

Summer Fall 2010 Enrollment Process

Heartland Community College wants to help students be successful in reaching their educational goals. Get started and enroll now.

Visit www.heartland.edu/enroll.

Current students are those students enrolled in spring 2010 classes.

Returning students are those students who have taken (a) class(es) at Heartland, but have not attended in the last three semesters.

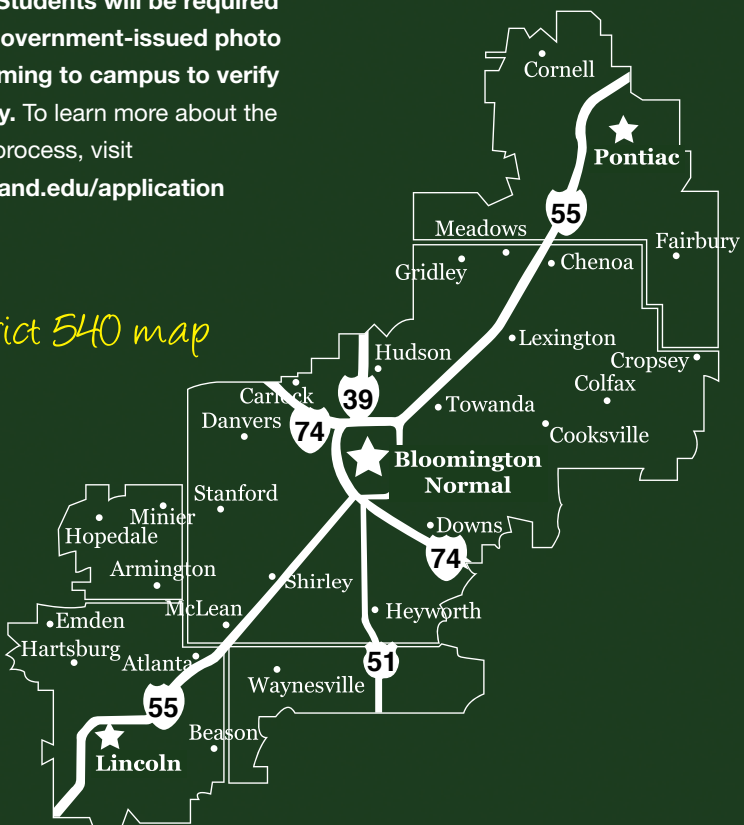
New students who plan to enroll at Heartland Community College for the first time are required to follow the new student enrollment process. Initial enrollment must be done in person. The last date for new student open enrollment is May 23, 2010 for summer semester and August 6, 2010 for fall semester. Please visit www.heartland.edu/enroll for the easy step-by-step enrollment process.

Application

All students attending Heartland Community College for the first time or those who have not attended in the last three semesters need to complete an application for admission and submit a copy of high school and other college transcripts. **Students will be required to show a government-issued photo ID when coming to campus to verify their identity.** To learn more about the application process, visit www.heartland.edu/application

HCC serves the residents of District 540. For information on the area covered by District 540 and residency requirements, please visit the A-Z index on the Heartland Web site. Choose the Residency Requirements link.

District 540 map



Heartland's Credit Class Info Guide Going Green

Heartland Community College is proud to be a charter member of the Illinois Community College Sustainability Network. Maintaining a green campus is important and one of the methods to help in that effort is reducing the amount of printed publications as well as encouraging the use of college online resources. Printing fewer copies and using

Internet resources conserves energy, is less taxing on the environment and produces less waste. This Credit Info Guide required less paper than previous schedules due to its smaller dimensions and fewer pages. When requested, specific listings of courses or the class schedule from the online version may be printed in Student Services.

Go online to check available courses.

Check Heartland's Web site to see if the class you want still has seats available! www.heartland.edu/schedule



Please recycle!!

Secure Funding

Securing funding to pay for college is an important planning step in becoming a successful college student. Make sure you are prepared by insuring you have the funds necessary to pay for college early in the planning process. Pay your bill in full, choose the payment plan or apply for financial aid.

Financial Aid - Students must apply for financial aid annually. Apply for financial aid as early as possible in order to be considered for all federal and state grant programs. **The priority deadline for applying for financial aid for fall semester is April 1, 2010**

Students need to complete and submit the 2010-11 Free Application for Federal Student Aid (FAFSA). Students must complete the FAFSA online at www.fafsa.ed.gov, and the results will be available within two weeks. Heartland Community College (federal school code 030838) must be listed on the FAFSA application in order for the College to receive the results of your FAFSA. For more information about financial aid, visit www.heartland.edu/financialAid.

SOAR (Student Orientation, Advisement and Registration)

SOAR combines all of the most important elements for student success and gets students ready to register for classes. SOAR is a half-day, in-person Student Orientation, Advisement and Registration (SOAR) session that is required for new students who will be attending Heartland full time. SOAR sessions include:

- **Orientation to Heartland Community College**
- **Basic Skills Assessment**
- **Individual meeting with an academic advisor**
- **Assistance in building class schedule**
- **Assistance in enrolling online**
- **Obtain student ID card**

New part-time students should complete the online SOAR session through the HCC Web site at www.heartland.edu/SOAR. **Simply choose the SOAR for new part-time credit students link.**

For additional information, contact the Director of Student Recruitment by phone at (309) 268-8041.



