



**HOUSTON COMMUNITY COLLEGE**

# ApplyTexas Application Guide

Office of Admissions and Student Records

# What You Will Need Before Getting Started

- Email address
  - You will need a valid email address in order to receive responses and updates about your application.
- Social Security Number
  - Although it is not required to apply for admission, it is recommended. A social security number is required for Financial Aid and some Military and Veteran benefits.
  - Providing a social security number helps us in processing applications faster.
- Full Legal Name
  - To avoid delays in processing your application and other documents, please use your full legal name. Do not use nicknames or abbreviations because this information will be used for your official record if you enroll. Use your full, legal name on all documents sent to the institution.

# Application Steps

- Create your ApplyTexas account or log in using an existing account at [www.applytexas.org](http://www.applytexas.org)

The screenshot shows the ApplyTexas website interface. At the top, the logo reads "ApplyTexas" with a red star icon, and the tagline "Many Schools. One Application." is below it. Navigation links include "About ApplyTexas", "Help", and "Counselors & Administrators log in here >". The main heading is "Explore. Apply. Repeat." Below this, there are three columns of text: "Research your options.", "Apply online.", and "Do it again.", each with a brief description and a link. A red banner contains two buttons: "Get started >>" and "Log in now". Below the banner, the "Get started >>" button is accompanied by the text "It's fast. It's easy. It's free." and a link "Create your account now >>". The "Log in now" button is accompanied by input fields for "username" and "password", a "Log in" button, and a link "Problems logging in? Click here". A blue callout box with the text "Click here to create an account" has an arrow pointing to the "Create your account now >>" link.

ApplyTexas  
Many Schools. One Application.

About ApplyTexas Help Counselors & Administrators log in here >

Explore. Apply. Repeat.

**Research your options.**  
Admission information for every Texas Public University, plus some and two-year schools. [View your search >](#)

**Apply online.**  
Complete and submit your admission and scholarship applications online. [Get started now >](#) [Preview the 2018-2019 applications >](#) [Preview the 2017-2018 applications >](#)

**Do it again.**  
No need to start from scratch. Copy a completed application and use it to apply to another school. [Learn how >](#)

First time here? No problem. **Get started >>**

Already have an account? **Log in now**

It's fast. It's easy.  
It's free.  
[Create your account now >>](#)

username

password

[Problems logging in? Click here](#)

Click here to create an account

# Application Steps

Use the ApplyTexas application guide for help if needed

The screenshot shows the ApplyTexas application dashboard. At the top, there is a dark blue navigation bar with the ApplyTexas logo on the left and links for 'Home Page/Log in', 'My Account Dashboard', 'Admissions Information', and 'Application Instructions' on the right. Below this bar, the page title is 'Application Details'. The main content area is titled 'My Account Dashboard - My Profile' and features four tabs: 'My Profile' (highlighted in red), 'My Applications', 'My Essays', and 'My Transcripts'. On the right side of the dashboard, there is a 'Quick Links' section with a 'Go' button. A blue callout box with an arrow pointing to the 'Application Instructions' link in the Quick Links section contains the text: 'Instructions are available on each page, make a selection and click Go.' The Quick Links list includes: 'Application Instructions', 'Before You Begin', 'Federal Student Aid', 'Additional Info', 'Texas County Codes', 'FAQs', and 'Help'.

# “My Profile”

- Build your “Profile” (needed to start your application)
- Save Profile and verify your email

ApplyTexas Home Page/Log In My Account Dashboard Admissions Information Application Instructions

Application Details [Application Instructions](#) [Go](#)

### My Account Dashboard - My Profile

**My Profile** My Applications My Essays My Transcripts

Enter information below to establish or maintain your free ApplyTexas profile. Additional information will be requested when you complete online applications.

If you are creating an account, your username will be assigned and presented to you.

**Full legal name - REQUIRED**  
Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (´) or tildes (~). Do not use nicknames or abbreviations or commas because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).

