



Hagerstown Community College
Early College Programs

Handbook for
Students and Parents/Guardians
2024-2025

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SECTION 1 – INTRODUCTION

Welcome to HCC

Welcome to Hagerstown Community College’s Early College Programs, where students can enroll in college-level coursework while still in high school. This program provides students with opportunities to excel academically, explore diverse subjects, and accelerate their path toward higher education and future career success. This handbook outlines policies, procedures, and resources for early college students and their families.

HCC Mission Statement

HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

What Are Dual Enrollment/Dual Credit Courses?

Dual enrolled/dual credit courses are an academic offering in which high school students enroll simultaneously in college-level classes while still completing their high school education requirements. These courses are typically taught either at the high school by qualified instructors or on a college campus by college professors. Dual enrolled/dual credit courses enable students to earn high school and college credits, allowing them to accelerate their academic progress and experience college-level coursework. This arrangement lets students explore various academic subjects, gain exposure to the rigors of higher education, and potentially reduce the time and cost required to complete a college degree. At HCC, dual enrollment/dual credit classes are classified as early college courses.

Classes with early college students will maintain the content and rigor of HCC classes. This ensures that all students receive consistent instruction aligned with college-level standards. When selecting courses, students should discuss concerns with their school counselor or HCC staff.

Early College Programs at HCC

Hagerstown Community College has two offerings in Early College Programs consisting of the Early College Access Program (ECAP) and the Early College Degree Program (ECDP). Eligible students include:

- Washington County Public Schools (WCPS) Students
- Students outside of Washington County
- Homeschoolers
- Out-of-state students
- Private school students

Early College Access Program (ECAP)

The Early College Access Program (ECAP), formerly ESSENCE, is a dual enrollment opportunity. Students can enroll in classes administered at HCC (on campus, hybrid, or online), at their high school, or a combination of both. Students enroll part-time (11 credits or below) or full-time (12 credits or above).

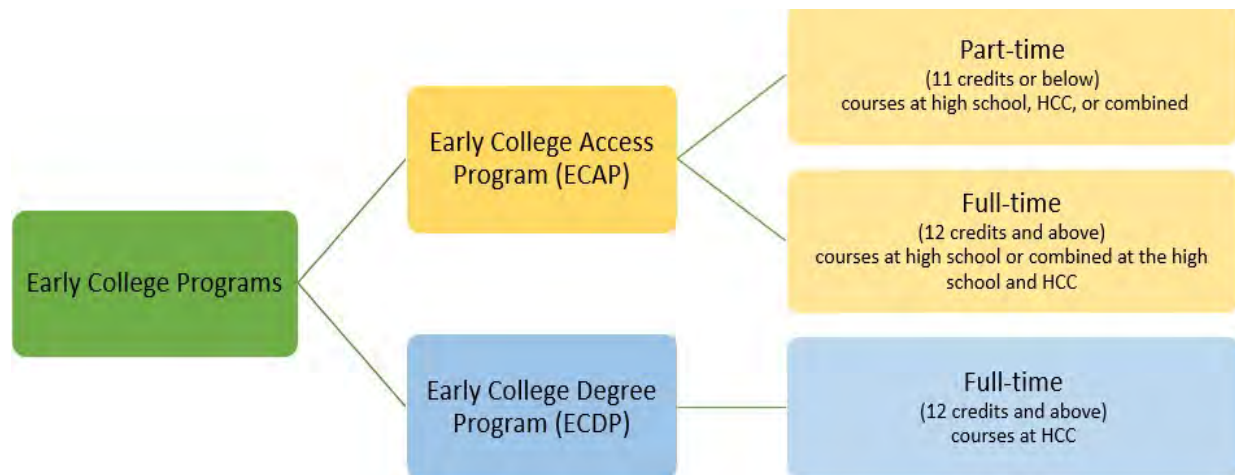
Participation in ECAP allows students to work towards their high school completion and post-secondary goals, including continuing at HCC, attending another college or university, or entering the workforce.

Early College Degree Program (ECDP)

The Early College Degree Program (ECDP), formerly Middle College, is a full-time dual enrollment opportunity designed for students prepared for the rigor of a full-time load of college courses. ECDP students spend their junior and/or senior years at HCC, enrolled in at least 12 college credits each semester.