Assessment

First-time College Students

Complete assessment is required prior to enrollment. ACT subscores in English and reading may be used for placement if the ACT was taken in April 2008 or after.

ENGLISH

An ACT English subscore of 21-36 exempts students from the English placement test. All other students must assess.

READING

An ACT reading subscore of 21-36 exempts students from the reading placement test. All other students must assess.

MATH

All students must assess in math.

Students using ACT scores for placement must bring in a copy of their ACT scores when they come to assess. They may bring in the score report sent to them by ACT or obtain a copy of their ACT scores from their high school guidance office.

Transfer Students

Assessment requirements will be determined after a review of the student's transcripts.

For more information on assessment, including the assessment schedule, sample questions and answers to frequently asked questions, please visit www.heartland.edu/assessment.

Important Phone Numbers

- Main Campus (309) 268-8000
- TDD (309) 268-8030
- Lincoln Center (217) 735-1731
- Pontiac Center (815) 842-6777
- Student Services (309) 268-8010
- Academic Advisement (309) 268-8033
- Assessment (309) 268-8057 or (309) 268-8058
- Cashier (309) 268-8140
- Financial Aid (309) 268-8020
- SOAR Session Reservations (309) 268-8064
- Bookstore (309) 452-9007

Advisement

Academic Advisement is required and available on both an appointment and drop-in basis.

NEW FULL-TIME STUDENTS will meet with an academic advisor as part of their SOAR session. In-person SOAR sessions are required for new full-time students.

NEW PART-TIME STUDENTS are required to complete the online SOAR session. Once the SOAR session and the basic skills assessment are complete, new students must meet with an academic advisor.

CONTINUING FULL-TIME STUDENTS should make an appointment early to be ready to participate in priority enrollment.

All full-time students should make an appointment as early as possible. Appointments are limited and fill quickly.

RETURNING OR CONTINUING PART-TIME STUDENTS who need the assistance of an academic advisor should drop in to see their assigned academic advisor early in the enrollment process.

For more information about academic advising and transfers, visit www.heartland.edu/advisement.

Enrollment

Online priority enrollment begins at 12:01 a.m. and in-person begins at 8:00 a.m. on Tuesday, April 6 for current students. Open enrollment begins on Wednesday, April 7.

CURRENT HCC STUDENTS who have taken all their college coursework at Heartland or have had transfer credits officially evaluated should find success in enrolling online. Students with transfer credit that has not been officially evaluated will need to meet with their academic advisor to receive clearance to self-enroll.

NEW STUDENTS

New students must complete a SOAR session in order to enroll. Full-time students attend a half-day in-person SOAR session, and part-time students complete an online SOAR session. For more information, and to register, visit www.heartland.edu/SOAR.

RETURNING HCC STUDENTS

Returning students who were enrolled at HCC the prior semester may enroll online through the IRIS link in *myHeartland*.

Former students who have not enrolled at HCC in the last three semesters need to submit a new application for admission and have their student record activated in student records prior to enrolling.

DUAL CREDIT/ENROLLMENT STUDENTS

The Dual Credit/Enrollment program enables high school students 16 years or older to earn college credit towards a degree while still in high school. High school students taking college classes must enroll no later than May 23, 2010 for summer and August 6, 2010 for fall. Information on the Dual Credit Program can be found by visiting the Dual Enrollment/Credit link in the A-Z index on the Heartland Web site at www.heartland.edu.



Payment

Heartland Community College tuition for credit courses is based on residence in District 540. For information on tuition rates, fees, due dates and payment options, visit www.heartland.edu/pay.

Summer and Fall 2010 Tuition

- Tuition is \$108 per semester hour for residents of District 540.
- A \$2 Student Center fee and a \$5 Student Life fee per credit hour is due at the same time as tuition. (Some courses carry a lab/course fee.)
- Out of District \$216 per semester hour
- Out of State/Country \$324 per semester hour

Refunds and the Heartland OneCard

All refunds for cancelled and dropped classes will be paid according to the refund method selected by the student using their Heartland OneCard at www.HeartlandOneCard.com. Heartland OneCards are mailed to the address on file with the College. Once students have received their Heartland OneCard, they must login to

www.HeartlandOneCard.com using their Heartland OneCard

16-digit account number to choose their refund preference. Students should keep their OneCard in the event they ever want to change their refund preference with the College. For information on refunds, visit www.heartland.edu/refunds.



Academic Policies

Applying for Graduation

Any student expecting to complete a degree or certificate by the end of the term must file an application to graduate and pay the \$10 graduation fee. Deadlines for applications and other graduation information can be found by visiting the Graduation Preparation link on the Advisement Web site at –

www.heartland.edu/advisement.

