

## General Information

A normal full-time class load consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain approval. Visit the website at [highlandcc.edu/pages/request-for-overload](http://highlandcc.edu/pages/request-for-overload) for the overload approval form. All tuition and fees are due at the time of registration.

## Registration Procedure

Class schedules are located on our website at [myhcc.highlandcc.edu/SelfService/Search/SectionSearch.aspx](http://myhcc.highlandcc.edu/SelfService/Search/SectionSearch.aspx) Dates and hours published are set by the College. Questions concerning enrollment should be directed to the Student Services, regional or online offices.

Enrollment is available when the class schedule is open and posted, to current students, in good academic standing; Available for new students that have submitted all required admissions documents; official transcripts, and have been accepted. Enrollment is available for all students on a first-come, first-serve basis.

## Placement Testing

Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Students who have not taken the ACT or SAT assessments will be required to take the Work Keys and Accuplacer assessment in mathematics, English, and reading. All campus students will be assigned an advisor who will use these scores to place students in the appropriate level course(s). Regional and online students will be advised and assessed based on their assessment scores.

## College Success and Orientation Classes

College Success and Orientation classes are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). Orientation is a graduation requirement.

## More facts about orientation:

1. Students must take the course before enrolling in the twenty-fifth (25) credit hour.
2. Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
3. Students who have already taken a similar course are not required to take orientation.

## Current Tuition and Fees

The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard, Visa, Discover). For the most current tuition and fees, please refer to the College website at [highlandcc.edu/pages/tuition-costs](http://highlandcc.edu/pages/tuition-costs).

## Payment Plans

Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking an HCC course may finance a portion of their tuition, fees and main campus Room/Board via one of the payment plans. There is a \$25 non-refundable fee due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at [highlandcc.edu/pages/payment-plans](http://highlandcc.edu/pages/payment-plans).

## Third Party Payments

Payments made by a third party vendor will have the option of deferred billing. A student must submit a letter from the vendor on a letterhead indicating the total cost it will cover and attach a letter from the vendor indicating it will cover the cost of the amount due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

## Billing

Students with outstanding balances will receive monthly statements indicating amount due.

## Collections

Accounts with outstanding balances beyond ninety (90) days will be sent to a collection agency.

## Refunds and Withdrawals

1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as

three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)

3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to [hcconline@highlandcc.edu](mailto:hcconline@highlandcc.edu) to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return of Title IV Funds' formula issued by the U.S. Department of Education.

**Housing and Food Service**

On-campus apartment-style housing is available at Highland Community College on a first come basis. A completed contract and deposit will hold a housing space as received. Summer on-campus housing is also available at an affordable rate. Contact the Student Services office for details at (785) 442-6020.

The deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff to confirm status of the room and contents. Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year.

The contract also includes paid utilities, cable television service, and Internet access.

**Things to Remember**

Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Highland Community College Financial Aid Office staff is eager to answer students' questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974. We try to prevent any duplication of effort and work as quickly as possible.

**The Financial Aid Application Process**

*Follow these guidelines to make the application process easier:*

1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student's mailing address is reported accurately, and report any change of address.
5. Don't leave items blank. If the answer is zero, enter zero (0).
6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

**Getting Access to Financial Assistance**

The Financial Aid office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

**Eligibility Requirements for Federal Financial Aid**

As of July 1, 2011, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a "complete" financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the College.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.
7. Have lawfully complied with Selective Service Registration procedure.