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>Spring 16-Week</td>
<td>Three (3) days after registration</td>
<td>Friday, January 15</td>
<td>Tuesday, January 19</td>
</tr>
<tr>
<td>Spring 12-Week</td>
<td></td>
<td>Thursday, February 11</td>
<td>Tuesday, February 16</td>
</tr>
<tr>
<td>Spring 8-Week</td>
<td></td>
<td>Thursday, March 11</td>
<td>Monday, March 15</td>
</tr>
</tbody>
</table>

Apply to City Colleges

Visit 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 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 with your full name and date of birth for help.

Visit the Student Portal at my.ccc.edu

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.

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

Residency Requirement

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

- 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
- Signed letter on letterhead from a homeless shelter confirming residency in 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

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 Admissions verifying successful completion.
- A student who has completed an Transitional Math (CPS students only), 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.
- A high school graduate with English SAT of 540 & Math SAT of 530 or with an 21 the 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.

Visit our Virtual Student Service for help.

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

Monday – Wednesday: 9am to 5pm
Thursday: 9am to 6pm
Friday: 9am to 1pm
We recognize that students have different scheduling needs. Thus, below find some important information for you to consider while completing the registration process.

**Disability Access Center (DAC):** Students with a diagnosed disability seeking accommodations must complete an intake appointment with our 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.

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**Virtual Student Services**

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

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**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.

**New Student Orientation (NSOR) for Harold Washington is offered via Brightspace.** 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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**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.

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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/](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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<table>
<thead>
<tr>
<th>Category</th>
<th>Tuition per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District City of Chicago</td>
<td>$146.00</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$384.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$481.00</td>
</tr>
<tr>
<td>International</td>
<td>$481.00</td>
</tr>
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**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.

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**Obtain ID**

At least 2 weeks before classes start

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