

# Hagerstown Community College • Application for Admission

11400 Robinwood Drive • Hagerstown, Maryland 21742-6514 • 240-500-2238 • www.hagerstowncc.edu



## PERSONAL DATA

I am applying for the semester beginning:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Check One:

\_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ Miss \_\_\_\_\_ Other \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Suffix \_\_\_\_\_

Previous Name(s) \_\_\_\_\_ Preferred Name \_\_\_\_\_

Social Security Number    -   -        Male  Female Date of Birth MONTH   DAY   YEAR

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college for this purpose, but the IRS is then authorized to fine the student in the amount of \$50.00. SSN is not required for admission. However, if you intend to apply for financial aid or claim tuition and fee costs on income taxes, you must provide the SSN.

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Country \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Extension \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### Admit Status:

- New**—first time attending college for credit classes.
- Transfer**—previously attended another college but now pursuing a degree at HCC for the first time.
- Readmit**—have taken credit courses at HCC but not in the past two years.
- Visiting**—currently enrolled at another post-secondary institution and taking courses at HCC for the sole purpose of transferring them back to your home institution.

### Program of Study:

Select one from page 3.

**Declaration of Residency**

I am a legal resident of  Washington County, MD  Other Maryland county \_\_\_\_\_  Other state \_\_\_\_\_

I have resided there for \_\_\_\_\_ years \_\_\_\_\_ months. I have not established a temporary residence for the purpose of enrollment at HCC.  
(Documentation of residency may be requested. Please note that you must have resided in the county or state three months prior to the start of the semester to receive that tuition type.)

If in Washington County for less than three months, please provide previous address:  
\_\_\_\_\_

Length of time at previous address: \_\_\_\_\_ years \_\_\_\_\_ months

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**Employment Status:**  Full Time  Part Time  Not Employed

Are you employed in Washington County, MD?  Yes  No Name of employer \_\_\_\_\_

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**Ethnicity: Are you of Hispanic or Latino origin?**  Yes  No

**Race: Please indicate your race. You may check more than one race.**

White  Black or African American  Asian  American Indian or Alaskan Native  Native Hawaiian or Pacific Islander

Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.

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**Citizenship:**  U.S.  Other than U.S.

(If not a U.S. citizen, please complete the information below and submit your immigration documentation to the Office of Admissions)

Permanent Resident (green card holder)  Refugee  Asylee  Other visa \_\_\_\_\_  Plan to attend on F-1 visa

Date of Entry to U.S. \_\_\_\_\_ Nation of Birth \_\_\_\_\_ Nation of Citizenship \_\_\_\_\_

**Educational Goals** (check the one statement that most closely reflects your reason for attending HCC):

- 1. Exploration of a new career or academic areas
- 2. Preparation for immediate entry into a career
- 3. Preparation for a transfer to a four-year institution
- 4. Update skills for a job currently held
- 5. Interest and self-enrichment

Do you plan to apply for financial aid?  Yes  No

What influenced your decision to apply to HCC?

- 1. TV/Radio/Newspaper ad
- 2. Online/Mobile ad
- 3. School/Workplace visit
- 4. Social Media post
- 5. Info received in mail
- 6. Counselor/Teacher
- 7. HCC Faculty/Staff/Coach
- 8. Family/Friend
- 9. HCC's Location
- 10. HCC Website

### MILITARY BACKGROUND

Are you:  Active Duty  Veteran  Veteran's Dependent

Do you plan to apply for veteran's benefits?  Yes  No

US Military Branch	Status	Start Date of Service	End Date of Service
		mm/dd/year	mm/dd/year
		mm/dd/year	mm/dd/year

**FAMILY EDUCATION BACKGROUND**

Indicate highest college degree obtained by mother:  No Degree  Associate's  Bachelor's  Master's  Doctoral

Indicate highest college degree obtained by father:  No Degree  Associate's  Bachelor's  Master's  Doctoral

**ACADEMIC HISTORY**

**Check one statement that applies to you:**

- I have graduated or will graduate from high school before starting college courses.
- I will be taking college courses while still enrolled in high school.
  - ESSENCE Early College Program
  - STEM Technical Middle College
- I have earned a GED in \_\_\_\_\_ (year) \_\_\_\_\_ 219200 Maryland GED \_\_\_\_\_ 219400 Out-of-state GED
- I have not earned a high school diploma or GED  I have received a certificate of attendance from high school (did not receive a high school diploma).

