Harold Washington College New Student Checklist

This checklist is a guide to completing the registration process at City Colleges of Chicago for Summer and Fall 2024.
Registration for summer and fall classes begins on April 3, 2024!

Session	Payment Deadline	Registration Deadline	Classes Start
Summer		June 1, 2024	Wednesday, June 5, 2024
Fall 16-week	Three (3) days after	August 18, 2024	Thursday, August 22, 2024
Fall 12-week	Registration	September 19, 2024	Monday, September 23, 2024
Fall 8-week		October 17, 2024	Monday, October 21, 2024

◯ **Apply to City Colleges**

CCC ID Number:

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Visit ccc.edu/apply to complete and submit your application. Please note that 30-90 minutes after applying, you should receive an e-mail from AccountManagement@ccc.edu with your CCC login credentials. Look for the subject line: "Your City Colleges of Chicago login information." If you do not receive an email with your username and CCC student ID number, please email hwc-admissions@ccc.edu with your full name and date of birth for help.

If you are utilizing Veterans Benefits, please connect with our Veterans Specialist in-person or via Zoom; https://cccedu.zoom.us/j/4983838267.

High school students interested in earning free college credit before graduation, should apply at http://applyearly.ccc.edu. All International Student (all Visa holder) applicants must work with Ms. Tiffany Stallworth at tstallworth@ccc.edu to be admitted and eligible to enroll.

◯ **Visit the Student Portal**

Become familiar with your my.ccc.edu Student Portal. Your portal provides single sign-on access to your student email, Brightspace, Navigate, and more!

To reset your password, call our IT Help Desk at (312) 553-2600 or email cohelpdesk@ccc.edu.

◯ **Fulfill the Residency Requirement**

Please upload one of the following required document(s) via your student portal (click here for a how-to guide) or submit to hwc-admissions@ccc.edu, along with your CCC ID number, a copy of one of the following:

- Valid/Current State ID or Driver's License
- Utility bill (e.g., Gas, Light, or Home Phone Bill)
- Voter's Registration Card
- Lease or mortgage statement
- Consular ID Card
- City Key Card

- Bank statement (dated within 90 days prior to verification)
- Signed letter on letterhead from a homeless shelter confirming residency at the shelter
- Current orders or letter from Command for military service persons
- Students under the age of 24 may use parent's bills or may use high school transcripts

◯ **Complete Placement**

All new students are required to complete placement tests in the areas of English and math. Since the results of your placement test(s) will determine which courses you are eligible to register for, you are encouraged to take the placement test(s) as soon as possible. Do your very best! Your math placement test can be completed in your student portal by clicking the "Academic Records" tile and selecting "Placement Testing." You must take the English placement test in-person in the Testing Center Mon-Thursday or Virtually (from home or any computer lab) on Fridays.

The Harold Washington College Testing Center is located on the 4th floor, room 402. When completing your placement tests, please enter your CCC student ID number. Entering a non-CCC ID number will result in scoring delays.

Hours of admittance for Placement Testing are Monday, Tuesday, Thursday: 9am -1pm & Wednesday 9am - 11am.
On Fridays virtually from 9am – 11am you may submit testing inquires to the Testing Center remotely via the Virtual Student Services Zoom help rooms.

Students requiring accommodation for the placement tests must first meet with the Director of the ACCESS Center prior to testing, please e-mail wpowell3@ccc.edu to schedule an appointment.

Placement tests may be waived for:
- A transfer student who has earned a grade of "C" or better in English and/or math OR earned an Associate's Degree or higher from an accredited college or university. You must submit an official transcript to hwregistrar@ccc.edu verifying successful completion.
- A Chicago Public Schools student who has earned a 3.0 GPA and/or successfully completed an approved transitional math or transitional English course (earning a C or better – or pass). You will receive automatic placement to a college credit mathematics and/or English course once you submit your final CPS transcript to hwregistrar@ccc.edu.
- A student who as completed transitional Math and/or English, Advanced Placement (AP), College-Level Examination (CLEP), or International Baccalaureate credit (IB) examination with results that would grant credit for college-level English and/or math. You must submit an official record to hwregistrar@ccc.edu.
- A high school graduate with English SAT of 540 & Math SAT of 530 OR with a 21 the on ACT. SAT and ACT scores are valid for a period of four years from the original testing date. You may obtain a copy of your SAT or ACT test scores by contacting your high school advisor. You can also contact SAT at (866) 756-7346 or ACT directly at (319) 337-1000. Please submit your SAT or ACT score reports for evaluation to: hwctesting@ccc.edu.
- A student with a letter grade in a remedial or college-level English or math class - regardless if the letter grade is passing or not. If the letter grade is below a "C," then the student must repeat the course until they are able to pass the class successfully with a grade of "C" or higher.