Last Name or Family Name or Surname

First Name or Given Name

Middle Name

Suffix

**Date of Birth - REQUIRED**  
Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

Date of Birth  /  /  < 4 digit year

**Place of Birth - REQUIRED**  
Enter the city, state, and country where you were born.

City

State/Possession/Province

Country

Current grade level

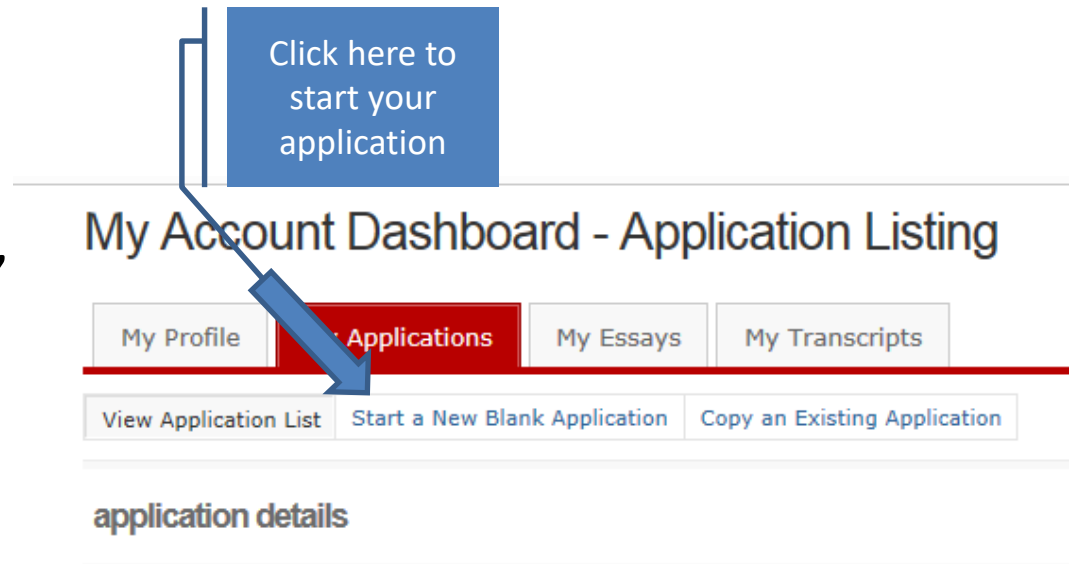
Grade Level

Enter required information



# My Applications Section

- Under My Applications tab, click on “Start a New Blank Application”



Click here to start your application

## My Account Dashboard - Application Listing

My Profile Applications My Essays My Transcripts

View Application List Start a New Blank Application Copy an Existing Application

application details

The screenshot shows a user interface for 'My Account Dashboard - Application Listing'. At the top, there are four tabs: 'My Profile', 'Applications', 'My Essays', and 'My Transcripts'. The 'Applications' tab is highlighted in red. Below the tabs, there are three buttons: 'View Application List', 'Start a New Blank Application', and 'Copy an Existing Application'. A blue callout box with the text 'Click here to start your application' has an arrow pointing to the 'Start a New Blank Application' button. Below the buttons, the text 'application details' is visible.

# My Applications Section

- Select “Create a new 2 year college admissions application”

## My Account Dashboard - Application Listing

My Profile

**My Applications**

My Essays

My Transcripts

View Application List

Start a New Blank Application

Copy an Existing Application

Admissions | Start a new blank application.

create a new 4 year university undergraduate admissions application

create a new graduate school admissions application

create a new 2 year college admissions application

[Which application type should I choose?](#)

[ApplyTexas application type descriptions](#)

Click “Create a new 2 year college admissions application”

# My Applications Section

Getting Ready to Start Your Application  
create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should [apply to a four year university](#).

(For a clickable map with more information about Texas regions, please go to the [Texas Higher Education Coordinating Board's Texas Regions web page](#).)

