



REGISTRATION INSTRUCTIONS

Getting Started

First Time in College/Transfer/Former (not enrolled at Hill College in Spring or Summer 2009) **Students:** Submit application online at www.hillcollege.edu or mail an application to:

Hill College
Office of Enrollment Management
112 Lamar Dr.
Hillsboro, TX 76645

See Admissions Requirements for additional information.

Current Students (enrolled at Hill College in Spring or Summer 2009):
Proceed to REGISTERING FOR CLASSES.

CHECKLIST:

- State-mandated testing is required prior to registration unless documentation of exemption is on file.
- It is recommended that official transcripts be on file in the Office of Enrollment Management prior to registration. All required transcripts must be received before the next registration period or enrollment will be blocked.
- Transcripts should be sent from your previous institution(s) to Hill College at the above address. Hand-carried transcripts may be accepted if in a sealed, high school/college letterhead envelope.



REGISTERING FOR CLASSES

- If you are already released for online registration, then go to www.hillcollege.edu, go to MyRebel and click on CampusConnect under Quick Links.
- If you are not released, your admissions file must be complete in order for you to be able to register online. Contact the Office of Enrollment Management for information on completing your admissions file. Students in some programs may not be eligible to register online. Please contact the Counseling Center for information on these programs and any testing which might need to be completed before registration.
- Students who are not eligible for online registration need a Time Card for on-campus registration. The Time Card is your reservation for what day and time to come to sign up for classes. Go to our home page at www.hillcollege.edu and find MyRebel. Look for 'Time Cards' under Quick Links. You may call the Office of Enrollment Management if you need further instructions.
- Students in some technical programs should see their faculty advisor or the Counseling Center prior to in-person registration dates to discuss their registration options. Advisors can also assist students who wish to register online with the selection of classes prior to registering.

High School Early Admissions and/or Concurrent Credit Students:

- See your high school counselor or the Hill College website at www.hillcollege.edu for forms and information.
- Call the Director of Dual Credit at **254-659-7603** with questions or email at dstewart@hillcollege.edu .



MAKING PAYMENT*

- Payment and/or payment arrangements are expected **at the time of registration** (early, online, regular or late).
- Students who pre-register, online or otherwise, must make payment or payment arrangements **NO LATER THAN THREE WORKING** days prior to the start of classes.
- Students with unpaid bills must make payment or arrangements for payment through the Business Office or they will be dropped from their classes and must request re-enrollment.

*If you have ANY questions, please do not hesitate to contact the Hill College Business Office. Help is here when needed! There are many options available in making payments. Please feel free to call **254-659-7707 (Hillsboro) or 817-760-5700 (Cleburne)**.

FORMS OF PAYMENT:

- Pay in full online through CampusConnect by credit card for a \$2.00 fee
- Set up a payment schedule through Nelnet (NBS) for a \$35.00 fee, through a link available on CampusConnect or through the Hill College website at www.hillcollege.edu
- Pay in full at the Cashier's Office at the Hill County Campus or the Johnson County Campus or at Hill College at Burleson by credit card, check, cash, or money order – Please include **student's** name and ID with payment, along with the driver's license and date of birth of the person writing the check in the case of personal checks.
- Mail check or money order to:
Hill College
Business Office
112 Lamar Dr.
Hillsboro, TX 76645
(payments from pre-registered students **must be received** no later than three working days before the start of classes)
- Financial Aid – student is responsible for ensuring aid has been applied.

Deadlines for Federal and State Assistance

Applications for federal and state assistance should be completed by **July 1st** for the fall semester, **November 1st** for the spring semester and **April 1st** for the summer semester. For the purpose of Federal Financial Aid, summer is treated as one term and the federal aid used will be considered as a continuation of the prior award year. Applications received after these dates may not be awarded prior to registration. Students should make alternative payment arrangements with the Business Office to lock in courses before drop dates.

REGISTRATION IS NOT COMPLETE UNTIL PAYMENT IS RECEIVED. STUDENTS ARE ENCOURAGED TO CONTACT THE BUSINESS OFFICE TO ENSURE THAT PAYMENT OF TUITION AND FEES HAS BEEN APPLIED.