Virtual Student Services

Access our virtual student services by using the Zoom App and typing in the Meeting ID listed to the right or by clicking the department name.

Department Name:	Email:	For Zoom App, Use:
Admissions	hwc-admissions@ccc.edu	Meeting ID: 236-477-4667
Advising	hwadvising@ccc.edu	Meeting ID: 864-397-065
Business	hwc-business-office@ccc.edu	Meeting ID: 316-669-7621
Financial Aid	hwc-finaid@ccc.edu	Meeting ID: 979-606-2063
Registrar	hwregistrar@ccc.edu	Meeting ID: 336-425-7991
Testing	hwc-testing@ccc.edu	Meeting ID: 739-744-1309
Veterans Services	hwc-veteranservices@ccc.edu	Meeting ID: 498-383-8267

○ Attend Orientation

Students can RSVP for New Student Orientation (NSO) by logging in to the Student Portal. Please click the "Quick Access" tile (bottom left) and then click the Navigate icon. NSO is encouraged for all new students, as it introduces Harold Washington College and its academic programs, policies, & student support services.
Additionally, a self-paced New Student Orientation is also offered online, via Brightspace, for all students and may be accessed at any time!

○ Register for Classes

All students can meet with a College Advisor for guidance with selecting courses and assistance with registration. First year students are required to meet with a college advisor to register for classes. In-person and virtual Advising is available. Use Navigate to schedule an appointment with your College Advisor, or drop in during regular hours of operation.

○ Pay Tuition

If you are using financial aid, please be sure to complete the Free Application for Federal Student Aid (FAFSA) application at https://studentaid.gov/ as soon as possible (HW code 001652) or the Alternative Application for Illinois Financial Aid (RISE Act) at https://www.isac.org/Alternative-Application.

(?) Remember, you are responsible for checking the status of your aid via the Student Portal under "Financial Aid" or by emailing hwc-finaid@ccc.edu. Your application may require the submission of additional documents which may take up to six weeks. (Click here to learn how to submit verification documents.)

(?) If you are not applying for financial aid to pay for courses, you must set up a payment plan or pay in full. Payment arrangements can be completed via the Student Portal under "Student Finance Account." Cash and check payments are accepted at any campus.

Category	Tuition Per Credit Hour
In-District City of Chicago	$153.00
Out-of-District	$403.00
Out-of-State	$505.00
International	$505.00

○ Purchase Textbooks

Students should purchase materials through the CCC Online Bookstore via your my.ccc.edu Student Portal under "Quick Access" or for more information visit ccc.edu/bookstore. Please come prepared to your first day of class.

○ Obtain an ID

After registering, please visit the Security Office (Room 206) to have your photo taken and receive your college ID. Please have a copy of your class schedule with you when you visit campus to verify enrollment.

○ "Opt-in" For Your UPass

If needed, students may also be eligible to purchase a Ventra UPass. You will have to "opt-in" via your my.ccc.edu student portal. If you cannot pay for your Upass, options may be available to you. If interested, please contact hwc-ventra@ccc.edu.

○ Log in to Navigate

Log in to Navigate and complete the intake survey so that we know how to best support you! Log in to your my.ccc.edu Student Portal and click Navigate under "Quick Access."

We recognize that students have different needs. Thus, below, find important information for you to consider while completing the registration process.

ACCESS Center: Students with a diagnosed disability seeking accommodations must complete an intake appointment with our ACCESS Center Director at wpowell3@ccc.edu. The completion of this intake is highly recommended prior to taking assessments and attending orientation. For additional information, please contact the ACCESS Center at (312) 553-3050 or wpowell3@ccc.edu.

Veterans Services: Veteran, Reservist, National Guard, and Veteran-dependent students, please contact the Veterans Services Specialist at mwilliamsel@ccc.edu.

Undocumented Student Resources: Undocumented/DACA students needing additional support may contact the Office of Student Affairs/Services by emailing hwc-undocuhelp@ccc.edu or hwcstudentaffairs@ccc.edu, connecting virtually, and/or visiting Room 201 on campus.

TRIO Student Support Services: Full-Pell, first generation college students, and students with documented disabilities may be eligible for additional support (mentoring, study skills tutoring, advising, Financial Aid information and transfer support) by applying to TRIO SSS https://tinyurl.com/HWCTRIOSSSApp.

HAROLD WASHINGTON COLLEGE
CITY COLLEGES OF CHICAGO

HWC-ADMISSIONS@CCC.EDU