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.

Session	Payment Deadline	Registration Deadline	Classes Start
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 AccountManagment@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

- 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 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 (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

CITY COLLEGES of CHICAGO
Harold Washington

HWC-ADMISSIONS@CCC.EDU

Virtual Student Services

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

Department	Email	Zoom Meeting ID
Admissions	hwc-admissions@ccc.edu	236-477-4667
Advising	hwadvising@ccc.edu	864-397-065
Business	hwc-businessoffice@ccc.edu	316-669-7621
FinancialAid	hwc-finaid@ccc.edu	979-606-2063
Registrar	hwregistrar@ccc.edu	336-425-7991
Testing	hwc-testing@ccc.edu	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 an Alternative Application at https://www.isac.org/Alternative-Application.

? 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. (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" or by emailing *hwc-business-office@ccc.edu*.

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.*