

Hagerstown Community College • Application for Admission

11400 Robinwood Drive • Hagerstown, Maryland 21742-6514 • 240-500-2238 • www.hagerstowncc.edu



PERSONAL DATA

I am applying for the semester beginning:

Fall _____ Spring _____ Summer _____

Check One:

_____ Mr. _____ Mrs. _____ Ms. _____ Miss _____ Other _____

Last Name _____ First Name _____ MI _____ Suffix _____

Previous Name(s) _____ Preferred Name _____

Social Security Number

--	--	--	--	--	--	--	--	--	--

☐ Male ☐ Female Date of Birth MONTH

--	--

 DAY

--	--

 YEAR

--	--	--	--

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college for this purpose, but the IRS is then authorized to fine the student in the amount of \$50.00. SSN is not required for admission. However, if you intend to apply for financial aid or claim tuition and fee costs on income taxes, you must provide the SSN.

Mailing Address _____ Apt. # _____ PO Box _____

City _____ State _____ Zip Code _____ County _____ Country _____

Cell Phone Number _____ Home Phone Number _____ Work Phone Number _____ Extension _____

E-Mail Address _____

Admit Status:

- ☐ **New**—first time attending college for credit classes.
☐ **Transfer**—previously attended another college but now pursuing a degree at HCC for the first time.
☐ **Readmit**—have taken credit courses at HCC but not in the past two years.
☐ **Visiting**—currently enrolled at another post-secondary institution and taking courses at HCC for the sole purpose of transferring them back to your home institution.

Program of Study:

Select one from page 3.

--	--	--	--	--	--	--	--

Declaration of Residency

I am a legal resident of ☐ Washington County, MD ☐ Other Maryland county _____ ☐ Other state _____

I have resided there for _____ years _____ months. I have not established a temporary residence for the purpose of enrollment at HCC.

(Documentation of residency may be requested. Please note that you must have resided in the county or state three months prior to the start of the semester to receive that tuition type.)

If in Washington County for less than three months, please provide previous address:

Length of time at previous address: _____ years _____ months

Employment Status: ☐ Full Time ☐ Part Time ☐ Not Employed

Are you employed in Washington County or Maryland? ☐ Yes ☐ No Name of employer _____

Ethnicity: Are you of Hispanic or Latino origin? ☐ Yes ☐ No

Race: Please indicate your race. You may check more than one race.

☐ White ☐ Black or African American ☐ Asian ☐ American Indian or Alaskan Native ☐ Native Hawaiian or Pacific Islander

Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

Citizenship: ☐ U.S. ☐ Other than U.S.

(If not a U.S. citizen, please complete the information below and submit your immigration documentation to the Office of Admissions)

☐ Permanent Resident (green card holder) ☐ Refugee ☐ Asylee ☐ Other visa _____ ☐ Plan to attend on F-1 visa-

Date of Entry to U.S. _____ Nation of Birth _____ Nation of Citizenship _____

Educational Goals (check the one statement that most closely reflects your reason for attending HCC):

- | | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> 1. Exploration of a new career or academic areas | <input type="checkbox"/> 4. Update skills for a job currently held |
| <input type="checkbox"/> 2. Preparation for immediate entry into a career | <input type="checkbox"/> 5. Interest and self-enrichment |
| <input type="checkbox"/> 3. Preparation for a transfer to a four-year institution | |

Do you plan to apply for financial aid? ☐ Yes ☐ No

What influenced your decision to apply to HCC?

