



# QUICKSTART



**HIGHLAND  
COMMUNITY  
COLLEGE**

**STUDENT WORKBOOK**

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Highland Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032  
Phone: 815-235-6121



# Getting Started

<p><b>Educational Objective</b></p> <p><input type="checkbox"/> Transfer to a four-year college to pursue a bachelor's degree</p> <p>Transfer College: _____ Major: _____</p> <p><input type="checkbox"/> Complete a career program to prepare for a job</p> <p>Career Program: _____</p> <p><input type="checkbox"/> Undecided</p>	<p><b>ADVISOR NOTES:</b></p>
<p><b>Test Scores</b></p> <p><input type="checkbox"/> Have we received your ACT Scores?</p> <p>Math: _____ English: _____ Reading: _____ Geometry: _____</p> <p><input type="checkbox"/> We have not yet received your ACT Scores.</p> <p><input type="checkbox"/> Compass Placement Test Results (if Applicable).</p> <p>Math: _____ English: _____ Reading: _____</p>	<p><b>ADVISOR NOTES:</b></p>
<p><b>High School Transcript</b></p> <p><input type="checkbox"/> We have received an official copy of your final high school transcript.</p> <p><input type="checkbox"/> We have not received your official final high school transcript</p>	<p><b>ADVISOR NOTES:</b></p>
<p><b>First Semester of Classes</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>	<p><b>ADVISOR NOTES:</b></p>
<p><b>Financial Aid</b></p> <p><input type="checkbox"/> I have submitted my FAFSA to Highland Community College (001681)</p> <p>Date Submitted: _____</p> <p><input type="checkbox"/> I do not qualify for Financial Aid.</p> <p>My bill was paid in full/payment plan was set up on : _____</p>	<p><b>ADVISOR NOTES:</b></p>

# Academic Advising Syllabus

## GENERAL INFORMATION

Office: Building H, Room 116

Phone: 815.599.3573

Current Advising Hours: Virtual, phone, face to face appointments, Monday – Friday 8:00am-5:00pm, walk-in hours (vary), or after hours by appointment only.

## MISSION STATEMENT:

Student Resources is committed to assisting community members in the development of meaningful educational plans that are compatible with their life goals.

## ACADEMIC ADVISING DESCRIPTION:

Academic advising is an educational process that, by intention and design, facilitates, students' understanding of the meaning and purpose of higher education and fosters their Intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004)

## RESPONSIBILITIES:

Advisors and students play an important role in the advising process. All advisors at Highland Community College are cross-trained and can assist students in learning about and exploring any major at HCC. Each advisor, however, serves as a liaison to certain academic areas.

*You can expect your Academic Advisor to:*

- Understand and effectively communicate curriculum, graduation requirements, and university and college policies and procedures.
- Listen to your concerns and respect your individual values and choices.
- Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals.
- Be available to answer your questions through scheduled meetings, email, or when I am available.
- Provide you with information about educational opportunities outside of the classroom.
- Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans.
- Refer you to other campus offices as appropriate.
- Be courteous, polite, and patient.

*As an advisee, your advisor expects you to:*

- Schedule and attend advising appointments at least once per semester.
- Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings.
- Be open and willing to consider advice from faculty, advisors, and other mentors.
- Bring a list of questions to appointments and ask questions if you do not understand a topic we discuss during our meeting.
- Become knowledgeable of campus policies, procedures, and resources.
- Take primary and increasing responsibility for making your own decisions based on available information and advice.

# Academic Advising Staff

## My Academic Advisor is:

### **Beth Groshans**

Phone: 815-599-3573

Email: [beth.groshans@highland.edu](mailto:beth.groshans@highland.edu)

Special Populations: Athletes

Majors: Biology, Biology Education, Chemistry, Engineering, Environmental Science, Geology, Health Science, Mathematics, Medical Assistant, Medical coding/Transcription, Nursing, Paramedic, Patient Care Technician, Phlebotomy/EKG, Physics, Pre-Chiropractic, Pre-Dentistry, Pre-Medical Technology, Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine.

### **Amanda Venhuizen**

Phone: 815-599-3487

Email: [Amanda.venhuizen@highland.edu](mailto:Amanda.venhuizen@highland.edu)

Special Populations: International

Majors: Accounting, Accounts Clerk, AGS, Business Administration, Cosmetology, Criminal Justice, Early Childhood Education, History, Human Social Services, Customer Service, Nail Technician, QuickBooks, Political Science, Physical Education, Professional Education, Psychology, Sociology, Teacher's Aid, Tax Preparer, Undecided.

