

# Get In The Loop Anywhere

Spring 2022

Online, Remote, In-Person

Session	Registration Deadline	Class Start
16-Week	Thursday, January 14, 2022	Monday, January 18, 2022
12-Week	Thursday, February 10, 2022	Monday, February 14, 2022
8-Week	Thursday, March 10, 2022	Monday, March 14, 2022

Don't miss out, learn more about our programs at Harold Washington College

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This checklist is a guide to completing the registration process at City Colleges of Chicago for the 2021-2022 terms. Click symbol next to registration step for support and ZOOM access!

## Apply to City Colleges

Visit [ccc.edu/apply](http://ccc.edu/apply) to complete and submit your application. Please note that 30-90 minutes after applying, you should receive an e-mail from AccountManagement@ccc.edu with your CCC login credentials. Look for the subject line: "Your City Colleges of Chicago login information".

If you do not receive an email with your username and CCC student ID, please email [hwc-admissions@ccc.edu](mailto:hwc-admissions@ccc.edu) with your full name and date of birth for help.

## Visit the Portal at my.ccc.edu

When you log in 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.

To reset your password, call our IT Help Desk at (312) 553-2600 or email [cohelphdesk@ccc.edu](mailto:cohelphdesk@ccc.edu).



Visit our Virtual Student Services for help, <https://prepare.ccc.edu/hwvss/>

Monday-Wednesday: 9:00am to 5:00pm  
Thursday: 9:00am to 6:00pm  
Friday: 9:00am to 1:00pm

[HWC-ADMISSIONS@CCC.EDU](mailto:HWC-ADMISSIONS@CCC.EDU)



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## Residency Requirement

Please upload one of the following required document(s) via your student portal ([click here for a how-to guide](#)) or submit to [hwc-admissions@ccc.edu](mailto:hwc-admissions@ccc.edu) along with your CCC ID number:

- 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
- Consular ID Card
- City Key Card
- Signed letter on letterhead from a homeless shelter confirming residency at the shelter
- Current orders or letter from Command for military service persons
- Students under the age of 24 may use parent's bills or their High School Transcripts.



## Placement Testing

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**.

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 earned an Associate's Degree or higher from an accredited college or university. You must submit an official transcript to [hwregistrar@ccc.edu](mailto:hwregistrar@ccc.edu) verifying successful completion.
- A Chicago Public Schools student who has successfully completed an approved transitional math or transitional English course (earning a C or better - or pass). You will receive automatic placement to a college credit mathematics and/or English course once you submit your final CPS transcript to [hwregistrar@ccc.edu](mailto:hwregistrar@ccc.edu).
- A student who has completed 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 to [hwregistrar@ccc.edu](mailto:hwregistrar@ccc.edu).
- A high school graduate with English SAT of 540 and Math SAT of 530 or with a 21 on ACT. 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. Please submit your SAT or ACT to [hwc-testing@ccc.edu](mailto:hwc-testing@ccc.edu)



## New Student Orientation

Students can RSVP for New Student Orientation by logging in to the Student Portal. Please click the quick access tile (bottom left) and then click the Navigate Icon. 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. New Student Orientation for Spring 2022 for first year applicants will open November 2021.

**Additionally, a self-paced New Student Orientation (NSOR) for Harold Washington is also offered via Brightspace for any new student.**



## 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 Navigate.



Click symbol next to registration step for support or ZOOM access!



## Pay Tuition (Financial Aid)

- 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) or the Alternative Application for Illinois Financial Aid (RISE Act) at <https://www.isac.org/Alternative-Application>.

- Remember, you are responsible for checking the status of your aid via the student portal under “Financial Aid” or by emailing [hwc-finaid@ccc.edu](mailto:hwc-finaid@ccc.edu). Your application may require the submission of additional documents which may take up to six weeks.

*(Click here to learn how to submit verification documents.)*

- 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.” Cash and check payments are accepted at any campus.

Residency Category	Tuition Per Credit Hour
In-District City of Chicago	\$146.00
Out-of-District	\$384.00
Out-of-State	\$481.00
International	\$481.00



## Purchase Textbooks (At least 2 weeks before classes start)

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](http://ccc.edu/bookstore)



## Obtain ID (At least 2 weeks before classes start. On campus support service!)

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

We recognize that students have different scheduling needs. Thus, below find some important information for you to consider while completing the registration process.

**ACCESS Center:** Students with a diagnosed disability seeking accommodations must complete an intake appointment with our ACCESS Center 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 ACCESS Center at (312) 553-3050 or [nradford@ccc.edu](mailto:nradford@ccc.edu).



**Veteran Services:** Veteran, Reservist, National Guard, and Veteran dependent students please contact Marcus Williams at [mwilliamsel@ccc.edu](mailto:mwilliamsel@ccc.edu)



### Undocumented Student Resources:

Undocumented/DACA students needing additional support may contact the Office of Student Affairs/Services by emailing [hwc-studentaffairs@ccc.edu](mailto:hwc-studentaffairs@ccc.edu), visiting virtually at <https://cccedu.zoom.us/my/hwc.student.serv> and/or Room 201 on campus.



## Department Tracker

<https://prepare.ccc.edu/hwvss/>

Access our virtual student services by using the Zoom App and typing in the Meeting ID listed to the right or by clicking the Department Name

Dept. Name:	Email:	Meeting ID for ZOOM App
<b>Admissions</b>	<a href="mailto:hwc-admissions@ccc.edu">hwc-admissions@ccc.edu</a>	236-477-4667
<b>Advising</b>	<a href="mailto:hwadvising@ccc.edu">hwadvising@ccc.edu</a>	864-397-065
<b>Business</b>	<a href="mailto:hwc-business-office@ccc.edu">hwc-business-office@ccc.edu</a>	316-669-7621
<b>Financial Aid</b>	<a href="mailto:hwc-finaid@ccc.edu">hwc-finaid@ccc.edu</a>	979-606-2063
<b>Registrar</b>	<a href="mailto:hwregistrar@ccc.edu">hwregistrar@ccc.edu</a>	336-425-7991
<b>Testing</b>	<a href="mailto:hwc-testing@ccc.edu">hwc-testing@ccc.edu</a>	739-744-1309