- | | |
|----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> 1. TV/Radio/Newspaper ad | <input type="checkbox"/> 6. Counselor/Teacher |
| <input type="checkbox"/> 2. Online/Mobile ad | <input type="checkbox"/> 7. HCC Faculty/Staff/Coach |
| <input type="checkbox"/> 3. School/Workplace visit | <input type="checkbox"/> 8. Family/Friend |
| <input type="checkbox"/> 4. Social Media post | <input type="checkbox"/> 9. HCC's Location |
| <input type="checkbox"/> 5. Info received in mail | <input type="checkbox"/> 10. HCC Website |

MILITARY BACKGROUND

Are you: ☐ Active Duty ☐ Veteran ☐ Veteran's Dependent

Do you plan to apply for veteran's benefits? ☐ Yes ☐ No

US Military Branch	Status	Start Date of Service	End Date of Service
		mm/dd/year	mm/dd/year
		mm/dd/year	mm/dd/year

FAMILY EDUCATION BACKGROUND

Indicate highest college degree obtained by Parent 1: ☐ No Degree ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctoral

Indicate highest college degree obtained by Parent 2: ☐ No Degree ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctoral

ACADEMIC HISTORY

Check one statement that applies to you:

- ☐ I have graduated or will graduate from high school before starting college courses.
☐ I will be taking college courses while still enrolled in high school.
☐ Early College Access Program (ESSENCE)
☐ Early College Degree Program (Middle College)
☐ I have earned a GED in _____ (year) _____ 219200 Maryland GED _____ 219400 Out-of-state GED
☐ I have not earned a high school diploma or GED ☐ I have received a certificate of attendance from high school
(did not receive a high school diploma).

Check which high school you graduated from or plan to graduate from:

Year of graduation

--	--	--	--

- ☐ 210609 Barbara Ingram
☐ 210280 Boonsboro
☐ 210606 Broadfording
☐ 390603 Chambersburg
☐ 390608 Chambersburg Magnet
☐ 210400 Clear Spring
☐ 215049 Evening High School
☐ 395345 Fannett Metal
☐ 210601 Grace Academy
☐ 391570 Greencastle-Antrim
☐ 210625 Hancock
☐ 210603 Heritage Academy
☐ 210605 Highland View Academy

- ☐ 392565 James Buchanan
☐ 392460 McConnellsburg
☐ 210615 North Hagerstown
☐ 210610 Saint Maria Goretti
☐ 390606 Shalom Christian Academy
☐ 210970 Smithsburg
☐ 210616 South Hagerstown
☐ 395030 Southern Fulton
☐ 210600 Washington County Technical
☐ 395105 Waynesboro
☐ 211090 Williamsport
☐ 219501 Home School

☐ Other Maryland high school
Please list name and location of high school:

☐ Out-of-state high school
Please list name and location of high school:

☐ Out-of-country high school
Please list name and location of high school:

☐ I have earned a college degree (check highest degree earned): ☐ Associate ☐ Bachelor's ☐ Master's ☐ Doctorate

Colleges, universities, or postsecondary institutions attended (*please list below*):

A transfer credit evaluation will not be completed until all official transcripts have been received and a Transcript Evaluation Request form has been submitted.

Institution	City	State	Year Last Attended	Student Name (if different at time of attendance)

Emergency Contacts:

Name: _____ Cell Phone: _____ Home Phone: _____

Name: _____ Cell Phone: _____ Home Phone: _____

*** Special Note regarding consent to text messages:**

Hagerstown Community College has the ability to send text messages to your cell phone as an additional means of communication. These messages could include information regarding appointments, financial aid, registering for classes, etc. If you **DO NOT** want to receive these messages, please check the box below.

☐ I DO NOT want to receive text message alerts from Hagerstown Community College.

ADMISSIONS REQUIREMENTS

This application must be completed, signed and submitted to the Office of Admissions.

I understand that I am responsible for adhering to all policies and procedures of the College listed in the current Hagerstown Community College Catalog and Student Handbook. I certify that the information in this application is complete and accurate. Failure to provide accurate information, particularly regarding residency, may result in dismissal from the College.

I also understand that I may request a copy of the annual Security Report prepared by the Campus Police office. The report states the College's security and crime reporting policies; crime prevention programs; policies regarding alcoholic beverages, illegal drugs, and sex offenses; and the police authority of the Campus Police and the cooperation with other law enforcement agencies. For a copy of the report call 240-500-2312 or mail a request to Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, MD 21742-6514, Attention: Campus Police Department.

