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

**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

- 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
- 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 – check “My Rebel”

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