Participation in the Early College Degree Program replaces the students' high school day. ECDP students report to the HCC campus, check in for attendance, and complete other activities required by the program staff.

Many students in the ECDP complete the requirements for an associate degree by the time they graduate from high school. Students pursuing degree completion should apply for the program during their sophomore year of high school.



Benefits of Early College Programs

Students will have the opportunity to:

- Earn college credits while still in high school, allowing students to progress more quickly in accomplishing their post-secondary plans
- Reduce overall college expenses
- Earn credits on an HCC transcript that is transferable to other institutions
- Develop academic skills, time management abilities, and study habits necessary for success in higher education
- Gain confidence and motivation by completing college-level work

Program Benefits	Early College Access Program (Courses at the high school)	Early College Access Program (Courses at HCC or online)	Early College Degree Program (Courses at HCC or online)
WCPS Students: no cost for tuition, fees, or textbooks (up to 60 credits)	✓	✓	✓
Non-WCPS Students: discounted tuition	✓	✓	✓
Broad course offerings		✓	✓
Courses held at the high school	✓		
Courses held at HCC campus or online		✓	✓
Flexible course times		✓	✓
Experience of a college campus		✓	✓
Opportunity to build a college transcript while still in high school	✓	✓	✓
Opportunity to earn an associate degree by high school graduation		✓	✓

SECTION 2 – ADMISSION PROCEDURES

Program Eligibility – Early College Access Program (ECAP)

For Courses at WCPS High Schools

Meet Maryland College and Career Readiness Standards (CCR)

- Option 1 - Having a minimum 3.0 unweighted GPA by the end of the 10th grade year and a final grade of C or higher in Algebra I
- Option 2 - Meeting English Language Arts and Math Testing Benchmarks
 - English Language Arts - Earning a 750 or higher on the Grade 10 MCAP assessment
 - Math (meeting one of the following):
 - Earning a 750 or higher on the Algebra I, Geometry, or Algebra II MCAP assessment
 - Earning a 520 or higher Math SAT score

Students not meeting CCR standards by the end of 10th grade may enroll in dual credit courses offered at the high school, provided they have principal approval and are enrolled in the appropriate support pathway.

For Courses at Private Schools and Pennsylvania High Schools

- Be at least 16 years old or with permission from high school and HCC staff
- Minimum 3.0 high school GPA (if don't meet GPA requirement, must take placement tests)

For Courses at HCC for WCPS Students

- Option 1 - Having a minimum 3.0 weighted GPA
- Option 2 – Meet English and Math Testing Benchmarks
 - English (meeting one of the following):
 - Earning a 750 or higher on the Grade 10 MCAP assessment
 - Earning a 480 or higher on the Reading and Writing SAT Score
 - Earning a 21 or higher English ACT score
 - Qualifying Accuplacer Scores
 - Math (meeting one of the following):
 - Earning a 750 or higher on the Algebra I, Geometry, or Algebra II MCAP assessment
 - Earning a 520 or higher Math SAT score
 - Earning a 21 or higher Math ACT score
 - Qualifying Accuplacer scores

For Courses at HCC for Students Outside of Washington County, Private School Students, and Homeschoolers

- Be at least 16 years old or with permission from high school and HCC staff
- Minimum 3.0 weighted high school GPA (if don't meet GPA requirement, must meet English and math testing benchmarks)

Program Eligibility – Early College Degree Program (ECDP)

Early College Degree Program

Majors - General Studies, English & Humanities, Exercise Science & Health, Behavioral & Social Sciences, Arts & Sciences

- High school junior or senior

- Minimum 3.0 weighted high school GPA or meet English and math testing benchmarks
- Algebra II completed before starting HCC courses
- Must be enrolled in at least 12 credits at HCC with no more than half of the course work online (exceptions will be made on a case-by-case basis – depending on the student’s pace of program completion and academic major)

STEM Majors - Biology, Biotechnology, Chemistry, Computer Science, Cybersecurity, Engineering, Environmental Studies, Mathematics, Physics

