



# New Student Checklist

# Next Steps



1. **Submit your official transcripts and standardized exam reports to the Office of Admissions**
  - This may include high school transcripts, GED scores, college/university transcripts, and AP/IB/CLEP scores.
2. **Consider payment options and/or apply for financial aid**
  - Financial Aid Office: [www.hagerstowncc.edu/financial-aid](http://www.hagerstowncc.edu/financial-aid)
  - Complete the Free Application for Federal Student Aid (FAFSA): [www.fafsa.ed.gov](http://www.fafsa.ed.gov). High school students in the ESSENCE Program or the Middle College may complete the FAFSA to apply for a PELL Grant or additional scholarships.
  - For deadlines and NBS payment plan information: [www.hagerstowncc.edu/finance](http://www.hagerstowncc.edu/finance)
3. **Take placement tests**
  - Placement tests are given on a walk-in basis. For help preparing: [www.hagerstowncc.edu/academic-testing-center/web-based-tutorials](http://www.hagerstowncc.edu/academic-testing-center/web-based-tutorials)
  - For hours and location: [www.hagerstowncc.edu/academic-testing-center](http://www.hagerstowncc.edu/academic-testing-center)
  - For the list of exemptions: [www.hagerstowncc.edu/academic-testing-center/placement-testing](http://www.hagerstowncc.edu/academic-testing-center/placement-testing)
4. **Meet with an academic advisor and schedule classes**
  - All new students must meet with an academic advisor before registering for classes.
  - For hours and availability: [www.hagerstowncc.edu/advisement](http://www.hagerstowncc.edu/advisement)
  - ESSENCE Early College students will need to make an appointment to register by calling 240-500-2238  
Additional information can be found at: [www.hagerstowncc.edu/essence](http://www.hagerstowncc.edu/essence)
5. **Review calendar of add, drop, withdraw, and refund dates**
  - Academic dates and deadlines are listed on the HCC calendar, which can be found at: [www.hagerstowncc.edu/registration/dates-and-deadlines](http://www.hagerstowncc.edu/registration/dates-and-deadlines)
6. **Access HCC online resources**
  - Student Email: [www.hagerstowncc.edu/current-students/email](http://www.hagerstowncc.edu/current-students/email)
  - Moodle: [www.hagerstowncc.edu/moodle](http://www.hagerstowncc.edu/moodle)
  - WebAdvisor: [www.hagerstowncc.edu/webadvisor](http://www.hagerstowncc.edu/webadvisor)
  - HCC Emergency Alert sign up: [www.hagerstowncc.edu/emergency-alerts](http://www.hagerstowncc.edu/emergency-alerts)
7. **Get your free Student ID card and parking permit in the Student Center, room 163**
  - You will need your printed class schedule and a photo ID.
  - To obtain your parking permit: [www.hagerstowncc.edu/student-services/parking-permit-request-form](http://www.hagerstowncc.edu/student-services/parking-permit-request-form)  
(License Plate Number Required)
8. **Purchase textbooks in the Campus Store in the Student Center**
  - Books are available two weeks before classes begin. Bring your printed schedule to the Campus Store or you can shop online at <http://bookstore.hagerstowncc.edu>
9. **Learn more about HCC and campus resources**
  - New Student Orientation: [www.hagerstowncc.edu/student-services/orientation](http://www.hagerstowncc.edu/student-services/orientation)
  - HCC's Student Services: [www.hagerstowncc.edu/current-students](http://www.hagerstowncc.edu/current-students)
  - Veterans and Military personnel: [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans)
10. **Complete the Authorization to Release Information form**
  - If you wish to grant others (e.g., parents) access to your educational information, you must submit a form to the Records Office located in the Administration and Student Affairs Building: [www.hagerstowncc.edu/forms/admissions-records-and-registration/ferpa-information-release-form](http://www.hagerstowncc.edu/forms/admissions-records-and-registration/ferpa-information-release-form)

*You must present a photo ID to complete placement tests, meet with an advisor, or speak with Admissions or Financial Aid.*