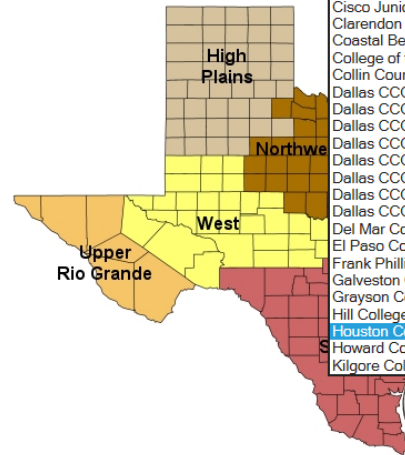
Search for a college by region

Target College: Select target two year college - listed by region

Search for a college from an alphabetical list

Target College: Select target two year college - listed alphabetically

Alvin Community College (Alvin)  
Amarillo College (Amarillo)  
Angelina College (Lufkin)  
Austin Community College (Austin)  
Blinn College  
Brazosport College (Lake Jackson)  
Central Texas College (Killeen)  
Cisco Junior College (Cisco)  
Clarendon College (Clarendon)  
Coastal Bend College (Beeville)  
College of the Mainland (Texas City)  
Collin County Community College District (Collin College)  
Dallas CCCD - Brookhaven College (Dallas)  
Dallas CCCD - Cedar Valley College (Lancaster)  
Dallas CCCD - Eastfield College (Mesquite)  
Dallas CCCD - El Centro College (Dallas)  
Dallas CCCD - Mountain View College (Dallas)  
Dallas CCCD - North Lake College (Irving)  
Dallas CCCD - Richland College (Dallas)  
Dallas CCCD - Dallas Colleges Online (Dallas)  
Del Mar College (Corpus Christi)  
El Paso Community College District (El Paso)  
Frank Phillips College (Borger)  
Galveston College (Galveston)  
Grayson College (Denison)  
Hill College (Hillsboro)  
Houston Community College (Houston)  
Howard County Community College District (Big Spring)  
Kilgore College (Kilgore)



Scroll down the list until you find Houston Community College

- Select target college under “Search for a college from an alphabetical list”



# My Applications Section

- Select “Houston Community College (Houston)” and click continue

Getting Ready to Start Your Application  
create a new application for admission

Two year colleges do not offer graduate degrees. Graduate school applicants should [apply to a four year university](#).

(For a clickable map with more information about Texas regions, please go to the [Texas Higher Education Coordinating Board's Texas Regions web page](#).)

Search for a college by region

Target College:

Search for a college from an alphabetical list

Target College:

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?

Yes  No

continue

If you are applying to take Dual Credit or Concurrent High School Enrollment, select Yes.

After selecting Houston Community College from the list, click continue

Houston Community College provides high school students the opportunity to earn college credit and high school credit through concurrent enrollment with HCC while still in high school. Students demonstrating college readiness through a State of Texas approved college placement test can earn dual credit by taking an approved college class offered at a high school, HCC campus, or online. For more information on Dual Credit go to [www.hccs.edu/programs/dual-credit/](http://www.hccs.edu/programs/dual-credit/)

# My Applications Section

Getting Ready to Start Your Application  
select a semester

Semester of Entry

- Fall (Aug - Dec) 2017
- Spring (Jan - May) 2018
- Summer 2018
- Fall (Aug - Dec) 2018

Select a semester from the list and click continue

- Select semester in which you plan to first enroll

The following semesters are past their deadlines for applications for Two Year Institution:

Semester	Deadline
Fall (Aug - Dec) 2016	12/11/2016
Spring (Jan - May) 2017	05/14/2017
Summer 2017	08/13/2017

Check the [special application information page](#) prepared by Houston Community College.

<b>Address:</b>	<b>Houston Community College Office of Admissions PO Box 667517 Houston, TX 77266-7517</b>
<b>Help Phone #:</b>	713-718-8800
<b>Website:</b>	<a href="#">Houston Community College</a>

Last updated **May 12 , 2017**  
[Privacy](#) [Web Accessibility](#) [FAQ](#)

# Area of Study/Major

- The major you choose is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors.

Getting Ready to Start Your Application  
select major

Please select your major.

If you don't see your desired major, check the institution's website. If you cannot find it there, contact the institution for more information.

