College NOW Course Request Form Instructions

Before You Begin Verify the Following:

- 1. **Do you have myHeartlandAccess?** You will need your HCC login name and password in order to complete your student agreement and submit your course request
- 2. **Are you getting high school credit?** If so, you will need to enter the name and email address of the high school official that will approve your course for high school credit.
- 3. **Have you selected your HCC course(s) from the live schedule?** Make note of the *course name* and *section number* with your preferred meeting times and mode of instruction. You will need to reference that information when you complete your Course Request Form.

Part 1 of 5: Use the HCC Online Schedule to find information for your desired course.

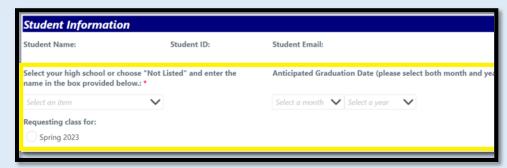
To complete your Course Request Form, you will use the <u>HCC Online Schedule</u> to get the <u>section number</u> of your desired course. Also, remember to check <u>available seats</u> and review any <u>prerequisites</u> or <u>placement requirements</u>.



Part 2 of 5: Open the Course Request Form and follow the prompts.

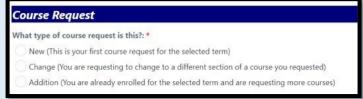
Enter your **HCC Login information** to access the form. Your Name, ID, and HCC email fields are prepopulated in the form after login. Complete the fields highlighted below, the Student Status, and Course Request sections.





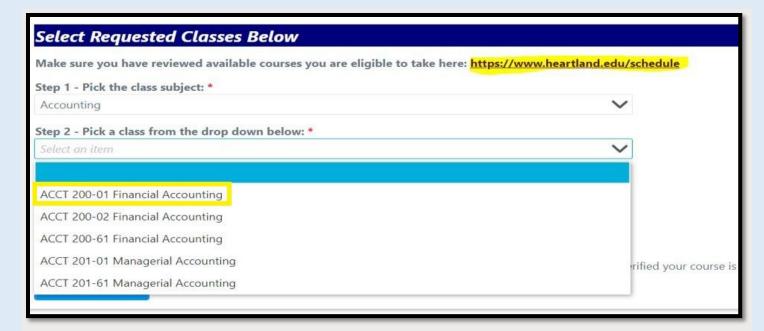
Follow the prompts to complete the Student Status & Course Type Request Section





Part 3 of 5: Select Requested Classes

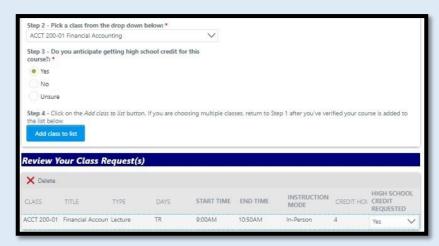
Step 1 and 2: Using the information from the HCC schedule, select your subject and desired course section from the drop-down menus:



Part 3 of 5 continued

Step 3: Indicate whether you anticipate getting high school credit for the course. If you choose *Yes* or *Unsure*, you will be prompted to enter the name of your high school administrator/counselor for verification (highlighted below). An email will automatically be sent to the person listed after successful enrollment.

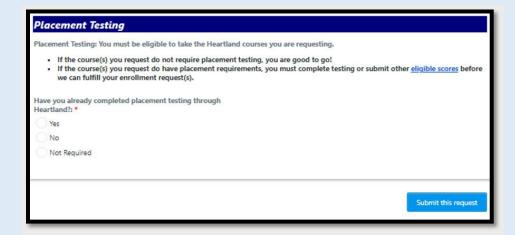
Step 4: click *Add class to list*. Confirm that it appears under **Review Your Class Request(s)**, and then repeat the process to select any additional classes you wish to request.





Part 4 of 5: Placement Testing

If you have not completed HCC placement testing, you will have the opportunity to upload a copy of your official PSAT/SAT/ACT score report if your scores are eligible to waive any required placement tests.



Part 5 of 5: Review and Submit

Review your form one last time, then click **Submit this request.** You will receive a submission confirmation in your *my*Heartland email account with your next steps!