

Harold Washington College New Student Checklist

This checklist is a guide to completing the registration process at City Colleges of Chicago for the 2021-2022 terms.

<u>Session</u>	<u>Payment Deadline</u>	<u>Registration Deadline</u>	<u>Classes Start</u>
Summer	Three (3) days after registration	Jun 5, 2021 (Sat)	Jun 9, 2021 (Wed)
Fall 16-Week		Aug 26, 2021 (Thu)	Aug 30, 2021 (Mon)
Fall 12-Week		Sep 23, 2021 (Thu)	Sep 27, 2021 (Mon)

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 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 with your full name and date of birth for help.

Visit the Student 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 cohelpdesk@ccc.edu.

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 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

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 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 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.
- A high school graduate with English SAT of 540 & 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.



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

Virtual Student Services

 <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.

Department Name:	Email:	For Zoom App, Use:
Admissions	hwc-admissions@ccc.edu	Meeting ID: 236-477-4667
Advising	hwadvising@ccc.edu	Meeting ID: 864-397-065
Business	hwc-business-office@ccc.edu	Meeting ID: 316-669-7621
FinancialAid	hwc-finaid@ccc.edu	Meeting ID: 979-606-2063
Registrar	hwregistrar@ccc.edu	Meeting ID: 336-425-7991
Testing	hwc-testing@ccc.edu	Meeting ID: 739-744-1309

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 Fall 2021 for first year applicants will open May 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.

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) 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. 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.

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.

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.

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.

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