Applicant's Signature (required) _____ **Date** _____

PROGRAMS OF STUDY—PLEASE INDICATE YOUR SELECTION ON PAGE I

KEY TO ABBREVIATIONS:

AA	Associate of Arts degree
AAS	Associate of Applied Science degree
AAT	Associate of Arts in Teaching degree
AS	Associate of Science degree
CER	Certificate
LTR	Letter of Recognition

PROGRAMS OF STUDY

Administration of Justice/Police Academy

AA AMJ	Administration of Justice ♦
AAS ADJ	Administration of Justice

Behavioral and Social Sciences/Business

AS BUS	Business Administration ♦
AAS A&B	Accounting and Business
AAS MGT	Management
CER MGT	Management
LTR MGT	Management ***
AAS MMC	Management: Marketing
CER MMC	Management: Marketing
LTR MMC	Management: Marketing***
CER ADA	Administrative Assistant
LTR ADA	Administrative Assistant***
AA HIS	History ♦
AS HSV	Human Services ♦
AAS HST	Human Services Technician
LTR HST	Human Services***
AA PSC	Paralegal Studies ♦
CER PSC	Paralegal Studies
AA POL	Political Science ♦
AA PSY	Psychology ♦
AAS SUB	Substance Abuse Counseling
CER SUB	Substance Abuse Counseling
AA SOC	Sociology ♦

Education

AAT ECH	Early Childhood Education (transfer in-Maryland)
AS EDU	Education (transfer out-of-state)
AAT ELE	Elementary Education (transfer in-Maryland)
AAS ECE	Early Childhood and Primary Grades Education
CER CCP	Child Care Professional
LTR CCP	Child Care Professional***

English/Humanities

CER CMU	Commercial Music
AA DNC	Dance ♦
AA ENG	English ♦
AAT ENE	English, Secondary Education (transfer in-Maryland)
AA FLA	Foreign Language ♦
AA MUS	Music ♦
AA THR	Theater ♦
AA VAR	Visual Arts ♦

Math and Science

AS ENV	Environmental Studies ♦
AS BIO	Biology ♦
AAS BTC	Biotechnology
CER BTC	Biotechnology
AS CHM	Chemistry ♦
AS EGR	Engineering Science ♦
AS MAT	Mathematics ♦
AS PHY	Physics ♦

Nursing/Health Sciences

AAS HIM	Health Information Management
AAS MLT	Medical Laboratory Technician
CER EHR	Electronic Health Records
CER DLA	Dental Assisting
AA GSTDHY	Dental Hygiene**
AA GSTNUR	Nursing** ♦
AA GSTPRN	Practical Nursing**
AA GSTRAD	Radiography**
CER CTI	Computed Tomography Imaging* ***
CER MRI	Magnetic Resonance Imaging* ***
LTR MAM	Mammography* ***

Physical Education and Leisure Studies

AS ESH	Exercise Science and Health
AS CHC	Community Health Concentration
LTR FIT	Fitness Training***

Technology/Computer Studies

AAS AMS	Mechatronics and Industrial Technology
CER IND	Industrial Technology
LTR IWF	Welding and Fabrication***
AAS AET	Alternative Energy Technology
CER AESW	Solar and Wind Energy Installation and Service
AS CSC	Computer Science ♦
CER CANS	Advanced Network Security
AAS ISCS	Computer Support Specialist
AS CYB	Cybersecurity ♦
AAS CYB	Cybersecurity
AAS ISCF	Digital Forensics
AAS IPC	Digital Instrumentation and Process Control
AAS EET	Electrical Engineering Technology
CER BELN	Electronics Technician
AA GDT	Graphic Design ♦
AAS GDT	Graphic Design Technology
CER GDT	Graphic Design Technology
LTR GDC	Computer Graphic Artist***
LTR GDG	Graphic Production Specialist***
AAS MET	Mechanical Engineering Technology
AAS CAD	Computer-Aided Design
CER CAD	Computer-Aided Design
LTR CAD	Computer-Aided Design***
AAS ISNA	Network Administration
CER ISNT	Network Administration
AAS ISDP	Interactive Design and Game Development: Game Development Track A
AAS ISDA	Interactive Design and Game Development: Interactive Design Track B
AAS WEB	Web and Multimedia Technology
AAS TECH	Technical Studies
CER WBM	Web/Multimedia Development
CER UAS	Unmanned Aerial Systems Technician
LTR WBS	Web Site Development***

