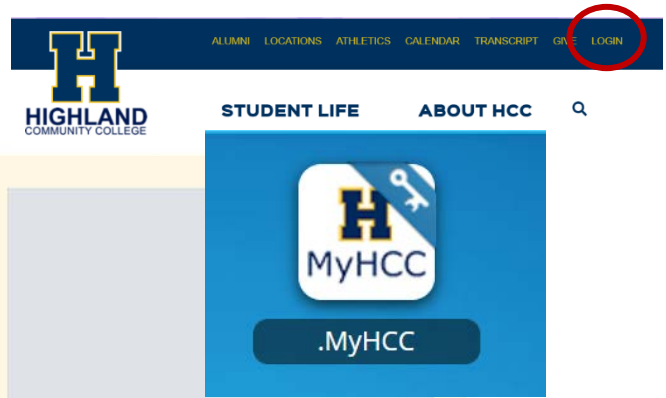


Enrollment Directions

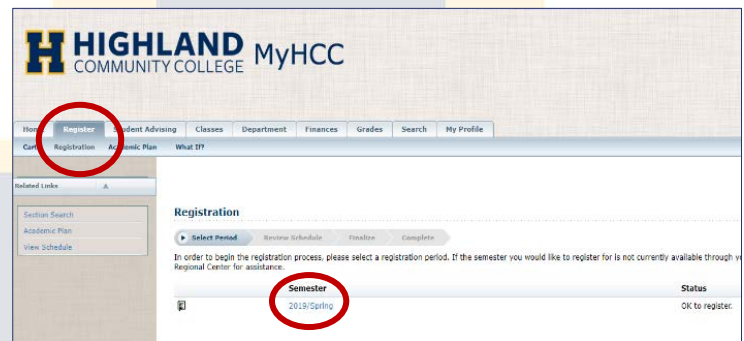
1. Login to your HCC account at www.highlandcc.edu.
Select the MyHCC Application.

If you have the ClassLink Browser Extension downloaded, it will automatically log you into your MyHCC account. If you do not, you will need to login or go to <https://myhcc.highlandcc.edu>. Your login id is lastname.firstname and your password is the same as your HCC password.



2. Select the Register Tab and the Registration Link.

Select the Registration Period you are enrolling in.



3. Add your courses to your cart using the Section Search tool. Search by location ONLY (ex: HCC-Online Courses).

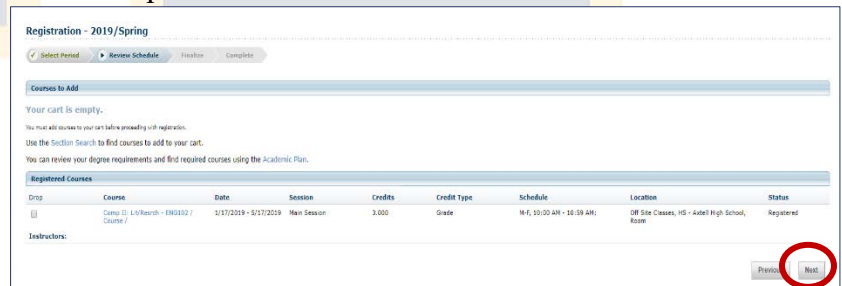
Click ADD next to your course.

Repeat the Search tool until you select all of your courses.
Click Proceed to Registration (pop up window) when complete.
Verify your schedule is correct.

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Composition I ENG101/Course/F1	8/31/2020 - 12/18/2020	2020 Fall Main Session	3.000	Fees Applicable	Online 12:00 AM - 12:01 AM; Online; Online, Room Online	14 of 25	Add

Instructors: Petermann, Michael A.

4. Click Next.



5. View your Charges.

Select to either make a payment by payment deadline, pay my balance, or make a payment.

Click Next.

The screenshot shows the 'Registration - 2019/Spring' page. At the top, there are navigation buttons: 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below this is a table with columns: Course, Date, Session, Credits, Credit Type, Schedule, Location, and Status. The table lists one course: 'Comp II: Lit/Reasch: ENGL102 / Course / 1/17/2019 / 1/17/2019 / Main Session / 3.000 / Grade / M-F, 10:00 AM - 10:59 AM / Off Site Classes, HC - Antel High School, Room / Registered'. Below the table, there is a section for 'New Charges/Credits' with a 'View Statement' link. The charges listed are: '2019/Spring Fee Textbook Rental \$51.00', '2019/Spring 10 Rs / Qr H \$225.00', and a 'Total' of '\$276.00'. A 'Payment Due: \$267.00' is also shown. At the bottom, there are three radio button options: 'I will not be making payment today. However, I will make payment, set up a payment plan, or credits that I have a completed financial aid package prior to the payment deadline.', 'HCC does not mail paper statements or send payment reminders. I understand that it is my responsibility to finalize payment arrangements prior to beginning classes.', and 'Pay My Balance of \$267.00'. A 'Make a Payment' button is also present. A red circle highlights the 'Next' button at the bottom right.

(Make sure you have read and understand the payment deadlines and submit any prerequisites to the location you are enrolling for. You will be responsible for payment of your courses.)

6. You will see a confirmation screen stating your registration is complete.

Click View Statement to print a copy of your statement to take to your parents.

HCC does NOT mail paper statements. Payment Plans are available – please visit <https://highlandcc.edu/pages/payment-plans> for more information or refer to the [Payment Plan](#) flyer.

The screenshot shows the 'Registration - 2019/Spring' confirmation screen. At the top, there are navigation buttons: 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. Below this is a large heading: 'Congratulations! You have completed your Registration for: 2019/Spring'. At the bottom, there is a 'View Statement' link circled in red. Below the link, there are two bullet points: 'Modify your schedule for 2019/Spring' and 'Select another Registration Period'.

Please visit the **Homeschool Students Website** at <https://highlandcc.edu/pages/homeschool-students> to review program requirements, confirm Tuition and Fees, and locate other resources.