



# 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, or SAT/ACT/PARRC scores.
2. **Review placement test information**
  - For hours and location, a list of exemptions, and study materials: [www.hagerstowncc.edu/testing](http://www.hagerstowncc.edu/testing)
  - Placement tests are very important. Students should not rush through the tests and should prepare to take the tests by studying the web-based tutorials available on the Testing Center website. Students who do not test above a minimum score in Reading and Arithmetic will not be able to register for credit classes.
3. **Consider payment options and/or apply for financial aid**
  - Student 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 Nelnet payment plan information: [www.hagerstowncc.edu/finance](http://www.hagerstowncc.edu/finance)
4. **Access HCC online resources**
  - Activate your online account prior to seeing an advisor at [www.hagerstowncc.edu/password](http://www.hagerstowncc.edu/password).
  - Visit [www.hagerstowncc.edu/current-students](http://www.hagerstowncc.edu/current-students) to access your email, WebAdvisor, Moodle/D2L, and student academic planning portal.
5. **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)
6. **Complete new student orientation**
  - New Student Orientation must be completed before you can get your student ID card or parking permit. View the orientation at [www.hagerstowncc.edu/student-services/orientation](http://www.hagerstowncc.edu/student-services/orientation)
  - You will need your printed class schedule and photo ID to obtain your student ID card and parking permit.
  - 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)
7. **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>
8. **Learn more about HCC and campus resources**
  - HCC's Student Services: [www.hagerstowncc.edu/current-students](http://www.hagerstowncc.edu/current-students)

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