- High school junior or senior
- Minimum 3.75 weighted high school GPA*
- Algebra II completed before starting HCC courses
- For Biology, Chemistry, Engineering, and Physics, high school chemistry must be completed before starting HCC courses or the student will have to take CHM 101 the summer before starting the program
- Must be enrolled in at least 12 credits at HCC with no more than half of the course work online (exceptions will be made on a case-by-case basis – depending on the student’s pace and academic major)

*Students who want to study a STEM program with a weighted high school GPA between 3.74 and 3.5 at the time of their application can spend a semester in the A.A. in General Studies program. If they earn at least a 3.5 in their first semester of HCC courses, they can change into a STEM program.

Application Checklist

Early College Access Program - Application Process for Courses at the High School

- Apply for admission using the [HCC Online Application](#)

2024-2025 Application Deadlines for WCPS:

Fall 2024: September 13, 2024
Spring 2025: January 18, 2025

2024-2025 Application Deadlines for Private Schools and Pennsylvania High Schools:

Fall 2024: Consult with your school counselor for the deadline
Spring 2025: Consult with your school counselor for the deadline

Early College Access Program - Application Process for Courses at HCC or online

- Apply for admission using the [HCC Online Application](#)
- Complete the [Early College Program Form](#)
- Request your school counselor send your high school transcript to the HCC Admissions Office by email to admissions@hagerstowncc.edu (include updated MCAP scores if being used for demonstrating college readiness)
- Submit placement testing or official SAT or ACT scores directly from the appropriate agency (if being used for demonstrating college readiness), [SAT and ACT Benchmarks](#)
- Submit official AP or IB scores directly from the appropriate agency (for the awarding of credits), [AP and IB Benchmarks](#)

2024-2025 Application Deadlines

Fall 2024: September 3, 2024

Spring 2025: January 21, 2025

Early College Degree Program - Application Process

- Apply for admission using the [HCC Online Application](#)
- Complete the [Early College Program Form](#) and the [Early College Degree Program Contract](#)
- Request your school counselor send your high school transcript to the HCC Admissions Office by email to admissions@hagerstowncc.edu (include updated MCAP scores if being used for demonstrating college readiness)
- Submit placement testing or official SAT or ACT scores directly from the appropriate agency (if being used for demonstrating college readiness), [SAT and ACT Benchmarks](#)
- Submit official AP or IB scores directly from the appropriate agency (for the awarding of credits), [AP and IB Benchmarks](#)

2024-2025 Application Deadlines

Fall 2024: April 1, 2024 – Priority Deadline

May 1, 2024 – Regular Deadline

Spring 2025: ECDP does not accept spring admits

All Early College application forms only need to be completed once.

Tuition and Fees

For Washington County Public School Students

Washington County Board of Education (WCBOE) will pay for the tuition, fees, and books of WCPS students for up to 60 credits, with the exceptions of the A.S. in Engineering Science (64 credits) and A.A. in Graphic Design (61 credits) programs. Students must get permission from the Executive Director of Secondary Education for these exceptions. Additionally, classes funded by WCBOE must be completed before a student's high school graduation.

For Students Outside of Washington County, Private School Students, and Homeschoolers

Rates are determined by residency and will receive the following tuition discounts:

- Classes offered at HCC taught either on campus or online by an HCC instructor – 25%
- Classes offered at an out-of-state high school by an approved high school teacher – 35%

Payments can be made through Self-Service on the HCC website or in person at the Finance Office in the Administration and Student Affairs (ASA) Building. HCC offers the Nelnet Payment Plan. An outstanding balance can jeopardize the opportunity to register for future classes.

Financial Aid

Early College students are eligible to apply for [HCC Foundation Scholarships](#). Students must submit an application and complete the Free Application for Federal Student Aid (FAFSA).

Maryland residents who attend a public or private high school and are enrolled part-time may apply for additional funding through the [Early College Access Program Supplemental Scholarship](#). Please see the application for specific criteria. This scholarship is provided in addition to any early college discount that students may already be eligible for during 2024-2025. Homeschool students are not eligible.

Early College students are not eligible for federal financial aid.