**Check which high school you graduated from or plan to graduate from:      Year of graduation**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 210609 Barbara Ingram        | <input type="checkbox"/> 392565 James Buchanan              | <input type="checkbox"/> Other Maryland high school<br><i>Please list name and location of high school:</i> |
| <input type="checkbox"/> 210280 Boonsboro             | <input type="checkbox"/> 392460 McConnellsburg              | _____   |
| <input type="checkbox"/> 210606 Broadfording          | <input type="checkbox"/> 210615 North Hagerstown            | <input type="checkbox"/> Out-of-state high school<br><i>Please list name and location of high school:</i>   |
| <input type="checkbox"/> 390603 Chambersburg          | <input type="checkbox"/> 210610 Saint Maria Goretti         | _____   |
| <input type="checkbox"/> 390608 Chambersburg Magnet   | <input type="checkbox"/> 390606 Shalom Christian Academy    | <input type="checkbox"/> Out-of-country high school<br><i>Please list name and location of high school:</i> |
| <input type="checkbox"/> 210400 Clear Spring          | <input type="checkbox"/> 210970 Smithsburg                  | _____   |
| <input type="checkbox"/> 215049 Evening High School   | <input type="checkbox"/> 210616 South Hagerstown            |   |
| <input type="checkbox"/> 395345 Fannett Metal         | <input type="checkbox"/> 395030 Southern Fulton             |   |
| <input type="checkbox"/> 210601 Grace Academy         | <input type="checkbox"/> 210600 Washington County Technical |   |
| <input type="checkbox"/> 391570 Greencastle-Antrim    | <input type="checkbox"/> 395105 Waynesboro                  |   |
| <input type="checkbox"/> 210625 Hancock               | <input type="checkbox"/> 211090 Williamsport                |   |
| <input type="checkbox"/> 210603 Heritage Academy      | <input type="checkbox"/> 219501 Home School                 |   |
| <input type="checkbox"/> 210605 Highland View Academy |   |   |

I have earned a college degree (check highest degree earned):  Associate  Bachelor's  Master's  Doctorate

Colleges, universities, or postsecondary institutions attended (*please list below*):

**A transfer credit evaluation will not be completed until all official transcripts have been received and a Transcript Evaluation Request form has been submitted.**

Institution	City	State	Year Last Attended	Student Name (if different at time of attendance)

**Emergency Contacts:**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\* Special Note regarding consent to text messages:  
 Hagerstown Community College has the ability to send text messages to your cell phone as an additional means of communication. These messages could include information regarding appointments, financial aid, registering for classes, etc. If you DO NOT want to receive these messages, please check the box below.

I DO NOT want to receive text message alerts from Hagerstown Community College.

**ADMISSIONS REQUIREMENTS**

This application must be completed, signed and submitted to the Office of Admissions.

I understand that I am responsible for adhering to all policies and procedures of the College listed in the current Hagerstown Community College Catalog and Student Handbook. I certify that the information in this application is complete and accurate. Failure to provide accurate information, particularly regarding residency, may result in dismissal from the College.

I also understand that I may request a copy of the annual Security Report prepared by the Campus Police office. The report states the College's security and crime reporting policies; crime prevention programs; policies regarding alcoholic beverages, illegal drugs, and sex offenses; and the police authority of the Campus Police and the cooperation with other law enforcement agencies. For a copy of the report call 240-500-2312 or mail a request to Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, MD 21742-6514, Attention: Campus Police Department.

**Applicant's Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROGRAMS OF STUDY—PLEASE INDICATE YOUR SELECTION ON PAGE I**

**KEY TO ABBREVIATIONS:**

<b>AA</b>	Associate of Arts degree
<b>AAS</b>	Associate of Applied Science degree
<b>AAT</b>	Associate of Arts in Teaching degree
<b>AS</b>	Associate of Science degree
<b>CER</b>	Certificate
<b>LTR</b>	Letter of Recognition