### **Vicki Schulz**

Phone: 815-599-3664

Email: [vicki.schulz@highland.edu](mailto:vicki.schulz@highland.edu)

Special Populations: Veterans and CollegeNOW

Majors: AGS, Art and Graphic Design, Agriculture, Automotive Mechanics, Clerical Business, Clerk Typist, Computer Science, Computer Technician, Customer Service, Desktop Publishing, English, Equine Science, Industrial Systems/Word, Processing, Mass Communications, Mechatronics, Music, Speech/Theater, Web Design and Undecided.

# Schedule Worksheet

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00					
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00					
1:00 - 2:00					
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
5:00 - 6:00					
6:00 - 7:00					
7:00 - 8:00					

Labs/Online Classes:

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## Placement Testing

The first step in Highland Community College's plan for student success is placement testing in reading, writing and math. By matching your first semester courses with your current skill levels, we can help you create a plan to reach your educational goals.

Placement testing is required of most students (see [ACT/SAT scores](#) below). All students seeking a degree/certificate or who have completed 12 credit hours of coursework that may apply to a degree are required to take the placement test. In addition, any student wishing to enroll in any courses with prerequisite requirements at Highland are required to take the placement test. Placement tests are free and do not require an appointment.

## Placement Test Schedule

Placement testing is available Monday through Friday, virtually or in person by appointment between 8:00am-5:00pm. Please contact Wendy Fitzgibbon to schedule an appointment at 815-599-3678 or [wendy.fitzgibbon@highland.edu](mailto:wendy.fitzgibbon@highland.edu).

Extended testing hours are available virtually on Tuesday's and in person on Wednesday's at 5 and 6pm in the Testing/Success Center (Building M Room 113).

## ACT Scores/SAT/Multiple Measures

Highland Community College accepts ACT/SAT scores in lieu of placement test scores. The ACT/SAT scores must be current, with testing dates in the prior two years. Documentation of the scores must be presented at the time of placement testing. Students pursuing credits under the high school articulation agreements must take the appropriate Highland Community College placement test.

- English = 20 or higher/490 or higher
- Reading = 20 or higher/490 or higher
- Math = 22 or higher/560 or higher

Students may also use a qualifying high school grade point average for placement. A cumulative, unweighted 3.0 grade point average or above (on a 4.0 scale), combined with four years of math and English, will provide college-level placement in both English and mathematics at Highland.

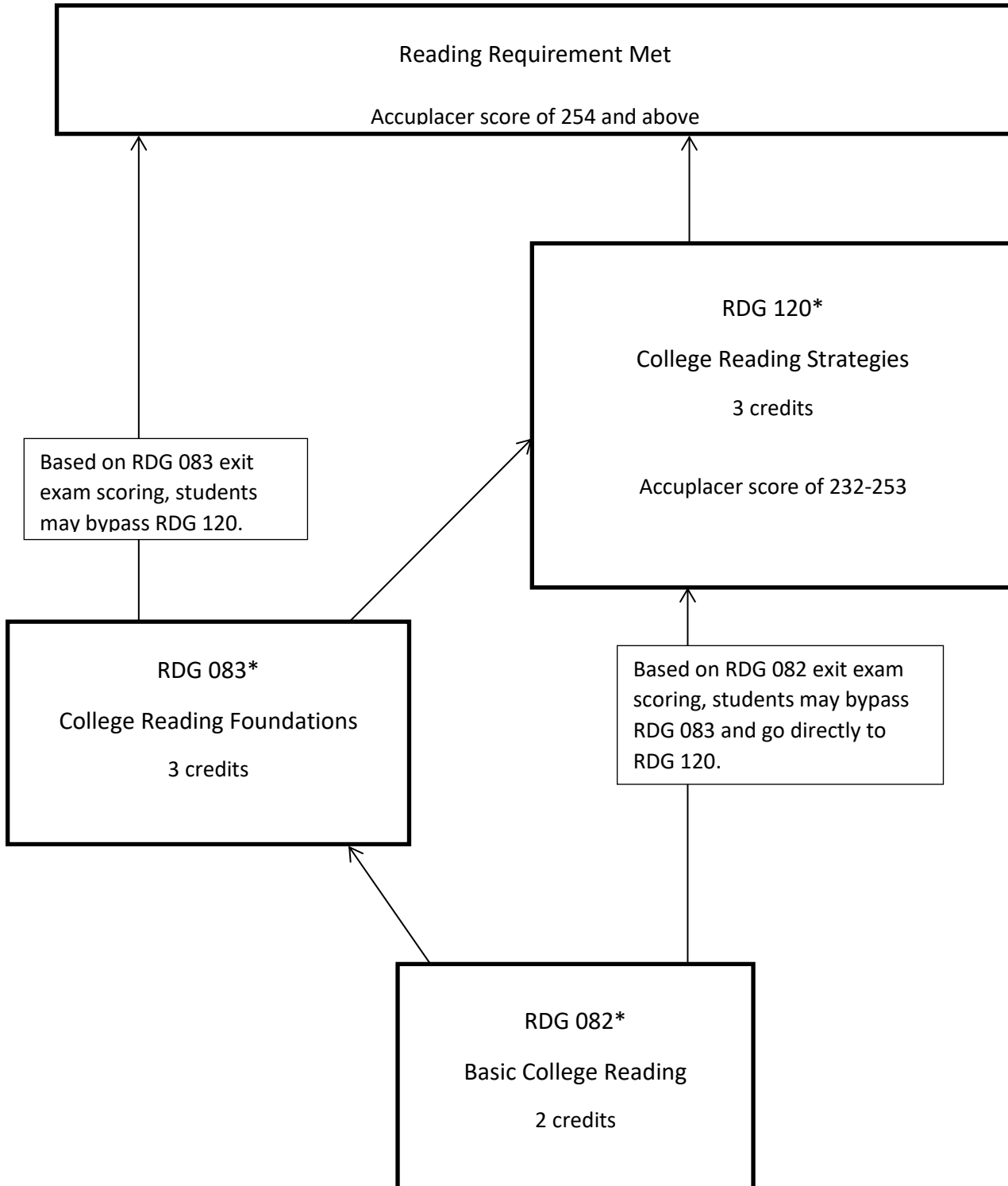
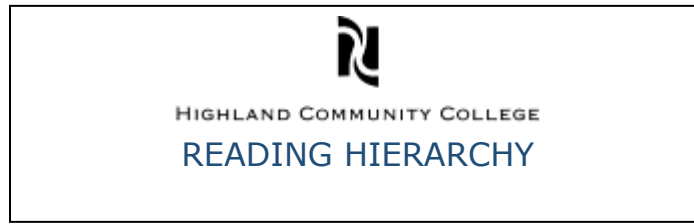
To best provide a quiet, professional and stress-free testing environment for our students, the following guidelines have been established:

