

# ENROLLMENT HANDBOOK

2014/2015

CHOOSE YOUR DESTINATION.  
WE'LL HELP YOU GET THERE.



HEARTLAND  
COMMUNITY COLLEGE

# ENROLLMENT

## Admission Policy

HCC is an open-admission institution. The College admits any student who can benefit from our programs, including:

- High school graduates
- GED certificate holders
- All persons 18 years of age or older
- Transfer students from other colleges and universities
- Current high school students

*Admission to the College does not ensure admission to a particular course or program of study. The Illinois Board of Higher Education has established minimum high school course requirements for admission into any public universities and community college transfer (A.A./ A.S./ A.E.S. degree) programs. Admission to certain programs may be limited and subject to specific requirements. Students should check with an academic advisor to determine their status regarding these requirements. In limited enrollment programs, the College will give preference to residents of District 540.*

## Application for Admission

### First-time College Student or Transfer Student

All new, first-time or transfer students should complete an application for admission.

1. Submit a new application. Please visit [www.heartland.edu/application](http://www.heartland.edu/application).
2. Submit a copy of high school transcripts and transcripts from all colleges you've previously attended.

Please send the transcripts to:  
Heartland Community College  
Attn: Admissions  
1500 W. Raab Road  
Normal, IL 61761

Students will be required to show a government-issued photo ID when coming to campus to verify their identity.

### Former Heartland Students

Please complete these initial steps to enroll as a returning student.

1. Submit a new application if you have not attended HCC within the last three terms. Please visit: [www.heartland.edu/application](http://www.heartland.edu/application)
2. Submit a transcript of any coursework completed since you last attended Heartland. Contact the college(s) you've previously attended, and request that the official transcript(s) be sent to:

Heartland Community College  
Attn: Admissions  
1500 W. Raab Road  
Normal, IL 61761

### Students Enrolling at Heartland While Attending Another University

1. Submit a new application. Please visit: [www.heartland.edu/application](http://www.heartland.edu/application)
2. Submit an unofficial transcript or progress summary from your college or university when meeting with a Heartland academic advisor.

### International Students

Heartland Community College welcomes international students. Prospective non-immigrant students may apply for admission in accordance with the following admission procedures for international students:

1. Complete, sign and submit the entire international student application packet, available online at [www.heartland.edu/international/internationalAdmission.jsp](http://www.heartland.edu/international/internationalAdmission.jsp)
2. Financial sponsor must complete and sign the Affidavit of Support. This affidavit must be signed and stamped by a bank official and must verify a current account balance with a minimum balance equal to one year of expenses in US dollars.
3. Submit authorized English translations and official certified copies of secondary (high school) and post-secondary (college or university) transcripts. The documents must indicate completion of the equivalent of secondary school.
4. For consideration into degree programs: Submit TOEFL test scores (with a minimum score of 550 on paper based, 213 on computer based, 79 on internet-based exams), or IELTS score of 6.5 or higher, or documentation of successful completion of Heartland Community College's Academic English Language Program (AELP). Documentation of successful completion of another English language program in the United States may be considered on an individual basis. To have TOEFL scores reported directly to Heartland Community College use the code number 1276.

Students may also enroll in Heartland's Academic English Language Program (AELP) in order to improve their English language proficiency. AELP courses are designed to prepare students for success in post-secondary education in the United States and do not count toward college degrees or certificates. For consideration into the Academic English Language Program: Submit TOEFL test scores (with a minimum score of 423 on paper based, 113 on computer based, and 38 on internet-based exams), or IELTS score of 3.5 or higher.

5. Transfer students (F-1) must submit a copy of current I-20 form, transcripts and a letter from the current school showing dates of enrollment and eligibility to transfer in addition to all regular application materials.

Filing deadlines for international student applications are:

- June 15 for the fall semester
- November 15 for the spring semester
- April 15 for the summer session

Any exception to the admission requirements for international students must be approved in writing by the Dean of Enrollment Services. All required admission materials must be received by the deadlines to be considered for admission. An I-20 form (certificate for eligibility for non-immigrant student status) will be issued upon acceptance for admission.

### Residency Requirements

Individuals are considered residents of Heartland District 540 if one of the following criteria is met for at least 30 days prior to the start of the academic term. (Documentation of residency must be provided by the drop date of the first class.) **\*These requirements do not apply to non-immigrant international students. For information on international student requirements, please see page 13.**

1. A graduate of a District 540 high school within the last year.

2. Residing with his/her parent or guardian within the District.
3. Emancipated minor, completely self-supporting and residing within the District.
4. Married and maintaining a family residence within the District.
5. Single and self-supporting as defined by the Federal Office of Education and maintains a residence within the District.
6. Residing outside the District, but working full-time within the District.
7. Residing outside the District, but is a dependent of a parent/guardian who commutes to work full-time within the District.
8. Residing outside the District, but pays property taxes on land within the District.

Valid documentation (issued and signed within 30 days prior to the start of the academic term), which is acceptable for verification of residency, includes:

- High school transcript from a District 540 high school
- Voter's registration in District 540
- Tax, utility or rent receipts in District 540
- Driver's license or vehicle registration showing a District 540 address
- Bank account statement in District 540

### **Change of Address**

It is the responsibility of the student to notify the College of any change in address. All official College information will be sent to the mailing address on file. Failure to notify the college of a change in address will result in a restriction of future enrollments and the release of transcripts. Change of address forms may be completed in the Student Records office located in Enrollment Services at the main campus, or at either of the Heartland centers in Pontiac or Lincoln.

### **Financial Aid**

Apply as early as possible. To be evaluated for grants, workstudy and/ or student loans, students must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Be sure to list Heartland (030838) as a school choice on the FAFSA. The Financial Aid Office communicates with students via *myHeartland* email only. For more information about financial aid, please visit [www.heartland.edu/financialAid](http://www.heartland.edu/financialAid). APPLY EARLY-Financial aid processing takes 4-6 weeks!