**PROGRAMS OF STUDY**

**Administration of Justice/Police Academy**

AA AMJ	Administration of Justice ♦
AAS ADJ	Administration of Justice

**Behavioral and Social Sciences/Business**

AA GBUS	General Studies: Business
AS BUS	Business Administration ♦
AAS A&B	Accounting and Business
CER ENTR	Entrepreneurship
AAS MGT	Management
CER MGT	Management
LTR MGT	Management
AAS MMC	Management: Marketing
CER MMC	Management: Marketing
LTR MMC	Management: Marketing
CER ADA	Administrative Assistant
LTR ADA	Administrative Assistant
LTR CSA	Customer Service Assistant
AA GSSC	General Studies: Social Sciences
AA HIS	History ♦
AS HSV	Human Services ♦
AAS HST	Human Services Technician
LTR HST	Human Services
AA PSC	Paralegal Studies ♦
CER PSC	Paralegal Studies
AA POL	Political Science ♦
AA PSY	Psychology ♦
AAS SUB	Substance Abuse Counseling
CER SUB	Substance Abuse Counseling
AA SOC	Sociology ♦

**Education**

AAT ECH	Early Childhood Education (transfer in-Maryland)
AS EDU	Education (transfer out-of-state)
AAT ELE	Elementary Education (transfer in-Maryland)
AAS ECE	Early Childhood and Primary Grades Education
CER CCP	Child Care Professional
LTR CCP	Child Care Professional

**English/Humanities**

AA GHUM	General Studies: Humanities
AA DNC	Dance ♦
AA ENG	English ♦
AAT ENE	English, Secondary Education (transfer in-Maryland)
AA FLA	Foreign Language ♦
AA MUS	Music ♦
AA THR	Theater ♦
AA VAR	Visual Arts ♦

**Math and Science**

AA GMAT	General Studies: Mathematics and Sciences
AS ENV	Environmental Studies
AS BIO	Biology ♦
AAS BTC	Biotechnology
CER BTC	Biotechnology
AS CHM	Chemistry ♦
AS EGR	Engineering Science ♦
AS MAT	Mathematics ♦
AS PHY	Physics ♦
AS PPH	Pre-Pharmacy ♦

**Nursing/Health Sciences**

AA GALH	General Studies: Health Sciences
AAS HIM	Health Information Management
CER EHR	Electronic Health Records
CER DLA	Dental Assisting
AA GSTDHY	Dental Hygiene**
AAS MDA	Medical Assistant
CER MDA	Medical Assistant
CER MCR	Medical Coding and Reimbursement Specialist
AA GSTNUR	Nursing** ♦
AA GSTPRN	Practical Nursing**
LTR CMA	Certified Medicine Aide
LTR NGA	Certified Nursing Assistant/ Geriatric Assistant
AAS PES	Paramedic Emergency Services
CER PES	Paramedic Emergency Services
CER EMS	Emergency Medical Technician
CER EMT	EMT-I to EMT-P Bridge
CER PLB	Phlebotomy
AA GSTRAD	Radiography**
CER CTI	Computed Tomography Imaging*
CER MRI	Magnetic Resonance Imaging*
LTR MAM	Mammography*

**Physical Education and Leisure Studies**

AA GHPE	General Studies: Health and Physical Education
AA HPL	Health, Physical Education and Leisure Studies ♦
LTR FIT	Fitness Training
LTR HPL	Health, Physical Education and Leisure Studies

**Technology/Computer Studies**

AA GTEC	General Studies: Technology
AAS AMS	Advanced Manufacturing Systems
CER BELN	Basic Electronics
CER INDT	Industrial Technology
LTR HVAC	Heating, Ventilation, and Air Conditioning and Plumbing
LTR IWF	Welding and Fabrication
AAS AET	Alternative Energy Technology
CER AEGT	Geothermal Energy Installation and Service

CER AESW	Solar and Wind Energy Installation and Service
AS CSC	Computer Science ♦
CER CANS	Advanced Network Security
CER CCNA	CCNA Preparation
AAS ISCS	Computer Support Specialist
CER ISCS	Computer Support Specialist
AS CYB	Cybersecurity ♦
AAS CYB	Cybersecurity
AAS ISCF	Digital Forensics
AAS IPC	Digital Instrumentation and Process Control
AAS EET	Electrical Engineering Technology
AA GDT	Graphic Design ♦
AAS GDT	Graphic Design Technology
CER GDT	Graphic Design Technology
LTR GDC	Computer Graphic Artist
LTR GDG	Graphic Production Specialist
AAS MET	Mechanical Engineering Technology
AAS CAD	Computer-Aided Design
CER CAD	Computer-Aided Design
LTR CAD	Computer-Aided Design
AAS ISNA	Network Administration
CER ISNT	Network Administration
CER CNS	Network Security
AAS ISDA	Simulation Digital Entertainment: Art/Design
AAS ISDW	Simulation Digital Entertainment: Multimedia
AAS ISDP	Simulation Digital Entertainment: Programming
AAS WEB	Web and Multimedia Technology
CER WBM	Web/Multimedia Development
LTR WBS	Web Site Development