Photo identification is required for all testing.

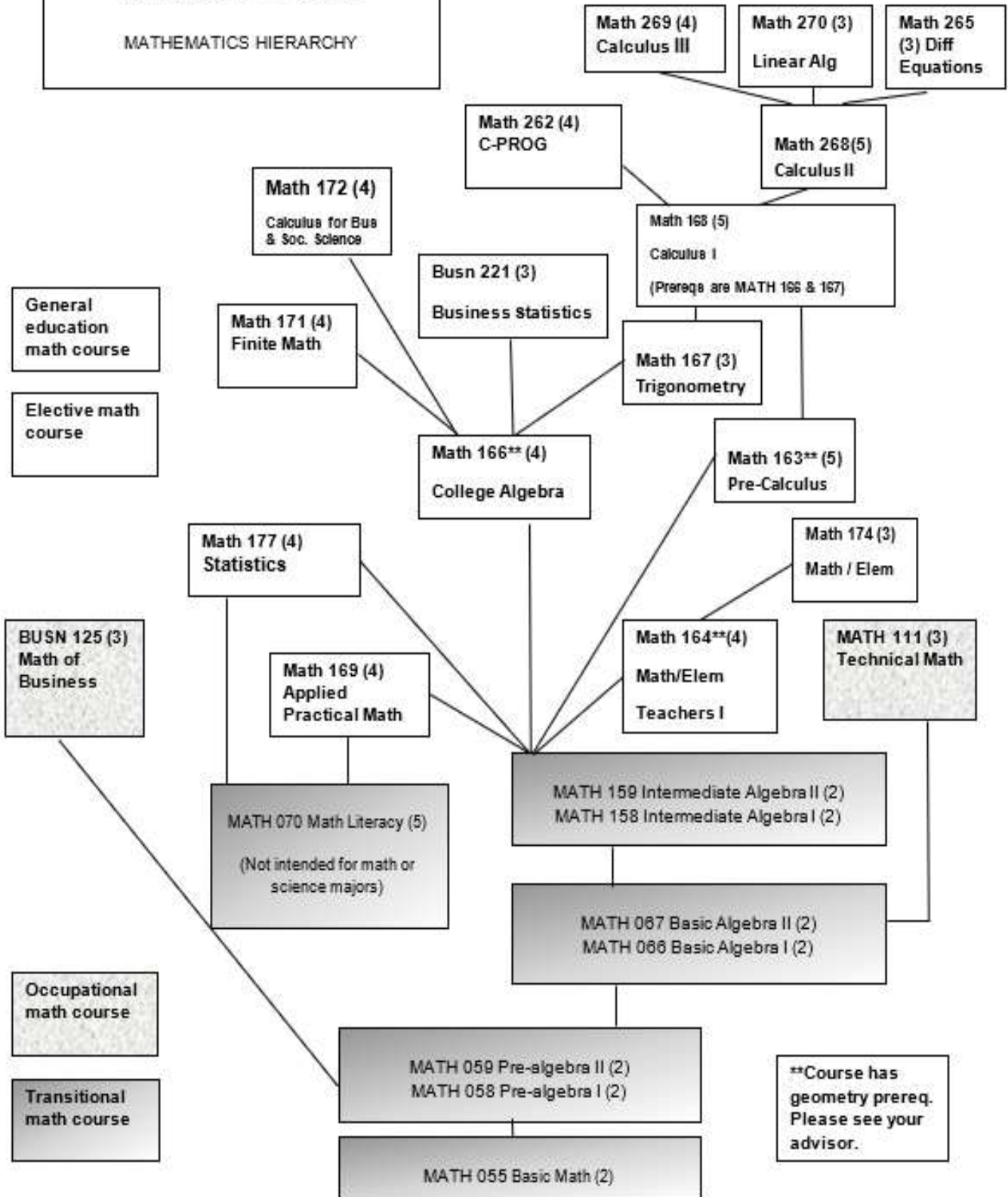
- All electronic devices will be checked in and stored in the provided container.
- Snacks or drinks are not permitted in the testing areas.
- Children are not allowed into the testing lab.
- Unless specific accommodations have been made, the exams must be completed in one sitting.
- Please allow a minimum of 2 hours for testing.
- Scratch paper, pencils and a limited supply of calculators will be available for in person testing.
- Virtual testing will need a computer/laptop with working webcam/microphone and strong internet connection. Cell phones and ipads may not be used for testing.

