Harold Washington College New Student Checklist

This checklist is a guide to completing the registration process at City Colleges of Chicago for Summer and Fall 2023.

<table>
<thead>
<tr>
<th>Session</th>
<th>Payment Deadline</th>
<th>Registration Deadline</th>
<th>Classes Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2023</td>
<td>Three (3) days after</td>
<td>Saturday, June 3, 2023</td>
<td>Wednesday, June 7, 2023</td>
</tr>
<tr>
<td>Fall 16-week</td>
<td>Registration</td>
<td>Sunday, August 20, 2023</td>
<td>Thursday, August 24, 2023</td>
</tr>
<tr>
<td>Fall 12-week</td>
<td></td>
<td>Thursday, September 21, 2023</td>
<td>Monday, September 25, 2023</td>
</tr>
<tr>
<td>Fall 8-week</td>
<td></td>
<td>Thursday, October 19, 2023</td>
<td>Monday, October 23, 2023</td>
</tr>
</tbody>
</table>

- 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 [getinfo@ccc.edu](mailto:getinfo@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 number, please email [hwc-admissions@ccc.edu](mailto:hwc-admissions@ccc.edu) with your full name and date of birth for help.

- If you are utilizing Veterans Benefits, please connect with our Veterans Specialist in-person or via Zoom.

- High school students interested in earning free college credit before graduation, please apply at [http://applyearly.ccc.edu](http://applyearly.ccc.edu).

- Visit the Student Portal
  Become familiar with your [my.ccc.edu](https://my.ccc.edu) Student Portal. Your Portal provides single sign-on access to your student email, Brightspace, Navigate, and more!

  To reset your password, call our IT Help Desk at (312) 553-2600 or email cohelpdesk@ccc.edu.

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

  - Valid/Current State ID or Driver’s License
  - Utility bill (e.g. Gas, Light, or Home Phone Bill)
  - Voter’s Registration Card
  - Lease or mortgage statement
  - Consular ID Card
  - City Key Card

  - Bank statement (dated within 90 days prior to verification)
  - 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 high school transcripts

- Complete Placement
  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 courses you are eligible to register for, you are encouraged to take the placement test(s) as soon as possible. Your math placement test can be completed in your student portal by clicking the “Academics Records” tile and selecting “Placement Testing.” You must take the English placement test in-person in the Testing Center.

  Please note that effective March 2023, only the first attempt at the math placement test will be available remotely – all subsequent attempts must be taken on-campus at a CCC Testing Center location.

  The Harold Washington College Testing Center is located on the 4th floor, room 402. It is open Monday through Friday and students on a walk-in basis; no appointments are required.

  Hours for Placement Testing are Monday, Tuesday, Thursday: 9am -1pm & Wednesday and Friday: 9am - 11am.

  You must bring a valid photo ID with you to the Testing Center in order to take your placement tests. English scores are available within 3-5 business days after testing, while math scores are available instantly. Both scores will be automatically uploaded in the Student Portal upon completion and processing of the placement tests.

  Students requiring accommodations for the placement tests must first meet with the Director of the ACCESS Center prior to testing (wpowell3@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 earned an Associate’s Degree or higher from an accredited college or university. You must submit an official transcript to 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.
  - A student who as 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.
  - A high school graduate with English SAT of 540 & Math SAT of 530 OR with a 21 the on ACT. SAT and ACT scores are valid for a period of four 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 score report to hwctesting@ccc.edu.

Visit us in-person or via Virtual Student Services for help. [https://prepare.ccc.edu/hwvss/](https://prepare.ccc.edu/hwvss/)

Monday – Wednesday: 9am to 5pm
Thursday: 9am to 6pm
Friday: 9am to 1pm
Virtual Student Services