**Truck Driving**

AAS CVT	Commercial Transportation Administration
CER CVT	Commercial Transportation Management
CER TRK	Commercial Vehicle Transportation Specialist

**GENERAL**

AA ASC	Arts and Sciences
AS ASC	Arts and Sciences
AA GST	General Studies
NDGNOM	Not Seeking a Letter, Certificate or Degree (Students selecting this concentration are not eligible for financial aid)

\* Selective program. Requires separate application for acceptance.

\*\* Selective program. Requires separate application for acceptance. Please note that you will be admitted into an AA.GST program until you are admitted into the clinical portion of the program you selected.

♦ Transfer Degree

# HAGERSTOWN COMMUNITY COLLEGE

**Stay close. Go far.**

- **Complete application for admission (no fee) and submit to:**  
Office of Admissions  
Hagerstown Community College  
11400 Robinwood Drive  
Hagerstown, MD 21742-6514  
Telephone: 240-500-2238  
Email: [admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu)
- **You may also apply online at [www.hagerstowncc.edu/admissions](http://www.hagerstowncc.edu/admissions)**
- **Request that an official high school transcript be sent directly to HCC.** You do not need to submit a high school transcript if you graduated five or more years ago (unless you are applying to Practical Nursing or will be applying for financial aid).
- **Request that official transcripts from all higher education institutions attended be sent directly to HCC.**
- **A transfer credit evaluation will not be completed until all official transcripts have been received and a Transcript Evaluation Request form has been submitted. The form can be found at [www.hagerstowncc.edu/admissions/transfer-students](http://www.hagerstowncc.edu/admissions/transfer-students)**
- **Submit official scores for all tests previously taken (SAT, ACT, PARCC, AP, TOEFL, CLEP, DSST, IB, Excelsior).** You do not need to submit SAT or ACT scores if those tests were taken more than five years ago.
- **Take College Placement Exams if required (no fee). Please allow approximately three hours to complete the testing.**

**\* Special Note for Dental Hygiene, Nursing, Practical Nursing, and Radiography Students:**

Admission to the college does not guarantee admission to the dental hygiene, nursing, practical nursing, or radiography programs. Enrollment in these programs is selective and limited by the availability of staff and facilities.

Students should contact the Office of Admissions or an academic advisor for more information on the selection process. For consideration, a "Supplemental Application for Selective Admissions Programs" and all required documentation must be submitted according to the deadline below. Supplemental Applications are available online at [www.hagerstowncc.edu/admissions/forms-documents](http://www.hagerstowncc.edu/admissions/forms-documents).

<b><u>PROGRAM</u></b>	<b><u>DEADLINE</u></b>	<b><u>CLASSES BEGIN</u></b>
Associate Degree in Dental Hygiene	April 1	August
Associate Degree in Nursing	January 15	August
Associate Degree in Nursing	July 15	January
Associate Degree in Radiography	February 1	May
Certificate in Practical Nursing	March 15	May

**\* Special note for Magnetic Resonance Imaging, Computed Tomography Imaging, and Mammography Students:**

Please refer to [www.hagerstowncc.edu/admissions/forms-documents](http://www.hagerstowncc.edu/admissions/forms-documents) for the supplemental applications and detailed information regarding admissions criteria for these programs.

Maryland residents enrolled in a program designated as a Health Manpower Shortage, statewide or regional by the Maryland Higher Education Commission, may be considered as in-county residents for tuition purposes. The Health Manpower Shortage programs at HCC are nursing (LPN and RN), radiography, paramedic (A.A.S and certificate), dental hygiene, dental assisting, medical assisting (A.A.S. and certificate), and medical coding and reimbursement specialist. The statewide designated programs include alternative energy technology (A.A.S and certificate), digital instrumentation and process control, administrative of justice, and industrial technology (certificate). See the Academic Advising and Registration Office located in the Student Center for more information.