For more information about placement tests, please call 815.599.3678. Students requiring special testing accommodations should contact the ADA Services at 815.599.3582.

# Reading Hierarchy



\*Reading courses do not count toward the required credits of any certificate or degree. Taking them is required based on the outcome of the reading placement test.





## Success Center Information

The Success Center is committed to providing quality programs, services, and curriculum that promote the academic success of all Highland students. The Center offers First-Year Experience Seminar, developmental communication skills courses, tutoring, and guidance and support through implementation of the American Disabilities Act. It is located on the first floor of the Marvin-Burt Liberal Arts Center, Building M and provides **free** academic support to any student enrolled in a course.

The peer-tutoring program offers individual content tutoring by students who have been recommended by Highland instructors. Peers may also function as study coaches, guiding students to find learning styles and study approaches that work for them.

Study groups and review sessions are also provided at student request. Staff members can provide students with diagnostic information about skill levels and may also assist individual students with study skills.

To make the most of the Success Center's support services, please check the schedules listed below. Tutoring is also provided on an appointment basis. Students may call 815.599.3428 for information or to inquire about subjects not listed.

The Writing Center provides walk-in individualized assistance to students, no matter what the writing assignment. Located in the College's Success Center, the Writing Center is staffed by full-time HCC English department faculty. Students are encouraged to bring in writing assignments from any class. The writing center is not open during the summer months.

Please visit [www.highland.edu/Students/Success Center](http://www.highland.edu/Students/Success Center) to view current tutoring and Writing Center hours.

## First-Year Experience Seminar

The First-Year Experience Seminar, available to all students, facilitates successful transition to college and transferring on from college. The course is a transferable, two-credit hour course that is free of tuition.

## Math Achievement Center (MAC)

Based on the results of the placement test, each student is placed into a math class in which s/he will be successful. The class could be MATH 055 (arithmetic), 058 or 059 (pre-algebra), 062 (geometry), 066 or 067 (basic algebra), 158 or 159 (intermediate algebra), or 166 (college algebra). The student may select the type of instruction s/he receives by enrolling in one of the three types of classes HCC offers. A lecture class is where the student will be in a classroom with other students enrolled in the same math level and an instructor will present the material at a specified pace. Testing will occur either in the classroom or in the Testing Center. The Math Lab is where the student can use computer software to look at videos, view power points, or use tools like "help me solve this problem" to learn the material or work from the textbook. An instructor is available for help. The Math Lab also offers mini-lecture times with the instructor with other students who are at the same math level. An online class is where the student will use the same software as the Math Lab or textbook to learn the information and will interact with a teacher via email. If a student elects the Math Lab or an online class, all testing will be on campus in the Testing Center.

Each of the courses (except MATH 062 and 166) is 8 weeks long and if a student elects the Math Lab or an online class, s/he can move through the material at a faster pace if s/he is able. If a student has paid tuition for two different 8-week math lab courses in one semester and completes 3 or more different math lab courses during that time, then the 3<sup>rd</sup>, 4<sup>th</sup>, etc. courses are tuition-free. If a student has paid tuition for 2 different 4-week summer math lab courses and completes 3 or more different courses during that time, then the 3<sup>rd</sup>, 4<sup>th</sup>, etc. courses are tuition-free.

