campus office of admissions, registration and records. Applicants who completed a home education program must provide a signed affidavit affirming completion to the appropriate campus office of admissions, registration and records. Transfer students should request that transcripts from all postsecondary schools attended be sent to the appropriate campus admissions, registration and records office.

NOTE: A final, official high school transcript is one that includes the official graduation date.

IMPORTANT: If students have completed high school and postsecondary work outside of the United States, they must provide certified English translations, official transcripts, and evaluations of their high school and postsecondary transcripts from a service recognized by the National Association of Credential Evaluations Services (NACES). A course-by-course evaluation is required for all postsecondary transcripts. A document-by-document evaluation is required for high school transcripts. Students can obtain the names and addresses of approved providers of this service from the HCC website at www.hccfl.edu or from any campus office of admissions, records and registration.

NOTE: Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).

Fraudulent Credentials

If a student knowingly:
- Makes a false statement,
- Conceals material information,
- Provides inaccurate information on any document submitted to the college,
- Alters a transcript or other academic credential, he or she may be denied admission, suspended or dismissed.

Enrollment Restrictions

Under normal conditions, all students who meet the college’s admission requirements will be admitted. At times, however, state enrollment and funding limitations may preclude enrollment of out-of-state and international students. At those times, students will be admitted according to the following priorities:

1. Returning students
2. New students who are Florida residents
   a. First-time-in-college students
   b. Transfer students
3. New out-of-state students
   a. First-time-in-college students
   b. Transfer students
4. International students

NOTE: Currently enrolled students will be allowed to register for classes before new students.

The college reserves the right to deny admission to applicants whose past actions were disruptive to or interfered with the orderly processes, functions, or programs of another postsecondary institution. In addition, HCC may deny admission to students who are ineligible, for any reason, to resume their studies at another postsecondary institution.

Orientation Program

Students attending college for the first time must attend orientation and, if applicable, take a college placement test. Once the student has been admitted, the appropriate testing, admissions and records, or advising office will provide information about orientation and testing. The college will provide reasonable accommodations to disabled students taking the placement test.

Degree-seeking students must provide assessment/placement test scores from PERT, ACT, or SAT prior to registering for classes. Test scores may be no more than two years old. If the scores are older than two years or if the student has not previously taken one of the aforementioned placement tests, the student may take the test at the appropriate HCC testing office.

Students who have earned a postsecondary degree or completed college-level English and mathematics courses might be exempt from the testing requirement. The college strongly recommends that students who have completed postsecondary work at other institutions bring unofficial transcripts or grade slips with them for advising and registration purposes.

Students admitted as non-degree-seeking are exempt from the testing requirement until 12 credit hours have been attempted unless testing is required by specific course prerequisites.

Residency Requirements

For the purpose of assessing registration fees in public community colleges and universities, students are classified as Florida residents or non-Florida residents per Florida Statute (F.S.) 1009.21 and State Board of Education Rule (SB) 6A-10.044.

According to Florida law, in order to pay in-state tuition every student must provide a declaration of residency prior to the first day of the term for which Florida Residency is sought. To qualify for in-state tuition, a student must be a U.S. citizen, permanent resident alien or legal alien.

For other eligible non-citizen categories or for a list of exemptions from the residency process, refer to the Guidelines on Florida Residency for Tuition Purposes. Exempt students are required to provide documentation of exemption eligibility.

For current and detailed information about Florida residency for tuition purposes visit www.FACTS.org, click on Applying for College, click on Residency Guidelines or visit HCC’s student services website at www.hccfl.edu/ssem.aspx. When applying through www.FACTS.org documentation to support an application for in-state tuition on the basis of legal residence for statutory exemption is required.

Residency Criteria

The HCC application includes a Florida residency affidavit which must be completed to determine residency for
tuition purposes. An applicant who does not complete the residency affidavit or provide incomplete documentation on or in conjunction with the residency affidavit will not be classified as a resident for tuition purposes, and will have to present additional information.

All information must be submitted by the first day of classes of the term the student will be attending. If a student indicates his or her status as non-resident on the residency affidavit, there is no requirement to prove such status or to submit supporting documentation and the student is automatically considered out-of-state for tuition purposes.

**Independent Student**

An applicant who provides evidence of any **one** of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes.

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought as a Florida institution; or
- The student is married; or
- The student has children who receive more than one-half of their support from the student; or
- The student has other dependents who live with and receive more than one-half of their support from the student; or
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training; or
- Both of the student’s parents are deceased or the student is or was until age 18 one of the following: a ward/dependent of the court or in foster care; or
- The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program; or
- The student is working on a master’s or doctoral degree during the term for which residency status is sought at a Florida institution.

**Dependent Student**

All students who do not meet the definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Dependent students will be granted in-state residency for tuition purposes if the residency affidavit on the college application indicates that **all of the following criteria are met**. Further documentation will not be required for these students.

- The student is eligible to be claimed by his or her parent or legal guardian as a dependent under the federal income tax code;
- The student’s nation of citizenship is the United States;
- The student is under 24 years of age;
- The student’s mother, father or legal guardian is the person claiming Florida residence;
- The student’s mother, father or legal guardian claiming Florida residence has a Florida permanent legal address; and
- The student’s mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two or more of the acceptable documents in the following Acceptable Documents for in-State Tuition Application section. Such documentation must demonstrate that the applicant has maintained legal residence in Florida for at least 12 consecutive months prior to his or her initial enrollment in a university or college.

