding housing and transportation, but arrangements are the responsibility of the student and are expected to be complete prior to the student's enrollment.
10. Follow additional procedures listed under full-time students.

## Senior Students

Students 61 to 64 years of age who live in the Highland District will receive a reduced senior tuition rate for tuition-bearing classes. Out-of-district students 61 to 64 years of age will be charged the out-of-district tuition rate. In-district students who are 65 and older will receive free tuition for tuition-bearing classes, given there is available classroom space and tuition-paying students enrolled constitute the minimum number required for the course. (ICCB Section 1501.505).

## Determination of Residency In-District

In-district tuition is paid by individuals who meet the residency requirements (see below) and live in the high school districts of Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Orangeville, Oregon, Pearl City, River Ridge, Scales Mound, Stockton, Warren, and West Carroll. In addition, former CareerTEC students from the Durand and Pecatonica school districts will be considered in-district.

Any student who has occupied a dwelling within the district for at least 30 days immediately prior to the scheduled beginning of classes is considered in-district. Proof of residency will be any two of the five following criteria:

1. Living with parents whose legal residence is within Highland's district
2. Current driver's license
3. Tax, utility, or rent receipt
4. Voter's registration
5. Other verification of residency

Students may not attain in-district status simply by attending classes at Highland for 30 days or more. Students who move into the district for reasons other than attending Highland shall be exempt from the 30-day requirement if they demonstrate a verifiable interest in establishing permanent residency. Verification will consist of employment documentation (a student who is considered “full time” or who works 35 hours or more per week), home purchase documents, and/or other legal document.

## Out-of-District

Any student who has occupied a dwelling within the State of Illinois, but outside of Highland’s district, for at least 30 days, immediately prior to the scheduled beginning of classes shall be classified as an out-of-district student. Proof of state residency will be the same as in-district, but will extend to the rest of the State of Illinois outside of Highland’s district.

Students may not attain in-state, out-of-district status simply by attending a community college for 30 days or more. Students demonstrating verifiable interest in establishing permanent state residency shall be exempt from the 30-day requirement.

## Out-of-State

Any student whose legal residence is outside the State of Illinois. This classification includes international and/or foreign students.

## Exceptions

Under certain circumstances, exceptions to residency rules may be granted. Contact the Office of Enrollment Services if a student’s residency is in question.

# Registration For Classes

## First-time/Full-time Students

Students must register through a student advisor if they are going to be degree or certificate seeking. Students may register through their ROAR (Registration Online and Access to Records) account after seeing an advisor. Registration appointments may be made by calling 815-599-3573.

## First-time/Part-time Students

Students must register through a student advisor if they are going to be degree or certificate seeking. Students may register through their ROAR account or through a student advisor, by mail, or in person at the Office of Enrollment Services. Students registering by mail or in person should be aware of course prerequisites and assessment testing requirements. Also, students mailing in registrations need to be aware that they are not officially enrolled in a class until their information is entered on the HCC computer system.

# Continuing Full-time/Part-time Students

Students may register by logging into their ROAR account or by completing a registration form. This form is available through the Office of Admissions and Records and advising offices. Students may schedule registration appointments by calling 815-599-3573.

## Transfer Students

Transfer students should register through a student advisor for their first semester at HCC.

# Course Registration Information

## Registration Dates

Students may register for any given semester during the dates that are published in the College academic calendar in the front of this catalog.

## Semester Class Schedules

The College reserves the right to select from the courses listed in this catalog that can be offered during any term. An online class schedule listing the courses offered, days, hours of each class meeting, laboratory times, instructor names, required books and materials, and room assignments will be published as early as possible prior to the opening of each session. The College reserves the right to change the schedule, if necessary. The class schedule can be seen online from the HCC web page ([highland.ed](http://highland.ed)) (<https://highland.ed>)u (<https://highland.edu/>) and through a student’s ROAR account. A “read only” copy is available to view in the Office of Enrollment Services.