Truck Driving

AAS CVT	Commercial Transportation Administration
CER CVT	Commercial Transportation Management
CER TRK	Commercial Vehicle Transportation Specialist

GENERAL

AA ASC	Arts and Sciences
AS ASC	Arts and Sciences
AA GST	General Studies
NDG NOM	Not Seeking a Letter, Certificate or Degree (Students selecting this concentration are not eligible for financial aid)

* Selective program. Requires separate application for acceptance.

** Selective program. Requires separate application for acceptance. Please note that you will be admitted into an AA.GST program until you are admitted into the clinical portion of the program you selected.

*** Program not eligible for Financial Aid.

♦ Transfer Degree

HAGERSTOWN COMMUNITY COLLEGE

Stay close. Go far.

- **Complete application for admission (no fee) and submit to:**

Office of Admissions
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742-6514
Telephone: 240-500-2238
Email: admissions@hagerstowncc.edu

- **You may also apply online at www.hagerstowncc.edu/admissions**

- **Request that an official high school transcript be sent directly to HCC.** You do not need to submit a high school transcript if you graduated five or more years ago (unless you are applying to Practical Nursing or will be applying for financial aid).
- **Request that official transcripts from all higher education institutions attended be sent directly to HCC.**
- **A transfer credit evaluation will not be completed until all official transcripts have been received and a Transcript Evaluation Request form has been submitted. The form can be found at www.hagerstowncc.edu/admissions/transfer-students**
- **Submit official scores for all tests previously taken** (SAT, ACT, MCAP, AP, TOEFL, CLEP, DSST, IB, Excelsior). You do not need to submit SAT or ACT scores if those tests were taken more than five years ago.
- **Take College Placement Exams if required (no fee). Please allow approximately three hours to complete the testing.**

*** Special Note for Dental Hygiene, Nursing, Practical Nursing, and Radiography Students:**

Admission to the college does not guarantee admission to the dental hygiene, nursing, practical nursing, or radiography programs. Enrollment in these programs is selective and limited by the availability of staff and facilities.

Students should contact the Office of Admissions or a retention specialist for more information on the selection process. For consideration, a "Supplemental Application for Selective Admissions Programs" and all required documentation must be submitted according to the deadline below. Supplemental Applications are available online at www.hagerstowncc.edu/admissions/forms-documents.

<u>PROGRAM</u>	<u>DEADLINE</u>	<u>CLASSES BEGIN</u>
Associate Degree in Dental Hygiene	April 1	August
Associate Degree in Nursing	January 15	August
Associate Degree in Nursing	July 15	January
Associate Degree in Radiography	February 1	May
Certificate in Practical Nursing	March 15	May

*** Special note for Magnetic Resonance Imaging, Computed Tomography Imaging, and Mammography Students:**

Please refer to www.hagerstowncc.edu/admissions/forms-documents for the supplemental applications and detailed information regarding admissions criteria for these programs.

Maryland residents enrolled in a program designated as a Health Manpower Shortage, statewide or regional by the Maryland Higher Education Commission, may be considered as in-county residents for tuition purposes. The Health Manpower Shortage programs at HCC are nursing (LPN and RN), radiography, dental hygiene, and dental assisting. The statewide designated programs include alternative energy technology (A.A.S and certificate), digital instrumentation and process control, administrative of justice, and industrial technology (certificate). See the Retention and Registration Office located in the Student Center for more information.