

# Hill College Enrollment Checklist

(This information is intended as a basic reference guide. Procedures may vary for individual students.)

## **STEP ONE: Admissions** (Must be completed prior to registration.)

- **Application** Complete an Admissions Application (online or in person).
- **Residency** Submit proof of residency (Driver's License or contact Enrollment Management).
- **Transcripts** Students must provide transcript(s) of previous education (College, High School, GED)

**Contact: Enrollment Management Office** – HCC(254)659-7600 or JCC(817)760-5601

## **STEP TWO: Testing** (Testing is required unless otherwise exempt, see Counseling)

- **Level 1 Certificate of Completion Programs (TSI Waived)** - No testing required.
- **Associate Degrees and TSI Required Certificate of Technology Programs** - Take the ACCUPLACER test or state approved alternative test (THEA, ASSET, SAT, ACT) prior to enrolling.  
(**Note:** ACT/SAT does not substitute for the ACCUPLACER, see Counseling for partial exemptions).  
ACCUPLACER testing available at the Testing Center.

**Appointment required for all Testing. Contact: Testing Center for office hours** – HCC(254)659-7815 or JCC(817)760-5814

**Payment for the ACCUPLACER test can be made at the Business Office**

ACCUPLACER - \$39.00

THEA or Quick THEA - \$29.00 to NES and \$10.00 to Hill College

- **Must present a Photo I.D. and paid receipt in order to test.**

## **STEP THREE: Academic Advising** (Must be completed before registration)

- Students should work with a Faculty Advisor or an Academic Advisor in the Counseling Center to select a major and then determine which classes are appropriate based on test results, interests, and other factors.  
(**Note:** See list of majors on back)

**Contact: Counseling Center for office hours** – HCC(254)659-7650 or JCC(817)760-5650

## **STEP FOUR: New Student Orientation** (Recommended during first semester)

- Register for PSYC 1100, Orientation. This is recommended for all beginning degree bound students.

## **STEP FIVE: Registration** (See dates/times in class schedule or website: [www.hillcollege.edu](http://www.hillcollege.edu))

- Walk-in registration is the week before classes begin.
- Early (Internet) registration requires admission files to be complete and no registration holds

## **STEP SIX: Tuition/Fees**

- Pay tuition and fees or complete financial aid arrangements by designated deadlines.
- (**Note:** See dates in class schedule).
- Can be paid at the Business Office or online at [www.hillcollege.edu](http://www.hillcollege.edu)
- Failure to pay by the deadline will result in cancellation of registration.

**Contact: Business Office** – Administration Bldg. - HCC(254)659-7707 or JCC(817)-760-5700

## **STEP SEVEN: Parking/Student I.D.** (You must have your paid tuition receipt)

- Once you have registered and received a “paid receipt,” you may obtain a parking permit and a student I.D.
- All students must have a parking permit and Student I.D.
- Tuition can be paid at the Business Office or online at [www.hillcollege.edu](http://www.hillcollege.edu) – check “My Rebel”

**Contact: Student Life/Housing (HCC)** – HCC(254)659-7800/7801 or **Dean of Students** – JCC(817)760-5504