Before Registration

New Students Must First Be Admitted
New students must complete an application and assessment before registering. For better service, students registering on campus should register at the College they will attend. New students with less than 12 college level hours must attend a pre-enrollment session.

Readmission
Students who have not enrolled for two or more consecutive regular semesters (fall, spring) must complete the core residency questions and satisfy all the applicable requirements to establish residency again prior to registration.

Readmission After Suspension/Academic Withdrawal
Students seeking readmission after being placed on Enforced Academic Withdrawal at HCC must petition the Academic Dean at the College they will attend. Students may be required to enroll in courses specified by the Academic Dean and/or have their course load limited.

Designated Registration

Payment Sites

Alief Campus (NW)
2811 Hayes Rd. 77082 ........................................713.718.6870

Central (CE)
1300 Holman 77004 .................................713.718.6000

Coleman College (HS)
1900 Pressler Street 77030 ...............................713.718.7400

Eastside Campus (SE)
6815 Rustic 77087 .......................................713.718.7000/7100

Felix Fraga Campus (SE)
301 N. Drennan 77003 ....................................713.718.2800

Gulfton (SW) - Intensive English Only
5407 Gulfton 77081 .......................................713.718.7750

For registration hours, call campus

Katy Campus (NW)
1550 Foxlake Drive 77084 ..................................713.718.5757

Missouri City Campus (SW)
5855 Sienna Spring Way 77459 ........................713.718.2906

Northeast Campus (NE)
555 Community College Dr. 77013 ..........................713.718.8325

North Forest (NE)
7525 Tidwell 77028 .......................................713.635.0427

For registration hours, call campus

Northline Campus (NE)
8001 Fulton 77022 ..............................................713.718.8088

Pinemont Center (NE)
1265 Pinemont 77018 ........................................713.718.8031

For registration hours, call campus

Stafford Campus (SW)
10041 Cash Rd., Stafford 77477 ..........................713.718.7800

South Campus (CE)
1990 Airport Blvd. 77057 .......................................713.718.663

Spring Branch Campus (NW)
1010 W. Sam Houston Pkwy. N. 77043 ........713.718.5700

West Loop Center (SW)
5601 West Loop South 77081 ............................713.718.7868

Payment Information
Arrangements for payment must be made at the time of registration. There are many payment options including financial aid, payment plans, credit cards, etc., and students must select and initiate a payment to complete their registration. Failure to pay the charges by the deadline will cause the student to be dropped and lose their place in class. Students are responsible for paying additional tuition if they add a class after original charges have been paid. Students will also be dropped for failure to pay the additional tuition and fees if financial aid, scholarship, billings etc. do not cover all charges.

To avoid losing your place in class, be sure to make a payment either at a designated registration site or online of the day you register.

Spring 2013 Registration

Registration/Payment

Traditional - 16 Week Term ...........................Nov. 5 - Jan. 14
Second Start - 12 Week Term .........................Nov. 5 - Dec. 18
First - 8 Week Term .................................Nov. 5 - Jan. 14
Second - 8 Week Term ...............................Nov. 5 - Feb. 14
First - 5 Week Term .................................Nov. 5 - Jan. 14
Second - 5 Week Term ...............................Nov. 5 - Feb. 14
First - 4 Week Term .................................Nov. 5 - Jan. 14
Second - 4 Week Term ...............................Nov. 5 - Feb. 14

Registration for Continuing Education/Payment
Dates - Jan. - May (Check with individual registration site for hours.)

Spring 2013 Payment Deadlines
Payment is due at the time of registration and students will lose their place in class if payment is not received.
## SPRING 2013- REGULAR 16- WEEK SEMESTER (RT)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5</td>
<td>Monday</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>January 5</td>
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<tr>
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<td>Saturday</td>
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</tr>
<tr>
<td>December 19- January 1</td>
<td>Offices Closed</td>
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</tr>
<tr>
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<td>Friday</td>
<td>Last Day for 100 % Refund</td>
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<tr>
<td>January 13</td>
<td>Sunday</td>
<td>Last Day for Drop/Add/Swap/ Registration Ends (online only)</td>
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<tr>
<td>January 14</td>
<td>Monday</td>
<td>Classes Begin</td>
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<tr>
<td>January 14- January 30</td>
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<tr>
<td>January 21</td>
<td>Monday</td>
<td>Offices Closed- Martin Luther King, Jr. Observance</td>
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<tr>
<td>January 28</td>
<td>Monday</td>
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</tr>
<tr>
<td>January 31- February 5</td>
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<tr>
<td>February 15</td>
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<td>Priority Deadline for Spring Completion of Degrees or Certificates</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>Office Closed- Presidents Day Holiday</td>
</tr>
<tr>
<td>March 11-17</td>
<td>Mon-Sun</td>
<td>Office Closed- Spring Break</td>
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<tr>
<td>April 1</td>
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<td>Fri- Sun</td>
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<td>Tuesday</td>
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<tr>
<td>May 6- 12</td>
<td>Mon- Sun</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>TBA</td>
<td>Saturday</td>
<td>Graduation Exercises</td>
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<tr>
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<td>Grades Due by- 12:00 Noon</td>
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<td>May 17</td>
<td>Friday</td>
<td>Grades Available to Students</td>
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## SPRING 2013- REGULAR 16- WEEK SEMESTER (COLEMAN) (CRT)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5</td>
<td>Monday</td>
<td>Registration Begins</td>
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<tr>
<td>January 5</td>
<td>Saturday</td>
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<tr>
<td>December 19- January 1</td>
<td>Offices Closed</td>
<td>Holiday Break</td>
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<td>January 4</td>
<td>Friday</td>
<td>Last Day for 100 % Refund</td>
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<tr>
<td>January 6</td>
<td>Sunday</td>
<td>Last Day for Drop/Add/Swap/ Registration Ends (online only)</td>
</tr>
<tr>
<td>January 7</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 7- January 25</td>
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<td>70% Refund</td>
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<tr>
<td>January 21</td>
<td>Monday</td>
<td>Offices Closed- Martin Luther King, Jr. Observance</td>
</tr>
<tr>
<td>January 22</td>
<td>Tuesday</td>
<td>Official Date of Record</td>
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<tr>
<td>January 26- February 1</td>
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<tr>
<td>February 15</td>
<td>Friday</td>
<td>Priority Deadline for Spring Completion of Degrees or Certificates</td>
</tr>
<tr>
<td>February 18</td>
<td>Monday</td>
<td>Office Closed- Presidents Day Holiday</td>
</tr>
<tr>
<td>March 11-17</td>
<td>Mon-Sun</td>
<td>Office Closed- Spring Break</td>
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<tr>
<td>March 25</td>
<td>Monday</td>
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<td>March 29- 31</td>
<td>Fri- Sun</td>
<td>Office Closed- Spring Holiday</td>
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<td>April 28</td>
<td>Sunday</td>
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<td>April 29- May 5</td>
<td>Mon- Sun</td>
<td>Final Examinations</td>
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<tr>
<td>TBA</td>
<td>Saturday</td>
<td>Graduation Exercises</td>
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<td>Grades Due by- 12:00 Noon</td>
</tr>
<tr>
<td>May 10</td>
<td>Friday</td>
<td>Grades Available to Students</td>
</tr>
</tbody>
</table>

### SPRING 2013- SECOND START 12-WEEK SEMESTER (SS)

| November 5- December 18 | Priority Registration Begins |
| January 17 | Thursday | Registration Reopens |
| December 19- January 1 | Offices Closed- Holiday Break |
| January 21 | Monday | Offices Closed- Martin Luther King, Jr. Observance |
| February 8 | Friday | Last Day for 100 % Refund |
| February 8 | Friday | Registration Ends/ Last Day for Drop/Add/Swap (online only) |
| February 9 | Saturday | Classes Begin |
| February 9 - 22 | 70% Refund |
| February 15 | Friday | Priority Deadline for Spring Completion of Degrees or Certificates |
| February 18 | Monday | Office Closed- Presidents Day Holiday |
| February 19 | Tuesday | Official Date of Record |
| February 23-26 | 25% Refund |
| March 11-17 | Mon-Sun | Office Closed- Spring Break |
| March 29-31 | Fri- Sun | Office Closed- Spring Holiday |
| April 9 | Tuesday | Last Day for Administrative/ Student Withdrawals- 4:30pm |
| May 5 | Sunday | Instruction Ends |
| May 6-12 | Mon-Sun | Final Examinations |
| TBA | Saturday | Graduation Exercises |
| May 12 | Sunday | Semester Ends |
| May 13 | Monday | Grades Due by- 12:00 Noon |
| May 17 | Friday | Grades Available to Students |

### SPRING 2013 1ST 4 WEEK SESSION (F4A)

<p>| November 5 | Monday | Registration Begins |
| January 11 | Friday | Last Day for 100 % Refund |
| January 13 | Sunday | Last Day for Drop/Add/Swap/ Registration Ends (online only) |
| January 14 | Monday | Classes Begin |
| January 14-17 | Mon- Wed | 70% Refund |
| January 16 | Tuesday | Official Date of Record |
| January 18 | Thursday | Last Day for 25% Refund |
| January 30 | Wednesday | Last Day for Administrative/ Student Withdrawals- 12:00 Noon |
| February 5 | Tuesday | Instruction Ends |
| February 6-10 | Wed- Sun | Final Examinations |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>February 8</td>
<td>Friday</td>
<td>Semester Ends</td>
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<tr>
<td>February 11</td>
<td>Monday</td>
<td>Grades Due by- 12:00 Noon</td>
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<tr>
<td>February 15</td>
<td>Friday</td>
<td>Grades Available to Students</td>
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<tr>
<td>February 15</td>
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<td>Priority Deadline for Fall Completion of Degrees/ Certificate</td>
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**SPRING 2013 2ND 4 WEEK SESSION (F4B)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>November 5</td>
<td>Monday</td>
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<tr>
<td>February 8</td>
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<tr>
<td>February 10</td>
<td>Sunday</td>
<td>Last Day for Drop/Add/Swap/ Registration Ends (online only)</td>
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<tr>
<td>February 11</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>February 11-15</td>
<td>Mon- Wed</td>
<td>70% Refund</td>
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<tr>
<td>February 14</td>
<td>Thursday</td>
<td>Official Date of Record</td>
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<tr>
<td>February 15</td>
<td>Friday</td>
<td>Priority Deadline for Fall Completion of Degrees/ Certificate</td>
</tr>
<tr>
<td>February 19</td>
<td>Tuesday</td>
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<tr>
<td>February 27</td>
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<tr>
<td>March 5</td>
<td>Tuesday</td>
<td>Instruction Ends</td>
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<tr>
<td>March 6-10</td>
<td>Wednesday</td>
<td>Final Examinations</td>
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<td>March 10</td>
<td>Sunday</td>
<td>Semester Ends</td>
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<tr>
<td>March 18</td>
<td>Monday</td>
<td>Grades Due by- 12:00 Noon</td>
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<tr>
<td>March 22</td>
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**SPRING 2013- 1ST-5 WEEK SESSION (F5A)**

