

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



I am applying for the semester beginning:

Fall Spring Summer

Check One:

Mr. Mrs. Ms. Miss Other

| Last Name | First Name | MI | Suffix |
|-----------|------------|----|--------|
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| Previous Name(s) | Chosen Name | Preferred Pronouns |
|------------------|-------------|--------------------|
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Social Security Number

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☐ Male ☐ Female Date of Birth MONTH

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 DAY

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 YEAR

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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 |
|-------------------|-------------------|----------------|
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Admit Status:

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.

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

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| <input type="checkbox"/> 210609 Barbara Ingram | <input type="checkbox"/> 210603 Heritage Academy |
| <input type="checkbox"/> 210280 Boonsboro | <input type="checkbox"/> 210605 Highland View Academy |
| <input type="checkbox"/> 210600 Boyd J. Michael III, Technical High School | <input type="checkbox"/> 392565 James Buchanan |
| <input type="checkbox"/> 210606 Broadfording | <input type="checkbox"/> 392460 McConnellsburg |
| <input type="checkbox"/> 390603 Chambersburg | <input type="checkbox"/> 210615 North Hagerstown |
| <input type="checkbox"/> 390608 Chambersburg Magnet | <input type="checkbox"/> 390606 Shalom Christian Academy |
| <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"/> 395105 Waynesboro |
| <input type="checkbox"/> 391570 Greencastle-Antrim | <input type="checkbox"/> 211090 Williamsport |
| <input type="checkbox"/> 210625 Hancock | <input type="checkbox"/> 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) |
|-------------|------|-------|--------------------|--|
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Emergency Contacts:

Name: _____ Cell Phone: _____ Home Phone: _____

Name: _____ Cell Phone: _____ Home Phone: _____

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:

| | |
|------------|--------------------------------------|
| 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

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|---------|-----------------------------|
| 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

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|---------|---|
| AAT ECH | Early Childhood Education (transfer in-Maryland) |
| AS EDU | Education (transfer out-of-state) |
| AAT ELE | Elementary Education (transfer in-Maryland) |

English/Humanities

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| CER CMU | Commercial Music |
| AA ENG | English ♦ |
| AAT ENE | English, Secondary Education (transfer in-Maryland) |
| AA FLA | World Languages ♦ |
| AA MUS | Music ♦ |
| AA THR | Theater ♦ |
| AA VAR | Visual Arts ♦ |

Math and Science

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| AS ENV | Environmental Studies ♦ |
| AS BIOA | Biology Concentration - Track A: General Biological Sciences ♦ |
| AS BIOB | Biology Concentration - Track B: Biomedical Sciences ♦ |
| AS CHM | Chemistry ♦ |
| AS EGRA | Engineering Science - Track A: Chemical and Environmental Engineering ♦ |
| AS EGRB | Engineering Science - Track B: Electrical and Computer Engineering ♦ |
| AS EGRC | Engineering Science - Mechanical/Aerospace and Civil Engineering ♦ |
| AS MAT | Mathematics ♦ |
| AS PHY | Physics ♦ |

Nursing/Health Sciences

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|-----------|-------------------------------------|
| 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

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|--------|--------------------------------|
| AS ESH | Exercise Science and Health |
| AS CHC | Community Health Concentration |

Technology/Computer Studies

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| AAS AMS | Mechatronics and Industrial Technology |
| CER IND | 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 EET | Electrical Engineering Technology |
| CER BELN | Electronics Technician |
| AA GDT | Graphic Design ♦ |
| AAS GDT | Graphic Design Technology |
| CER GDT | Graphic Design Technology |
| CER CADA | Computer-Aided Design - Track A: Architectural |
| CER CADB | Computer-Aided Design - Track B: Mechanical |
| AAS ISNA | Network Administration |
| CER ISNT | Network Administration |
| CER WBM | Web/Multimedia Development |
| CER UAS | Unmanned Aerial Systems Technician |

Truck Driving

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| CER TRK | Commercial Vehicle Transportation Specialist |
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GENERAL

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| 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) |

EARLY COLLEGE - FOR STUDENTS TAKING CLASSES WHILE STILL IN HIGH SCHOOL

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| AA GSTEC | Early College General Studies |
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* 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.**

*** 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.

| <u>PROGRAM</u> | <u>DEADLINE</u> | <u>CLASSES BEGIN</u> |
|---|------------------------|-----------------------------|
| 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 Nursing (Evening/Weekend) | September 1 | 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 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 program is industrial technology (certificate). See the Advising and Student Support Office located in the Student Center for more information.