Audit

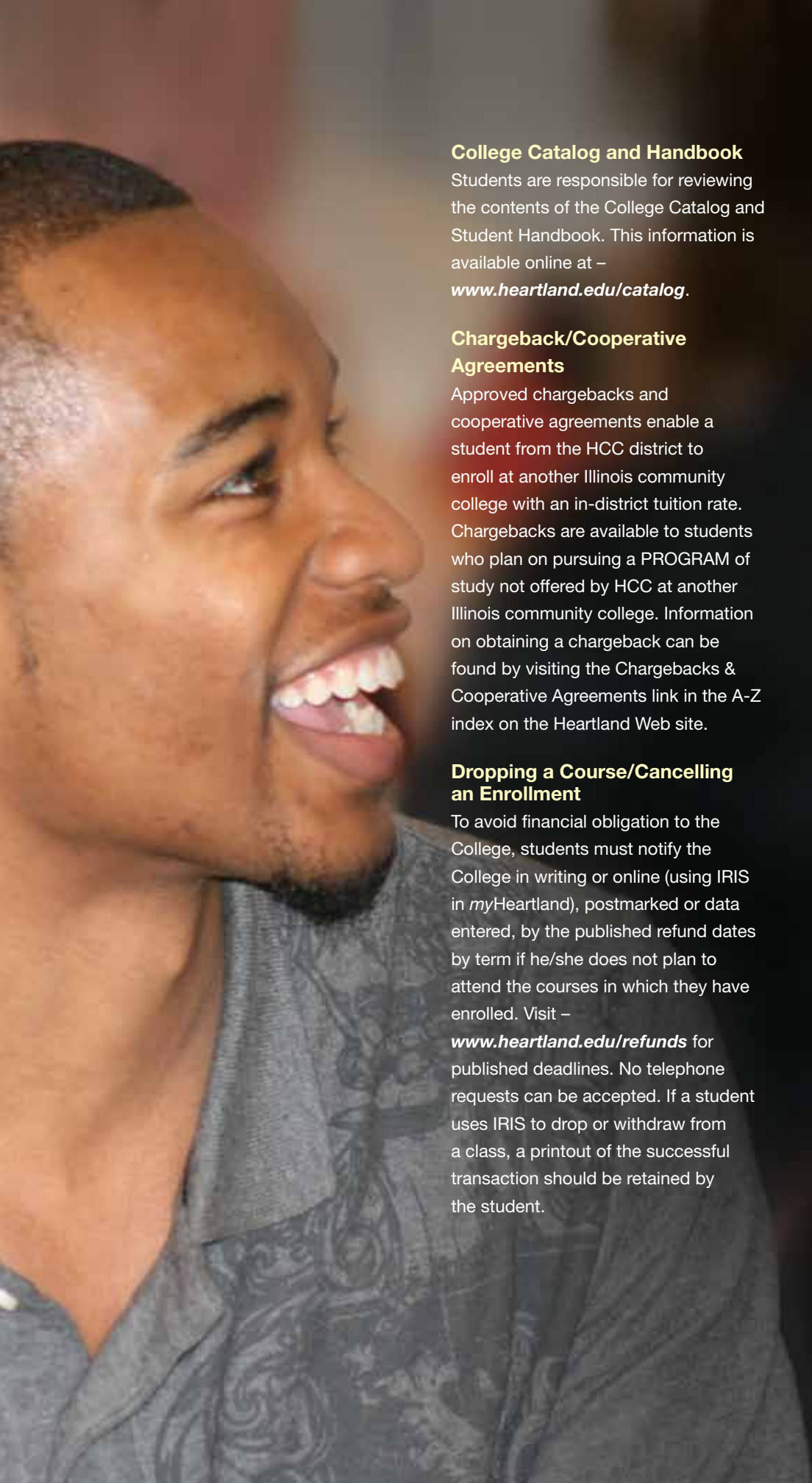
Students may begin enrolling to audit a class on May 17, 2010 for summer and August 2, 2010 for fall. Audit students pay full tuition and fees and are entitled to the same quality instruction and assistance given to all students. Audit

students are not required to take tests, write papers, or complete other course assignments, but may do so if desired. No credit is granted for an audit.

Students may not change from credit to audit status or from audit to credit status.

Class Cancellation

A class may be cancelled because of low enrollment or instructor availability. Class cancellation decisions are usually made no later than a week prior to the start of class. Every attempt is made to notify students by phone, email or mail and to place them in another section of the same course.



College Catalog and Handbook

Students are responsible for reviewing the contents of the College Catalog and Student Handbook. This information is available online at –

www.heartland.edu/catalog.

Chargeback/Cooperative Agreements

Approved chargebacks and cooperative agreements enable a student from the HCC district to enroll at another Illinois community college with an in-district tuition rate. Chargebacks are available to students who plan on pursuing a PROGRAM of study not offered by HCC at another Illinois community college. Information on obtaining a chargeback can be found by visiting the Chargebacks & Cooperative Agreements link in the A-Z index on the Heartland Web site.