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<td>November 5</td>
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<td>January 11</td>
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<tr>
<td>January 14</td>
<td>Monday</td>
<td>Classes Begin</td>
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<tr>
<td>January 14-18</td>
<td>Mon- Fri</td>
<td>70% Refund</td>
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<tr>
<td>January 17</td>
<td>Thursday</td>
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<tr>
<td>January 19-22</td>
<td>Sat- Tues</td>
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<tr>
<td>January 21</td>
<td>Monday</td>
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<tr>
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## Calendar

### SPRING 2013 - 2ND-5 WEEK SESSION (F8B)

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<td>February 19-25</td>
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<tr>
<td>February 22</td>
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<td>Friday</td>
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<tr>
<td>March 18</td>
<td>Monday</td>
<td>Last Day for Administrative/ Student Withdrawals- 12:00 Noon</td>
</tr>
<tr>
<td>March 26</td>
<td>Tuesday</td>
<td>Instruction Ends</td>
</tr>
<tr>
<td>March 27-31</td>
<td>Wed-Sun</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>March 31</td>
<td>Monday</td>
<td>Last Day for Administrative/ Student Withdrawals- 12:00 Noon</td>
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### SPRING 2013 - 1ST 8 WEEK - SESSION

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<tr>
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<td>Classes Begin</td>
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<tr>
<td>January 14- 23</td>
<td>Mon- Wed</td>
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<tr>
<td>January 22</td>
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<td>January 24-25</td>
<td>Thur- Fri</td>
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<td>Priority Deadline for Fall completion of Degree or Certificates</td>
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<td>Feburary 18</td>
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<td>March 4-10</td>
<td>Mon-Sun</td>
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<td>Semester Ends</td>
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<td>March 18</td>
<td>Monday</td>
<td>Grades Due by- 12:00 Noon</td>
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<tr>
<td>TBA</td>
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### SPRING 2013 2ND 8- WEEK SESSION (F8B)

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<td>Monday</td>
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<td>Friday</td>
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<tr>
<td>March 11-17</td>
<td>Mon-Sun</td>
<td>Spring Break</td>
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<tr>
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<td>Sunday</td>
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### Calendar

<table>
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<th>Event</th>
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<tr>
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<td>March 18-27</td>
<td>Mon-Wed</td>
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</tr>
<tr>
<td>March 25</td>
<td>Monday</td>
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<tr>
<td>March 28- April 1</td>
<td>Thur-Mon</td>
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</tr>
<tr>
<td>March 29-31</td>
<td>Fri-Sun</td>
<td>Office Closed/Spring Holiday</td>
</tr>
<tr>
<td>April 22</td>
<td>Monday</td>
<td>Last Day for Administrative/Student Withdrawals</td>
</tr>
<tr>
<td>May 6-12</td>
<td>Mon-Sun</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>TBA</td>
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<td>Graduation Exercises</td>
</tr>
<tr>
<td>May 12</td>
<td>Sunday</td>
<td>Semester Ends</td>
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<td>May 13</td>
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<td>Grade due-12:00 Noon</td>
</tr>
<tr>
<td>May 17</td>
<td>Friday</td>
<td>Grades available to students</td>
</tr>
</tbody>
</table>

### Spring Final Exam Schedules

**NOTE:** The final examination schedule must be strictly observed. No deviations from the printed schedule are permitted.

Final exams for students will be given at the normal class hour on the meeting date below.

**Monday, May 6**

For classes which start between:

- 7:00 a.m. — 7:30 a.m. 7:00 a.m.
- 9:00 a.m. — 9:30 a.m. 9:00 a.m.
- 11:00 a.m. — 11:30 a.m. 11:00 a.m.
- 1:00 p.m. — 1:30 p.m. 1:00 p.m.
- 3:00 p.m. — 3:30 p.m. 3:00 p.m.
- 5:00 p.m. — 5:30 p.m. 5:30 p.m.
- 8:00 p.m. — 8:30 p.m. 8:00 p.m.

**Tuesday, May 7**

For classes which start between:

- 7:00 a.m. — 7:30 a.m. 7:00 a.m.
- 9:00 a.m. — 9:30 a.m. 9:00 a.m.
- 11:00 a.m. — 11:30 a.m. 11:00 a.m.
- 1:00 p.m. — 1:30 p.m. 1:00 p.m.
- 3:00 p.m. — 3:30 p.m. 3:00 p.m.
- 5:00 p.m. — 5:30 p.m. 5:30 p.m.
- 8:00 p.m. — 8:30 p.m. 8:00 p.m.

**Wednesday, May 8**

For classes which start between:

- 8:00 a.m. — 8:30 a.m. 8:00 a.m.
- 10:00 a.m. — 10:30 a.m. 10:00 a.m.
- 12:00 p.m. — 12:30 p.m. 12:00 p.m.
- 2:00 p.m. — 2:30 p.m. 2:00 p.m.
- 4:00 p.m. — 4:30 p.m. 4:00 p.m.
- 6:00 p.m. — 6:30 p.m. 6:30 p.m.
- 7:00 p.m. — 7:30 p.m. 7:30 p.m.

**Thursday, May 9**

For classes which start between:

- 8:00 a.m. — 8:30 a.m. 8:00 a.m.
- 10:00 a.m. — 10:30 a.m. 10:00 a.m.
- 12:00 p.m. — 12:30 p.m. 12:00 p.m.
- 2:00 p.m. — 2:30 p.m. 2:00 p.m.
- 4:00 p.m. — 4:30 p.m. 4:00 p.m.
- 6:00 p.m. — 6:30 p.m. 6:30 p.m.
- 7:00 p.m. — 7:30 p.m. 7:30 p.m.

Classes which meet only once per week (May 7, 8, 9, 10, 11, 12, 13) will take exams at the regular class time. (this includes weekend classes)

**Exam Schedules for Distance Education go to:**

http://de.hccs.edu
Admission Steps

- **Apply now** – Select a program/career cluster (An early start ensures you have plenty of time to visit with an advisor and plan your course schedule). Submit an application for admission at www.hccs.edu or at any Admissions Center. Students may also complete the Texas Common Application for 2 year schools at www.applytexas.org, but should allow extra processing time before registering.

- **Submit meningitis documentation** see page 18

- **Apply for financial aid** – (Even though you think you might not qualify, this will help determine what resources might be available). Complete the free FAFSA on line at www.fafsa.ed.gov HCC school code is 010422.

- **Send official transcripts** – (Transcripts are needed to determine placement and prerequisite requirements) Send official transcripts of all previously attended colleges/universities to

  Office of Admissions & Records
  P.O. Box 667517
  Houston, Texas 77266-7517

- **Assessment** – (Exam results are used to determine placement in reading, writing and math courses) Submit current ACT, SAT, or assessment scores or take the required placement exams at one of the college testing centers.

- **Pre-enrollment session** - Every first-time college or transfer student with less than 12 semester credit hours who is enrolling in HCC credit courses is required to complete a New Student Pre-Enrollment Session at one of the campuses. This session will provide all the information necessary for new students to navigate through the enrollment process and prepare for the first day of class (i.e. course selection, degree programs, financial aid process, student ID, etc.).

Admission Requirements

The Houston Community College has an “open door” admission policy, which means it accepts all applicants who can be expected to benefit from its programs.

With limited exceptions, a student must be a high school graduate or have a GED. Nongraduates who are at least 18 years old may be admitted on individual approval provided it is determined through assessment that they have the ability to benefit from their program. Nongraduates who are under 18 must follow the special admission policies.

Admission to HCC does not guarantee admission to all programs. Based upon their assessment results and program objectives, students may be admitted conditionally, required to take developmental courses, and/or restricted from certain programs and courses. Refer to the catalog for complete admission policies.

High School Student Admissions

Currently enrolled high school or home-schooled students who have completed their sophomore year may enroll for a maximum of two HCC courses each semester. In general, students must have a ‘B’ average, satisfy the Texas Success Initiative (TSI) requirements, and not require remediation in the subject area in which they are enrolling. Students must furnish a high school transcript, TSI scores (or documentation for exemption from TSI requirements), and approval from their high school. Students must maintain a C average to continue taking courses at HCC while still attending high school.

Dual Credit Classes

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit courses are typically taught at the high school. Dual credit is successful because the program offers something for everyone involved.

Special Admission

Students who have not completed their sophomore year in high school may petition for admission. Students must present evidence of their ability to benefit from college classes. Requirements include an application, a letter of interest from the student, a letter of approval from the high school principal, high school transcripts, three letters of recommendation, test scores from an approved assessment, and an interview. Interested students should contact the appropriate Instructional dean at the college one month prior to start of classes.
International Students

HCC considers a student on any kind of visa other than a permanent resident Visa (I-551) to be an international student. Prospective students on any other type of visa, except tourist visa, may enroll at HCC provided it is a visa approved by the United State Citizenship and Immigration Services (USCIS). The student should call the college of choice for admission instructions and meet the published application deadline.

F, M visas International Students

International students who wish to study in the U.S. with an F-1 or M-1 status must obtain a SEVIS I-20 Form from Houston Community College. HCC has been authorized by the U.S. Department of Homeland Security (DHS) to issue the SEVIS I-20 Form required to obtain an F-1 and M-1 student visa status. However, before the SEVIS I-20 Form can be issued, the DHS requires all applicants to provide certain documentation and information to the college issuing the SEVIS I-20 Form. To apply, please go to the HCC website at www.hccs.edu, click on future students, then international students and follow the outlined application guidelines.

An international student under the age of 18 who wishes admission to HCC must provide documentation to prove that he/she has achieved the equivalency of a U.S. high school diploma in his/her country by completing a transcript evaluation.

F-1 and M-1 international student must adhere to the DHS regulation governing students while studying inside the U.S. to maintain their student status. HCC officials are required to report to DHS all changes pertaining to F-1 and M-1 students.

Mandatory Health Insurance:

All students holding an F-1 and M-1 Visa will be automatically enrolled and charged for the Houston Community College endorsed International Student and Accident & Sickness Insurance Program each semester to satisfy the College policy regarding maintaining acceptable health insurance coverage. You may download a copy of the Accident & Sickness Insurance booklet and access other helpful information from www.macori.com/hcc.

B Visa Holders

A prospective student holding B-visa (visiting status) is not eligible to attend HCC. The student must provide proof that he/she has been reclassified to eligible status by DHS to attend school.

Office of International Student Services (OISS) can provide guidance if the student is interested in applying with DHS for a change of non-immigrant status to F-1 status.

Establishing Residency

HCC is required by state law to determine the residency status of all students for tuition purposes. All new students must provide the institution with a completed set of core residency questions and substantiating documentation to affirm their residence. Students who have not enrolled for two or more consecutive regular semesters (Fall & Spring) must complete the residency core questions and satisfy all applicable requirements to establish residency. Additional documentation may be requested at any time following registration.

Residency is determined at the time of registration, either by a student's current address or by the address of a parent or legal guardian if the student is being claimed or is eligible to be claimed as a dependent for federal income tax purposes. A post office box can be used for a mailing address but cannot be used to establish residency. It is the responsibility of the student to register under the correct residency classification. A complete set of rules and regulations for determining residency is available at each Admissions Office.

For tuition purposes, a student will be classified according to the following guidelines. The Registrar is the final authority on all decisions related to residency.