## Wait List

In the event a class is full, a wait list is created. Students can place themselves on the wait list in their ROAR account or in the Admissions and Records office. Wait list enrollments close one to two weeks before the semester starts. Admissions and Records staff will send registration tickets to the first four wait listed in the class (except for Math Labs, Science, Online, and Basic Nursing Assistant classes) and it is the responsibility of the student to turn in the ticket to the instructor on the first day of the class. It is up to the instructor whether or not a wait list student is enrolled in the class. The instructor will sign the ticket and turn the admission forms in to the Admissions and Records office the first week of class.

## Student Schedule Changes

Schedule changes are allowed during the first week of classes by completing an Add/Drop Form and turning it in to the Admissions and Records office in each regular semester. Any revision in the student’s schedule after registration must be processed on the Add/Drop Form that is available from a student advisor or the Office of Enrollment Services. In addition, students wishing to change their schedules should see a student advisor to learn how their changes will affect their student academic success. (The Office of Enrollment Services must receive the completed form before the change becomes valid.) Once the class has started, the student must receive the instructor’s written signature on the add/drop form. Classes can be dropped with a full refund during the first two weeks of classes for 16-week classes. See the Office of Enrollment Services regarding classes that run less than 16 weeks.

## Class-Level Change

Upon recommendation of the instructors of both sections involved and with approval of the division’s dean, a student may be transferred from one level of a course to another during the first four weeks of a semester.

# Tuition and Fees Refund Policy

Courses can be dropped “No Record” during the first ten academic days (for 16-week classes, please see Enrollment Services for dates of shorter length classes) of a regular semester using the forms available at the Office of Enrollment Services. No official record of enrollment in the class will be maintained.

All tuition paid will be refunded during the “No Record” drop period. After this period, no refunds are granted. Students are responsible for ensuring that all paperwork is completed if they are dropping or changing classes.

- Refund Amount 100%: 16-week classes – through the first 10 business days of class
- Refund Amount 100%: 10-week classes – through the first 10 business days of session start date
- Refund Amount 100%: 8-week classes – through the first 5 business days of session start date
- Refund Amount 100%: 5-week classes – through the first 4 business days of session start date
- Refund Amount 100%: 4-week classes – through the first 4 business days of session start date

### Regular Summer Session (8-week session)

Students who “No Record” drop classes anytime during the first five days of the summer session will receive a 100 percent tuition refund.

### Pre-Summer Session

Students must drop the second day of class for a full refund.

If a student has not shown up for any class (or done academic work online) before the drop date (for every different length of class, see date of Enrollment Services), they will be no shown from their class and money will be refunded. If a student shows up for **at least one class**, the student is responsible for the tuition and fees of the courses. Registration fees are not refunded after the 100% drop date.

## Withdrawal From a Course

A student may withdraw from a course or courses by completing the following procedures in accordance with deadline dates published in this catalog or in other College publications. Unique courses and those with abnormal time frames may have alternate dates and procedures established by the Director of Enrollment and Records.

Student withdrawal from one or more courses after the “No Record” drop date and prior to the last 10 academic days (for 16-week classes) before the first day of final exams (as published in the official College calendar) will be recorded as a “W.” This grade is non-punitive (i.e., no grade points or semester hours will be included in the computation of the student’s grade point average). However, there are financial aid implications due to withdrawals. Proportional adjustments will be made for short-term classes.

Students must fill out a withdrawal form from the Enrollment Services office and see their instructor for their signature and last date of attendance. Upon receiving the signature, students will then turn in the withdrawal form to Enrollment Services. Payment for courses must still be made.

An instructor may initiate the withdrawal of a student from a course if the student fails to attend classes and/or perform in a manner that the instructor deems necessary for successful completion of the course.

### Student Withdrawal Deadlines (after drop date)

Official withdrawal from a course or complete withdrawal from all classes will be processed according to the following schedule:

- 16-week classes, second 8-week classes, and third 5-week classes – 10 days prior to end of semester

- 8-week classes – 1 week prior to end of part of term
- 5-week classes – the Monday prior to end of part of term

Changes in enrollment will likely affect the amount of your financial aid award.

## Tuition and Fees

Highland Community College prides itself in providing high-quality education at an affordable price. The College charges tuition, a technology fee, and an activity fee per semester hour taken along with a per semester registration fee and a mental health services fee. Some courses charge a lab or materials fee in addition to tuition. These fees are listed in the course schedules each semester. In addition, some classes have an Inclusive Access Book Charge (IABC), which is the book required for the course and embedded in our Academic Learning Platform.