Each of the courses is 8 weeks long and if a student elects the lab or an online class, s/he can move through the material at a faster pace if s/he is able. If a student has paid tuition for two different 8-week lab courses in one semester and completes 3 or more different lab courses during that time, then the 3<sup>rd</sup>, 4<sup>th</sup>, etc. courses are tuition-free. If a student has paid tuition for 2 different 4-week summer lab courses and completes 3 or more different lab courses during that time, then the 3<sup>rd</sup>, 4<sup>th</sup>, etc. courses are tuition-free.

A code is required for almost all of these courses in order to have access to homework and quizzes. Highland Community College partners with Pearson Publishing to offer a code for course material at the lowest retail price. Once a student registers for a course with a code, a charge will be on the student's Highland account the next business day.

### **Basic Communication and Reading Courses**

Courses in basic communication and college-level reading offer students the opportunity to improve their academic skills in order to benefit from college-level instruction. Basic communication courses emphasize the development of written communication skills. Focus is also placed on how the writing process can help the student become a better writer. Reading courses guide students through the skills necessary to be successful in the academic works and beyond.

### **Testing Center**

Highland Community College's Testing Center, located in the Success Center (M-113), is dedicated to enhancing student learning and community offerings by providing comprehensive, accessible testing, and assessment services. The Highland Community College Testing Center provides testing services for Highland students and community members in a distraction-free environment. The Highland Testing Center offers tests such as CLEP, Placement Testing, Pearson Vue, and many others.

Bethany Guida, Testing Center Coordinator.

815-599-3680. [bethany.guida@highland.edu](mailto:bethany.guida@highland.edu)

### **Student Worker Program**

As a current student at HCC, you may be able to work on campus. Most HCC student workers work an average of 10 hours/week, with an occasional opportunity to work up to 20 hours/week. Students must meet the following criteria to determine eligibility for on-campus employment:

- Must be Federal-Work Study eligible (determined via completed FAFSA)
- Must be enrolled at least half-time
- Must maintain a 2.0 GPA (waived for new students)

If you are interested in working on campus, please contact the Anthony Musso, Career Services Coordinator at 815-599-3597 or Wendy Fitzgibbon, Testing and Career Service Specialist at 815-599-3678.

# ADA Services

## GENERAL INFORMATION

Office: Building M, Success Center

Phone: 815.599.3605, TDD 815.235.9584

## First Steps

Students with disabilities become connected to ADA Services for many reasons. The most common reason is to put into place accommodations to reduce barriers that students are encountering or to provide access to the educational environment which are otherwise inaccessible. Through becoming connected, students are able to access the variety of resources available specifically for students with disabilities.

At ADA Services, we invite you to a Welcome Session through which you will be able to identify the most useful resources specifically for you. To schedule a Welcome Session, contact ADA Services. The staff at ADA Services works with the campus community to reduce barriers whenever possible. Accommodations are sometimes necessary when barriers cannot be removed in any other way. During a Welcome Session, students will be able to discuss with the Coordinator examples of barriers that they are encountering as well as examples of accommodations that have been employed in the past.

It is often useful for students to bring documentation with them to the Welcome Session, or to turn in documentation prior to attending it. Documentation typically contains information such as the student's diagnosis, who made the diagnosis, along with when, where, and how the diagnosis was made, as well as any historical information about how the diagnosis or disability has limited the student in daily life activities, including learning.

The mission of ADA Services is to create an accessible, inclusive, sustainable learning environment, where disability is recognized as an aspect of diversity that is integral to the campus community and to society.

The goals and objectives of ADA Services are to:

- Promote and facilitate access through creative outreach and training, collaborative partnerships, innovative Programs, and pro-active solutions;
- Create inclusive environments by engaging and supporting the campus community in progressive system change;
- Increase the recruitment, transition, retention and graduation of students with disabilities;
- Consult regarding reducing barriers for persons with disabilities; and
- Ensure the effective delivery of accommodations.

ADA Services is a part of the Success Center and students with disabilities are an important part of the diversity at HCC and we encourage you to become actively engaged with your learning experiences at Highland. Any time you have questions or concerns, you are welcome to contact any one of the staff within ADA Services.

## ADA Services Staff

### **Barb Statdfeld, Coordinator of Disability Services**

Phone: 815.599.3605

Email: [barb.statdfeld@highland.edu](mailto:barb.statdfeld@highland.edu)

### **Carolyn Petsche, Director of Retention and Learning Services**

Phone: 815.599.3577

Email: [carolyn.petsche@highland.edu](mailto:carolyn.petsche@highland.edu)

# Online Resources

Highland Community College provides a variety of online student account and course management services that are accessed by logging in to the myHCC portal in the upper right-hand of any page of highland.edu. Students can check email, access documents off campus, view course progress, enroll in payment plans, register for classes and submit payments.



