HEARTLAND APPLICATION SUBMISSION GUIDE

It is very important that you correctly respond to the application questions in order to be admitted to Heartland as a College NOW student. Incorrect responses can delay the processing of your application OR prompt our system to send you information that does not pertain to the College NOW program. We created this guide to help you through each page of the Heartland student application. We are available to help if you encounter any issues or difficulties not covered in this guide.

Certain questions on the application are ‘smart’, meaning that you will get different options, depending on your previous selection. Page 1, is a perfect example of this. When you first get to the application, you will see the question below.

As you make choices, you will see additional options. Before you click on ‘Next’, your page should mirror the options selected below.

Apply Here! Email collegenow@heartland.edu for help!
If you are unsure of the start term you should choose, connect with your school counselor.

Using your Legal name is important. Please do not use an abbreviation or nickname. No dashes or apostrophes are necessary in any part of your name.

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If you are not a native US Citizen, we will ask you to submit additional information after you have successfully submitted your application.

Your Social Security Number is required for the online application. (Note: If you do not have a SSN, please download the paper application and submit it to HCC Admissions.) Be sure to enter the correct year when entering your birthday. An incorrect Birth Year or SSN could delay the processing of your application or stop you from being enrolled into a College NOW course. The answers to the additional demographic questions were selected just for the purpose of this guide. You should respond to those prompts by selecting information that is correct for you.

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College NOW students do not have to prove residency. Our partnership with your high school or career center covers this requirement.

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Many schools block their student’s email addresses from getting email from an outside source. We recommend that you use a personal email address, such as gmail, yahoo, hotmail... etc, in order to receive your application confirmation email and welcome/acceptance letter. Also, only one phone number is required to proceed, but a backup phone number is a good idea to have listed on your account with us. Note: The emergency contact name should not include any dashes or apostrophes.

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When choosing your high school name, choose the school that has the correct location. You could see several high schools with the same name as the school you attend, but the other schools may be outside of Illinois. Choosing the wrong school could cause our system to charge you the out-of-state tuition rate.

When entering your high school graduate date, please pay close attention to the year you enter. Your graduation year is more important to us than the day. If you are unsure of the actual date you will be graduating, please choose the last day of the month.

Most high school students entering the College NOW program have not earned college credit previously, so your answers should be as above. However, if you have taken courses through another college, you should select ‘Yes’ and then enter the college where you earned credit previously.

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The following information is for reporting purposes only. It is not used for admission decisions to Heartland Community College.

- **What is your primary goal for attending HCC?**
  - To prepare for transfer to a four-year College or University
  - To improve skills for my present job
  - To prepare for a future job immediately after attending HCC
  - For personal interest/self development/not career oriented
  - Unknown/Other

- **What is your father’s highest education level?** [Completed college or beyond]

- **What is your mother’s highest education level?** [Completed college or beyond]

- **Are you a veteran of the U.S. Armed Forces?** [No]

- **Are you a dependent of a veteran?** [No]

➤ The above questions are just survey questions, so answer them to the best of your ability.

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By entering your initials, you are stating that you have provided accurate/correct information on the application. You should receive an automated confirmation email shortly after submitting your application. Your welcome email containing your acceptance letter should follow within 3 to 5 business days. Both emails will go to the email address you entered on the application.

Contact us if:

- You have questions before, during or after application submission.
- You receive an error message when accessing the online application.
- You need to correct a mistake you made on your application.
- You never received an acceptance letter after application submission.
- You need your student log-in information to access your myHeartland account.
- Your Admit Type on your acceptance letter does not say College NOW.

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