Tuition and fee rates are subject to change per semester. For a complete list of current tuition and fee rates, visit [highland.edu](http://highland.edu).

### Tax Credits

The federal government provides a number of tax incentives that can help lower the cost of higher education. Visit [www.irs.gov](http://www.irs.gov) or contact your tax advisor for individual eligibility.

### Cooperative Agreements

Certain Associate in Applied Science degree and certificate programs may not be available at Highland Community College. A “Cooperative Education Agreement” is an agreement between Highland Community College and 47 other Illinois community colleges for an approved resident of one district to enroll in a specified occupational program at a participating school and be required to pay only the in-district tuition rate established by the college attended. Students complete all specialized courses at the cooperative college.

Highland residents also have the opportunity to attend college through cooperative agreements with two Wisconsin colleges: Blackhawk Technical College (Monroe and Janesville campus) and Southwest Technical College (Fennimore, WI).

For cooperative agreements, HCC asks students to take all general education classes with HCC (for appropriate programs) and requires that they complete the cooperative agreement approval form each academic year. The cooperative agreement form (<https://highland.edu/additional-services/enrollment-and-records/>) can be found on the HCC website under the Admissions page.

### Tuition Payment Options

In order to secure your classes, complete one of the following three payment options by the next published deadline date:

1. Pay your tuition and fees in full by going to Online Bill Pay at [www.highland.edu/billpay](http://www.highland.edu/billpay) (<https://www.highland.edu/billpay/>), or by visiting the Cashier’s Office on the second floor of the Student/Conference Center.
2. Be eligible for financial aid. If you are eligible to receive financial aid and your charges are covered in full, you do not need to make a payment or set up a payment plan. To determine your financial aid status, login to Online Bill Pay. For information on completing your FAFSA, visit [www.fafsa.gov](http://www.fafsa.gov) (<https://www.fafsa.gov>). If your charges are not covered in full, you must set up a payment plan, pay your remaining balance, or secure another form of aid by the next published deadline date.

3. Set up a payment plan at [www.highland.edu/billpay](https://www.highland.edu/billpay) (<https://www.highland.edu/billpay/>). Simply making a payment by the next published deadline date will not secure your classes.

For questions regarding tuition payments or assistance with Online Bill Pay, please visit the "Student Assistance" and "Bill Pay FAQ" pages at [www.highland.edu/billpay](https://www.highland.edu/billpay) (<https://www.highland.edu/billpay/>), email [registration@highland.edu](mailto:registration@highland.edu), call 815-599-3414, or stop in the Enrollment Services Office on the second floor of the Student/Conference Center.

Payment may be made online via credit card or check. Payments are also accepted at the Cashier's Office with cash, by check, or charged on Visa, MasterCard, or Discover.

### **Payment Through Financial Aid**

Students whose tuition and course fees are paid in part or full by financial aid may register for classes subject to verification of their financial aid awards. Students are responsible for providing accurate information and any errors or omissions may jeopardize or delay the awarding of financial aid. Students must pay for any tuition and fees not covered by financial aid. Students are responsible for tuition, fees, and bookstore charges until Financial Aid is officially awarded.

### **Payment By Third Party**

If a third party is paying for some or all of a student's tuition and fees, the student must provide a written verification from the third party describing their intent. This letter must be submitted at the time of registration to the Cashier's Office. Under this option, the third party is billed to the extent outlined in the authorization letter. The student is required to pay any tuition or fees that the third party is not covering in accordance with our tuition payment options.

Any third party whose reimbursement is dependent upon the student's successful completion of the course(s) is not considered a responsible third party for payment purposes. Under this scenario, the student is responsible for any and all payments by the published deadline dates.

### **Financial Responsibility Statement**

By registering for classes at Highland Community College, the student accepts full financial responsibility for payment of the term tuition, fees, as well as associated costs related to registration and/or other Highland Community College services, by the applicable deadlines. Highland Community College may use any and all means necessary to collect this debt in accordance with state and federal laws.

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