Basic Residency Requirements

For tuition purposes, according to Texas Education Code 54.075 and Texas Higher Educational Coordinating Board Rules 21.727, all students must submit a completed set of core residency questions. These questions will be used by the institution to determine if the person is a resident for tuition purposes.

The following persons shall be classified as Texas Residents and entitled to pay resident tuition at all institutions of higher education.

- A person who was enrolled at a Texas public institution during a fall or spring semester within the previous twelve months and was classified as a Texas resident for tuition purposes.
- A person who (a) graduated from a public or private high school in this state or as an alternative to high school graduation received the equivalent of a high school diploma in this state, AND (b) maintained a residence continuously in this state for the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent as applicable and the 12 months preceding the census date of the academic semester in which the person enrolls.
• A person or a dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the student enrolls in an institution and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Additional Requirements for Non-U.S. Citizen Students
A non-U.S. citizen who is living in the U.S. under permanent resident status, an appropriate visa, or who has filed an I-485 application for permanent residency and has been issued notice of action from USCIS showing the I-485 has been reviewed and has not been rejected has the same privilege or qualifying for resident status, for tuition purposes, as a U.S. citizen. Anyone permitted by Congress to adopt the United States as their domicile while living in this country is afforded the same privilege as citizens and permanent residents to establish Texas residency for tuition purposes. A list of visas eligible for establishing domicile is available at each college center.

Undocumented Students
Undocumented students who do not qualify for resident tuition under the Basic Residency Requirements are eligible for admission to HCC according to the following guidelines. All other undocumented students may be admitted but will be charged out-of-state tuition.
• Those who have resided within the taxing district (school districts of Alief, Houston, North Forest, Stafford, and the city of Missouri City) for one year immediately preceding registration and who attended or graduated from an in-state middle school or high school qualify for in-district tuition and fees.
• Those who have resided within the state of Texas for one year immediately preceding registration and who attended or graduated from an in-state middle school or high school qualify for out-of-district tuition and fees.

Health Science Programs (Special Requirements)
All applicants to Health Science Programs must contact the Health Science Intake Center located at 1900 Pressler Street, 713.718.7373, directly for formal application procedures, pre-entrance examination schedules, and a personal interview, if applicable, with the Program Department Chair of the specific Health Science discipline. Most Health Science programs have deadlines for submitting applications.

Out-of-District Residency
• Students who have met the basic Texas residency requirements and live outside the HCC district (Alief, Houston ISD, North Forest, Stafford MSD, and part of Missouri City).

Out-of-State Residency
• A student who has not resided in Texas for 12 months immediately preceding registration.
• A non-resident student classification is presumed to be correct as long as the residence in the state is primarily used for the purpose of attending school. To be reclassified as a resident (after one or more years of residency), the student must show proof of intent to establish Texas as his/her permanent legal residence.

A non-resident who marries a Texas resident must establish his/her own residency.

Documentation of residency and proof of school attendance must be submitted.
Change of Address/Name
Forms are available at each campus for students who need to change their name or address. NOTE: If your home permanent address change results in a new residency status, you must file a petition for residency change (with documentation) before you qualify for the new residency rate. A change in the mailing address does not change residency status.

Penalties
Any student who provides false information or who withholds information for proper determination of residency is subject to any or all of the following penalties: 1) Withdrawal from all classes with no refund; 2) Dismissal from the College; 3) Payment of the difference in fees within 30 days; 4) Loss of credit earned while under incorrect residency status.

Former Students
All former students are required to verify residency status for tuition purposes each semester. Students who do not update their residency status are subject to the penalties listed above for new students. HCC has the right to require proof of residency for any student at any time during their enrollment.

STUDENT Identification Card
All students are required to have a HCC Student ID card. A HCC ID card may be obtained by visiting any of the college Campuses operating a photo ID station.

To obtain an ID card, you will need:
- Your student identification number (EMPID)
- A current student fee receipt

You will also need one of the following:
- Valid driver’s license/Government issued ID card
- Valid passport and/or VISA
- Recent photo identification from another college and/or high school

For further details contact website:
http://www.hccs.edu/hccs/faculty-staff/houston-community-college-id-cards
Admission Assistance

Students with Disabilities
The Disability Support Services Office assists students with documented physical, learning, or emotional disabilities in developing independence and self-reliance. Services include adaptive equipment and reasonable accommodations for admissions assistance, testing, academic advising, registration, and classroom instruction. Interpreting service is provided for students who are hearing impaired and assistive technology devices are provided on a case-by-case basis.

We strongly recommend that hearing impaired students select courses during the 10 week summer session and the 16 week fall and spring sessions in order to enhance the student’s success. Students should request interpreter services no less than 30 days prior to each academic semester they plan to attend HCC. The Disability Services Office cannot guarantee that services will be in place if insufficient student notice is provided.

Houston Community College is committed to compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504). Students with special needs or disabilities, which may affect their ability to succeed in college classes or participate in college programs/activities, should contact the Disabilities Support Services (DSS) Counselor located at each college.

Modified Testing Accommodations
Modified testing accommodations are available to students who are unable to take a placement test under standard conditions because of a verified disability. The student must request the accommodations by contacting a DSS counselor and providing documentation supporting a qualifying disability. Academic accommodations are provided only after a student has properly registered for services through a DSS counselor. The counselor must be contacted a minimum of 10 working days prior to testing. It is recommended that the student start this process at least 60 days in advance of registration dates.

Disability Support Services

Central
Main Number ........................................... 713.718.6164
ADA Counselor ...................................... 713.718.6166
TTY*Fax .................................................. 713.718.6179
Video Relay Service, Toll Free: ............ 866.327.8877
Counselor ............................................... 713.718.6165
ADA Technician ................................. 713.718.6629
Supervisor of Interpreting Services ....... 713.718.8333
Fax: ...................................................... 713.718.6179
(Interpreter Services System Wide)

Coleman College for Health Sciences
ADA Counselor .................................... 713.718.7082/7400
Fax: ...................................................... 713.718.5491

Northeast
ADA Counselor .................................... 713.718.8420
Fax: ...................................................... 713.718.8060

Northwest
ADA Counselor .................................... 713.718.5422
Ojo Videophone .................................... 832.413.6976
ADA Technician ................................. 713.718.5604
Fax: ...................................................... 713.718.5430

Southeast
ADA Counselor .................................... 713.718.7218
Fax: ...................................................... 713.718.7223

Southwest
ADA Counselor .................................... 713.718.7909
Fax: ...................................................... 713.718.7781

Deaf and Hard of Hearing may reach offices through Relay Texas 1.800.735.2989.
New Students Pre-enrollment Session and Orientation

New students must complete an online Application for Admission see page 4. New students are encouraged to apply EARLY to ensure enough time for testing, advisement and course selection.

Every first-time college or transfer student with less than 12 semester credit hours who is enrolling in HCC credit courses is required to complete a New Student Pre-Enrollment Session at one of the campuses. This session will provide all the information necessary for new students to navigate through the enrollment process and prepare for the first day of class (i.e. course selection, degree programs, financial aid process, student ID, etc.)

Contact any of the locations below.

Central
Central Campus .................... 100 Learning Hub, 713.718.6231

Coleman College for Health Sciences
Health Science Center ............... 713.718.7371/7325/7376

Northeast
Northeast Campus ..................... 713.718.8300
Northline Campus ..................... 713.718.8000
Pinemont Center ...................... 713.718.8400

Northwest
Alief Campus .............................. 713.718.6870
Spring Branch Campus ............... 713.718.5669
Katy Campus .............................. 713.718.5690

Southeast
Eastside Campus ....................... 713.718.8533
Felix Fraga Academic Campus ...... 713.718.2800

Southwest
Missouri City Campus ................. 713.718.2900
Stafford Campus ...................... 713.718.7800
West Loop Center ..................... 713.718.7868

Advising
An initial advising session with a College Advisor is required for most new students. Advisors will direct students toward their educational objectives by explaining assessment results, answering questions about classes and programs, reviewing past, current and proposed coursework, providing guidance in educational planning, and assisting in the solution of academic and related problems.

Prior to advisement, official transcript(s) from all previous colleges should be placed on file in the registrar’s office.

All new students will be assessed for college-level abilities in the areas of reading, writing and math. Students who do not demonstrate college readiness in all areas may be advised into appropriate developmental courses.

Student Success Course

Through research and experience, Houston Community College has determined that many life and career management skills are necessary for students to make the most of their college investment. A Student Success course is designed to prepare students for the demands of college and for success in the world of work.

The course emphasizes setting priorities, time management, effective listening, note-taking, concentration techniques and test taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, planning and setting educational objectives, lifelong career assessment, decision-making, financial aid, tutoring and student support services, enabling the student to maximize the use of college resources.

All first time HCC students, who have achieved less than 12 college level hours will be required to take a Student Success course their first term.

There are several Student Success Courses. The primary Student Success course is EDUC 1300, Learning Framework. This course will help students to develop effective academic behavior for college success. It is designed for the student who is unclear regarding career choice or planning on transferring to a four year institution after completion at HCC.

In addition, we have four career-focused Student Success courses. ENGR 1201, Introduction to Engineering is a Student Success course which focuses on careers in the Engineering and the Engineering Technology Fields. HPRS 1201, Introduction to Health Professions focuses on the Health Profession fields as well as student success. LEAD 1200, Workforce Development with Critical Thinking is designed for the Career and Technology student.

HCC students who are required to take a Student Success Course can fulfill the requirement by taking any one of the following: ENGR 1201, HPRS 1201, EDUC 1300 or LEAD 1200.
Fall, Spring and Summer Assessment and Testing Schedule

Photo ID required for all testing
Call for additional test dates and times

Central
1300 Holman ........................................... Rm 211, 713.718.6011
ASSET ........................................... (paper/pencil) Mon, 9 a.m.
COMPASS ........... (computerized) Tues & Wed 9 a.m.-12 p.m.
                        Thurs, 12 p.m.-4 p.m.
COMPASS (ESL) ........................................... call for schedule
CLEP .............................................................. call for schedule
TABE .............................................................. call for schedule

South Campus
1990 Airport Blvd. ........................................... 713.718.6471
ASSET ............................................ (paper/pencil) Tue, 9 a.m.
COMPASS ............ (computerized) Mon-Wed. 9 a.m.-12 p.m.
                        Thurs. 1 p.m. - 4 p.m.
                        Sat. 9 a.m. by appointment only
COMPASS (ESL) ........................................... call for schedule

Northeast
Learning Hub
555 Community College Dr., ........... Rm 103, 713.718.2105
ASSET ............................................. (paper/pencil) by request
COMPASS ........................................ (computerized) Mon. 1 p.m.
                        Tues. 9 a.m. Wed, 9 a.m.
                        Thurs. 9 a.m. - 1 p.m. open lab
COMPASS (ESL) ........................................... call for schedule
CLEP .............................................................. call for schedule

Northline Campus
8001 Fulton ........................................... Rm 121, 713.718.8073
ASSET ............................................. (paper/pencil) by request
COMPASS ........................................ (computerized) Mon. open lab 9 a.m.-5 p.m.
                        Tues and Wed open lab 9 a.m.-12 p.m.
                        Thurs open lab 9 a.m. - 5 p.m.
COMPASS (ESL) ........................................... call for schedule
CLEP .............................................................. call for schedule

