REGISTRATION INFORMATION FOR ALL HCC STUDENTS

Spring 2016 statements are available in your MyHCC accounts for all enrolled students. Please review your schedule and statement balance, along with these important reminders for preparing for January classes. If you have any questions, please contact us for assistance. We are also reminding regional students about our Regional Registration Days. Please read on for details! If you have questions, contact the following people. On campus students are those attending classes on campus in Highland, KS. Off campus students are those attending classes at other locations. Online students should pay special attention to the online section of this letter.

On Campus Personnel
Class Schedule (On Campus Students) Alice Hamilton (785) 442-6025 ahamilton@highlandcc.edu
Financial Aid (All students-Primary contact) Amy Lackey (785) 442-6023 alackey@highlandcc.edu
Financial Aid (secondary contact) Stephanie Peterson (785) 442-6051 spetersen@highlandcc.edu
Scholarships Martha Gill (785) 442-6135 mgill@highlandcc.edu
Meal Plans (On Campus Students) Jackie Peden (785) 442-6020 jpeden@highlandcc.edu
Housing (On Campus Students) Tyler Nordman (785) 442-6188 tnordman@highlandcc.edu
Payments (All Students) Trey Collins (785) 442-6001 dcollins@highlandcc.edu

Regional Center Contacts
Wamego Di Hinrichs (785) 456-6006 Wamego@highlandcc.edu
Perry Erin Shaw (785) 597-0127 Perry@highlandcc.edu
Atchison Lucas Hunziger (913) 367-6204 Atchison@highlandcc.edu
Holton Therese Crary (785) 362-6000 Holton@highlandcc.edu
Western Center (Baileyville) Cara Baker (785) 336-2326 western@highlandcc.edu
Online Robbyn Ireland (785) 442-6129 hcconline@highlandcc.edu
Concurrent Students Sara Smith (785) 292-6022 ssmith@highlandcc.edu

Directions for Making Payment
All students are encouraged to pay online or sign up for a payment plan BEFORE registration day. All students who have their spring 2016 balances paid in full OR who are signed up for payment plan by December 31, 2015 will be entered in a drawing to receive one of two i-Pad Minis, or $50, $25, or $10 Amazon gift cards. Students may make payments during business hours at any of the HCC Centers or by remitting to Highland Community College, ATTN: Trey Collins, 606 West Main, Highland, KS 66035 or online through your MyHCC account (https://myhcc.highlandcc.edu/selfservice). To make a payment in MyHCC, go to the Finances tab → Balances → Select “Spring 2016” → Detail by Charge/Credit → Change. Then click the “Make a Payment” button. Students should also note that all financial aid information may also be accessed under the finances tab. Be certain that all pop-up blockers are off in order to make payments online.

Directions for Signing up for Payment Plan
NEW this semester is the opportunity for all students to sign up for a payment plan online. All information may be accessed on HCC’s website at https://highlandcc.edu/pages/payment-plans. We encourage you to take advantage of the opportunity to have monthly payments automatically withdrawn from your checking, debit, or credit card. Follow all directions on the website. For more information on payment plans, you may contact Di Hinrichs at 785-456-6006. Please note that defaulting on payments will result in a student’s inability to access the payment plan option for subsequent semesters and an immediate hold placed on accounts until the amount is paid in full. The hold will prevent future enrollments and the forwarding official transcripts. In addition, there is a $30 late fee for every payment missed. Balances more than 90 days past due will be sent to collections. Students living in campus housing will be dismissed from housing immediately upon default.

HCC Email
All HCC students are expected to check and maintain their HCC Email Accounts. HCC email can be accessed on mobile devices using Outlook, or through the web. Email should be checked often for updates, reminders, and communication from HCC, including instructors. Email is accessed through the Highland Homepage Login at www.highlandcc.edu and may be set up on your mobile device using the following information:
Server Name: mail.highlandcc.edu
Domain: Highland
Username: Lastname.Firstname
Password: Student Provided
Account Type: Microsoft Exchange
SSL: Yes
ON
# ON CAMPUS STUDENT INFORMATION

## HCC On Campus Registration Day and Housing Check-In

**Monday, January 11, 2016, 9:00 am until 4:00 pm**

All Highland campus students report to Walters Wellness Center between the hours of 9:00 a.m. and 4:00 p.m. to make final payment, sign up for the payment plan, or receive zero balance statement. After your account is paid in full or you have created a payment plan, you will be directed to housing check-in and the bookstore. Parking passes and student ID’s are also available at the Wellness Center.