SECTION 3 – COURSE SCHEDULING

Course Registration

If eligible, early college students are able to enroll in the following courses:

- HCC courses at their high school
- On-campus HCC courses (including hybrid courses)
- Online HCC courses

All prerequisites must be completed to register for an HCC course. Additionally, a completed HCC application must be submitted by the posted deadline. Students will not be awarded retroactive credit if an HCC application or course registration has not been completed.

Registration Procedure for HCC Courses at a High School

Course registration for classes at a high school will be administered through a collaboration between HCC and high school personnel.

- For Washington County Public Schools – Course registration is done by sharing rosters from WCPS Administration to HCC. Any additions or changes must be communicated to a school counselor by the add deadline on the [WCPS Early College Calendar](#).
- Courses at Private Schools and Pennsylvania High Schools Partners – Course registration is coordinated by HCC's Admissions Office and high school staff

Registration Procedure for On-Campus and Online HCC Courses

On-campus HCC course registration must be completed with an HCC staff member. Early College Access Program students will meet with a [Student Support Advisor](#) and Early College Degree Program students will meet with [Early College Programs](#) staff.

HCC's annual academic calendar does not necessarily coincide with that of any other school or College. As such, Early College students taking classes on HCC's campus or online through HCC will follow HCC's [Academic Calendar and Registration Deadline Calendar](#) for their specific term of enrollment. Students are responsible for knowing when their HCC classes begin and for being prepared to start classes on time with the rest of their HCC classmates (most of whom will not necessarily be Early College students). Regardless of how many prior college credits earned, students who are new to taking College classes on campus or online through HCC should participate in a [New Student Orientation](#) program to ensure they are prepared for the College experience.

Registration Guidelines for Early College Degree Program Students

As students of a cohort program, Early College Degree Program students must also abide by additional guidelines when registering for classes. ECDP students must enroll in at least 12 credits during the fall and spring semesters, with no more than half of their courses online. Exceptions will be made on a case-by-case basis. ECDP students who drop courses to below 12 credits (part-time) for multiple semesters can jeopardize their participation in the program and degree completion by the end of their senior year.

Course Loads

WCPS limits student enrollment to a maximum of 15 credits per semester. Exceptions will be granted on a

case-by-case basis for students who receive permission from the Executive Director of Secondary Education at WCPS and the Director of Early College Programs at HCC.

Students from outside Washington County, homeschoolers, out-of-state students, and private school students must get permission from the Director of Early College Programs to enroll in 19 or more credits in a semester.

Dropping Courses

Course removal procedures ensure that updates are captured both at HCC and the high school. Based on the date within the semester, the student will be dropped or processed as a withdrawal from their course(s). For drops, the course(s) does not remain on the HCC transcript. For withdrawals, the course(s) is present on the HCC transcript and assigned a grade of a W, which is not calculated into the HCC GPA. Students should contact their high school for information about how drops and withdrawals will impact their high school transcripts.

Drop and withdrawal deadlines are included on the [HCC Registration Calendar](#) and [WCPS Early College Calendar](#).

Early College Students are not able to drop classes in Self-Service.

Drop Procedure - On-Campus and Online HCC Course Registration

On-campus HCC course drops must take place with the assistance of HCC staff. Early College Access Students must meet with a [Student Support Advisor](#) and Early College Degree Program students must meet with [Early College Programs staff](#).

Drop Procedure - HCC Course at a High School

Course drops for classes at a high school will be done through a collaboration of HCC and high school personnel.

- For Washington County Public Schools – Until the drop for a refund deadline, all registration changes must be communicated to a school counselor. After the drop for a refund deadline, an [Early College Drop Request and Appeal Form](#) must be completed on behalf of a student.
- For Non-WCPS High School Partners – High school staff must email ECRegistration@hagerstowncc.edu

Repeated withdrawals can impact future financial aid eligibility after high school graduation.

The Registration and Student Support Office reviews all final grades for prerequisite courses (a course whose successful completion is required to enroll in the next course in a sequence). Students who do not meet minimum grade requirements will be dropped from the second course of the sequence.