Major: **Select your Major**  
Art and Design  
Business  
Construction, Industry and Manufacturing  
Health Sciences  
Liberal Arts, Humanities and Education  
Public Safety, Transportation and Consumer Services  
Science, Technology, Engineering and Math  
Social and Behavioral Sciences

Last updated **April 24 , 2017**  
[Privacy](#) [Web Accessibility](#) [FAQ](#)

Not sure what to select? Continue to next slide for list of programs and majors that fall under the Area of Studies

# Programs & Majors

Science, Technology, Engineering & Math	Public Safety, Transportation & Consumer Services	Liberal Arts, Humanities & Education	Health Sciences
Agriculture	Autobody Technology	Child Development	Dental Assistant
Astronomy	Automotive Technology	Communication	Dental Hygiene
Biology	Cosmetology	Dance	Diagnostic Medical Sonography
Chemistry	Criminal Justice/Law Enforcement	Drama	Health Information Technology
Computer Networking & Telecom	Culinary Arts	English	Healthcare Career Academy
Computer Programming	Emergency Medical Services	History	Histology Technician
Drafting & Design	Fire Protection Services	Humanities/Interdisciplinary Studies	Human Services Technology
Engineering Technology	Fire Science & Safety	Library Science	Medical Assistant/Medical Scribe
Electronics Engineering Tech.	Heavy Vehicle & Truck Repair	Music	Licensed Vocational Nursing (LVN)
Engineering	Hospitality Management	Philosophy	Medical Laboratory Technician
Geographic Information Science	Travel & Tourism	Physical Education	Nuclear Medicine Technology
Geology		Sign Language/Interpretation	Nursing
Horticulture		Speech	Occupational Therapy Assistant
Instrumentation & Controls Tech.		Studio Art & Art History	Pharmacy Technician
Mathematics		Teacher Education	Physical Therapist Assistant
Petroleum Engineering Tech.		World Languages	Radiography
Physics			Respiratory Therapist
Process Technology			Surgical Technology
Construction Industry & Manufacturing	Business	Art & Design	Social & Behavioral Sciences
Constructional Engineering Technology	Accounting	Audio Recording Technology/Video Production	Anthropology
Corrosion Technology	Business Management	Digital Communication	Economics
Heating, Air Conditioning & Refrigeration	Business Technology	Digital Gaming & Simulation	Geography
Industrial Electricity	Finance/Banking	Fashion Design	Government
Logistics & Global Supply Chain Mgmt	International Business	Fashion Merchandising	Psychology
Machining Technology	Legal Assistant	Filmmaking	Sociology
Manufacturing Engineering Technology	Marketing	Interior/Kitchen Design	
Welding	Real Estate	Music Business	

For a full list of Degrees and Certificates, please visit

<http://www.hccs.edu/programs/>

# Biographical Information Section

- Enter your Social Security Number. Your social security number is not required for the application, but is recommended, and is **REQUIRED** if applying for Financial Aid.
- Many fields will already be completed based on the information you entered when you built your profile.

Page 1 of 5

## biographical information

We have assigned an application ID number to this application. Please make note of it, as it is required for all further communication concerning this application and may be needed to retrieve your application password.

Your application ID is 1668220

First choice school/college	Houston Community College
First choice major/program	Business

Want to change your school(s)/college(s) and/or major(s)/program(s)? [Go back to the "select major" page.](#)

### Houston Community College has a message for Business applicants:

The major you have chosen is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors.

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?

Yes  No

Please select a deadline for your application to Houston Community College.

The regular deadline for Two Year Institution applications (05/13/2018)

1. Enter your U.S. Social Security Number

Please enter your Social Security Number, if you have one. It is used to match your application to your transcript and test scores, and for financial aid.

Social Security Number (SSN)

« No spaces, dashes, or letters.

Confirm SSN

« No spaces, dashes, or letters.

# Home Campus

- Academic advisors at HCC are committed to your success. Whether your goal is to transfer to a university or obtain the skills to enter the workforce, academic advisors are trained and ready to help you build a plan for your future. For more information visit <http://www.hccs.edu/support-services/advising/>

## 16. Home Campus - **REQUIRED**

Please select the home campus where you intend to receive the majority of student services such as advising and career counseling.