West Loop Center
5601 W. Loop S ..................................... Rm 143, 713.718.7717
COMPASS ........................................ (computerized) Mon-Thurs, 9 a.m. - 5 p.m.
                        Fri, 9 a.m. - 12 p.m.
COMPASS (ESL) ........................................... call for schedule
CLEP .............................................................. call for schedule

Katy Campus
1550 Foxlake Dr. ........................................... Rm 140, 713.718.5906
COMPASS ........... (computerized) Mon-Thurs, 9 a.m. - 5 p.m.
                        Fri, 9 a.m. - 1 p.m.
COMPASS (ESL) ........................................... call for schedule
TABE .............................................................. call for schedule
ASSET ............................................. (paper/pencil) by request
CLEP .............................................................. call for schedule

Southeast
Southeast Campus
6815 Rustic ........................................... 713.718.7041
ASSET ........................................... (paper/pencil) call for appointment.
COMPASS ........................................ (computerized) Mon, Tue & Thur, 9 a.m., 5 p.m.
COMPASS (ESL) ........................................... call for schedule
Felix Fraga Academic Bldg.
301 N. Drenan ........................................... 713.718-6691
ASSET ........................................... (paper/pencil) call for appointment.
COMPASS ........................................ (computerized) Mon – Thurs, 9 a.m. – 3 pm
                        Fri, 9 a.m.
COMPASS (ESL) ........................................... call for schedule

Northwest
Alief Campus
2811 Hayes Rd ............................................ 713.718.5996
COMPASS ........................................... (computerized) Mon – Thur, 9 a.m. – 5 p.m.
                        Fri, 9 a.m. - 12 p.m.
COMPASS (ESL) ........................................... call for schedule
Spring Branch Campus
1010 W. Sam Houston Pkwy. N ........................................... 713.718.5671
ASSET ........................................... call for appointment
COMPASS ........................................ (computerized) Mon-Thurs, 9 a.m. - 5 p.m.
                        Fri, 9 a.m. - 12 p.m.
COMPASS (ESL) ........................................... call for schedule
TABE .............................................................. call for appointment
CLEP .............................................................. call for schedule

Stafford Campus
10041 Cash Rd. ............................................ 713.718.7993
ASSET ........................................... (paper/pencil) by request
COMPASS ........................................ (computerized) Mon - Thurs, 9 a.m.- 5 p.m.
COMPASS (ESL) ........................................... call for schedule

Other types of tests/assessments not listed may be administered for placement into certain programs. Contact your college’s testing center for additional information. Course placement is dependent on both State and institutional requirements.

Prior to testing, an HCC admissions application must be completed and you must meet with an advisor. Contact your advisor regarding test fees. Students with documented disabilities should contact the disability counselor at their college to request special testing accommodations.

Published times, dates and locations may be updated. Contact your testing center for current schedule.
### Tuition and Fees Spring - 2013

**Fees are subject to change for the Fall 2013 semester.**

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<th>Sem. Hours</th>
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<th>Out - of District</th>
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Fees include Tuition, General Fee, Technology Fee, Student Activity/Services Fee, and Recreation Fee. Laboratory fee and Distance Education fee are not included. Check course listing for additional fees in some cases.

Parking Fees are not part of the published standard Tuition & Fee rates. Therefore, the Parking Fees will be billed separately from these established rates.

Effective Fall 2006, HCC charges a higher tuition rate to students registering for the third or subsequent time for certain courses. Students who enroll for most credit and CEU classes for a third time or more time will be charged an additional $50 per semester credit hour and $3.00 per contact hour, except for courses exempted by The Texas Higher Education Coordinating Board.

Students who are dropped from a course for nonpayment and request reinstatement after the official day of record for that class will be charged an additional $75.00 per course reinstatement fee.

Returned check payments shall be immediately reflected/recorded in the student account and the student shall be withdrawn from classes. A $25 returned check fee shall be assessed.

Residents of the Houston Community College (Houston ISD, North Forest ISD, Stafford MSD, Alief ISD and part of Missouri City) service area are considered in-district for fee purposes if they meet the basic residency requirements. Questions concerning residency requirements should be referred to the campus Admissions Office or the Registrar.

**Note:** Tuition and fees are subject to change or reclassification at the discretion of the Board of Trustees. See refund policy.

### Pay Online

HCC uses Secure Sockets Layer (SSL) encryption to protect your personal information when using the Internet.

**Have ready**

1. Your Web User ID and Password or your Social Security number and birth date to obtain your Web User ID and Password.
2. MasterCard, Visa, Discover, American Express number, expiration date and cardholder’s billing address or checking account and routing numbers.
3. Student e-mail address.

**Go to:** hccs.edu

- On the homepage, go to Student System Sign In.
- Enter your web User ID and Password, or follow the instructions to obtain your web User ID and Password.
- When you sign on, verify your address and phone data. If no changes are necessary, click continue.
- It will bring you to your Student Center.
- Under Finances, select Make a payment or Set up Payment Plan. Select Click here to make payment to pay in full or Enroll in the Fall 2012 Payment Plan.
- Complete the payment plan enrollment as directed.
- Enter credit card information. Enter student e-mail address.
- Review information.
- Submit the credit card payment.
- Receive confirmation that payment has been accepted.

If credit card payment is declined, you may repeat the process using a different credit card or pay in person on campus.
Pay in Person

Payments can also be done in person at all campuses (http://www.hccs.edu/hccs/current-students/make-a-payment/cashier-offices). MasterCard, Visa, Discover, and American Express are accepted at all campuses for classes held at any campus. Debit card with Visa or MasterCard logo is also accepted but not a non-USA credit card. Students who are receiving tuition waivers or students whose tuition is billed to a company or agency must pay in person. Remaining balance should be paid in full or a Payment Plan must be set up.

Payment Information

Arrangement for payment must be made at the time of registration. There are many payment options including financial aid, payment plans, credit cards, etc., and students must select and initiate a payment to complete their registration. Failure to pay the charges by the deadline will cause the student to be dropped and lose their place in class. Students are responsible for paying additional tuition if they add classes after original charges have been paid. Students will also be dropped for failure to pay the additional tuition and fees if financial aid, scholarship, billings, etc. do not cover all charges.

Payment Plans Available

Tuition installment plans are available for all terms. Details, including eligible sessions, due dates, and percentage of required payments, are available online (http://www.hccs.edu/hccs/current-students/make-a-payment/installment-payment-plan).

Refunds and Credit Balance

Financial Aid Residual

Financial aid refunds are released according to the guidelines issued by Financial Aid Department.

HCC Eagle Card

Houston Community College has partnered with Higher One Inc. to issue an HCC Eagle Card to all credit hour students except those who have paid by credit card only.

Students are issued HCC Eagle Card free of charge initially. Any replacement due to failure of delivery because of wrong or incomplete address shall be the responsibility of the student. Card replacement fee is $20.00.

Through HCC Eagle Card, students may choose their refund method preferences through One Account tied in with the card or through ACH to a bank account with another bank (Direct Deposit).

Credit Balance Refund

Credits generated as a result of withdrawal shall be refunded after the official date of record or earlier upon student request. Credits resulting from credit card payments shall be refunded to the same credit card. Those resulting from cash, checks, and money order paid to the cashiers will be reimbursed through the HCC Eagle Card.

Amount of Refunds

Amount of refunds for withdrawals are determined in accordance with the Drop and Withdrawal Refund Schedule based on total semester fees. If the student has established a payment plan, any remaining installment payments due are deducted from the refund amount. Any reduction in the balance due to a withdrawal will be adjusted on the remaining installments.

Course withdrawal does not release the student from the obligation to pay any balance owed to the College. One hundred percent (100%) refund before class begins of ALL tuition and fees will be made ONLY when a class does not make or a college error is involved.

Delinquent Student Account Balances

Students are responsible for payment of all outstanding account balances. Holds will be placed on the student record preventing registration, grades, transcripts and other college services as the account balance becomes delinquent. Balances not resolved may be forwarded to a collection agency. The collection fee will be the responsibility of the student. Notification of the outstanding student account balance is delivered by email to the student’s College email address and/or mail, to the current mailing address on record. Students can always view the balance and details online. It is very important to verify your mail and email address each term to avoid missing any notification sent by the College. There may be other costs incurred by students with delinquent balances as defined in their payment plans or indicated in services used.
Drop and Withdrawal Refunds

“For 100% Refund dates, please refer to the calendars on page 2”.

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Last Day for 70% Refund*</th>
<th>Last Day for 25% Refund*</th>
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<td>2 or less wks.</td>
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<td>3 wks.</td>
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<tr>
<td>16 wks. or more</td>
<td>15th day</td>
<td>20th day</td>
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</tbody>
</table>

A $15.00 Change of Schedule Fee is deducted after computing the percentage refund. All non-refundable fees (see catalog) will be deducted before the percentage for refund is applied.

A student who officially withdraws from a course before the Official Date of Record will not receive a grade and the course will not appear on the student’s permanent record. A student withdrawing from a course after this period and prior to the deadline designated in the HCC calendar will receive a grade of “W.”

Course Withdrawals - First Time Freshman Students - Fall 2007 and Later

Under Section 51.907 of the Texas Education Code “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in the Spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

Policies and procedures for this statute can be found on the hccs website http://imc02.hccs.edu/gcac/drop.htm

HCC students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

Dropping Courses

Students should make sure they are aware of penalties regarding financial aid, additional tuition costs, etc. before withdrawing from course.

It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of “F” in the course. A student may officially withdraw in any of the following ways:

1. Drop online
2. Complete an official withdrawal form at any HCC campus.
3. Send a letter requesting withdrawal to:
   Registrar
   Houston Community College
   P. O. Box 667517
   Houston, TX 77266-7517
   The withdrawal will be effective the date of postmark.
4. Fax a letter of withdrawal to 713.718.2111.
Financial Aid
Houston Community College’s Financial Aid Office is committed to helping students find the financial assistance needed to help meet their educational goals. The college participates in various state and federal grants, work-study, loans, and scholarship programs. Most of these programs are available to anyone who demonstrates financial need and qualifies academically.

Grants
Grants are gift aid, which do not need to be repaid, from the federal and state government. They are awarded to students on the basis of need. The Federal PELL Grant is the primary grant program. Other grant programs include the Texas Grant, Texas Educational Opportunity Grant (formerly Texas Grant II) (TEOG), Texas Public Educational Grant (TPEG), Federal Supplemental Educational Opportunity Grant (FSEOG) the Leverage Educational Partnership Program (LEAP), and the Special Leverage Educational Partnership Program (SLEAP). For additional information on the grants available at HCC, please view our website at: hccs.edu.

Loans
Loans must be repaid. Repayment begins after you complete your educational program or once you are no longer enrolled at least half-time, whichever occurs first. The Federal Direct Loans (Subsidized and Unsubsidized) are two of the major loan programs at HCC. We also offer the Federal Parent Direct Loan for Undergraduate Students (PLUS).

Emergency Loans
A limited amount of money is available as Emergency Loans to those who need help to pay for tuition, mandatory fees, and textbooks. These loans are available on a first-come, first-served basis and must be repaid within 30 days. You must show financial need to receive an Emergency Loan and provide proof of your ability to repay the loan.