LOG IN

To login, type your first initial, middle initial, last name--no spaces— In the Username field. For example: jajones would be the username for John A Jones. The initial password is your six-digit birthdate, i.e. mo/da/yr. For example, 030677. When prompted, create a new password that is at least eight characters long.



GroupWise

GroupWise is the campus email program. Students should frequently check their Highland email to receive important campus announcements. The email address format for all students, staff and faculty is firstname.lastname@highland.edu.



GroupWise  
Mobile

GroupWise Mobile is a mobile-friendly version of the campus email system. It allows for ease of use from your mobile device.



moodle

Moodle is a web-based application used to manage online course content. This application requires an internet connection.



Online Bill Pay

Online Bill Pay is for students and their families for viewing bills, making payments and managing their student account.



PaperCut  
Web Print

PaperCut is a web-based application that allows you to print to select campus printers from your personally owned laptop from anywhere on campus.



R.O.A.R.

R.O.A.R. (Registration and Online Access to Records) is the student information and online registration program. This is where students can locate final grades, request transcripts and print semester schedules. R.O.A.R. is accessed with students' 9-digit User Id (9000#) and password.

# Online Bill Pay

**It's Easy, Secure, Convenient, Fast and best of all...It's "Green"!**

Short on time? Pay your bill online using Highland Community College's new online bill payment service. Online Bill Pay gives you, or anyone you choose, convenient access to view and pay your bill.

Easy – Gain immediate access to your current bill, your current account balance, and unbilled student activity. You are only a couple clicks away from viewing your bill and making a payment. And it's easy to give your parents – or anyone else you'd like – access, too.

Secure – Pay online using a credit card or electronic check knowing your information is secured using industry standard protection.

Convenient – Want to know when a new statement is available? Check your email. Want to make a payment during a study break at the library? No problem. Access your student bill through a web browser anywhere, anytime.

Fast – Scrambling to meet payment deadlines is a thing of the past. Payments made through our eBill system will update your student account in real-time. Or, set up automatic payments from your bank account or credit card and there is no need to worry about missing a payment.

Green – We are reducing wasteful paper bills with Online Bill Pay.

## Payment Plan Deadlines

Registering for your classes early is the single best way to secure the classes that you want. Better yet, it allows for lower payment amounts spread out over a longer period.

If you are eligible to receive financial aid and your charges are covered in full, you do not need to set up a payment plan. To determine your financial aid eligibility status, log in to Online Bill Pay.

If your charges are not covered in full, you must pay the balance, set up a payment plan or secure another form of aid by the next deadline date.

You must set up a payment plan before your deadline date to avoid being dropped from your classes. Payment plan availability is based on the date you set up your plan. You must be registered for classes before setting up a plan.

Please be sure to set up a payment plan. Simply making a payment by the deadline date will not secure your classes.

## Sample Payment Plans

For the Fall 2021 semester, there are three payment plans available each month from April—August. However, once August hits, there will only be two payment plans available. All of the payment plans have a payment plan fee that must be paid when you enroll in the plan. Depending on the plan you choose, the payment plan fee will either be \$25.00 or \$50.00.

Examples: Fall 2021 One-Half Now, One-Half by 9/15/2021 (available each month)

Fall 2021 April Six Equal Installments (open 4/12-4/30 2021)

Fall 2021 April Deferred Five Equal Installments (open 4/12-4/30 2021)

Fall 2021 May Five Equal Installments (open 5/1-5/31 2021)

Fall 2021 May Deferred Four Equal Installments (open 5/1-5/31 2021)

Fall 2021 June Four Equal Installments (open 6/1-6/30 2021)

Fall 2021 June Deferred Three Equal Installments (open 6/1-6/30 2021)

Fall 2021 July Three Equal Installments (open 7/1-7/31 2021)

Fall 2021 July Deferred Two Equal Installments (open 7/1-7/31 2021)

Fall 2021 August Deferred One Installment (open 8/1-8/31/2021)

# FAQ's About Online Classes

## **What is an online course?**

HCC online courses are regular, college-level courses delivered over the Internet. Students interact with the instructor and other students using a variety of communication tools, including email, discussion boards, and other web technologies. Plan to spend as much time doing online coursework as you would a face-to-face course. For example, plan on spending three hours on coursework per credit hour.

Course materials are delivered completely online (may require an on campus orientation and/or proctored exams) When Registering for an online course, look for letter Y section, as this letter will let you know which courses are online and which ones are not..

## **What is a hybrid course?**

"Hybrid" or "blended" are names commonly used to describe courses that combine face-to-face classroom instruction with online learning. A significant portion of the learning activities take place online and time spent on instruction that traditionally occurs in the classroom is reduced but not eliminated. This allows the student flexible scheduling, while maintaining the face-to-face contact with the instructor and classmates that is typical of a more traditional course. Face-to-face segments of the course are set by the instructor, usually at the beginning of class.