- Alief-Hayes - 2811 Hayes Rd. Houston, 77082
- Central - 1300 Holman Houston, 77004
- Coleman - 1900 Pressler St. Houston, 77030
- Eastside - 6815 Rustic St. Houston, 77087
- Felix Fraga - 301 N. Drennan St. Houston, 77003
- Katy - 1550 Foxlake Dr. Houston, 77084
- Northeast-555 Community College Dr. Houston, 77013
- North Forest - 6010 Little York Rd. Houston, 77016
- Northline - 8001 Fulton Houston, 77022
- Missouri City-6000 Texas Pkwy Missouri City, 77489
- Pinemont - 1265 Pinemont Dr. Houston, 77018
- South - 1990 Airport Blvd. Houston, 77051
- Spring Branch-1010 W Sam Hou Pkwy N Houston, 77043
- Stafford - 10041 Cash Rd. Stafford, 77477
- West Loop - 5601 West Loop South Houston, 77081

# Confirm Information

[Please take a moment to confirm that your name, date of birth, and address have been saved correctly by checking the confirmation boxes below.](#)

[Your Permanent address was changed to comply with USPS formats - please verify it but do not edit it unless you typed it incorrectly the first time](#)

Please confirm that we have stored the following information correctly:

First Name/Given Name:

Last Name/Family Name/Surname:

Date of Birth:

Please make corrections below as needed.

Yes, my name and birthdate have been saved correctly. - REQUIRED

Permanent Address:

Street Address:

Street Address (line 2):

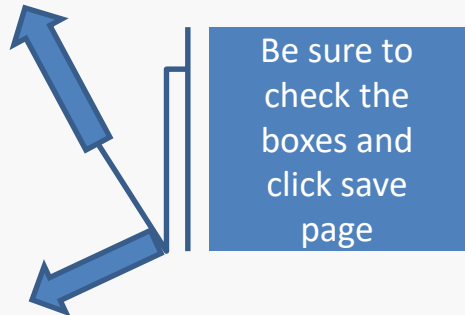
City:

State: TX

Postal/Zip:

I understand that my permanent address has been standardized and certify this is my correct address. - REQUIRED

save page



# Educational Background Section

- Use the “Find Your High School” button to select your high school
- Expected graduation date is required

Page 2 of 5  
educational background

1. High School You Graduated From or Expect to Graduate From: - **REQUIRED**

You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the “School not found” option at the bottom of the search page.

For U.S. high schools, please be sure to supply both the city and state.

For international high schools, please leave the state field blank and enter the country in the city field.

**Search for Your High School**

**High School Name:**

**High School Code:**

**High School City or Country:**

**High School State/Possession/Province:**  << if in U.S. or Canada

**Expected Graduation Date:**

Please check here if you have information to enter for more than one high school

Are you home-schooled? - **REQUIRED**

Yes  No

Don't forget your graduation date!!



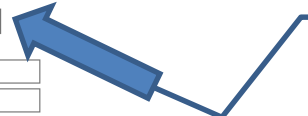
# Educational Background Section

- If any, add all colleges previously or currently attending

3. Please list **all** current or previous colleges or universities you have attended or are attending, including college-level correspondence study and dual credit. - **REQUIRED if applicable**  
Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal.

Have an official transcript sent to each university to which you apply. Please send an official transcript from all schools listed.

Current or Most Recent College Attended

**Search for College 1**  

**Name of Institution:**

**College Code:**

College Location

**City**

**Country**

**College**  « if in U.S. or Canada

**State/Possession/Province:**

**Dates of Attendance**

**Attended starting from:**  /

**Attended to:**  /

**Hours earned:**  « number credit hours, if applicable

Enter whole numbers in the box. Do NOT enter a decimal point.

Degree Earned or Expected (if applicable)  
Please indicate if you have earned or will earn a degree by the time you plan to enroll.

**Major/Area of Study:**  « for example, BA in History

**Degree Date:**  /  « degree earned or expected

**Type of Degree:**

Use "Find College or University" to search

# Admission Basis

It is very important to select the correct Admissions Basis. If you are not certain, use the chart on the next slide to assist you.

Page 3 of 5  
educational information

1. Did you take a Tech Prep course or courses for college credit?

Yes  No

2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:

**Admission Basis**

- Select
- College Transfer, Degree-seeking
- College Transfer, Not Degree-seeking
- Transient- Seeking a degree elsewhere
- Readmission from prior semester
- High School Graduate
- GED
- Home Schooled/High School Graduate
- Dual Credit (receiving both high school and college credit)
- High School Early Admission (college credit only)
- Individual Approval (no high school diploma or GED)