College Work/Study Programs
The College Work-Study Programs (CWS) provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the course of study. The College offers the Federal College Work-Study (FCWS) and Texas Work-Study (TXCWS) Programs.

Scholarships
Scholarships are gift funds, based on high academic achievement or designated criteria that do not have to be repaid. HCC coordinates a variety of institutional, foundation, and private scholarships. You should apply as early as possible, since awarding scholarships involves deadlines.

Hope Scholarship (www.hccsfoundation.org)
The passage of the Taxpayer Relief Act of 1997 provides HOPE Scholarship tax credit for certain eligible students. Students with little income or tax liability may benefit more from increases in Pell Grant award than from HOPE Scholarship tax credits. Please consult your tax advisor to determine how the HOPE Scholarship tax credit may benefit you.

Am I Eligible?
Generally, to be eligible you must:
• Have a financial need, except for some loan programs.
• Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the Department of Education, or meet other standards your state establishes that are approved by the U.S. Department of Education, or complete a high school education in a home school setting approved under state law.
• Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
• Be a U.S. citizen or eligible non-citizen.
• Have a valid Social Security Number.
• Meet satisfactory academic progress standards set by the postsecondary school you are or will be attending.
• Sign a Statement on the Free Application for Federal Student Aid (FASFA) certifying that you will use federal student aid for educational purposes.
• Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
• You must comply with Selective Service registration, if required.
• Not have eligibility suspended or terminated due to a drug-related conviction.
How Do I Apply?

- First, obtain your Personal Identification Number (PIN) to sign your Free Application for Federal Student Aid (FAFSA) and to make correction to your Student Aid Report (SAR). You can apply for a PIN at www.pin.ed.gov.
- Submit the Free Application for Federal Student Aid (FAFSA) – either through the Internet (using FAFSA on the Web at www.fafsa.ed.gov) or by completing a paper FAFSA or Renewal FAFSA. There are advantages to using FAFSA on the Web: (1) it identifies potential errors right away and prompts you to make on-the-spot corrections, (2) you get online instructions for each question, and you can “chat” live online with a customer service representative if you have further questions (There’s no charge for this help.), (3) the Department’s Central Processing System will process your application quickly – in three to five days, provided you (and your parents, if applicable) have provided electronic signatures.
- When you receive your Student Aid Report (SAR), review the information to make certain it is correct. Use your PIN to make corrections to your SAR (using FAFSA on the Web at www.fafsa.ed.gov).
- If you have been awarded a Federal Direct Student Loan, complete your Entrance Interview and Master Promissory Note (MPN) at www.studentloans.gov. You will need you PIN to sign your MPN electronically.
- Submit any required documents to the financial aid office before the April 15th Priority Deadline.
- Once you have been awarded student aid, the financial aid department will send you an Electronic Financial Aid Notification (EFAN) to your HCC student email account.
- When you receive the EFAN log on your Student Self-Service account to “Accept” or “Decline” your Financial aid offers.
- If you have accepted your aid, your classes will be held if the aid is enough to cover your outstanding tuition and fees. If your aid is not enough to cover your outstanding tuition and fees, you will need to make a payment and/or setup a payment plan so your classes will not be dropped. If you do not accept your aid on your Student Self Service, it will not be available to hold your classes.
- You are responsible for dropping any classes you will not or do not attend. Failure to drop your classes according to HCC guidelines could result in monetary tuition charges or repayment of Federal Aid received for those classes.

When Should I Apply?

Students should apply for financial aid early each year in January. At HCC, April 15th is the Priority Deadline date for student aid applications. Students, who meet the deadline date and qualify, may be awarded aid in time to register and purchase books. Any balance remaining from the student’s award will be disbursed after the official date of record for the Second Start semester to the student’s Chase E-Funds card or via direct deposit to the student’s bank account. The deadline for submitting an application for a federal student loan for the Fall only semester is October 1st. The deadline for submitting an application for a federal student loan for the Fall and Spring semesters and the Spring only semester is March 1st.

Financial aid applications are accepted after the Priority Deadline, however, financial aid awards may not be available to pay for tuition, fees and books at the time of registration. Students who submit a financial aid application after the Priority Deadline must be prepared to make other arrangements to pay for books, tuitions and fees. The Installment Payment Plan is available through the college cashier’s office.

College Financial Aid Offices:

Central ................................................................. 713.718.6100
Central - South Campus .................................... 713.718.6654
Coleman College for Health Sciences.......................... 713.718.7400/7630/7627/7587
Northeast .......................................................713.718.8304 or 713.718.8080
Northwest - Spring Branch Campus ....................713.718.5713
Northwest - Katy Campus .................................... 713.718.5901
Southeast - Eastside Campus ...............................713.718.7030
Southwest - Stafford .........................................713.718.7785
Southwest - West Loop ......................................713.718.7722

Financial Aid Web Sites

www.hccs.edu
www.fafsa.ed.gov
www.fastweb.com
www.pin.ed.gov
Veterans’ Benefits

How to Apply for Benefits
Veterans requesting VA educational benefits for the first time through the Houston Community College should bring to the Veterans Affairs Office, 3100 Main, a copy of their degree/education plan, a copy of the DD214, copies of transcripts for EVERY post-secondary school previously attended and a copy of the registration/fee receipt showing enrollment. Veterans should contact the District Office of Veterans Affairs with questions concerning payment for enrolling in specific courses. Email or fax to vaonline@hccs.edu, or 713-718-8444 or bring to the District Office of Veterans Affairs, 3100 Main, a copy of their degree plan, a copy of the DD214, copies of transcripts for every post-secondary school and any military transcripts.

Any veteran who received educational benefits during the last term/quarter and has reregistered must notify the District Office of Veterans Affairs to be recertified in order to continue receiving benefits.

For information regarding certification of educational benefits, please call our Veteran Affairs Call Center at 713.718.8522.

Advanced Pay
A veteran entering HCC for the first time or who has had a break in enrollment of one semester may apply for Advanced Pay. It must be requested by the published deadline which is approximately 45 days prior to the beginning of the semester.

 Eligible Veterans/Dependents
1. Chapter 33-Post 911 veterans are not eligible for advanced pay.

2. A veteran who entered the service after January 1, 1977, and contributed to the Veterans Educational Assistance Program can claim educational benefits if the veteran DID NOT withdraw the funds contributed to the program.

2. An individual who entered into active duty at any time after July 1, 1985, and had their military pay reduced by $100 a month for the first 12 months of active duty (total $1,200).

4. An individual in the Selected Reserves who, after July 1, 1985, enlists, re-enlists or extends an enlistment and is active in the Selected Reserves for at least a 6-year period.

5. The Dependents (spouse/children) of a 100% service-connected disabled veteran or survivors of a veteran who died while on active duty or from a service-connected disability.

5. A veteran who has a service-connected disability which creates an employment handicap. (Contact the VA Regional Office: 1.800.827.1000.)

Education Benefits for Texas Veterans Only
Houston Community College may waive your tuition and fees under the HAZLEWOOD ACT if you:

- Were honorably discharged or discharged under honorable conditions from the military after serving more than 180 days (excluding training);
- Entered the service through Texas as your home of record and have resided in Texas for at least 12 months prior to your registration date;
- Are no longer eligible for entitlement under VA educational benefits.
- Are not in default of a student loan.

To determine eligibility, a Texas veteran must provide the following:

1. A letter from the Department of Veteran Affairs stating that the veteran is no longer entitled to VA educational benefits. This letter can be obtained by calling the VA office in Muskogee, Oklahoma at 1.888.442.4551.


Records will be checked to make sure a student is not default of a student loan.

Post 911 - Chapter 33
Veterans that are classified under this chapter must complete a Veteran Affairs Certification Request Form every semester found on our website - www.hccs.edu and submit to the District Office of Veteran Affairs this form indicating add/drop/wsap to vaonline@hccs.edu, or by faxing to 713-718-8444. These changes may affect the veterans educational benefits.

Activated Reservists Attending
Students who are called up as reservists for military duty will be given a 100% refund and a withdrawal grade of W. If a student has completed at least 60% of the instructional time required in a course prior to the date of their leaving HCC, the student may be offered a grade of incomplete (I) if they so choose (that would entail no refund). Thereafter, it will be the student’s responsibility to notify HCC in writing of their return date and they will be allowed six months following their return to make up the I grade. Failure to follow this procedure could result in the I grade converting to an F as per regular guidelines for student grades.
Army ROTC

Any student who desires to be commissioned as a second lieutenant in the U. S. Army can do so through a cross-enrollment agreement with the Military Science Department at the University of Houston. As a ROTC cadet in the advanced courses, a veteran receives $100 per month allowance in addition to VA educational benefits. Class numbers are listed in the HCC Northeast “Off Campus” course listings of this schedule. Call the Military Science Department at University of Houston, 713-743-3875, for additional information.

Air Force ROTC

Houston Community College has a cross-enrollment agreement with the University of Houston that allows HCC students to enroll and participate in the University of Houston’s Air Force ROTC program. The Air Force ROTC program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world’s greatest Air Force. Call the Air Force Science Department at the University of Houston, 713-743-4932 for additional information.

www.uh.edu/afrotc

Attendance Policy

Students are expected to attend classes regularly. Students are responsible for materials covered during their absences, and it is the student’s responsibility to consult with instructors for make-up assignments. Class attendance is checked daily by instructors. Although it is the responsibility of the student to drop a course for non-attendance, the instructor has full authority to drop a student for excessive absences.

A student may be dropped from a course after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time).

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance policies. Students should note these individual differences.

Cancellation of Courses

HCC reserves the right, when necessary, to cancel classes or to alter the schedule. If a class is cancelled, students will be notified at the first class meeting. To enroll in another section, the student must complete a Program Adjustment Form. There is no Change of Schedule Fee to replace a cancelled class.

Course Load

A student who is enrolled for fewer than 12 semester hours is considered a part-time student. One who is enrolled for 12 or more semester hours is considered a full-time student. For the summer session, student is full-time if enrolled in 9 or more semester hours for Summer I and II and part-time if enrolled in fewer than 9 hours. All students are encouraged to seek program advisement prior to registration.

HCC reserves the right to limit the course load carried by any student. Students who want to take more than 18 credit hours must obtain approval from the campus Advisor.

During the short summer sessions, students may schedule a maximum of seven semester hours or two academic courses. Students taking 10-week summer session classes only or a combined 10-week session and a five-week session may schedule a total of no more than 13 semester hours or four academic courses. Course overloads will be approved only by college Advisors. Students may enroll in only one course during a mini session.

Transfer Limitation

Students who intend to transfer to baccalaureate degree programs should be aware of possible limitations on lower-division course work. Universities will generally not accept in transfer or toward a degree program, more than sixty-six semester credit hours of lower division academic credit.
Main Types of Instruction

**Traditional**
All instruction is carried out in the classroom or lab as appropriate.

**Hybrid**
Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, WebCT, podcasts, online video and audio formats, and new technologies as they become available). Instructors and students should be prepared to spend as much time engaged in course activities as in a traditional class, even though they will not be physically present in the classroom. In addition, the electronic and face-to-face portions of hybrid classes will be apportioned weekly so that every week during the semester the students will have 50% face-to-face instruction and 50% electronic instruction.

