

# Thank you for choosing Highland Community College.

For a great start to a  
successful semester please  
follow this step-by-step guide:



## STEP ONE

Ensure that you have read, understand, and completed all the steps needed for taking HCC Online courses at <http://online.highlandcc.edu>. This includes checking prerequisites, verifying transferability, and making payment for your courses. Payment for online courses is due prior to the start of the course, view the website for exact dates.

## STEP TWO

Login to your MyHCC account at <http://www.highlandcc.edu> to view your Academic and Financial information. This account allows you to check your class schedule, print an unofficial copy of your transcript and request an official transcript, view billing and financial aid information, and make an online payment. During the semester, grades are viewable for each enrolled online class from your MyHCC account.

## STEP THREE

Access your free HCC Email Account. Login to MyHCC and choose Webmail. Webmail is the official HCC email address and all correspondence will be sent to you through this address from HCC and your instructors. Students are responsible for checking their MyHCC email account.

## STEP FOUR

Make arrangements to purchase your textbooks & required materials (such as software, calculators, & equipment). Go to <http://online.highlandcc.edu> and select Textbooks to access MBS Direct, our partner bookstore. It is strongly recommended that books are purchased from MBS Direct. You should purchase books prior to the start of classes to avoid delays in beginning coursework. The bookstore does not accept financial aid awards as payment for books – you must be able to make arrangements to pay out of pocket.

## STEP FIVE

Access to courses will be given to students beginning the week before the course starts if payment has been received & prerequisites verified by the stated deadline.

Students not meeting the payment & prerequisite requirements will be dropped. The HCC Online course management system is The Learning House - Moodle.

## STEP SIX

To begin coursework, select Course Access at <http://online.highlandcc.edu>. Log in to the Moodle site. Select your course from the My Courses listing on the left side bar. Begin by reading the "Are you Ready" section, reviewing the syllabus, & completing the Moodle training.

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Questions?

Please email [hconline@highlandcc.edu](mailto:hconline@highlandcc.edu)

HCC Help Desk 785-442-6060

The Learning House – Moodle Help Desk 866-259-4329

MBS Direct Bookstore Customer Service 800-325-3252

**Highland Community College**  
**Holton Center**  
**416 Colorado**  
**Holton, KS 66436**

**HCC Online...at your convenience**  
**<http://online.highlandcc.edu>**