3. Please indicate the primary reason for attending

**Reason Attending**



4. Online Learning - **REQUIRED**

# What type of student am I?

If you are currently in High School or never attended college, select one of the following:	If you have attended college, select one of the following:
<b>High School Graduate:</b> You have, or will have, graduated from high school by the time you start college. If you earned dual credit in high school and have now or will have graduated, you should select High School Graduate.	<b>College Transfer, Degree Seeking:</b> You have previously attended another college and you plan to earn a degree at HCC.
<b>GED:</b> You have, or will have, your GED before you start college	<b>College Transfer, Not Degree-seeking:</b> You have previously attended another college and you do not plan to earn a degree at HCC.
<b>Home Schooled/High School Graduate:</b> You have, or will have, complete the curriculum for your home schooled diploma.	<b>Transient:</b> You are enrolled at another college and plan to take courses at HCC for one semester.
<b>Individual Approval:</b> You are 18 years or older and do not have a high school diploma or GED.	<b>Readmission from prior semester:</b> You have previously attended HCC as a credit student, but it has been more than 365 days since you last attended.
<b>Dual Credit:</b> You are seeking to earn college credit for certain high school courses while completing high school requirements. <b>High School Early Admission:</b> You are seeking to earn college credit while still in high school. Credits earned will not count toward high school requirements.	<p>2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:</p> <p>Admission Basis <input type="text" value="Select"/></p>

# Residency

The information you provide in this section determines how your tuition is calculated. Read each question carefully. If you have questions about your residency status after being admitted, please contact your home campus.

Page 4 of 5  
residency information

delete residency answers & start over

## Residency Information

### About this section:

The college or university to which you are applying will use the information you provide in this section to determine your status for residency eligibility. This page will continue to reload with the questions appropriate for your particular situation. At the very end, there will be a text box for you to enter any additional information that you would like to provide. That page will be followed by a certification page where you will be asked to confirm that everything you entered was correct. It is extremely important that you take care when answering this section to provide accurate information.

During the 12 months prior to the term for which you are applying, did you attend a **public** college or university in Texas in a fall or spring term (excluding summer)?

Yes  No

save and continue to next question

# Custom Questions

- Answer all custom questions and select “save and complete this page”

Page 5 of 5  
custom questions for this institution

All questions for Houston Community College Business have been saved.

save and complete this page

Save this question and page and continue with your application.

Click “save and complete this page”

Unsaved Questions	Saved Questions
All custom questions have been saved. Save this page to continue with your application.	<a href="#">Household Occupants</a> – optional
	<a href="#">Household Income</a> – optional
	<a href="#">Native Language</a> – optional
	<a href="#">Employment Status</a> – optional
	<a href="#">Single Parent</a> – optional
	<a href="#">Full-time Homemaker</a> – optional
	<a href="#">AFDC Eligibility</a> – optional
	<a href="#">Consent on Text Msgs and Calls</a> – REQUIRED
	<a href="#">How Did You Hear About HCC</a> – REQUIRED

# Certification of Information

## certification and payment information

### certification of information - **REQUIRED**

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application.

You may wish to print this page for your own records; however, we ask that you *not* send in a printout of this page to the institution to which you are applying.

- Your application will not be submitted if you do not check the box next to EACH statement

Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. The Texas Higher Education Coordinating Board, or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, cellular, text message, or automated telephone dialing equipment). Your information will not be sold for commercial purposes.

I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#)

If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

# Submit Application



**You are about to submit your application for Two Year Admissions to Houston Community College for Spring 2018 with application ID 1668220.**

Once you submit your application, you will **not** be allowed to change it in any way. We strongly recommend checking each application page again as information may not be added, edited, or corrected on ApplyTexas after submission. Please check the box to the left to confirm you are ready to submit.

**You may choose not to submit this application at this time, but you must submit your application before Houston Community College will receive it.**

Submit Application Now

*I'll submit my application later. Go to [my applications](#) to view a list of my saved applications.*

# Questions?

For questions about admissions processing related to:

- Application ID look-up
- Checking the status of your submitted application
- Making changes to your submitted application
- Follow-up documentation

Please contact our Success Coach, Shannon Robinson, at [shannon.robinson@hccs.edu](mailto:shannon.robinson@hccs.edu) or at 713-718-8009.

For technical assistance with the ApplyTexas application, please contact the ApplyTexas help desk at:

[applytexas@austin.utexas.edu](mailto:applytexas@austin.utexas.edu)