

**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 online through MyHCC at <http://www.highlandcc.edu> using the Register tab.

*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 November 15. Payment and prerequisites due by January 5.

**Contact Robbyn Ireland, Online Assistant, at  
[hconline@highlandcc.edu](mailto:hconline@highlandcc.edu) | 785.442.6129**

# HCC Online Calendar Spring 2012 Important Dates

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

## SESSION DATES:

16 week courses: January 17-May 11

1st 8 week courses: January 17-March 8

2nd 8 week courses: March 13-May 11

October 24	Enrollment online through MyHCC begins
November 15	<b>Spring Bookstore opens:</b> Choose Textbooks at <a href="http://online.highlandcc.edu">http://online.highlandcc.edu</a>   <b>Financial Aid Deadline:</b> Student must be enrolled for courses and HCC aid package must be posted to account to use HCC Financial Aid as payment for January 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>
January 5	Prerequisite Verification due for January Online Classes--16-week &   first 8-week*   Payment due for January Online Classes--16-week & first 8-week**
January 5	Enrollment online through MyHCC ends. To enroll or make schedule changes email <a href="mailto:hconline@highlandcc.edu">hconline@highlandcc.edu</a> or call 785.442.6129.
January 6-14	Enrollment available for online 16-week & first 8-week courses with full payment by cash, credit card, or 3rd party letter due within 24 hours+. Prerequisite verification must be on file prior to enrolling. Students dropped for non payment on January 5 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.
January 10-20	Book vouchers available for qualifying financial aid students
January 11	Last day to submit new student application for admissions for spring 16-week & first 8-week courses
January 13	Last day to enroll for online 16-week & first 8-week courses
January 16	<b>Martin Luther King, Jr. Holiday:</b> offices closed
January 17	<b>Spring Online Courses Begin:</b> 16-week & first 8-week courses
January 18	Last day for 100% refund for first 8-week courses
January 19	<b>Moodle Login Required for all January Courses:</b> 16-week & first 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 <a href="mailto:hconline@highlandcc.edu">hconline@highlandcc.edu</a> .
January 20	Last day for 50% refund for first 8-week courses   Last day to request Credit/No Credit grade for January course
January 23	Last day for 100% refund for 16-week courses
February 1	<b>Financial Aid Deadline:</b> 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>
February 3	<b>Identified Course Completion Policy:</b> Requirements of first 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 January course is not available. No refund and financial aid award will be adjusted.^
January 30	Last day for 50% refund for 16-week courses
February 10	Last day for "W" in first 8-week courses
February 17	<b>Identified Course Completion Policy:</b> Requirements of 16-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 January course is not available. No refund and financial aid award will be adjusted.^
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 8	First 8-week courses end
March 9	Last day to enroll for online second 8-week courses
March 13	Grades posted for first 8-week courses   Spring second 8-week courses begin
March 14	Last day for 100% refund for March start courses
March 15	<b>Moodle Login Required for all March Courses:</b> 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 <a href="mailto:hconline@highlandcc.edu">hconline@highlandcc.edu</a> .
March 16	Last day for "W" in 16-week course   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	<b>Identified Course Completion Policy:</b> 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	16-week and second 8-week courses end
May 15	Grades posted for 16-week and 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>