Dropping a Course/Cancelling an Enrollment

To avoid financial obligation to the College, students must notify the College in writing or online (using IRIS in *myHeartland*), postmarked or data entered, by the published refund dates by term if he/she does not plan to attend the courses in which they have enrolled. Visit –

www.heartland.edu/refunds for published deadlines. No telephone requests can be accepted. If a student uses IRIS to drop or withdraw from a class, a printout of the successful transaction should be retained by the student.

Privacy of Student Educational Records

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. Heartland defines public directory information as:

1. Name, addresses & telephone numbers
2. Major field of study
3. Dates of attendance
4. Enrollment status (part-time, full-time)
5. Degrees, honors and certificates received or anticipated
6. Participation in activities
7. Institutions previously attended
8. Student login name
9. HCC email address
10. Height and weight of athlete
11. Photograph of athlete

To suppress the above public information, a student must complete a form in the student records department.

Senior Citizens

District 540 residents who are 65 years of age or older are eligible for a waiver of tuition. Simply provide verification of age by showing an Illinois drivers license at the time of enrollment.

Smoke Free Campus

To comply with the state and local ordinances, smoking is prohibited inside all College buildings and within 15 feet of any building entrance. Designated smoking areas are posted on campus.

Voter Registration

In compliance with Public Act 94-0492, Heartland Community College sponsors a series of activities to build awareness and provides students the opportunity to register to vote on campus. For information on voter registration visit the Voter Registration Information link found in the A-Z index of the Heartland Web site.





Services for Students

Child Development Lab

Students with children six weeks through five years of age can more fully concentrate on their academic pursuits knowing their children are in a safe, developmentally focused environment. This nationally accredited, inclusive demonstration laboratory provides high quality care and education to the children of students, faculty and staff in a setting that supports and nurtures the individual strengths of each child. Due to limited enrollment, an application process is required. For information on

the Child Development Lab, call (309) 268-8211 or visit the Child Development Lab, CDL link in the A-Z index of the Heartland Web site.

Heartland Library Information

The library, located in the Student Commons Building at the Raab Road campus, provides Heartland students with a full range of resources. For information on library services and resources, visit www.heartland.edu/library, or call (309) 268-8200 or (309) 268-8292.

Job Shadowing & Internships/

Student Employment – Off Campus

Services are available to students seeking job shadowing, internships and off-campus employment and to employers seeking qualified employees. Workforce Services assists students in developing a resumé, planning a job search, preparing for an interview and other job-search related skills. For information on these and other services offered by Workforce Services, call (309) 268-8034 or visit www.heartland.edu/workforceServices.

Perkins Program

The Perkins Program is a federally-funded program designed to help students who are enrolled in Career & Technical Education succeed. Students must be actively enrolled in Associate of Applied Science degree or certificate programs, and must have a cumulative 2.0 G.P.A. to be eligible. Services provided include academic support, networking opportunities with local employers, career development, community-building events and more. Students pursuing degrees and/or certificates in careers that are traditionally comprised of the opposite gender, such as men in nursing or women in electronics, may be eligible for additional support and services. For more information or to apply for the Perkins Program, please contact the Perkins Coordinator at (309) 268-8018.

Project RISE/Student Support

Services Program

Project RISE provides academic support to eligible students and is designed to improve students' persistence, graduation and transfer rates. For more information, contact Project RISE staff at (309) 268-8404 or visit www.heartland.edu and select Project RISE under the A-Z link.

Services for Students

with Disabilities

Students with documented disabilities may receive assistance in various forms. For information on services for students with disabilities, visit www.heartland.edu/disability.

