

## Checklist for enrollment in Hutchinson Community College courses Fall 2018 at **Inman High School**

Follow the steps below to start earning college credit while you are still in High School!

- ✓ **Application:** If you haven't already, complete the online application for admission as soon as possible, found at: <http://www.hutchcc.edu/apply>. **You will need your social security number for the application process.** If you have taken classes with HCC before, you do not need to complete the application again.
- ✓ **Course Options:** Please see Mr. Pfannenstiel for a list of courses offered at Inman High School and let him know what courses you would like to enroll in. If you are interested in taking additional HCC courses (online, in Hutchinson or at the McPherson Center), please access the full schedule of HCC courses at [www.hutchcc.edu](http://www.hutchcc.edu).
- ✓ **Assessments:** Students need to have qualifying assessment scores in order to be eligible to take some college courses (English and Math) with HCC. Please see Mr. Pfannenstiel to make sure you have adequate assessment scores or for further information about how to qualify for courses. *CNA is the only Excel in CTE course that requires a placement score.*
- ✓ **Enrollment:** HCC staff will enroll you as soon as assessment scores are verified. High School students cannot enroll themselves online. Please make sure Mr. Pfannenstiel is aware of the course(s) you would like to be enrolled in.
- ✓ **Confirming your intent:** Upon enrollment, please confirm your intent through DragonZone by completing the following process:
  - Go to [www.hutchcc.edu](http://www.hutchcc.edu) and click on DragonZone, found under Connect with HCC.
  - Your Username and Password will be e-mailed to the e-mail address you submitted on your HCC application within 15 minutes. If you did not enter an e-mail address on your HCC application, you will need to call Tech Support at 620-665-3524 for assistance.
  - Should you forget your username or password you will need to request your credentials by clicking the button that says "Account Help". Follow the prompts and enter your HCC ID or SSN# and Date of Birth and then click 'Forgot Password.' Your Username and a temporary password will be e-mailed to the e-mail address you submitted on your HCC application.
  - Once you have your Username and Password, log into DragonZone.
  - Complete any profile and informational screens that pop-up. Read the screens carefully and follow on screen instructions. *Confirming your intent locks in your course schedule and obligates you financially for your courses.*
  - Keep your Username and Password in a safe place, you will need this information to access your grades, check your HCC e-mail, print statements, etc.
  - **You must confirm your intent to receive college credit for your transcript.**
- ✓ **Tuition Payment:** After confirming intent, billing statements can be viewed in your DragonZone account and a paper bill for your HCC course(s) will be mailed directly to your home to your attention. Payment can be made online, at the McPherson Center, or the Business Office in Hutchinson. A College Green payment plan can be set up online through your DragonZone account under "My Account". A delay in payment could result in late fees being assessed to your account. Courses covered under Excel in CTE are tuition free. Please make sure payment arrangements are in place by **September 15, 2018**.
- ✓ **Books:** Textbook information and estimated prices can be accessed through your DragonZone account. You can purchase your textbook(s) by coming to the Campus Store in McPherson or Hutchinson (Parker Student Union), or ordering your textbook(s) over the phone by calling the Campus Store at 620-665-3517 and requesting they be shipped to your home for an additional fee. Please make sure you have your textbook(s) for your HCC course(s) by the start date of the course.
- ✓ **Drop/Refund/Withdraw:** Information regarding deadlines for drop/refund/withdraw can be found on your schedule in your DragonZone account. Course schedule changes must be done with both your high school Counselor and HCC.

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| <b>High School Tuition Prices/Fees</b>  |
| \$89 per credit hour, in state  |
| \$79 per credit hour for Reno County residents                                      |
| Courses covered under Excel in CTE are <i>tuition free</i> once intent is confirmed |
| High school blended course fee per class - \$25.00                                  |
| Online & Hybrid fee per credit hour - \$17.00                                       |

**Questions:** Please contact Ann Marie Burk [BurkA@hutchcc.edu](mailto:BurkA@hutchcc.edu) or call the McPherson Center at (620) 245-0202

## Dragon Zone Guardian Account Request

- ❖ Do you want your parents or guardians to have access to your account information? If so, use the following steps to grant Guardian Account with Dragon Zone.
- ❖ 1) Go to: [www.hutchcc.edu](http://www.hutchcc.edu)
- ❖ 2) Click on the link for Dragon Zone
- ❖ 3) Click on the “Guardian Account Request”
- ❖ 4) Follow directions on screen to give them access to grades, statements, etc.

### Helpful Terms to Know

Application: Completing application for admission via the HCC public website, no application fee.

Enrollment: Adding a student’s name to the HCC course roster in the HCC system after completion of the application and assessments. HCC staff will enroll all high school students.

Drop: Student initiated removal from course roster during add/drop/refund period. A refund will be given if course is dropped.

Withdraw: Student initiated removal from course after drop date but before withdraw date. A “W” will appear on transcript and no refund will be given.

Confirmation of Intent: Student’s acceptance of their HCC schedule and the financial obligation for their HCC class(es).

### STEP AHEAD PROGRAM

Take some classes from HCC while you’re attending a Kansas high School. After you graduate, enroll and attend full-time at HCC for your freshman year and we will reimburse you the cost you have spent on tuition. It’s as easy as that!

- College credit must be a letter grade and students must have earned a grade of C or higher or a P in a pass/fail class.
- Day or evening, on-campus, off-campus, ITV or internet classes taken during the fall, spring or summer semesters prior to high school graduation are eligible for reimbursement.
- The tuition reimbursement is granted to students who enroll and attend full-time in the Fall or Spring semesters following high school graduation.
- HCC must be the only institution attended after high school graduation.
- Graduated High School Seniors, attending only HCC Summer classes, are not eligible for the program.
- Be a Kansas Resident.
- Reimbursement will cover only the tuition paid for by the student.