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.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Email:</th>
<th>For Zoom App, Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="mailto:hwc-admissions@ccc.edu">hwc-admissions@ccc.edu</a></td>
<td>Meeting ID: 236-477-4667</td>
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<tr>
<td>Advising</td>
<td><a href="mailto:hwadvising@ccc.edu">hwadvising@ccc.edu</a></td>
<td>Meeting ID: 864-397-065</td>
</tr>
<tr>
<td>Business</td>
<td><a href="mailto:hwc-business-office@ccc.edu">hwc-business-office@ccc.edu</a></td>
<td>Meeting ID: 316-669-7621</td>
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<tr>
<td>Financial Aid</td>
<td><a href="mailto:hw-financial@ccc.edu">hw-financial@ccc.edu</a></td>
<td>Meeting ID: 979-606-2063</td>
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<tr>
<td>Registrar</td>
<td><a href="mailto:hw-registrar@ccc.edu">hw-registrar@ccc.edu</a></td>
<td>Meeting ID: 336-425-7991</td>
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<tr>
<td>Testing</td>
<td><a href="mailto:hw-testing@ccc.edu">hw-testing@ccc.edu</a></td>
<td>Meeting ID: 739-744-1309</td>
</tr>
<tr>
<td>Veterans Services</td>
<td><a href="mailto:hw-veteranservices@ccc.edu">hw-veteranservices@ccc.edu</a></td>
<td>Meeting ID: 498-383-6267</td>
</tr>
</tbody>
</table>

**Attend Orientation**

Students can RSVP for New Student Orientation (NSO) by logging in to the Student Portal. Please click the Quick Access tile (bottom left) and then click the Navigate icon. NSO is required for all new students, and it provides an introduction to Harold Washington College and its academic programs, policies, & student support services. New Student Orientation for Summer and Fall 2023 for first year applicants will open April 2023. Additionally, a self-paced New Student Orientation is also offered via Brightspace for any new student!

**Register for Classes**

All students can meet with a College Advisor for guidance in selecting courses and assistance with enrollment. If you need assistance, in-person and virtual Advising is available. To schedule an appointment with your College Advisor, log in to Navigate.

**Pay Tuition**

If you are using financial aid, please be sure to complete the Free Application for Federal Student Aid (FAFSA) application at [https://studentaid.gov/](https://studentaid.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](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 hw-financial@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.](https://www.isac.org/Alternative-Application))

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.

**Category** | **Tuition Per Credit Hour**
--- | ---
In-District City of Chicago | $146.00
Out-of-Distinct | $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 my.ccc.edu Student Portal under “Quick Access” or for more information visit [ccc.edu/bookstore](http://ccc.edu/bookstore).

**Obtain an ID**

At least 2 weeks before classes start.

After registering, please visit the Security Office (Room 206) to have your photo taken and receive your college ID. Please have a copy of class schedule with you when you visit campus to verify enrollment.

**Purchase a UPass**

If needed, students may also be eligible to purchase a Ventra UPass. If interested, please contact [hwc-ventra@ccc.edu](mailto:hwc-ventra@ccc.edu).

**Log in to Navigate**

Log in to [Navigate](https://prepare.ccc.edu/hwvss/) and complete the intake survey so that we know how to best support you! Log in to your my.ccc.edu Student Portal and click “Navigate” under Quick Links.

We recognize that students have different needs. Thus, below, find 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 at [wpowell3@ccc.edu](mailto:wpowell3@ccc.edu). The completion of this intake is highly recommended prior to taking assessments and attending orientation. For additional information, please contact the ACCESS Center at (312) 553-3050 or [wpowell3@ccc.edu](mailto:wpowell3@ccc.edu).

**Veterans Services:** Veteran, Reservist, National Guard, and Veteran dependent students, please contact the Veterans Services Specialist 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 [hwcsstudentaffairs@ccc.edu](mailto:hwcsstudentaffairs@ccc.edu), connecting virtually, and/or visiting Room 201 on campus.

**TRIO Student Support Services:** Full-Pell, first generation college students, and students with documented disabilities may be eligible for additional support (mentoring, study skills tutoring, advising, financial aid information and transfer support) by applying to TRIO SSS [https://tinyurl.com/HWCTRIOSSSApp](https://tinyurl.com/HWCTRIOSSSApp).

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**HAROLD WASHINGTON COLLEGE**

**CITY COLLEGES OF CHICAGO**

HWC-ADMISSIONS@CCC.EDU