## Spring Online Courses (January 17 - May 11)

Course #	Title	Credits
A 101	Art Appreciation	3
A 202	Art History II	3
AB 108	Principles of Animal Science	3
AB 120	Introduction to Bee Keeping	3
AB 202	Agriculture Economics	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 103	Accounting I	3
BUS 105*	Accounting II	3
BUS 115	Business Math	3
BUS 117*	Computerized Accounting	3
BUS 130	WP, SS, DB, & PP - Office 2010	3
BUS 133	Spreadsheet - Excel 2010	3
BUS 139	Word Processing - Word 2010	3
BUS 200*	Financial Accounting	4
BUS 201	Principles of Management	3
BUS 203	Macroeconomics	3
BUS 204	Microeconomics	3
BUS 205	Business Law I	3
BUS 210	Marketing	3
BUS 213*	Business Communications	3
BUS 216*	Managerial Accounting	3
CJ 100	Introduction to Criminal Justice	3
CJ 105	Introduction to Corrections	3
CJ 110	Fundamentals of Investigation	3
CJ 120	Juvenile Delinquency	3
CJ 140	Police Patrol Procedures	3
CJ 201*	Criminal Law I	3
CJ 211	Penology & Corrections	3
ED 110	Introduction to Education	3
ENG 090	Fundamentals of English	3
ENG 101*	College English I	3
ENG 102*	College English II	3
ENG 202	American Literature I	3
ENG 223	Creative Writing	3

## Spring Online Courses (continued)

Course #	Title	Credits
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 103	History of Western Civilization I	3
HIS 104	History of Western Civilization II	3
HIS 204	Readings of Western Civilization	3
HS 106	Health Data Management	3
HS 112*	Pathophysiology	3
HS 115*	Dx Coding Systems (Coding I)	3
LG 101	Spanish I	5
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 105*	Trigonometry	3
MAT 106*	Calculus I	5
MAT 203*	Basic Statistics	3
MC 198A	Illustrator CAD	2
MOA 123	Insurance Billing & Coding	3
PE 112	Personal & Community Health	3
PE 113	First Aid & Safety	3
PE 139	Lifetime Fitness	2
PE 139A*	Lifetime Fitness (for AAS-Personal Trainer)	3
PHI 101	Introduction to Philosophy	3
PHI 102	Introduction to Ethics	3
PHI 105	Religions of the World	3
PHO107	History of Photography	3
POL 100	US Government	3
PS 107	General Chemistry w/Lab	5
PS 108	Astronomy w/ Lab	4
PSY 101	General Psychology	3
PSY 202*	Child Psychology	3
PSY 205	Human Growth & Development	3
PSY 206*	Social Psychology	3
PSY 290*	Abnormal Psychology	3
SOC 101	General Sociology	3
SOC 102	Marriage and the Family	3
SOC 104	Introduction to Social Work	3

## 8 Week Courses (January 17 - March 8)

Course #	Title	Credits
A 101	Art Appreciation	3
ANT 112	General Anthropology	3
BS 109	Medical Terminology	3
BS 110	Nutrition	3
BUS 101	Introduction to Business	3
BUS 181	Word Processing - Word 2010	1
BUS 182	Database - Access 2010	1
BUS 183	Spreadsheet - Excel 2010	1
BUS 203	Macroeconomics	3
BUS 245C	Internet & Email	1
COL 103	College Success & Orientation	1
ECH 200*	Program Planning & Development	3
ENG 101*	College English I	3
ENG 102*	College English II	3
ENG 208	Introduction to Short Story	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
M 103	Music History & 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 150	Personal Trainer Field Experience	1
PHI 102	Introduction to Ethics	3
PSY 101	General Psychology	3
PSY 205	Human Growth & Development	3
SOC 101	General Sociology	3
SOC 102	Marriage and the Family	3
SP 101	Oral Communications	3

## 8 Week Courses (March 13 - May 11)

Course #	Title	Credits
A 101	Art Appreciation	3
ANT 112	General Anthropology	3
BS 109	Medical Terminology	3
BS 110	Nutrition	3
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
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
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

## Allied Health Courses

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

Course #	Title	Credits
NUR201*^	Certified Nurse Aide (Jan 17-Mar 13) <i>Clinical TBA 2 Saturdays @ Oskaloosa Clinical TBA 6 Wednesday Evenings @ Valley Falls Course Requires Extra Fees Online Enrollment Not Available, Must Enroll at HCC Site</i>	6
NUR202*^	Certified Medication Aide (Mar 13-May 11) <i>Clinical TBA @ Frankfort 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

## 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*

\*Prerequisite required - visit <http://online.highlandcc.edu> for details.

^ For the state of Kansas only.