Harold Washington College New Student Checklist

This checklist is a guide to completing the registration process at City Colleges of Chicago

<table>
<thead>
<tr>
<th>Session</th>
<th>Payment Deadline</th>
<th>Registration Deadline</th>
<th>Classes Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Three (3) days after</td>
<td>Saturday, May 30</td>
<td>Wednesday, June 3</td>
</tr>
<tr>
<td>Fall 16-Week</td>
<td>registration</td>
<td>Thursday, August 20</td>
<td>Monday, August 24</td>
</tr>
<tr>
<td>Fall 12-Week</td>
<td></td>
<td>Thursday, September 17</td>
<td>Monday, September 21</td>
</tr>
</tbody>
</table>

Apply to City Colleges

Visit ccc.edu/apply to complete and submit your application or come to campus to speak with an admissions specialist.

Please note that 30-90 minutes after applying, you should receive an e-mail from AccountManagement@ccc.edu with your CCC login credentials. If you do not receive an email with your username and CCC student ID, please email hwc-admissions@ccc.edu with your full name and date of birth for help.

Username: 

CCC Student ID:

Visit the Student Portal at my.ccc.edu

In order to access CCC’s student portal, you will need your initial password to set up your username. Your initial password was sent to the email address you used to apply to City Colleges in an email with the subject: “Your City Colleges of Chicago login information.”

When you login to my.ccc.edu, you will need to complete the “TELL US MORE” section in the admission portal. Do not forget to click “confirm” to save your answers after each question. This will remove the Supplemental Information Required (SIR) hold allowing you to move forward. If you need assistance logging in call our IT Help Desk at (312) 553-2600.

Residency Requirement

You will need to confirm your address with one of the following:

- Valid/Current State ID or Driver’s License
- Utility bill (i.e. Gas, Light or Home Phone Bill)
- Voter’s Registration Card
- Lease or mortgage statement
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter
- Consular ID card
- Current orders or letter from Command for military service persons
- Students under the age of 24 may use one of their parent’s bills or their High School Transcripts

Please submit the required document(s) along with your CCC ID number to hwc-admissions@ccc.edu.

Complete Your Assessments

All new students are required to complete placement tests in the areas of ENGLISH and MATH.

Since the results of your placement test(s) will determine which course you are eligible to register for, you are encouraged to take the placement test(s) as soon as possible. You can access placement for Math and English via your CCC student portal. Have questions, email hwc-testing@ccc.edu.

Placement tests may be waived for:

- A transfer student who has earned a grade of “C” or better in college-level English and/or math or if you have previously earned an Associate’s Degree or higher from an accredited college or university. You must submit an official transcript to Admissions verifying successful completion.
- A student who has completed an Advanced Placement (AP), College-Level Examination (CLEP), or International Baccalaureate credit (IB) examination with results that would grant credit for college-level English and/or math. You must submit an official record of your test score.
- A high school graduate with a copy of your SAT of 540 in English and 530 in Math or with an ACT with a minimum score of 21. SAT and ACT scores are valid for a period of four (4) years. You may obtain a copy of your SAT or ACT test scores by contacting your high school advisor. You can also contact SAT at (866) 756-7346 or ACT directly at (319) 337-1000.
We recognize that students have different scheduling needs. Thus, below find some important information for you to consider while completing the registration process. Please visit https://prepare.ccc.edu/student-resources/ for additional resources across all City Colleges of Chicago.

**Disability Access Center (DAC):**

Students with a diagnosed disability seeking accommodations must complete an intake appointment with our Disability Access Center (DAC) Director Nicolette Radford. The completion of this intake is highly recommended prior to taking assessments and the Orientation/Registration visit. For additional information, please contact the Disability Access Center (DAC) at (312) 553-3050 or nradford@ccc.edu.

**Veteran Services**

Veteran, Reservist, National Guard, and Veteran dependent students please contact Marcus Williams at mwilliamsel@ccc.edu.

**Ventra U-Pass**

Full-time and eligible part-time students at City Colleges can receive a Ventra U-Pass, which offers unlimited rides on any CTA (Chicago Transit Authority) bus or train. Your U-Pass is good for five years, and your transit account will stay active when you are not in school. As long as you are enrolled as a full-time student (6+ credit hours for summer, 12+ credit hours for fall/spring), your U-Pass privileges will be loaded onto your card automatically. You can add value to the Ventra card when school is not in session or when you do not qualify as a full-time student. Full fare passes and transit value for the CTA and Pace can be added online or by phone, at Ventra vending machines, and at all participating Ventra retail locations.

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### Tuition and Fee Schedule

<table>
<thead>
<tr>
<th>Category</th>
<th>Tuition per Credit Hour</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District City of Chicago</td>
<td>$146.00</td>
<td>$1,752.00</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$384.00</td>
<td>$4,608.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$481.00</td>
<td>$5,772.00</td>
</tr>
<tr>
<td>International</td>
<td>$481.00</td>
<td>$5,772.00</td>
</tr>
</tbody>
</table>

**IMPORTANT TUITION REMINDER:** Credit students must pay for their classes three (3) days after enrollment to prevent being dropped for non-payment.

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### Orientation

Students can RSVP for New Student Orientation by logging in to the Student Portal, Under Phoenix Events. It is important that you login to your my.ccc.edu to confirm your placement scores under "Next Steps > Placement Section."

**New Student Orientation (NSOR) for Harold Washington will begin in June. NSOR is required for all new students, and it provides an introduction to the Harold Washington College and its academic programs, policies, and student support services.**

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### Pay Tuition

Credit students must have a verified way to pay for their classes three (3) days after enrollment to prevent being dropped for non-payment.

If you are using financial aid, please be sure to complete the Free Application for Federal Student Aid (FAFSA) application at https://fafsa.ed.gov/ as soon as possible (HW code 001652). Remember, you are responsible for checking the status of your financial aid via the student portal under “Financial Aid” or by emailing hwc-finaid@ccc.edu. Your FAFSA may require the submission of additional documents which may take up to six weeks. If you are not applying for financial aid to pay for courses, you must set up a payment plan or pay in full. **Payment arrangements can be completed via the Student Portal under “Student Finance Account” or by emailing hwc-business-office@ccc.edu.**

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### Registration

Visiting and returning students can meet with a College Advisor for guidance in selecting courses, and assistance with enrollment. If you need assistance, virtual Advising is available. To schedule an online appointment with your College Advisor, log into GradesFirst and select “Get Advising.”

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### Pay Tuition

Students should purchase materials through the CCC Online Bookstore via your student portal under the “Quick Access” or for more information visit ccc.edu/bookstore.

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### Obtain ID

After registering, please visit the Security Office to have your photo taken and to receive your college ID.