**Acceptable Documents for In-State Tuition Application**

Applicants will have to submit documentation that they or a parent or legal guardian have been a Florida resident for at least 12 months prior to the first day of the classes for which they are enrolling. At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period.

- Florida driver’s license;
- State of Florida identification card;
- Florida voter registration card;
- Florida vehicle registration;
- Proof of a permanent home in Florida occupied as the primary residence of the student or by the student’s parent if the student is a dependent child;
- Proof of homestead exemption in Florida;
- Transcripts from a Florida high school for multiple years if Florida high school diploma or GED was earned within last 12 months;
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30- hours per week for a 12-month period).

The following documents may be used in conjunction with one of the documents listed above:

- A declaration of domicile in Florida;
- A Florida professional or occupational license;
- Florida incorporation;
- Documents evidencing family ties in Florida;
- Proof of membership in Florida-based charitable or professional organizations;
- Any other documentation that supports the student’s request for resident status including but not limited to utility bills and proof of 12 consecutive months of payments, a lease agreement and proof of 12 consecutive months of payments, or official state, federal or court documents evidencing legal ties to Florida.

**Unacceptable Documents for Proof of Residency**

- Hunting/fishing license
- Library card
- Shopping club/rental card
- Birth certificate
- Passport
Requirements for Reclassification of Florida Residency for Tuition Purposes

Except as otherwise stated, a student who is classified as a non-resident for tuition purposes may become eligible for reclassification as a Florida resident for tuition purposes by presenting a minimum of three (3) documents, one of which must be from the first group of documents and two (2) documents can be from either of the two groups previously identified under “Acceptable Documents for In-State Tuition Application” that demonstrate the establishment of permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education.

In addition, documentation must demonstrate that the independent student has, or the dependent student’s parents have, maintained legal residency in Florida for at least twelve (12) consecutive months prior to the student’s request for reclassification.

Students interested in pursuing residency reclassification or to appeal an initial residency classification decision may do so by contacting the dean of students services at any HCC campus. Requests for reclassification will be reviewed by HCC’s Residency Appeals Committee.

Transfer Credit

HCC will accept transfer credit from other institutions if they are accredited by one of the following regional accreditation agencies:

- MSA: Middle State Association of Colleges and Schools
- NEASC: New England Association of Schools and Colleges
- NCA: North Central Association of Colleges and Schools
- NASC: Northwest Association of Schools and Colleges
- SACS: Southern Association of Colleges and Schools
- WASC: Western Association of Schools and Colleges

HCC conducts transcript evaluations for all lower division credit course work even when a prior degree has been earned. Therefore, applicants must provide official transcripts from each postsecondary institution they have attended. Applicants should bring unofficial transcripts or grade slips with them for advising and registration purposes.

For courses taken at accredited institutions, transfer credit will be awarded for courses in which a grade of “C” or better has been earned. Failing grades will be included when calculating grade point averages.

Since certain HCC curricula and programs require that students earn a grade of “C” or better in specific courses required for degrees or certificates, transfer students should meet with advisors to determine if courses taken elsewhere meet degree requirements. Transfer students must complete 25 percent of their degree at HCC.

HCC reviews the content and objectives of courses completed at non-regionally accredited institutions on a course-by-course basis. The transcript office will notify applicants who submit transcripts from unaccredited institutions of the documentation the college needs to complete its review. Applicants must provide HCC with all required documents before the college will begin its review.

Academic committees conduct the reviews of courses completed at non-regionally accredited institutions. If the committees find that courses have academic merit and are relevant to applicants’ programs of study, applicants will be awarded the appropriate number of credits.

The transcript office notifies students when evaluations are complete.

U.S. citizens who have attended postsecondary institutions outside of the U.S. should review the information provided in the admissions procedures transcripts section for “International Students.”

Registration

Registration is held each term. Students may register through HawkNet - WebAdvisor on the HCC web page at https://hccadvisor.hccfl.edu/. Students who are unable to complete registration successfully through the Internet may seek assistance from any campus admissions, registration, and records office. The dates for registration are published in the college operational calendar in the front of this publication, and on the HCC web site.

HCC may withhold registration privileges from students who have unpaid fees; who have overdue student loans; who have overdue library books, audiovisual equipment, or physical education equipment; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.

Audit Registration

Students who have been admitted to HCC but who wish to take courses without receiving credit may register as audit students. The following guidelines apply:

- Students must make the choice to audit when they register.
- Students may change from audit to credit or credit to audit only during the first week of the term (the drop/add period).
- Fees for audit and credit courses are the same.
- Students should confirm their audit status with the instructor on the first class date.
- Students auditing classes are not eligible to receive veterans’ benefits or financial aid for those classes.
- Students receiving senior citizen fee waivers are registered as auditing students.
- Students auditing classes must meet all course prerequisites including appropriate test scores.
- College preparatory courses follow state-mandated guidelines and requirements. Auditing these classes might not be an available option. (For details, see the college preparatory section in this catalog.)
- Attendance is optional.