SECTION 4 – COURSE SELECTION

Academic Pathways

Early college students should approach class selection with careful consideration and strategic planning to maximize their enrollment in dual-enrolled courses. Identifying academic goals, understanding their graduation requirements, and being mindful of their career aspirations will assist with this process. By taking these steps, students can tailor their course selections accordingly.

The [HCC Catalog](#) provides a list of required classes and a program pathway for each program of study (major). Students enrolled in HCC classes at their high school should consult with their school counselor for assistance. Students taking on-campus or online classes can seek guidance from the Registration and Student Support Office (Early College Access Program students) and Early College Programs staff (Early College Degree Program students).

Course Transferability and Articulation Agreements

HCC offers a wide range of early college classes that transfer into 2-year and 4-year schools in Maryland and institutions outside of Maryland. Students are advised to check the transferability of their early college coursework with the institution to which they plan to transfer.

Additionally, HCC has articulation agreements with various four-year colleges and universities to facilitate the transfer process and ensure that credits earned are accepted by partner institutions. For more information, refer to the [Articulation Agreement](#) page on the HCC website.

SECTION 5 – COLLEGE POLICIES

College Guidelines

It is expected that Early College students will conduct themselves in a manner that upholds the standards of the College and promotes a positive learning environment. Therefore, they are required to comply with all college policies, rules, and regulations, including but not limited to academic integrity policies and the Code of Conduct. These and other policies can be found in the [Student Handbook](#).

Grading

HCC Early College courses reflect the College's grading system. Final grades are issued on an A – F scale. The HCC grading scale can be found in the [HCC Catalog](#).

For early college courses taught at high schools, the grade assigned to a student by the instructor will be recorded on the student's HCC transcript as a letter grade based on meeting the college standards for the course. A separate grade will be assigned on the high school's transcript based on meeting the high school standards for the course. Therefore, it is possible for the HCC final grade and the high school final grade to differ. Differences in criteria should be communicated in the course syllabus.

Grade weighting recognizes the increased rigor of advanced classes by assigning more value in the calculation of a student's GPA on their high school transcript. Students should familiarize themselves with their school's policy on grade weighting and if it applies to their HCC courses.

Information on official transcript requests can be found on the [Records Office](#) page.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants certain rights and protections to students, including those who are in dual enrolled/dual credit (early college) classes. FERPA was designed to protect the privacy of educational records, establish the right of students to inspect and review their academic records, and provide guidelines regarding the release of student information.

Students can designate who they want to have access to their records through a FERPA release. A FERPA release is included in the [Early College Program Form](#). Additionally, a release can be accessed on the [FERPA Resources](#) page on the HCC website.

College staff may only discuss a student's record with parents or guardians as allowed by FERPA.

Attendance

Students are expected to attend all classes. In the case of an absence due to an emergency (illness, death in the family, accident), or participation in certain official College functions, it is the student's responsibility to confer with the instructor about the absence and missed coursework. Students should refer to the attendance policy in the instructor's syllabus.

Students should not register for any classes where they will be frequently absent due to another commitment (i.e., work, extracurricular activities).

WCPS Early College Degree Program Students Attendance Procedure

WCPS Early College Degree Program Students are responsible for registering their attendance on the days that they come to campus for class. Students must swipe their HCC Campus Card (ID) at one of four check-in stations around campus. The locations of the check-in stations are:

- Learning Resource Center (LRC) - First Floor Lobby
- Learning Support Center (LSC) - Inside Front Door
- Student Center (STC) - Hallway that Connects to the LRC, Outside Esports Room
- Science, Technology, Engineering, and Math Building (STEM) – First Floor

Attendance reports are communicated to WCPS staff weekly, who will administer any sanctions for excessive absences. Student grades may also be affected by missing class.

Because HCC Campus Cards (IDs) are used for attendance, WCPS ECDP students must inform Early College Programs staff if they get a replacement. Additionally, ECDP students must contact Early College Programs staff informing them of absences or if an instructor cancels a class. This will allow Early College Programs staff to report attendance accurately.