Student Clubs, Groups and Organizations

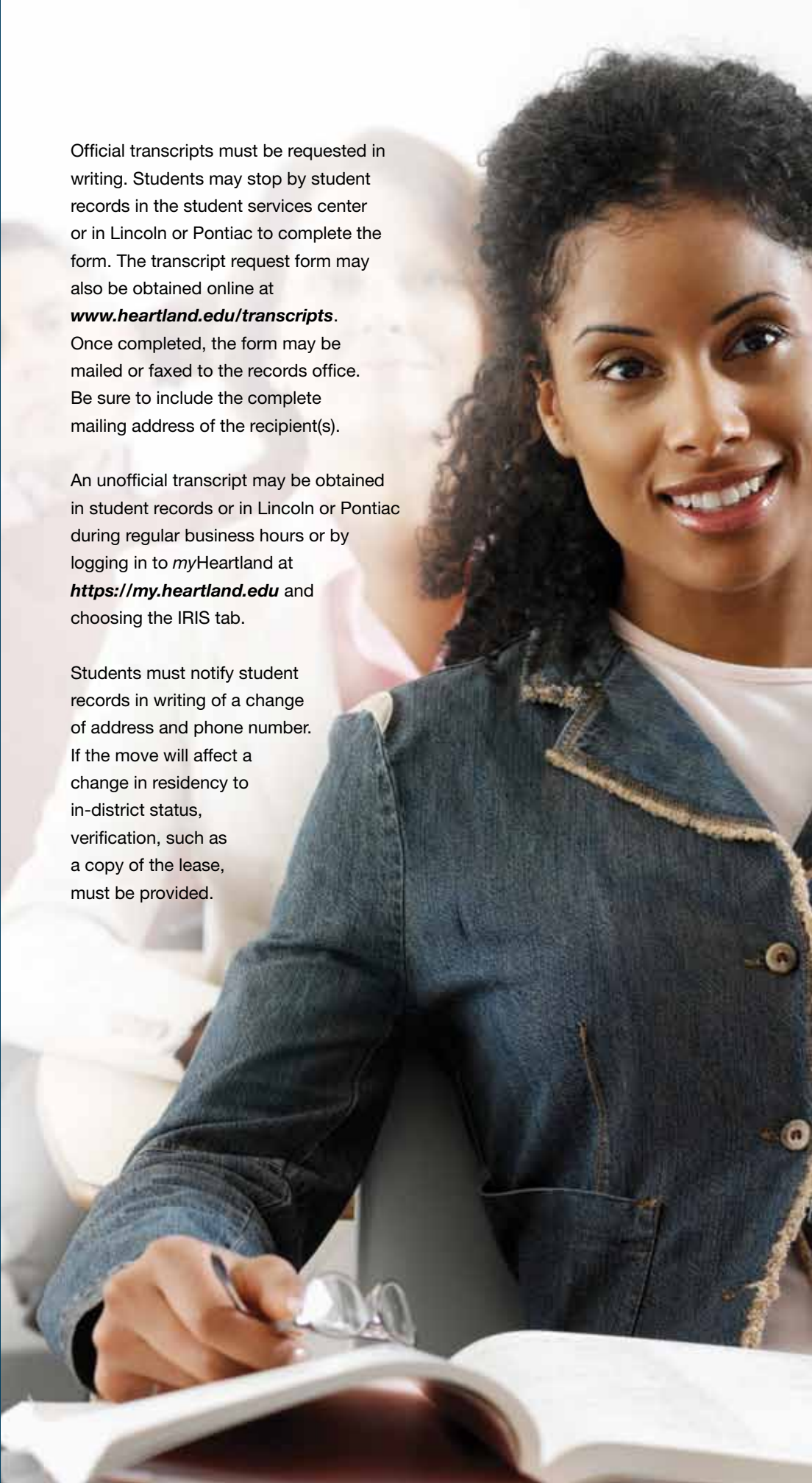
Activities for students at HCC are a good way to get to know fellow students and enhance a resume. Check the HCC Web site at www.heartland.edu under the "A to Z" link for clubs, groups and organizations that are added throughout the year.

Student Employment - On Campus

Employment opportunities for enrolled HCC students are available on campus. Applications for a variety of campus positions are available. Contact the HCC financial aid office, or learn about Work Study funding through the Financial Aid Web site at www.heartland.edu/financialAid.

Student Photo ID cards

Student Photo ID cards are available to all HCC enrolled students. HCC Student Photo IDs are required to check out materials from the HCC library. For information on getting your student photo identification card, visit www.heartland.edu/studentId.



Official transcripts must be requested in writing. Students may stop by student records in the student services center or in Lincoln or Pontiac to complete the form. The transcript request form may also be obtained online at **www.heartland.edu/transcripts**.

Once completed, the form may be mailed or faxed to the records office. Be sure to include the complete mailing address of the recipient(s).

An unofficial transcript may be obtained in student records or in Lincoln or Pontiac during regular business hours or by logging in to *myHeartland* at **<https://my.heartland.edu>** and choosing the IRIS tab.

Students must notify student records in writing of a change of address and phone number. If the move will affect a change in residency to in-district status, verification, such as a copy of the lease, must be provided.

Textbooks

Textbooks are available for purchase at the HCC Bookstore. More information on the HCC Bookstore can be found by visiting www.heartland.bkstr.com.