## **Are online or hybrid course easier than a regular course?**

Most students agree that online courses are very challenging. The content of the class is the same as a regular class though you are not tied down to a traditional schedule. The courses potentially require more reading on your own time and more writing, as well.

## **When do online courses start?**

Online courses begin the first day of each semester. Be ready to log in and do work on the first day of class. You will have access to your course a few days before classes start, so use that time to become familiar with your course web site. You should email your instructor within a week prior to the start of class. Be prepared for your course. Have required materials, including the textbook, by the first day of class.

## **Can I work ahead in my online course?**

In general, online courses at Highland follow a schedule, just like traditional classes. Working ahead must be approved by the instructor, and is done at the discretion of the instructor.

## **How do I buy my books for an online class?**

Textbooks for online courses are available at the Highland bookstore. You may also search for your books through online booksellers. If you choose to use such retailers, remember to order your books early to receive them for the start of your course. Be sure to check all information, including the ISBN, to order the correct text. Do not order International editions. They are not the same and will have a different ISBN

## **What is an Open Computer Lab?**

While some computer labs on campus are reserved for classes. An open computer lab is a place where students can go to use any available computer to work on assignments, use the internet, or use any of the available programs on the a computer for personal use. The two open computer labs which are available at Highland are the library and room T-139 in the Technology Center. Each of the open labs have staff available to assist you with any questions you may have during their hours of operation.

## **How do I withdraw from an online class?**

You may withdraw from an online class with a grade of "W" after the add/drop period and before the deadline to withdraw. Please see the college catalog (on the "Quick Links" tab) for more information. You may withdraw from an online course by completing the [Request to Withdraw From an Online Class](#) form.

## **How do I get help?**

For course-specific questions, contact your instructor. If you don't know how to contact your instructor, or you have general question about online or hybrid courses, call the Academic Technology Resource office at x3403 on campus or 815.599.3403 off campus, 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. You may also stop in T146 or email [InstructionalTech@highland.edu](mailto:InstructionalTech@highland.edu).

# Transferring

## Tips for Transferring in the State of Illinois

- Research colleges and universities (plan early).
- Attend Highland Community College, College fair in October. Attend a First Year Experience Transfer Workshop (fall and spring semester)
- Meet with a Highland Community College Student Advisor to select the best courses for you and your transfer institutions. They can answer questions thoroughly, direct you to outside resources and help guide you through the higher education process.
- Contact the college or university representative you are considering transferring to.
- Review your admissions, financial aid, registration and housing package (know deadlines and dates).
- Maintain a High GPA. Higher grades lead to more choices. Having a high GPA could also help with competitive admissions requirements and criteria.
- Helpful websites: [www.ltransfer.org](http://www.ltransfer.org) and <https://www.transferology.com/state/il?all>

## Tips on your Visit

- Request to speak with staff or faculty
- Go on the campus tour
- Take pictures and notes
- Request to attend a class and eat in the dining hall
- Consider spending the night (if possible)
- Check out the college website or school newspaper (more information about the college)
- Most important: Be prepared to ask questions  
([http://nsse.indiana.edu/html/pocket\\_guide\\_intro.cfm](http://nsse.indiana.edu/html/pocket_guide_intro.cfm))

## When to apply

- Some colleges and universities will allow you to apply a year in advance
- Know the college or university deadlines and submission dates
- Most colleges and universities have an application fee and fee waiver (ask about the fee waiver)

## What information to send

- Check each college's application process
- Send official transcripts from each college you attended (not just the last college)
- Some schools may require your high school transcripts or GED certificate
- Remember to send updated transcripts

**Reach out to the Highland Community College Student Advisor Office  
815-599-3573**

# Campus Vocabulary

**Academic Advisor:** Make an appointment with your advisor to discuss scheduling classes, transferring credits, future goals and any other questions you may have.

**Admissions Office:** The admissions office is where you send your application, admissions fee and any official transcripts to be evaluated. **Advisor:** Talk to an advisor about your degree program, course schedule, transfer credits and professional goals. Your advisor can also help you with any other questions you have regarding your degree.

**Audit:** Auditing allows you to attend a course to gain information without being expected or required to do the assignments. Audited courses do not earn you a grade and do not count toward your degree requirements, but the course does appear on your transcript.

**CLEP:** CLEP (College-Level Examination Program) exams are distributed by The College Board and can be used to fulfill requirements of your degree.

**Certificate:** A specific number of classes in a vocational or technical area to prepare for a job in a specific career.

**College Catalog:** Identifies the academic policies, student services information, programs of study and course descriptions in effect for the years indicated. It is available as a paper copy or online.

