



EARLY COLLEGE OPPORTUNITIES

Heartland Community College

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 [HCC Online Schedule](#) to get the **section number** of your desired course. Also, remember to check **available seats** and review any **prerequisites or placement requirements**.

Select a Semester

Semester
Spring 2023 X CLEAR ☐ Hide Filled Classes

Search Subject Course Type Session

ACCT 200 01 Financial Accounting
TR 9:00AM - 10:50AM | ICN2103 | In-Person Lecture
Dates: 01/17/23-05/12/23 Sixteen Week
Instructor: HCC Instructor | Credit Hours: 4 | Course Code:1303
Available Seats: 28 / 30

This course offers students a full semester of financial accounting. It presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. The emphasis of the course is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of common business transactions. How to analyze and interpret historical financial statements and the limitations of using these in making business decisions is included. The primary content emphasis will be accounting for operating activities, current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements, and financial statement analysis.

-Successful completion of MATH 94 or 97 or higher OR -Placement at MATH 99/109 or higher AND - Placement at college level English OR -Concurrent enrollment in ENGL 99/101

[Textbooks](#)

ACCT 200 02 Financial Accounting
MW 11:00AM - 12:50PM | ICN2103 | In-Person Lecture
Dates: 01/17/23-05/12/23 Sixteen Week
Instructor: Breezy Watkins | Credit Hours: 4 | Course Code:1304
Available Seats: 27 / 30

ACCT 200 61 Financial Accounting
Online Lecture
Dates: 01/17/23-05/19/23 Sixteen Week
Instructor: Breezy Watkins | Credit Hours: 4 | Course Code:1306
Available Seats: 27 / 30

For ACCT 200-01, the section number is 01

Placement requirements



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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.

HEARTLAND
COMMUNITY COLLEGE

Sign in with your HCC account

jsmith01

Password

Sign in

Student Information

Student Name: Student ID: Student Email:

Select your high school or choose "Not Listed" and enter the name in the box provided below: *

Select an item

Anticipated Graduation Date (please select both month and year)

Select a month Select a year

Requesting class for:

☐ Spring 2023

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

Student Status

Are you a new or current student? Only select New if you have never taken a tuition-bearing Heartland course (online/on-campus): *

☐ New (This is my first time taking courses listed on the HCC schedule)

☐ Current (I have previously enrolled in courses chosen from the HCC schedule)

Are you a Plus-Pipeline Student?: *

☐ Yes (I have an HCC course plan to follow for registration each term)

☐ Yes (I am Plus Pipeline Scholar)

☐ No (I am a general college NOW Campus Student)

Course Request

What type of course request is this?: *

☐ New (This is your first course request for the selected term)

☐ Change (You are requesting to change to a different section of a course you requested)

☐ Addition (You are already enrolled for the selected term and are requesting more courses)

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:

Select Requested Classes Below

Make sure you have reviewed available courses you are eligible to take here: <https://www.heartland.edu/schedule>

Step 1 - Pick the class subject: *

Accounting

Step 2 - Pick a class from the drop down below: *

Select an item

ACCT 200-01 Financial Accounting

ACCT 200-02 Financial Accounting

ACCT 200-61 Financial Accounting

ACCT 201-01 Managerial Accounting

ACCT 201-61 Managerial Accounting

Verified your course is



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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.

Step 2 - Pick a class from the drop down below: *

ACCT 200-01 Financial Accounting

Step 3 - Do you anticipate getting high school credit for this course?: *

☒ Yes

☐ No

☐ Unsure

Step 4 - Click on the *Add class to list* button. If you are choosing multiple classes, return to Step 1 after you've verified your course is added to the list below

[Add class to list](#)

Review Your Class Request(s)

✕ Delete

CLASS	TITLE	TYPE	DAYS	START TIME	END TIME	INSTRUCTION MODE	CREDIT HOI	HIGH SCHOOL CREDIT REQUESTED
ACCT 200-01	Financial Account	Lecture	TR	9:00AM	10:50AM	In-Person	4	Yes

Counselor Information Requested

Enter the name of the high school administrator/counselor who will verify your approval for high school credit.

Select an item

If your high school administrator/counselor is not listed above, ...

Type a value

Enter the email address of the high school administrator/counselor who will verify your approval for high school credit.

Type a value

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](#).

Placement Testing

Placement Testing: You must be eligible to take the Heartland courses you are requesting.

- If the course(s) you request do not require placement testing, you are good to go!
- If the course(s) you request do have placement requirements, you must complete testing or submit other [eligible scores](#) before we can fulfill your enrollment request(s).

Have you already completed placement testing through Heartland?: *

☐ Yes

☐ No

☐ Not Required

[Submit this request](#)

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 *myHeartland* email account with your next steps!