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. Students not meeting the payment & prerequisite requirements will be dropped.

STEP TWO
Log into your MyHCC account at http://www.highlandcc.edu to view your Academic and Financial information. This account allows you to check your class schedule, access and request HCC transcripts, 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 by logging into MyHCC and clicking Email. All correspondence from HCC and your instructors will be sent to this email. Students are responsible for checking and maintaining their 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. If you are a financial aid student, you may qualify for the book voucher program with MBS Direct; check your email for details.

STEP FIVE
Access to courses will be granted one day before the course starts. All students will receive an email when their course access is available. New students will also receive an email which identifies their username and password. The HCC Online learning management system is Moodle.

STEP SIX
To begin coursework, log into the HCC Online/Moodle site at http://hcc.learninghouse.com. Select your course from the My Courses listing on the left side bar. Begin in the "Are You Ready" section, reviewing the first day handout & course participation policy. Moodle student training tutorials are available, along with 24/7 tech support, to assist you with the course technology and tools.

Questions?
HCC Online  785-442-6129 or hcconline@highlandcc.edu
HCC Help Desk  785-442-6060
Moodle Help Desk  800-985-9781
MBS Direct Bookstore Customer Service  800-325-3252