

HIGHLAND
COMMUNITY COLLEGE
online

*From here, you can
see anywhere!*

FINISHING YOUR DEGREE AROUND A BUSY SCHEDULE? LAST CLASS NOT OFFERED ON YOUR CAMPUS? SIMPLY PREFER WORKING FROM HOME?

**YOU'RE COVERED WITH
HCC ONLINE.**

**COMPLETE ONE CLASS, TRANSFERABLE GENERAL EDUCATION COURSES, OR A DEGREE PROGRAM
ON YOUR TURF, ON YOUR TIME.**



Tuition:

2011-2012 tuition is:

\$116.00 per credit hour* (in-state students)

\$142.00 per credit hour* (out-of-state students)

*Includes all fees. Tuition pricing is subject to change.

Registration:

New students go to <http://online.highlandcc.edu> and follow the admissions instructions.

Current and returning students can enroll by emailing their name, birthday, course, and section to hconline@highlandcc.edu.

All courses require minimum enrollment, course schedule subject to change.

Books:

Visit <http://online.highlandcc.edu> to purchase books and course materials for your online classes. Students are responsible for the cost of textbooks.

Credit Load:

Students may enroll in no more than 18 hours during the Spring semester. Students may enroll in no more than 12 credit hours during an 8-week session.

Due Dates:

Official transcripts for degree seeking students required prior to enrollment. Financial Aid due by February 1. Payment and Prerequisites due by March 2.

**Contact Robbyn Ireland, Online Assistant, at
hconline@highlandcc.edu | 785.442.6129**

HCC Online Calendar Spring 2012 Important Dates

*these dates only apply to HCC Online *dates subject to change

February 1	Financial Aid Deadline: Student must be enrolled for courses and HCC aid package must be posted to account to use HCC Financial Aid as payment for March classes. This requires all verification materials submitted, official transcripts received from all schools, review of file by FA officer, award letter sent to student, award letter signed & returned to HCC by student, and master promissory note completed online and entrance counseling completed if awarded loans. <i>If schedule credit hours are changed distribution of aid may be delayed.</i>
March 2	Prerequisite Verification due for March Online Courses - second 8-week* Payment due for March Online Courses - second 8-week**
March 3-9	Enrollment available for online second 8-week courses with full payment by cash, credit card, or 3rd party letter due within 24 hours+. Students dropped for non payment on March 2 must submit signed FA award letter or full payment prior to reenrollment. Students dropped for not verifying prerequisite must have verification on file prior to reenrollment.
March 5-15	Book vouchers available for qualifying financial aid students
March 7	Last day to submit new student application for admissions for spring second 8-week courses
March 9	Last day to enroll for online second 8-week courses
March 13	Spring second 8-week courses begin
March 14	Last day for 100% refund for March start courses
March 15	Moodle Login Required for all March Courses: second 8-week courses. Students must login to all courses by 5 pm (CST) on this date or they will be dropped from the course with a full refund. Reenrollment is not available. All issues with MyHCC/Moodle account access must be reported by 5 pm to hconline@highlandcc.edu .
March 16	Last day for 50% refund in March start courses Last day to request Credit/No Credit grade for March course
March 19-23	Spring Break – no coursework due
April 4	Identified Course Completion Policy: Requirements of second 8-week course assignments must be completed. Students must have completed 100% of the identified coursework or they will be dropped from the class. Reenrollment into March course is not available. No refund and financial aid award will be adjusted.^
April 5-8	Easter Holiday – no coursework due
April 18	Last day for “W” in second 8-week course
April 27	CAAP Test for graduating students
May 10	Graduation Ceremony on Highland Campus
May 11	Second 8-week courses end
May 15	Grades posted for second 8-week courses

* Verification is due within 24 hours of enrollment after this date. Students who do not verify prerequisites will be dropped.

** Payment is due within 24 hours of enrollment after this date. Students who do not make full payment will be dropped.

+ Review the HCC Online Payment Policy at <http://online.highlandcc.edu>

^ Review the HCC Online Course Completion Policy at <http://online.highlandcc.edu>

8 Week Courses (March 13 - May 11)

Course #	Title	Credits
A 101	Art Appreciation	3
ANT 112	General Anthropology	3
BS 101	College Biology w/Lab	5
BS 104	Human Anatomy w/Lab	4
BS 105	Human Physiology w/Lab	4
BS 109	Medical Terminology	3
BS 110	Nutrition	3
BS 203*	Microbiology w/Lab	5
BUS 101	Introduction to Business	3
BUS 102	Personal Finance	3
BUS 181	Word Processing - Word 2010	1
BUS 185	Desktop Publishing - Publisher 2010	1
BUS 189	Presentations - PowerPoint 2010	1
BUS 203	Macroeconomics	3
BUS 204	Microeconomics	3
BUS 245D	Electronic Communication - HTML	2
COL 103	College Success & Orientation	1
ECH 230*	Professional Development & Leadership	3
ENG 101*	College English I	3
ENG 102*	College English II	3
GEO 212	Geography	3
HIS 101	United States History I <i>(European beginnings to Civil War)</i>	3
HIS 102	United States History II <i>(Reconstruction period to present)</i>	3
HIS 104	History of Western Civilization II	3
LS 102	Children's Literature	3
M 103	Music History and Appreciation	3
MAT 090	Fundamentals of Math	3
MAT 100*	Beginning Algebra	3
MAT 103*	Intermediate Algebra	3
MAT 104*	College Algebra	3
MAT 203*	Basic Statistics	3
PE 139	Lifetime Fitness	2
PE 150A	Personal Trainer Field Experience II	1
PHI 101	Introduction to Philosophy	3
PHI 102	Introduction to Ethics	3
PS 107	General Chemistry w/Lab	5
PSY 101	General Psychology	3
PSY 205	Human Growth & Development	3
SOC 101	General Sociology	3
SOC 102	Marriage and the Family	3
SOC 210*	Social Problems	3
SP 101	Oral Communications	3

KCSL Early Childhood Courses

Contact Sara Smith (ssmith@highlandcc.edu) for more information

Course #	Title	Credits
ECH101	Recognizing Child Abuse & Neglect	1
ECH102	Understanding Multiple Intelligences & Children's Learning Styles	1
ECH105	ECH Cultural Competencies	1
ECH106	Understanding Children's Temperament	1
SOC100	Creating Positive Settings for Children & Families	1

*Must be Student in ECH, Education, or Social Work Degree Area
Courses Require Extra Fees
Online Enrollment Not Available, Must Enroll with Sara Smith*

Allied Health Courses

Contact Elizabeth Brey (ebrey@highlandcc.edu) for more information

Course #	Title	Credits
NUR202*^	Certified Medication Aide (Mar 13-May 11) <i>Clinical TBA @ Frankfort</i> <i>Online Enrollment Not Available, Must Enroll at HCC Site</i>	5
NUR203*^	Certified Medication Aide Update (Feb 21-Mar 13) <i>Online Enrollment Not Available, Must Enroll at HCC Site</i>	1
NUR206	Social Services Designee (Mar 13-May 12)	3

*Prerequisite required - visit <http://online.highlandcc.edu> for details.
^ For the state of Kansas only.

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