

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) _____ Chosen 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 _____ E-Mail Address _____

Admit Status:

Taking classes while still in high school.

- Early College Access Student** - part-time early college student taking classes on campus or at your high school
- Early College Degree Student** - on campus full-time early college student (high school and HCC approval needed)

Taking classes as a high school graduate.

- First Time College Student** - first time attending college for credit classes
- Readmit Student** - have taken credit classes at HCC, but not within the past year
- Transfer Student** - previously attended another college but now pursuing a degree at HCC for the first time
- Visiting Student** - currently enrolled at another post-secondary institution and taking courses at HCC for the sole purpose of transferring them back to your home school

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):

- 1. Exploration of a new career or academic areas
- 2. Preparation for immediate entry into a career
- 3. Preparation for a transfer to a four-year institution
- 4. Update skills for a job currently held
- 5. Interest and self-enrichment

Do you plan to apply for financial aid? Yes No

What influenced your decision to apply to HCC?

- 1. TV/Radio/Newspaper ad
- 2. Online/Mobile ad
- 3. School/Workplace visit
- 4. Social Media post
- 5. Info received in mail
- 6. Counselor/Teacher
- 7. HCC Faculty/Staff/Coach
- 8. Family/Friend
- 9. HCC's Location
- 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 (part-time)
 - Early College Degree Program (full-time)
- 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**

- | | | |
|--|--|---|
| <input type="checkbox"/> 210609 Barbara Ingram | <input type="checkbox"/> 210603 Heritage Academy | <input type="checkbox"/> Other Maryland high school <i>Please list name and location of high school:</i> |
| <input type="checkbox"/> 210280 Boonsboro | <input type="checkbox"/> 210605 Highland View Academy | _____ |
| <input type="checkbox"/> 210600 Boyd J. Michael III, Technical High School | <input type="checkbox"/> 392565 James Buchanan | <input type="checkbox"/> Out-of-state high school <i>Please list name and location of high school:</i> |
| <input type="checkbox"/> 210606 Broadfording | <input type="checkbox"/> 392460 McConnellsburg | _____ |
| <input type="checkbox"/> 390603 Chambersburg | <input type="checkbox"/> 210615 North Hagerstown | <input type="checkbox"/> Out-of-country high school <i>Please list name and location of high school:</i> |
| <input type="checkbox"/> 390608 Chambersburg Magnet | <input type="checkbox"/> 390606 Shalom Christian Academy | _____ |
| <input type="checkbox"/> 210400 Clear Spring | <input type="checkbox"/> 210970 Smithsburg | |
| <input type="checkbox"/> 215049 Evening High School | <input type="checkbox"/> 210616 South Hagerstown | |
| <input type="checkbox"/> 395345 Fannett Metal | <input type="checkbox"/> 395030 Southern Fulton | |
| <input type="checkbox"/> 210601 Grace Academy | <input type="checkbox"/> 395105 Waynesboro | |
| <input type="checkbox"/> 391570 Greencastle-Antrim | <input type="checkbox"/> 211090 Williamsport | |
| <input type="checkbox"/> 210625 Hancock | <input type="checkbox"/> 219501 Home 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 Management |
| AAS MGT | Management |
| CER MGT | Management |
| LTR MGT | Management *** |
| AAS MMC | Management: Marketing |
| CER MMC | Management: Marketing |
| LTR MMC | Management: Marketing*** |
| 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 ♦ |
| 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 INDT | 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 | Cyber and 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 |
| NDGNOM | 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 Student Support Advisor 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, and industrial technology (certificate). See the Advising and Student Support Office located in the Student Center for more information.