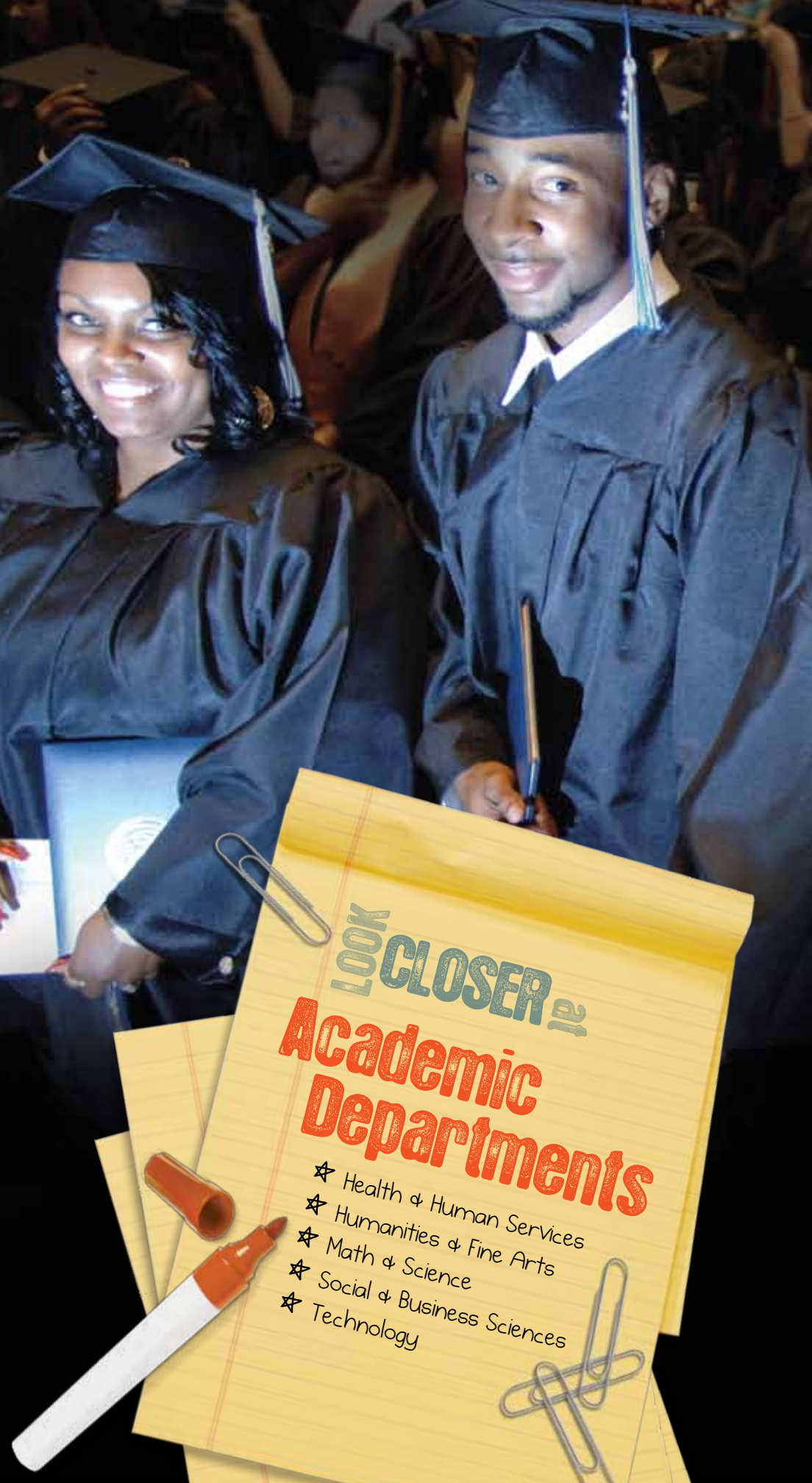
Transfer Information

Students planning to transfer from HCC to a university or college should work closely with their academic advisor. Advisors can assist students in choosing a university or college that best fits their lifestyle and intended program of study. For information and answers to questions on transferring or to learn how the Illinois Articulation Initiative (IAI) can ease the transfer process, visit - www.heartland.edu/transfer.

Federal Veterans Programs

The Financial Aid Office will provide assistance and enrollment certification for veterans who wish to use their benefits at Heartland Community College. For information on the services available to veterans, visit - www.heartland.edu/financialAid and choose the Veterans Program link.





LOOK CLOSER ¹²

Academic Departments

- ★ Health & Human Services
- ★ Humanities & Fine Arts
- ★ Math & Science
- ★ Social & Business Sciences
- ★ Technology



Health & Human Services

- ★ Associate Degree in Nursing
- ★ Criminal Justice
- ★ Early Childhood Education
- ★ Emergency Medical Services
- ★ Health
- ★ Medical Transcription
- ★ Nursing Assistant
- ★ Practical Nursing
- ★ Radiography

For a listing of degrees and certificates in this division please visit www.heartland.edu/hhs and click on the academic areas listed on the left side of the navigation.

Radiography

What will you learn?

Radiography is the medical profession that uses x-rays to make images of the structures of the body. The Radiography program is a two-year degree program that prepares students for a career in the professional field of medical radiography (x-rays). The radiographer is responsible for operating x-ray equipment and processing exposed images, positioning patients for diagnostic examinations, calculating proper exposure factors to achieve optimum radiographic image quality with minimum exposure to the patient, assessing the diagnostic quality of the radiograph, assisting the radiologist during specific procedures and assisting patients while in his or her care.

The faculty and staff strive to prepare the student as an entry level radiographer through a planned, integrated and relevant course of study, and to install a sense of ethical behavior, initiative, responsibility and professionalism. The philosophy,

mission, goals and outcomes of the Radiography program follow those of Heartland Community College along with recommendations by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

What is the occupational outlook?