### **Assessment**

To increase the likelihood of student success, Heartland Community College requires basic skills testing for new students. Basic skills assessments in writing, mathematics and reading are used to determine appropriate placement into HCC courses. Complete assessment is required prior to meeting with an advisor. For students who have previous college coursework, assessment requirements will be determined after a review of the student's transcripts. ACT subscores in English, reading and math may be used for placement if the ACT was taken within the last 29 months.

- An ACT English subscore of 21-36 exempts students from the writing placement test. All other students must assess.
- An ACT reading subscore of 21-36 exempts students from the reading placement test. All other students must assess.
- An ACT math subscore of 23-36 will allow students to place into Math 106, 109, 128, 131, 135, or 141. All other students must assess.

Students with special testing needs regarding the basic skills assessment process should contact Disability Support Services prior to taking the assessment.

For more information on assessment, including the assessment schedule, sample questions and answers to frequently asked questions, please visit [www.heartland.edu/assessment](http://www.heartland.edu/assessment).

### **Academic Advisement**

The professional assistance and guidance of academic advisors at Heartland are available to help full- and part-time students

explore and identify careers and educational programs and goals, create an academic plan of study, and select courses to fulfill their objectives. Academic Advisors offers academic planning, and counseling; career testing, interpretation, and counseling; degree information; transfer assistance; plans of study development; and enrollment assistance. If you are experiencing academic difficulty, please consult an academic advisor.

All new students are required to meet with an academic advisor to create an academic plan of study and to build a schedule prior to registering for classes. All students are encouraged to meet with an academic advisor at least once each semester.

An appointment to meet with an academic advisor should be scheduled well in advance of each enrollment period. Students may meet with academic advisors at the main campus as well as at the Lincoln and Pontiac Centers. For more information about academic advisement, visit [www.heartland.edu/advisement](http://www.heartland.edu/advisement).

Office hours for academic advisement:

Monday through Thursday, 8 AM to 6 PM, and Fridays 8 AM to 4:30 PM. Summer and holiday hours may vary and are available online.

## Registration

After meeting with an academic advisor and building a schedule, students will be able to register for classes through the IRIS link in *myHeartland*. Registration specialists are available to assist with creating a *myHeartland* account and registering for classes. Step-by-step written instructions are also available in CCB Suite 1000.

By registering in courses, students are responsible for payment of tuition and fees (see page 202 for tuition information). To avoid financial obligation to the College, students not planning to attend must notify the College in writing or online (using IRIS in *myHeartland*), postmarked or date stamped, by the published refund dates for each term. Visit [www.heartland.edu/refunds](http://www.heartland.edu/refunds) for published deadlines. If a student uses IRIS to drop or withdraw from a class, a printout of the transaction should be retained for the student's record.

## **myHeartland**

*myHeartland* allows students to have anytime, anywhere access to important information and resources with one login name and password, including:

- IRIS (Internet Registration, Information & Services)
- Blackboard (online course management system)
- *myHeartland* student email
- Library services
- Network file storage
- College announcements
- Class meeting cancellations

## **IRIS**

The IRIS (Internet Registration, Information & Services) link in *myHeartland* offers services and information for students to:

- Add and drop classes
- Build an academic plan of study for each semester
- View midterm and final grades
- Apply to graduate
- View current class schedule
- View course history, including degree progress report (graduation audit) and unofficial transcript
- View transfer credit report
- View and pay tuition and fees

- View and accept/decline financial aid
- Review contact information
- View assigned academic advisor
- Apply for HCC Foundation scholarships.

Current students should be using the *myPlanner* tool within the IRIS link in the *myHeartland* website to create your academic plan. Using your plan and consulting with academic advisors allows you to build the best class schedule each semester. Current students can register for classes through the IRIS link in *myHeartland*.

### New Student Day

Your first semester on campus will be new and exciting, and we're ready to help you prepare for it during New Student Day. There are questions you may find yourself asking once you begin your classes, and we would like to help you find the answers before the semester gets underway. New Student Day is a fun and entertaining way of finding out what lies ahead for you as a Heartland Community College student. Your day will include meeting with an Academic Advisor, creating your class schedule, learning about programs and services available to students, online services available, financial aid and taking a campus tour.

New Student Day sessions are held before the start of the semester, and all sessions are currently held on Heartland's Normal campus. To learn more about New Student Day or to register for a sessions, please visit [www.heartland.edu/enroll/newStudentDay.jsp](http://www.heartland.edu/enroll/newStudentDay.jsp) or contact 309-268-8059 for more information.

### College Now

Students who qualify can begin taking courses at Heartland for college credit while they are still in high school. The College NOW program encompasses three primary ways that students can earn college credit while still in high school.

- **Dual Credit:** An academically qualified student enrolls in a college level course. Upon successful course completion the student earns college credit and the high school may also offer high school credit. Courses can be offered at the college, high school, area career center, online, or via distance learning. Core and/or Career Courses can be offered but these offerings must be Illinois Articulation Initiative (IAI) approved or first-year courses in AAS degree programs.
- **Dual Enrollment:** An academically qualified student who is still enrolled in high school also enrolls in a college level course at the community college. Upon successful course completion the student exclusively earns college credit. No high school credits are earned. Individual students enroll at a community college for dual enrollment credit.
- **Proficiency options** can be offered through established programs such as Advanced Placement or CLEP Testing. Additionally, colleges may develop local tests to allow students the chance at earning proficiency credit. We currently offer local tests for 25 courses.

In order to enroll a qualified high school student must complete the Heartland application and complete the College Now form.