SECTION 6 – CAMPUS SERVICES AND INFORMATION

Hagerstown Community College Student Services

Academic Advising

Academic advising is a resource to assist students with navigating their college experience and making informed decisions, including course selection. Students should meet with the following for assistance:

- Early College Access Program students enrolled in classes at their high school – High school counselor
- Early College Access Program student enrolled in HCC classes on campus or online – HCC Student Support Advisor
- Early College Degree Program – HCC Early College Program staff

CARE Team

The goal of the CARE Team is to serve as a resource team for students who need support beyond academics. CARE Team members can link students with community resources to provide needed assistance. Common areas of support include shelter/housing and mental health referrals, among others. The idea is to intervene and provide support before these students develop more serious academic or personal problems. For additional information, refer to the [CARE Team](#) page on the HCC website.

Disability Support Services (DSS)

The Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 govern accommodations for students with disabilities at the college level. It is the student's responsibility to make their disability status and need for accommodation(s) known.

Early College students seeking accommodations for HCC courses must request services through HCC's Disability Support Services (DSS) Office. Reasonable accommodations will be provided for college-level courses based upon a formal intake meeting with a Disability Support Services Advisor and submission of appropriate disability documentation.

The process for receiving accommodations:

1. Complete Intake Request Form
Go to the [Online Disability Services](#) page and click on the icon for Intake Request. Step one informs the DSS office of a student's request for accommodations via completion of the form, which requests background information.
2. Submit documentation
A student must provide the DSS Office with documentation from a licensed provider (could be IEP/504) about their disability and functional needs. The documentation can be uploaded when completing the Intake Request (Step 1) or submitted at the intake appointment (Step 3).
3. Complete intake appointment
Once the Intake Request Form is completed and the documentation is collected, a student may schedule an intake appointment with the DSS office. To schedule an intake appointment, use the [DSS page on ConnexEd](#). At this intake appointment, a DSS staff member will talk with the student about their strengths and weaknesses as a student, the nature of their disability, and possible accommodations.

Allow at least two weeks before the start of classes to provide enough time for necessary arrangements to be made.

For additional information, refer to the [Disability Support Services](#) page on the HCC website.

Additional Student Services

Additional [Student Services](#) information can be found on the HCC website.

Hagerstown Community College Learning Support Services

Learning Support Center and Tutoring

The Learning Support Center (LSC) is the home of the Tutoring Hub and Writing Center, which provides free academic support to current HCC students by offering individual tutoring (no appointment needed), online tutoring, writing feedback, and workshops. The LSC building features study space, study materials, and a computer lab. The LSC staff have professional expertise in English and writing, math and science, computer technology, and more. The LSC peer tutors support an array of additional subjects. Additional information about the LSC can be found in the [Learning Support Center – Student Resource Guide](#).

The William M. Brish Library

The William M. Brish Library is located on the second floor of the Learning Resource Center (LRC) and is accessible online by visiting the [William M. Brish Library webpage](#). Expert librarians are available 24/7 through the website, and in person during open hours, to assist visitors in discovering a wealth of scholarly articles, e-books, and other content. Study space, computers, and printing/copying are available.

Free and Reduced Meals (FARM) Information

WCPS Early College Degree Program students who qualify for Free and Reduced Meals (FARM) will receive meal funds. This stipend is based on a daily rate when classes are in session. The funds are loaded onto a card, which can be used in Hilltop Grill in the Student Center. WCPS determines eligibility through an application found on its [website](#). To prevent a delay in the accessing of their meal funds, families are encouraged to apply when the application is available on August 1st.

Textbooks

Students can refer to their syllabus to see the materials required for their classes. This information can also be found on the [HCC Online Bookstore](#) website.

For WCPS Students

WCPS Board of Education pays for the books of its students up to 60 credits.

For courses taught at the high school, students will receive their materials in class.

For courses taught on the HCC campus or online, students will order their textbooks from the HCC Campus Store. When making textbook transactions at the HCC Campus Store, a student must inform the staff that they are a WCPS student, have their HCC ID number, show their ID, and present a printed copy of their schedule.

