Thank you for choosing Highland Community College.

For a great start to a successful semester please follow this step-by-step guide:

STEP ONE
Ensure that you have read, understand, and completed all the steps needed for taking HCC Online courses at http://online.highlandcc.edu. This includes checking prerequisites, verifying transferability, and making payment for your courses. Payment for online courses is due prior to the start of the course, view the website for exact dates.

STEP TWO
Login to your MyHCC account at http://www.highlandcc.edu to view your Academic and Financial information. This account allows you to check your class schedule, print an unofficial copy of your transcript and request an official transcript, view billing and financial aid information, and make an online payment. During the semester, grades are viewable for each enrolled online class from your MyHCC account.

STEP THREE
Access your free HCC Email Account. Login to MyHCC and choose Webmail. Webmail is the official HCC email address and all correspondence will be sent to you through this address from HCC and your instructors. Students are responsible for checking their MyHCC email account.

STEP FOUR
Make arrangements to purchase your textbooks & required materials (such as software, calculators, & equipment). Go to http://online.highlandcc.edu and select Textbooks to access MBS Direct, our partner bookstore. It is strongly recommended that books are purchased from MBS Direct. You should purchase books prior to the start of classes to avoid delays in beginning coursework. The bookstore does not accept financial aid awards as payment for books – you must be able to make arrangements to pay out of pocket.

STEP FIVE
Access to courses will be given to students beginning the week before the course starts if payment has been received & prerequisites verified by the stated deadline. Students not meeting the payment & prerequisite requirements will be dropped. The HCC Online course management system is The Learning House - Moodle.

STEP SIX
To begin coursework, select Course Access at http://online.highlandcc.edu. Log in to the Moodle site. Select your course from the My Courses listing on the left side bar. Begin by reading the "Are you Ready" section, reviewing the syllabus, & completing the Moodle training.

Questions?
Please email hcconline@highlandcc.edu
HCC Help Desk 785-442-6060
The Learning House – Moodle Help Desk 866-259-4329
MBS Direct Bookstore Customer Service 800-325-3252

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