Once you become a student at Heartland Community College, you will take on many responsibilities. These responsibilities start with the application and enrollment process and continue into the classroom and beyond in areas such as paying for classes, taking the initiative to read and understand college policies, attending class, participating in classroom discussions, utilizing college resources, and earning grades that will enable you to achieve your goals.

This contract is designed to highlight some of the crucial information you need in order to be successful at Heartland and to encourage you to become an independent learner. As a college student, you are expected to take charge of your education and seek out the information and services that will be your keys to success.

After thoroughly reading this contract, print two copies. Sign and return one copy of the contract to your academic advisor and keep one for your own records.

AS A HEARTLAND COMMUNITY COLLEGE STUDENT, IT IS MY RESPONSIBILITY TO:

- Read and understand the Privacy of Student Educational Records statement on page 189 of the 2010-2012 Heartland Catalog & Student Handbook.
- Read and understand the Student Code of Conduct on page 183 of the 2010-2012 Heartland Catalog & Student Handbook.
- Know where to find the Academic Calendar, and I am aware of all important dates and deadlines.
- Secure funding to attend Heartland Community College and understand all payment and refund deadlines.
- Read and understand the Heartland Basic Skills Assessment guidelines, course placement requirements, and retest options.
- Be aware of graduation requirements and to seek out the assistance of my academic advisor if I have questions.
- Understand the difference between dropping a class and withdrawing from a class as well as the deadlines associated with each.
- Obtain the information I need to set up my myHeartland account, and I take responsibility for understanding the all communication from HCC will be made via announcements or e-mail in myHeartland.
- Understand the Security and Appropriate Use policy.
- Be aware of campus resources including, but not limited to, academic advising, career counseling, personal counseling, tutoring services, library services, open computer labs, and disability support services.
- Understand the importance of getting involved on campus, and I know where to find information on student activities available at Heartland.
- Understand faculty expectations as well as the study time recommended for success in the classroom.
- Know how to locate the Heartland Bookstore, and I understand the importance of purchasing all required textbooks and materials prior to the beginning of each semester.
- Know the location of Heartland’s Safety and Security Services as well as the emergency call stations.

Printed Name ___________________________ Student Signature ___________________________

Student ID Number ______________________ Date ______________________