It is expected that employment of radiographers in Illinois will increase by approximately 220 job openings each year at least through the year of 2014.

Wages for radiographers vary depending on specialty and level of experience. Full-time radiographers typically receive standard benefits such as vacation pay, sick leave, and health insurance. Nationally, the median wages are approximately \$22.09/hour or \$48,170 annually for a radiographer. In the Bloomington-Normal area the hourly wage is \$19.62, and the annual wage is \$40,170.

NOTE: Career descriptions are based on information found in Illinois Career Services Information Systems (2006).

Humanities & Fine Arts

- ☆ Art
- ☆ Chinese
- ☆ Communication
- ☆ English
- ☆ Film
- ☆ French
- ☆ German
- ☆ Humanities
- ☆ Italian
- ☆ Japanese

- ☆ Music
- ☆ Philosophy
- ☆ Religion
- ☆ Spanish
- ☆ Theatre
- ☆ Women's Studies

For a listing of degrees and certificates in this division please visit www.heartland.edu/hfa and click on the academic areas listed on the left side of the navigation.

Music

What will you learn?

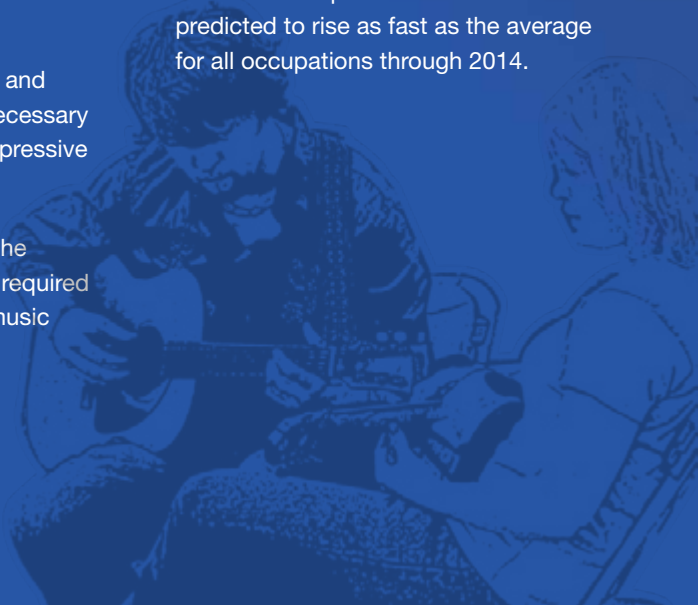
After completing an Associate in Arts degree, with an emphasis in music, you will be able to:

- exhibit technical and artistic competence in the performance of music, sensitivity to musical style, and broad knowledge of music and music literature
- understand the historical development of music and the role of music in society
- understand the theoretical and analytical basis of music necessary for composition and the expressive musical performance
- demonstrate a mastery of the materials of music that are required for a successful career in music

What is the occupational outlook?

Because music majors develop diverse sets of skills, employment is possible in many different areas, including teaching, performing, composing and arranging, broadcasting, recording industry, entertainment industry, music ministry, music business, private music instruction, music therapy, and arts administration.

Jobs in music performance are predicted to rise as fast as the average for all occupations through 2014.



Math & Science

- ★ Agriculture
- ★ Astronomy
- ★ Biology
- ★ Chemistry
- ★ Earth Science
- ★ Engineering
- ★ Geology
- ★ Mathematics
- ★ Physics
- ★ Pre-Medicine
- ★ Pre-Veterinary
- ★ Science Internship

For a listing of degrees and certificates in this division please visit www.heartland.edu/ms and click on the academic areas listed on the left side of the navigation.

Earth Science

What will you learn?

The study of earth science explores the basic principles and laws that govern the natural world. Knowledge of the Earth's history, variables that contribute to weather and physical process that operate on and beneath the Earth's surface can be gained.

What is the occupational outlook?

People with degrees in the Earth sciences such as geology and meteorology are usually employed as scientists by a wide variety of employers, including state and federal governments, higher education, oil companies, the waste management industry, environmental consultants and employers with a need for weather forecasting. Currently, the demand for Earth science degree holders is especially strong in the areas of hydrology and energy exploration.

Social & Business Sciences

- ☆ Accounting
- ☆ Anthropology
- ☆ Business Technology
- ☆ Business
- ☆ Economics
- ☆ Education
- ☆ Geography
- ☆ History
- ☆ Office Administration
- ☆ Political Science
- ☆ Psychology
- ☆ Social Work
- ☆ Sociology

For a listing of degrees and certificates in this division please visit www.heartland.edu/sbs and click on the academic areas listed on the left side of the navigation.

Education

What will you learn?

This curriculum offers many perspectives on education and clinical experience involving observation of children and practitioners at work. Students will engage in classroom observations at various local schools, and take coursework related to students with disabilities, the use of technology in the classroom, language arts and reading, coaching athletics and psychological principles in educational practice.