For courses requiring a physical textbook, Access Code (AC), or Digital Content (DG) - HCC Campus Store Pick-Up

- Go to the HCC Campus Store for assistance

For courses requiring an Access Code (AC) or Digital Content (DG) – For Delivery to Your HCC Email

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Write in the Order Comments a request to email the access code(s) and/or digital content with your HCC email address included
- When asked for payment, select financial aid and use your student ID number for payment

For courses with Inclusive Access

- Your online textbook is provided via your HCC email from the Campus Store and your course materials will be available on the first day of class through D2L
- Inclusive Access textbooks are not ordered online through the HCC Campus Store

For Students Outside of Washington County, Private School Students, and Homeschoolers

For courses taught at the high school, students will receive their materials in class.

For courses taught on the HCC campus or online, students will order their textbooks from the HCC Campus Store. Students can purchase their books and course materials at the Campus Store or at [HCC's Online Bookstore](#). When making textbook transactions at the Campus Store, a student must have their HCC ID number, show their ID, present a printed copy of their schedule, and a means of payment.

For courses requiring a physical textbook, Access Code (AC), or Digital Content (DG) - HCC Campus Store Pick-Up

- Go to the HCC Campus Store for assistance

For courses requiring a physical textbook – Mailed to Your Home (for a shipping fee)

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Submit payment

For courses requiring an Access Code (AC) or Digital Content (DG) – For Delivery to Your HCC Email

- Go to the HCC Online Bookstore at <https://bookstore.hagerstowncc.edu/home>
- Select your enrolled courses
- Create an account with the HCC Campus Store (if one does not exist) using your HCC email
- Add textbooks for your classes to the cart and checkout
- Write in the Order Comments a request to email the access code(s) and/or digital content with your HCC email address included
- Submit payment

For courses with Inclusive Access

- Your online textbook is provided via your HCC email from the Campus Store and your course materials will be available on the first day of class through D2L
- Inclusive Access textbooks are not ordered online through the HCC Campus Store

For assistance, email the Campus Store at hccstore@hagerstowncc.edu. Campus Store hours are Monday through Thursday, 8:30 am-4:30 pm, and Friday, 8:30 am-4:00 pm. Summer hours are Monday through Friday 8:30 am-4:00 pm.

Campus Card (Student ID) and Parking Permit

All students should have an HCC student ID called a Campus Card and must complete the New Student Orientation before receiving it. Additionally, students must have a parking permit on their vehicle if parking on campus. Campus Cards and parking permits are available in the Student Activities Office in the Student Center, Room 163. More information about these can be found in the [HCC Student Handbook](#).

Transportation

Early College students registering for on-campus HCC classes are responsible for getting to and from HCC's campus. Unlike public high schools, Colleges have no responsibility for providing student transportation. All students are expected to be present for in-person classes regularly; course attendance policies may differ between courses/faculty. Students encountering transportation challenges during their semester of enrollment should contact their Student Support Advisor (Access program students) or Early College Program staff (Degree program students) immediately for assistance.

Public transportation to the HCC campus is available through the County Commuter bus. More information can be found on the [County Commuter](#) website.

SECTION 7 – HAWK TALK (DEFINITIONS AND VOCABULARY)

ConexED – This website is used to schedule appointments with HCC faculty and staff.

College Credits – College credits indicate how much instructional and learning time is required for a course. Many HCC classes are three credits, which indicates 2.5 hours of instruction time for a 15-week semester class. An associate degree requires the completion of at least 60 credits.

D2L – This is a website with HCC’s learning management system. Students access their course materials including the instructors’ contact information, syllabus, electronic texts, assignments, and course gradebook.

Everbridge – This is HCC’s emergency alert system, which allows users to receive text and email messages. All current students are automatically enrolled.

Inclusive Access – This is a term used for when course materials are accessed on the web via the D2L course site (for example, a digital textbook instead of a hardcopy version).

Microsoft Authenticator - This app verifies a student’s identity when accessing accounts online. Directions on how to install and use it can be found on the HCC website.

My HCC Portal/The Portal – This is a page on the HCC website where students can access important links, including their HCC email, ConexEd, D2L, and Self-Service.

Program of Study/Program – This is the specific subject on which a student focuses their coursework. It is also referred to as a student’s major.

Self-Service – This is a website with HCC’s student information system where students can see their schedule, track the courses needed for their program, and view their final grades.