**Degree:** To earn a degree, students must complete 62+ credit hours towards an Associate of Arts, Associate of Science, Associate of Applied Science or Associate of Engineering Science

**Drop:** Remove yourself from a course. You will not be dropped simply by not attending. If you drop a course within the first 10 days of a 16 - week course or the first 5 days of an 8 - week course, it will not impact your GPA (see below), and you will receive a refund for the course.

**FERPA:** The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Educational institutions must provide students with access to their records, an opportunity to seek to have the records amended and some control over the disclosure of the information from the records.

**Federal Loans:** Apply for Stafford/Perkins loans to help pay for school. The first step is to file your FAFSA. You have to pay loans back, so only borrow what you need.

**Full-Time:** To be registered in 12+ credit hours in the fall and spring semesters and 6+ credit hours in the summer semester.

**Grade Point Average (GPA):** The average of all grades received per term. GPA is figured out by calculating an average of grades, using 4 for an A, 3 for a B, 2 for a C and 1 for a D. A minimum GPA of a 2.0 is required to be awarded a degree or certificate.

**Grants:** Colleges award free money based on the results of your FAFSA information: To fill out your FAFSA, visit [www.fafsa.gov](http://www.fafsa.gov).

**Illinois Articulation Initiative (IAI):** The Illinois Articulation Initiative works best for students who know they are going to transfer but undecided on the college or university that will grant their baccalaureate degree. IAI is a statewide GECC transfer agreement, which is valid among more than 100 participating college or universities in Illinois including HCC. This agreement allows for participating colleges and universities to accept a package of lower-division general education requirements (IAI GECC) in lieu of their own comparable coursework. By completing the IAI GECC, students can transfer to another participating institution and have their general education requirements for a bachelor's degree satisfied. To learn more, please visit the IAI website [www.itransfer.org](http://www.itransfer.org).



**Major:** A specialized field of study that you choose to pursue in seeking a degree. Majors can be changed, but be sure to work with your academic advisor to ensure you are completing the required course work based on the major you are pursuing.

**Official Transcript:** Transcripts from the institution that are stamped and sealed. Ask for one from the Admissions and Records Office!

**Prerequisite:** A specific requirement or course that must be successfully completed before enrolling in another course. For example, English 121 is a prerequisite for English 122.

**Private Loans:** Loans from banks or other loan companies. Again, you have to pay these back, so only borrow what you need.

**Part-Time status:** Generally, part time is when you are enrolled in one to five credit hours of study, usually one to two courses depending on the credit hours assigned to each.

**Scholarship:** A financial aid award to help for college. It does not have to be repaid. Highland scholarships are available through the Foundation Office and are typically have a deadline date of April 1st.

**Transitional Courses:** Courses that prepare students for college-level courses. They do not transfer, and they may impact your financial aid.

**Unofficial Transcript:** A transcript is unofficial if you have opened an official one, or if it's just a list of your courses with the corresponding grades and credit hours that you requested from the college or downloaded off the Web.

**Withdraw:** When you withdraw from a course, you must either fill out a course withdrawal form or use your school's online withdrawal system. The course you withdraw from will not impact your GPA; however, you will not receive a refund for withdrawing from a course.

**YMCA Membership:** When students are registered at full-time status, they receive a free membership to the YMCA.

## Academic Calendar

### Fall 2021

April 12—August 16.....	Registration for Fall 2021
August 12.....	Faculty return to campus
August 16.....	Classes begin
August 16 – 20 .....	Class changes permitted
August 20.....	Last day to drop for 8 week classes, no record/refund
August 27.....	Last day to drop for 16 week classes, no record/refund
September 6.....	Holiday Labor Day
October 1.....	Last Day to withdraw “W” for first 8-week classes
October 8.....	Midterm
October 11.....	Holiday Columbus Day
October 12.....	Second 8-week classes begin
October 18.....	Last day to drop for second 8-week classes, no record/refund
October 18, 2021—January 18, 2022.....	Registration for Spring 2022
November 18 .....	Last day to withdraw “W” for 16-week and second 8-week classes
November 25-26.....	Holiday Thanksgiving
December 6-10.....	Final Exams
December 10.....	End of Fall term
December 23, 2021—January 3, 2022.....	Campus Closed
December 23 & 24.....	Holiday Christmas Eve & Christmas Day Observed

### Contact Us

Admissions: 815-599-3414, Bldg. H, 2<sup>nd</sup> floor

Financial Aid: 815-599-3519 815-599-3519, Bldg. H, 2nd floor

Student Services: 815-599-3573, room H-116

Career Services: 815-599-3536, room H-109

Project Succeed: 815-599-3583, room M-112

Success Center: 815-599-3446, room M-147

Library: 815-599-3539, Bldg. M, 2<sup>nd</sup> floor



## **Mission Statement**

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.