What is the occupational outlook?

What are my options?

At Heartland, you can pursue several different degree tracks in Education:

- A Paraprofessional Educator Associate in Applied Science Degree will prepare you for positions as teacher assistants and teacher aides.
- An Associate of Arts in Teaching Secondary Mathematics Degree will prepare you for transfer into a college or university teacher education program in the area of math, where there has been a significant need for teachers.
- An Associates of Arts Degree with emphasis in education allows you to complete the first two years of study at Heartland, leading to a baccalaureate degree and major in Education at a four-year college or university.



Technology

- ★ Computer Aided Design
- ★ Computer Science
- ★ Computer Networking
- ★ Construction
- ★ Digital Media Communication
- ★ Electrician Apprentices Program
- ★ Electronics
- ★ Information Technology
- ★ Interior Design
- ★ Laborer Apprentices
- ★ Maintenance Technology
- ★ Manufacturing Technology
- ★ Machine Tool Technology
- ★ Renewable Energy
- ★ Technical Math
- ★ Welding

For a listing of degrees and certificates in this division please visit www.heartland.edu/tech and click on the academic areas listed on the left side of the navigation.

Maintenance Technology

What will you learn?

The Associate in Applied Science Degree in Maintenance Technology prepares the student for a variety of entry-level positions requiring a background in various skills, technology and tools used for maintenance activities. Students will study basic subjects such as electrical and mechanical systems, blue print reading, computer skills and manufacturing processes. Maintenance technicians may work in a variety of settings including factory maintenance, machinery installation and repair, or they may perform a specific technical support function such as heating, air conditioners and refrigeration (HVAC).

What is the occupational outlook?

Graduates of the Maintenance Technology program will have a variety of options available to them. Many students seek immediate employment while others continue their education as a full-time student in a bachelor's degree program. Employers interested in graduates of Heartland Associate in Applied Science degree programs represent a variety of industries including manufacturing, healthcare, education and service related industries.



Important Dates for Summer 2010

- April 6 Priority enrollment begins for current Students
- Apr 7 Open enrollment begins
- May 23 Open enrollment ends
- May 24-31 Late enrollment and schedule adjustments
- June 1 Classes begin for 8-week session
- June 7 Last day to drop with refund
- June 30 Midterm grade rosters due by midnight
- July 5 Independence day holiday (College closed)
- July 12 Last day to withdraw
- July 23 Classes end
- July 26-28 Final exams
- Aug 2 Final grade rosters due by midnight

(Turn page for additional dates.)



Register today!

A stylized, handwritten signature or scribble is located at the bottom of the page, below the "Register today!" text.

Important Dates for Fall 2010 continued

- Apr 6 Priority enrollment begins for current students
- Apr 7 Open enrollment begins
- Aug 6 Open enrollment ends
- Aug 9-13 Late enrollment and schedule adjustments
- Aug 16 Classes begin for 16-week and 1st 8-week sessions
- Aug 20 Final day to drop with refund for 1st 8-week session
- Aug 27 Final day to drop with refund for 16-week session
- Aug 30 Classes begin for 12-week session
..... Labor Day (College closed)
- Sep 15 Midterm grade rosters due by midnight for 1st 8-week session
- Sep 24 Final day to withdraw for 1st 8-week session
- Oct 8 Classes end for 1st 8-week session
- Oct 8 Final exams for 1st 8-week session are scheduled on last day of class
- Oct 11 Classes begin for 2nd 8-week session
- Oct 12 Midterm grade rosters due by midnight for 16-week and 12-week sessions
- Oct 12 Final grade rosters due by midnight for 1st 8-week session
- Oct 15 Final day to drop with refund for 2nd 8-week session
- Oct 29 Final day to withdraw for 12-week session
- Nov 3 Final day to withdraw for 16-week session



**Remember -
apply early for
financial aid!**

- Nov 8 Midterm grade rosters due by midnight
for 2nd 8-week session
- Nov 17 Final day to withdraw for
2nd 8-week session
- Nov 19 Classes end for 12-week session
- Nov 22-23 Final exams for 12-week session
- Nov 24 Thanksgiving break begins
(no classes, College open)
- Nov 25-26 Thanksgiving break (College closed)
- Nov 29 Final grade rosters due by midnight
for 12-week session
- Dec 3 Classes end for 16-week and
2nd 8-week sessions**
- Dec 4-10 Final exam week for 16-week and
2nd 8-week sessions
- Dec 13 Final grade rosters due by midnight
for 16-week and 2nd 8-week sessions

★ ☆
Note to self:
register early -
classes fill fast!

Make sure
to check out

www.heartland.edu



HEARTLAND
COMMUNITY COLLEGE
1500 W. Raab Rd.,
Normal, IL 61761

LOOK CLOSER ^{at} Heartland Community College

*You might be surprised
what you'll learn!*

For more information....

- Visit our Web site at www.heartland.edu
- Call (309) 268-8064
- Check us out on Facebook – become a fan of Heartland!