**Distance Education**
Distance education classes, for all practical purposes, will involve 100% of instruction being offered electronically, with the exception of required labs, review sessions, and on-campus testing; all other exceptions will be kept to a minimum and require the prior approval of the Distance Education Department.

Directory Information
Houston Community College considers the following as directory information: name, address, telephone, date of birth, degrees earned and dates, major field of study, dates of attendance, enrollment status, number of hours completed and in progress, student classification, and name of most recent previous institution attended.

HCC directory information is managed in compliance with the Texas Open Records Law. If you do not want this information released, you must complete a confidentiality request form at the college campus and submit to the Registrar’s Office.

Emergency Procedures
In the event of severe weather or other conditions that pose a threat to the health or safety of students and/or employees, college administrators may make the decision to close campuses in affected areas. In this case, students, faculty and staff are advised to monitor local radio and television stations for information and updates. For emergency procedures, go to in case of emergency @ hccs.edu. School closing information, go to www.school-closings.net.

Non-Credit Audit
During the first week of classes, a student may register to audit most academic courses in the humanities, mathematics/natural sciences or social sciences. There is no audit for computer science, commercial music, P.E. or workforce courses. The audit provides the usual learning opportunities without the course requirements such as attendance, written work and tests.

An audit cannot be changed to credit or credit to audit after the close of the Change of Schedule period. Tuition and fees are the same for an audit as for a credit enrollment. Audit courses will be noted on the student’s permanent record as “Audit.” Students receiving financial aid, Social Security or veteran’s benefits may not be eligible for benefits for audit courses.

Graduation Notice
**OCTOBER 15 – FALL PRIORITY APPLICATION DEADLINE**
**FEBRUARY 15 – SPRING PRIORITY APPLICATION DEADLINE**
**JUNE 15 – SUMMER PRIORITY APPLICATION DEADLINE**
(Students who apply by this priority date will receive their diplomas within eight weeks of the end of the semester). The HCC annual graduation ceremony in May is open to students who complete course requirements in December or May, as well as those who plan to complete course requirements by August. Regardless of intent to participate in the graduation ceremony, all students completing degree/certificate requirements must file an application for course work to be evaluated and to have their degrees and/or certificates posted on their transcripts.

The following must be received by the deadline.
- Application for graduation
- An educational plan updated with an advisor
- A $10 diploma fee (optional, only if you want a printed diploma)
- Official copies of transcripts from all other colleges

Grades Online
Grades may be accessed online at –hccs.edu

**Spring 2013**
- 16 week session - Dec. 21
- First 8 week session - Oct 26
- 12 week session - Dec. 21
- Second 8 week session - Dec. 21
General Information

HCC Honors College
The Honors College is a place where a specific enriched learning experience is provided to goal-oriented, academically gifted students. The Honors College offers a rigorous curriculum that is a challenging array of courses and seminars. Leadership opportunities, internships, study travel tours, and service learning activities further enhance intellectual and personal growth. Honors courses will generally be small and seminar-based.

The purpose of the Honors College is to provide courses that show students how knowledge in the field is acquired, developed, evaluated, argued, tested and applied. Assignments stress theory, analysis and synthesis. Honors courses use active and collaborative learning. Students conduct interviews, keep journals, write term papers, work on advanced problem sets and produce creative solutions to complex problems. Successful Honors College students are prepared to transfer to many of the most prestigious colleges and universities in the state and the nation.

Who is Eligible
To be considered for admission in the Honors College, applicants must meet established criteria and submit proof of the following:
- A 3.70 GPA and college-level placement on the COMPASS or a combined SAT score of 1200 (math, critical reading) or a composite ACT score of 26
- An essay on an assigned topic (see application)
- Three letters of recommendation, one each from a counselor, teacher and a community leader and supervisor
- Official high school transcripts

An oral interview will be conducted upon meeting all requirements.

For more Information about HCC Honors College
The Honors College at Houston Community College is a place where talented students like you study together with inspiring faculty members as part of an exciting learning community.

Meningococcal (Bacterial Meningitis) Vaccine (NEW please read)

Vaccine requirement for All HCC students entering college in January 2012 and Thereafter
Texas Senate Bill 1107, passed in May 2011, requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or “booster” dose - within five years of the first class day of the semester they will enter that institution and no later than 10 days before the first day of classes in that same semester.

Unless exempted as noted below, entering students must comply with this requirement:
- All first-time students of an institution of higher education or private or independent institution of higher education. This includes dual enrollment students regardless of where or how they are taking classes for credit from HCC.
- All students who are transferring from any institution of higher education to HCC.
- All students who previously attended an institution of higher education, including HCC, and who are enrolling or re-enrolling in HCC following a break in enrollment of at least one fall or spring semester.

You are EXEMPT from this requirement if:
- You will be age 30 or older on the first day of classes of the semester in which you are enrolling at HCC.
- You cannot take the vaccine because of medical reasons. - To prevent your registration for classes from being affected, you must submit specific, acceptable documentation, to substantiate this reason.
- You decline the vaccine due to reasons of conscience, including a religious belief. - To prevent your registration from classes being affected, you must submit a completed, notarized Vaccine Exemption Affidavit Form. www.hccs.edu/meningitis.

http://central.hccs.edu/central/honors-college# HCC%20Honors%20College
Campus hours

Central College
Central Campus - Building code (CE)
Fine Arts Center - Building code (CE/FAC)
J B Whiteley - Building code (CE/JBW)
Jew Don Boney - Building code (CE/JDB)
San Jacinto - Building code (CE/JAC)
West Wing - Building code (CE/WW)
1300 Holman 77004 ........................................ 713.718.6000
Open: 8:00 a.m.-10:00 p.m. Monday-Thursday
8:00 a.m.-4:30 p.m., Friday
9:00 a.m.-1:00 p.m., Saturday

Fannin Building - Building code (CE/FANNIN)
3601 Fannin St. 77004 ..................................... 713.718.5303
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday

South Campus - Building code (CE/WLG)
1990 Airport Blvd. 77051 .................................. 713.718.6634
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
Closed Friday; 9:00 a.m.-1:00 p.m., Saturday

Coleman College for Health Sciences
Health Science Center - Building code (HS/CHSC)
1900 Pressler Drive 77030 ............................... 713.718.7373
Open: 7:00 a.m.-10:00 p.m., Monday-Thursday
7:00 a.m.-6:00 p.m., Friday
7:00 a.m.-4:00 p.m., Saturday 8:00 a.m. - 4:00 p.m.

John P. McGovern Campus
Building code (HS/MCGOV)
Texas Medical Center
2450 Holcombe Boulevard, 77021 ................. 713.718.7400
Open: 7:00 a.m.-10:00 p.m., Monday-Thursday
Open: 7:00 a.m. to 6 p.m. Friday

Northeast College
Automotive Technology Training Center
Building code (NE/TRANS)
4638 Airline 77022 .................................... 713.718.8100
Open: 7:00 a.m.-10:00 p.m., Monday-Friday

Northeast Campus
Codwell Hall - Building code (NE/CODW)
Science and Engineering Technology Building -
Building code (NE/TECH)
Learning Hub - Building code (NE/LHUB)
555 Community College Drive 77013 ............ 713.718.8300
Open: 8:00 a.m.-8:30 p.m., Monday-Friday
8:00 a.m.-8:00 p.m., Saturday and Sunday

North Forest - Building code (NE/NFORE)
7525 Tidwell 77028 713.635.0427
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday
8:00 a.m.-5:00 p.m., Saturday and Sunday

Northline Campus - Building code (NE/NOLN)
8001 Fulton 77022 .................................. 713.718.8000
Open: 8:00 a.m.-10:00 p.m., Monday-Friday
8:00 a.m.-4:30 p.m., Saturday and Sunday

Pinemont Center - Building code (NE/PINE)
1265 Pinemont 77018 .................................. 713.718.8400
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-5:00 p.m., Saturday and Sunday

Northwest College
Alief Campus - Building code (NW/ALIF)
2811 Hayes Road 77082-2642 ........................ 713.718.6870
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday

Alief Continuing Education Center
Building code (NW/ACEU)
13803 Bissonnet 77083-5916 ............................ 713.718.5450
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday

Katy Campus - Building code (NW/KATY)
1550 Foxlake Drive 77084 .............................. 713.718.5757
Open: 7:30 a.m.-10:00 p.m., Monday-Thursday
7:00 a.m.-4:30 p.m., Friday
8:00 a.m.-5:00 p.m., Saturday
Spring Branch Campus
Building code (NW/SPBR)
1010 W. Sam Houston Pkwy N. 77043 ........... 713.718.5700
Open: 7:00 a.m.-10:00 p.m., Monday-Thursday
7:00 a.m.-5:00 p.m., Friday;
8:00 a.m.-3:00 p.m., Saturday

UH-Cinco Ranch Center
4242 South Mason Road. 77050..................... 713.718.5700
Open: 7:00 a.m.-10:00 p.m., Monday-Thursday

Southeast College
Eastside Campus
Angela V. Morales - Building code (SE/AM)
Felix Morales - Building code (SE/FM)
Learning Hub - Building code (SE/LHUB)
6815 Rustic 77087 ..................................... 713.718.7000/7100
Open: 8:00 a.m.-10:00 p.m., Monday-Friday
8:00 a.m.-5:00 p.m., Saturday
8:00 a.m.-5:00 p.m., Sunday

Eastside Annex
2524 Garland 77087................................. 713.718.7000/7100
Open: 8:00 a.m.-10:00 p.m., Monday-Friday
8:00 a.m.-5:00 p.m., Saturday
8:00 a.m.-5:00 p.m., Sunday

Felix Fraga Academic Campus
Building code (SE/FFAC)
301 N. Drennan 77003 ................................... 713.718.2800
Open: 8:00 a.m.-10:00 p.m., Monday-Friday
8:00 a.m.-5:00 p.m., Saturday

Office City Plaza 2 - Building code (SE/OFFCT)
7015 Gulf Freeway, Suite 200, 77087 .............. 713.718.7501
Open: 8:00 a.m.-10:00 p.m., Monday-Friday

Southwest College
Gulfton Center - Building code (SW/GULF)
5407 Gulfton 77081 ..................................... 713.718.7760
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday

Missouri City Campus
Building code (SW/MOCC)
5855 Sienna Springs Way 77459 ..................... 713.718.2900
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday, Saturday and Sunday

Stafford Campus - Building code (SW/STAF3)
9910 Cash Road, Stafford 77477 ................... 713.718.7800
Open: 8:00 a.m.-10:00 p.m., Monday-Thursday
8:00 a.m.-4:30 p.m., Friday and Saturday

West Loop Center - Building code (SW/WLOP)
5601 West Loop South 77081 ....................... 713.718.7930
Open: 7:00 a.m.-10:00 p.m., Monday-Friday
7:00 a.m.-5:00 p.m., Saturday

