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)   Chosen Name   Preferred Pronouns

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   E-Mail Address

Admit Status:

Taking classes while still in high school.

__ **Early College Access Student** - part-time early college student taking classes on campus or at your high school
__ **Early College Degree Student** - on campus full-time early college student (high school and HCC approval needed)

Taking classes as a high school graduate.

__ **First Time College Student** - first time attending college for credit classes
__ **Readmit Student** - have taken credit classes at HCC, but not within the past year
__ **Transfer Student** - previously attended another college but now pursuing a degree at HCC for the first time
__ **Visiting Student** - currently enrolled at another post-secondary institution and taking courses at HCC for the sole purpose of transferring them back to your home school

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

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

Are you employed in Washington County or Maryland? ☐ Yes   ☐ No   Name of employer _____

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.

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

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FAMILY EDUCATION BACKGROUND

Indicate highest college degree obtained by Parent 1: ❑ No Degree ❑ Associate's ❑ Bachelor's ❑ Master's ❑ Doctoral

Indicate highest college degree obtained by Parent 2: ❑ 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.
  __Early College Access Program (part-time)
  __Early College Degree Program (full-time)
__ 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** ☐☐☐☐

__ 210609 Barbara Ingram	__ 210603 Heritage Academy
__ 210280 Boonsboro	__ 210605 Highland View Academy
__ 210600 Boyd J. Michael III, Technical High School	__ 392565 James Buchanan
__ 210606 Broadfording	__ 392460 McConnellsburg
__ 390603 Chambersburg	__ 210615 North Hagerstown
__ 390608 Chambersburg Magnet	__ 390606 Shalom Christian Academy
__ 210400 Clear Spring	__ 210970 Smithsburg
__ 215049 Evening High School	__ 210616 South Hagerstown
__ 395345 Fannett Metal	__ 395030 Southern Fulton
__ 210601 Grace Academy	__ 395105 Waynesboro
__ 391570 Greencastle-Antrim	__ 211090 Williamsport
__ 210625 Hancock	__ 219501 Home School

__ Other Maryland high school
Please list name and location of high school:
_____

__ Out-of-state high school
Please list name and location of high school:
_____

__ Out-of-country high school
Please list name and location of high school:
_____

__ 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 _____

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PROGRAMS OF STUDY—PLEASE INDICATE YOUR SELECTION ON PAGE 1

KEY TO ABBREVIATIONS:

AA Associate of Arts degree
AAS Associate of Applied Science degree
AAT Associate of Arts in Teaching degree
AS Associate of Science degree
CER Certificate
LTR 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
AS	BUS	**Business Administration ♦**
AAS	A&B	**Accounting and Business**
AAS	MGT	**Management**
CER	MGT	**Management**
AAS	MMC	**Management: Marketing**
CER	MMC	**Management: Marketing**
LTR	MMC	**Management: Marketing***
AA	HIS	**History ♦**
AS	HSV	**Human Services ♦**
AAS	HST	**Human Services Technician**
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
CER	CMU	**Commercial Music**
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
AS	ENV	**Environmental Studies ♦**
AS	BIO	**Biology ♦**
AS	CHM	**Chemistry ♦**
AS	EGR	**Engineering Science ♦**
AS	MAT	**Mathematics ♦**
AS	PHY	**Physics ♦**

Nursing/Health Sciences
AAS	HIM	**Health Information Management**
AAS	MLT	**Medical Laboratory Technician**
CER	EHR	**Electronic Health Records**
CER	DLA	**Dental Assisting**
AA	GSTDHY	**Dental Hygiene****
AA	GSTNUR	**Nursing**** ♦**
AA	GSTPRN	**Practical Nursing****
AA	GSTRAD	**Radiography****
CER	CTI	**Computed Tomography Imaging* *** **
CER	MRI	**Magnetic Resonance Imaging* *** **
LTR	MAM	**Mammography* *** **

Physical Education and Leisure Studies
AS	ESH	**Exercise Science and Health**
AS	CHC	**Community Health Concentration**
LTR	FIT	**Fitness Training*** **

Technology/Computer Studies
AAS	AMS	**Mechatronics and Industrial Technology**
CER	INDT	**Industrial Technology**
LTR	IWF	**Welding and Fabrication*** **
AS	CSC	**Computer Science ♦**
CER	CANS	**Cyber and Network Security**
AAS	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**
CER	BELN	**Electronics Technician**
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**
AAS	ISDP	**Interactive Design and Game Development: Game Development Track A**
AAS	ISDA	**Interactive Design and Game Development: Interactive Design Track B**
AAS	WEB	**Web and Multimedia Technology**
CER	WBM	**Web/Multimedia Development**
CER	UAS	**Unmanned Aerial Systems Technician**
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**
NDG	NOM	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.*

***Program not eligible for Financial Aid.*

♦ *Transfer Degree*

HAGERSTOWN COMMUNITY COLLEGE

- **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

- **You may also apply online at 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***

- **Submit official scores for all tests previously taken** (SAT, ACT, MCAP, 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.**

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* 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 a Student Support 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*.

PROGRAM	DEADLINE	CLASSES BEGIN
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

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* Special note for Magnetic Resonance Imaging, Computed Tomography Imaging, and Mammography Students:
Please refer to *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, dental hygiene, and dental assisting. The statewide designated programs include, digital instrumentation and process control and industrial technology (certificate). See the Advising and Student Support Office located in the Student Center for more information.