All payments for the spring semester are due on registration day. All students are encouraged to pay online or sign up for a payment plan BEFORE registration day. Your enclosed statement indicates the amount due to HCC for the Spring 2016 semester.

**Housing orientation** is required for all NEW students moving to campus for the spring semester. It will be held in Culbertson Auditorium on Monday, January 11 beginning at 9:00 pm.

**First Day of Classes**

Highland Campus & Technical Center (Atchison & Baileyville) students will start classes on Tuesday, January 12, 2016.

## OFF CAMPUS STUDENT INFORMATION

### Regional Center Registration Days

<table>
<thead>
<tr>
<th>Regional Center</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atchison/Technical Center</td>
<td>Monday, January 11, 2016</td>
<td>9:00 am-4:00 pm</td>
</tr>
<tr>
<td>Western Center (Baileyville)</td>
<td>Monday, January 11, 2016</td>
<td>10:00 am-7:00 pm</td>
</tr>
<tr>
<td>Holton Center</td>
<td>Wednesday, January 13, 2016</td>
<td>10:00 am-7:00 pm</td>
</tr>
<tr>
<td>Perry Center</td>
<td>Thursday, January 14, 2016</td>
<td>10:00 am-7:00 pm</td>
</tr>
<tr>
<td>Wamego Center</td>
<td>Friday, January 15, 2016</td>
<td>10:00 am-7:00 pm</td>
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</tbody>
</table>

### Directions for Making Payment Ahead of Registration Day (see first section, 2nd paragraph of this letter.)

All regional center students who have not made payment before the registration date listed above should either report to their regional center to make payment for the semester on registration day or log on to [https://highlandcc.edu/pages/payment-plans](https://highlandcc.edu/pages/payment-plans) to sign up for a payment plan. Students who have paid online or signed up for a payment plan ahead of registration day do not have to attend registration day. **Students who have enrolled for classes, but have not made payment or signed up for a payment plan by the end of the day on registration day will be dropped from all classes.** We strongly suggest that you check your MyHCC online account to see that all financial aid that you are expecting has been applied. If it has not, please contact the financial aid office by email or phone at the contact listed above.

**First Day of Classes**

Regional Center and Online students will begin classes on Tuesday, January 19, 2016.

## ONLINE STUDENT INFORMATION

The enclosed statement indicates the amount due to HCC for the Spring 2016 semester. **Payments may be remitted to Highland Community College, ATTN: Trey Collins, 606 West Main, Highland, KS 66035 or be made online through your MyHCC account ([https://myhcc.highlandcc.edu/selfservice](https://myhcc.highlandcc.edu/selfservice)).** To make a payment in MyHCC, go to the Finances tab → Balances → Select “Spring 2016” → Detail by Charge/Credit → Change. Then click the “Make a Payment” button. Students should also note that all financial aid information may also be accessed under the finances tab. Be certain that all pop-up blockers are off in order to make payments online. Additionally, students may choose to make payments through April 5 by signing up for a payment plan at [https://highlandcc.edu/pages/payment-plans](https://highlandcc.edu/pages/payment-plans).

Students taking online classes are reminded that **payment for January online courses is due by January 14, 2016. Students not meeting the payment deadline will be dropped from their online classes.** Online students are also responsible for purchasing their own textbooks and other course materials. Payments may be made in your MyHCC account and textbook requirements viewed and purchased at [http://online.highlandcc.edu](http://online.highlandcc.edu). Textbooks are not sold or picked up at any HCC sites; they must be ordered online. Contact Robbyn Ireland, [hcconline@highlandcc.edu](mailto:hcconline@highlandcc.edu) or (785) 442-6129 for online information. All online student information may be found on the website by clicking HCC Online in the farthest right brown box of the front page.

**First Day of Classes**

Regional Center and Online students will begin classes on Tuesday, January 19, 2016.