Administration Building
3100 Main St. 77002 ..................................... 713.718.2000
Second Floor Conference Center: Hours of operation;
8:00 a.m. - 10:00 p.m.
Mon- Thurs; for academic/Career technology courses;
7 am - 10 pm, Mon - Fri: 7:00 a.m. - 5:00 p.m.
Sat; 9:00 a.m. - 5:00 p.m., Sun
Basement (Adult Ed, Comp Sci Tech, Real Estate, ICRC
Training Lab, Distance Ed): Hours of operation:
8:00 a.m. - 10:00 p.m., Mon-Fri; 8:00 a.m. - 5:00 p.m.,
Sat; 8:00 a.m. - 5:00 p.m., Sun

Office of Veteran Affairs
3200 Main St. 77002 ..................................... 713.718.8522
Open: 8:00 a.m. – 5:00 p.m. Monday – Friday

Office of International Student Services
3200 Main St. 77002 ..................................... 713.718.8521
Open: 8:00 a.m. – 5:00 p.m. Monday – Friday

Adult Education and Adult High School
3100 Main St. 77002
Adult Education ........................................... 713.718.5400
Adult High School ....................................... 713.718.7611
Hours of operation: 8 am - 7 pm, Mon-Thurs; 8 am - 8:30
pm, Fri 8:00 a.m. - 5:00 p.m., Sat and Sun

Distance Education
3100 Main St. 77002 ..................................... 713.718.5275
Open 8:00 a.m.- 6:00 p.m., Mon-Thurs;
8:00 a.m. - 4:30 p.m., Fri; 9:00 a.m. - 1:00 p.m., Sat.
Student Service Contacts

District Offices (SY)
Admissions-Student Records .................... 713.718.8500
International Students ......................... 713.718.8521
GED Testing ......................................... 713.718.8540
Veterans Affairs .................................. 713.718.8522
Transfer Office ................................... 713.718.8534
Transcripts ........................................ 713.718.8518

Central College (CE)
Admissions-Central Campus ...................... 713.718.6111
Admissions-South Campus ....................... 713.718.6507
Bookstore-Central Campus ...................... 713.718.8255
Business Office-Central Campus ................. 713.718.6010
Business Office-South Campus ................. 713.718.6640
Career Planning & Job Placement-Central Campus ........................................... 713.718.6174
HCC Child and Family Center ... 713.718.KIDS (5437)
Counseling-Central Campus ..................... 713.718.6120
Counseling-South Campus ....................... 713.718.6737
Deaf & Hard of Hearing Support Services-Central Campus ................................... 713.718.6333
 Disability Support Services-Central Campus . 713.718.6164
Financial Aid Office-Central Campus .......... 713.718.6100
Financial Aid Office-South Campus .......... 713.718.6654
International (F-1) Students ................. 713.718.6954
Registration-Central Campus ................. 713.718.6403
Registration-South Campus ................. 713.718.6111
Registration-South Campus ................. 713.718.6509
Student Activities-Central Campus ........... 713.718.6401
TRIO Student Support Services-Central Campus ........................................... 713.718.6330
Testing-Central Campus ......................... 713.718.6011
Testing-Central Campus ......................... 713.718.6471
Upward Bound-Central Campus ............... 713.718.6388
Vocational Retention Office-Central Campus ... 713.718.6816
Welcome Center-Central Campus ............... 713.718.6210

Counseling for Health Sciences (HS)
Admissions-Health Science Center .................. 713.718.7/7371/7400/7325
Counseling-Health Science Center .................. 713.718.7375
Counseling-Health Science Center .................. 713.718.77400
Financial Aid-Health Science Center .................. 713.718.7630/7400/7627/7587
Registration Office-Health Science Center .... 713.718.7400
Student Life ........................................ 13 718 7438/2242/7400
Recruiting ........................................... 713.718.7438/7400
Academic Success Center ....................... 713.718.7506/7400

Northwest College (NW)
Admissions-Northwest Campus ................. 713.718.8325
Admissions-Noncredit Branch Campus .......... 713.718.8088
Bookstore-Northwest Campus ................. 713.718.8088
Financial Aid-Northwest Campus ............. 713.718.8304
International (F-1) Students ................. 713.718.8181

Northeast College (NE)
Admissions-Northeast Campus ................. 713.718.8325
Admissions-Noncredit Branch Campus .......... 713.718.8088
Bookstore-Northeast Campus ................. 713.718.8088
Financial Aid-Northeast Campus ............. 713.718.8304
International (F-1) Students ................. 713.718.8181
Teaching & Learning Center-Katy Campus .......................... 713.718.5774
Technical Learning Center-Katy Campus ...................... 713.718.5770
Student Activities-Spring Branch Campus ..... 713.718.5702

Southeast College (SE)
Admissions-Eastside Campus ................................. 713.718.7044
Bookstore-Eastside Campus .................................. 713.640-1441
Campus Security-Eastside Campus......................... 713.718.8888
Career Planning & Job Placement- Eastside Campus ........................................................................... 713.718.7145
Cashier-Eastside Campus ........................................ 713.718.7051
Childcare Drop-off-Eastside Annex ......................... 713.718.7045
Community Outreach-Eastside Annex...................... 713.718.7114
Admissions-Felix Fraga Campus ............................. 713.718.2800

Student Service Contacts
Counseling-Eastside Campus .................................... 713.718.7215
East Early College High School-Eastside Annex ............ 713-847-4809
Financial Aid-Southeast Campus ............................. 713.718.7030
International (F-1) Students .................................. 713.718.5520
Job Placement Southeast Campus ............................ 713.718.7145
Public Relations-Eastside Annex .............................. 713.718.7021
Recruiter-Eastside Campus ...................................... 713.718.7217
Registration Office-Southeast Campus ...................... 713.718.7044
Student Activities-Southeast Campus ....................... 713.718.7293
Testing-Eastside Campus ....................................... 713.718.7041
Tutoring Center-Eastside Campus ............................ 713.718.7202
Upward Bound-Southeast Campus ........................... 713.718.7004
Weekend College-Southeast Campus ....................... 713.718.7045
Writing Center-Eastside Campus ............................. 713.718.7202

Southwest College (SW)
Admissions-Stafford Campus ................................... 713.718.7844
Admissions-West Loop Center ......................... 713.718.8920
Bookstore-Stafford Campus ................................ 281.499.6413
Bookstore-West Loop Center ................................. 713.218.0391
Bookstore-Missouri City Campus ......................... 713.718.2900
Cashier-Gulfon Center .......................................... 713.718.7753
Cashier-Stafford Campus ....................................... 713.718.7819
Cashier-Missouri City Campus .............................. 713.718.2906
Cashier-West Loop Center .................................... 713.718.7935
Child Care-Stafford Campus .................................. 713.718.8618
Computer Technician-Stafford Campus ..................... 713.718.6783
Student Success Center-Stafford Campus ................. 713.718.7795
Counseling-Gulfon Center ..................................... 713.718.7730
Counseling-Missouri City Campus .......................... 713.718.7729/7973
Counseling-West Loop Center ............................... 713.718.7964
Financial Aid-Stafford Campus ................................ 713.718.7785
Financial Aid-West Loop Center ............................ 713.718.7722
Job Placement-West Loop Center ........................... 713.718.7718
Library-Missouri City Campus ............................... 713.718.2942
Registration-Missouri City Campus ......................... 713.718.2904/2903
Registration-Stafford Campus .............................. 713.718.7844
Registration-West Loop Center ............................. 713.718.8920
Security-Missouri City Campus ............................ 713.718.2920
Testing-Stafford Campus ..................................... 713.718.7993
Testing-West Loop Center .................................... 713.718.7717

Instructional Departments
Accounting (SW) ............................................... 713.718.7911
Adult Education (ABE/GED/ESL) .......................... 713.718.5400
Adult High School ............................................. 713.718.7611
Advertising Art (formerly Commercial Art) ............... 713.718.6152
Agricultural Sciences (NW) .................................. 713.718.5853
Air Conditioning/Refrigeration (CE) ......................... 713.718.6856
American Sign Language (CE) ............................. 713.718.6846
Anthropology (CE) .............................................. 713.718.6860
Anthropology (NE) ............................................. 713.718.8055
Anthropology (NW) ............................................ 713.718.5625
Anthropology (SE) ............................................. 713.718.7508
Anthropology (SW) ............................................ 713.718.7777
Art (CE) ........................................................... 713.718.6600
Art (NE) .......................................................... 713.718.8328
Art (NW) .......................................................... 713.718.5620
Art (SE) .......................................................... 713.718.7204
Art (SW) .......................................................... 713.718.7700
Audio Recording Technology (NW) ......................... 713.718.5602
Automotive Technology (NE) ............................... 713.718.8100
Aviation Maintenance Technology (CE) ................. 713.644.7777
Biological Oceanography (SW) .............................. 713.718.5518
Biological Sciences (NE) ..................................... 713.718.8049
Biological Sciences (SE) ..................................... 713.718.5435
Biological Sciences (SW) ..................................... 713.718.7777
Biotechnology .................................................. 713.718.5573
Building Maintenance Trades (CE) ......................... 713.718.6803
Business Administration (NE) .............................. 713.718.5222
Business Administration (NW) ............................ 713.718.5222
Business Administration (SE) ............................. 713.718.7807
Cardiovascular Technology (HS) .......................... 713.718.7365
Carpentry (CE) .................................................. 713.718.6989
Chemical Laboratory Technology (NE) ................. 713.718.5253
Chemistry (CE) .................................................. 713.718.6052
Chemistry (NE) .................................................. 713.718.8049
Chemistry (NW) .................................................. 713.718.5435
Chemistry (SE) .................................................. 713.718.7056
Chemistry (SW) .................................................. 713.718.2395
Child Development (CE) ..................................... 713.718.6303
Cisco (SW) ......................................................... 713.718.8901
Clinical Laboratory Technician (HS) ...................... 713.718.5518
Commercial Music (NW) ..................................... 713.718.5620
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<td>Film Making (NW)</td>
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<td>Film/Video And Special Effects (SW)</td>
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<td>Finance (Banking) (CE)</td>
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Career Technology Programs and Campus Locations

*Accounting .......................................................... 713.718.7905
  Alief, Central, Southeast, Stafford, Spring Branch,
  Katy, Missouri City and West Loop
Air Conditioning/Refrigeration .............................. 713.718.6856
  Central
*Audio Recording / Video Production ........................ 713.718.5602
  Spring Branch
*Automotive Technology ........................................ 713.718.8100
  Automotive Technology Training Center
Biotechnology ..................................................... 713.718.5253
  Codwell, Northline, Pinemont, Stafford (Scarcella)
  Spring Branch, and Katy
*Biology .............................................................. 713.718.5222
  Alief, Central, Missouri City, Stafford and West Loop
Business Administration .................................. 713.718.5222
  Central, Codwell, Southeast, Northline, Pinemont, Spring
  Branch, Stafford (Scarcella) and Willie Lee Gay
*Biology .............................................................. 713.718.7808
  Alief, Central, Codwell, Eastside, Northline, Missouri City
  Pinemont, Stafford, Spring Branch, Katy, South and
  West Loop
Cardiovascular Technology ................................ 713.718.7365
  Coleman
Chemical Laboratory Technology .............................. 713.718.5534
  Codwell, Northline and Pinemont
*Child Development .............................................. 713.718.6303
  Central
Cisco Academy ...................................................... 281-491-9358
Clinical Laboratory Technician ............................... 713.718.5518
  Coleman
*Computer Science Technology ................................. 713.718.5294
  Alief, Central, Codwell, Southeast, Northline, Missouri City
  Pinemont, Stafford, Spring Branch, South, Katy and
  West Loop
Computed Tomography ........................................... 713.718.7650
  Coleman
Construction Technology ........................................ 713.718.6803
  Central
Cosmetology ......................................................... 713.718.7501
  Central, Northline, Southeast and Katy
*Criminal Justice .................................................. 713.718.8361
  Alief, Stafford, Codwell, Northline, Spring Branch and West
  Loop
Culinary and Pastry Arts ...................................... 713.718.6069
  System
Dental Assisting ................................................... 713.718.5549
  Coleman
Diagnostic Medical Sonography ............................... 713.718.7356
  Coleman
Diesel Engine Mechanic ........................................ 713.718.8100
  Automotive Technology Training Center
Digital Communication ........................................ 713.718.7895
  Alief, Missouri City, Stafford (Scarcella), Spring Branch,
  South, Katy and West Loop
Digital Gaming and Simulation ............................... 713.718.6743
  West Loop
*Drafting and Design Engineering Technology ......... 713.718.7683
  Alief, Stafford and West Loop
Electronic Engineering Technology ......................... 713.718.2256
  Central, Codwell, Pinemont, Southeast, and Spring Branch
*Emergency Medical Services ............................... 713.718.7694
  Codwell, Katy and Alief
*Fashion Design .................................................... 713.718.6152
  Central
*Fashion Merchandising ......................................... 713.718.6152
  Central
*Finance (Banking) ............................................... 713.718.5404
  Central
Filmmaking .......................................................... 713.718.5602
  Spring Branch
Film/Video And Special Effects ............................. 713.718-7820
  Stafford
*Fire Protection Technology ..................................... 713.718.5236
  Codwell
Geographic Information Science (GIS) ...................... 713.718.5294
  Stafford (Scarcella)
Health and Physical Education/Fitness ..................... 713.718.6084
  Central
Health Information Technology .............................. 713.718.5549
  Coleman
Heating, Air Conditioning, Refrigeration ............... 713.718.6856
  Central
Histologic Technician ............................................ 713.718.7642
  Coleman
Horticulture ......................................................... 713.718.5853
  Katy
Hotel/Restaurant Management ............................... 713.718.6072
  Central
Human Service Technology ..................................... 713.718.5539
  Coleman
Industrial Electricity ............................................ 713.718.6898
  Central
Instrumentation and Control Engineering Technology  .. 713.718.5253
  Codwell
Career Technology Programs and Campus Locations

*Interior Design ................................................. 713.718.6152
  Central
International Business............................................. 713.718.5222
  Codwell, Spring Branch
Interpreting/Sign Language .................................. 713.718.6845
  Central
Machining Technology ........................................... 713.718.6805
  Central
Manufacturing Engineering Technology .................... 713.718.6822
  Central
*Marketing Management and Research ...................... 713.718.5222
  Alief, Central, Missouri City Stafford and West Loop
*Medical Assistant ............................................. 713.718.7361
  Coleman
Musarrng, Composition and Production ...................... 713.718.5620
  Spring Branch
Music Business ................................................... 713.718.5620
  Spring Branch
Music in Performance .......................................... 713.718.5620
  Spring Branch
*Nuclear Medicine Technology .................................. 713.718.7650
  Coleman
Nursing (RN) ...................................................... 713.718.7380
  Coleman
Occupational Therapy Assistant ............................. 713.718.7392
  Coleman
Paralegal Technology ........................................... 713.718.5404
  Central
*Pharmacy Technician ............................................ 713.718.7356
  Coleman
*Physical Therapist Assistant ............................... 713.718.7391
  Coleman
Public Administration ........................................... 713.718.8361
  Codwell
Process Technology .............................................. 713.718.5253
  Codwell, Northline and Pinemont
Radiography ....................................................... 713.718.7650
  Coleman
*Real Estate ...................................................... 713.718.5229
  Alief, Codwell, Southeast, Missouri City, Northline, Pinemont and West Loop
*Respiratory Therapist .......................................... 713.718.7381
  Coleman
Solar Technology .................................................. 713.718.8300
  Northeast
Surgical Technology ............................................. 713.718.7362
  Coleman

*Technical Communication ...................................... 713-718-7890
  West Loop
Travel and Tourism .............................................. 713.718.6072
  Central
Veterinary Paramedic ............................................ 713.718.5519
  Katy
*Video Production Technology .................................. 713.718.5602
  Spring Branch
Vocational Nursing ............................................. 713.718.7331
  Coleman
Welding Technology ............................................. 713.718.6899
  Central

* Named Exemplary by the Texas Higher Education Coordinating Board
Student Information at a Glance

Absences
Get help from your instructor before you drop. Check your course syllabus.

Address Change
Complete a form on campus or change mailing address online at hccs.edu

Alcohol and Drug Problems
See your counselor (confidentiality will be maintained).

Catalog
View online at hccs.edu

Purchase at any HCC bookstore or by mail for $5 from HCC: Office of Admissions and Records, P.O. Box 667517, Houston, TX 77266-7517.

Change of Major
See your advisor.

Child Care
Child care may be available for eligible students. Please call the HCC Child and Family Center, 713.718.KIDS or contact the Counseling Department at your campus.

Credit by Exam
Have scores sent to HCC directly from the testing service.

Degree Plan
See your advisor.

Disability Services
Call the Disability Services Counselor at your College.

Distance Education
Course are listed in the Distance Education section. Go to: http://de.hccs.edu

Drop/Add/Swap/Withdrawal
You must officially drop a class or you will get an “F.” To drop or withdraw:
1. Drop online
2. Complete an official withdrawal form available on any campus.
3. State your request in a letter to HCC, Office of Admissions Records, P.O. Box 667517, Houston, TX 77266-7517.
4. Fax a letter to 713.718.2111

Employment
Call the Career and Planning Resource Office at your College.

Financial Aid
Call the Financial Aid Office at your College.

Foreign Student Information
Call International Students Office, 713.718.8521.

Grade Problems
Check with the Office of Student Records or the instructional department at your College. Changes are made by the Registrar and a new transcript sent. Appeals are made through the Dean.

Grades
Grades are available online within a week after the end of a semester. Go to www.hccs.edu and view your unofficial transcript. (at your Student Center)

Graduation and/or Certification
Review your eligibility with your program advisor or advisor. Apply at any HCC campus.

Graduation Ceremony
Applicants are sent a letter with instructions during the spring semester. Call 713.718.8222 for information.

Harassment/Discrimination
Contact the Dean of Student Services at your College.

Holds
Contact the department that issued the “hold.” Most holds must be cleared before you can register. Payments can be made at any campus.

ID Card
Photo ID cards are available for all currently enrolled students. Inquire at the college where you attend class.

Immigration Information
Call International Students Office 713.718.8521.

Information
Call 713.718.2000 or TTY.713.718.6332.

Instructor Problems
See your advisor first. If the advisor cannot resolve the problem, you will be referred to the appropriate administrator at your College.

Insurance

Intramurals
Contact the Student Life Coordinator at your College.

Loans
Call the Financial Aid Office at your College.

Military Credit
Submit documentation to the Dean of Instruction at your College.

Newspaper
The Egalitarian, 713.718.6252.

Overloads
See your advisor for approval.

Parking Stickers
Request or print from your student center.
Personal Problems
See your counselor. Confidentiality will be maintained.

Phi Theta Kappa
Call the Phi Theta Kappa advisor at 713.718.5779.

Refunds
Refunds are processed automatically if you drop during a refund period. For problems about a refund, call the Business/Cashier's Office at your College.

Residency Change
Complete the required form and submit proper documentation to any campus by the Official Date of Record.

Scholarships
Contact the Financial Aid Office on your campus.

Student Government
Contact the Student Life Coordinator at your College.

Student Grievance Procedures
See the Student Handbook.

Student Organizations
Contact the Student Life Coordinator at your College.

Test Dates and Information
Call the Testing Office at your College.

Test Scores
Request that official test scores are sent to HCC.

Transcripts
HCC transcripts can be requested in person, by mail, over the phone or via the web. The charge for a transcript is $5.00 in person or by mail, $12.00 over the phone (1.800.646.1858) and $7.00 via the web at: www.credentials-inc.com or call 713.718.8518 for HCC official transcript information. Unofficial transcripts are available at hccs.edu through your student center.

Transcripts-Transfer
Send an official transcript to HCC, Office of Admissions and Records, P.O. Box 667517, Houston, TX 77266-7517.

Transportation
Metro dollars are available for eligible students. Call the Counseling Office at your College.

Tutoring
Call the Counseling Office at your College.

Veterans’ Benefits
Veteran Call Center, 713.718.8522

Work Experience
Credit for work experience should be requested through the Career Technology Dean of your College.

Special Programs

Adult Education
The Houston Community College Adult Education program provides adult basic education, adult secondary education and English-as-a-Second-Language classes that are tuition-free to the public. Adult education classes are open-entry/open exit, student centered and are often coupled with computer-assisted instruction. Students’ skills are baseline assessed at program entry and progress assessed prior to program exit.

Adult basic education (ABE) classes are conducted at a level that is recognized as being the equivalent of instruction given at grades eight and below. All ABE classes are free to the students. Depending on their skill, entry level students enrolled in ABE classes can pass the GED examinations after adequate preparation.

Adult secondary education (ASE) classes are conducted at a level that is recognized as being the equivalent of instruction given at grades 9-12. Students enrolled in ASE classes are generally capable of passing the General Educational Development (GED) examinations after a relatively brief amount of preparation. A $25 per semester fee is charged to students enrolled in ASE classes.

For current information on program eligibility or class location and schedule, call 713.718.5400.

Adult High School
The Adult High School (AHS) program is designed for students, seventeen years or older, who are in need of high school credits to graduate. This is a part-time rather than a full-time program; therefore only two half-credit courses can be taken per term unless a student attends multiple campuses during the week and on weekends.

Two types of students attend the AHS. One type is no longer enrolled in school and only needs two credits or less to graduate. These students earn transfer credit and their former high school ultimately awards the diploma once all state requirements are satisfied. Students must verify their school will accept transfer credit before enrolling.

The other type student is enrolled in school full-time during the day and needs transfer credit for a remedial course or to makeup credit for courses lacking for graduation. These students must obtain approval from their high school counselor or school official before being allowed to enroll.

Students in need of more than two credits should consider a GED rather than a high school diploma because the time required and cost would be excessive. A non-refundable tuition of $140 is charged for each
half-credit course. Forms of payment are cash, check or money order only. Registration must be done in person at the campus where classes are offered. For more information call 713.718.7611.

**Accelerated Teacher Certification Program (ATCP)**
The Accelerated Teacher Certification Program (ATCP) is a unique opportunity for individuals to enter a career as an educator. Students accepted into the ATCP are often able to begin teaching in their own classrooms immediately and earn a full-time salary along with benefits while completing the requirements for standard Texas teaching certification. A minimum of a Bachelor’s degree required for entry into the program.

For enrollment information call, 713.718.2856 or visit http://acp.hccs.edu (Financial assistance available.)

**English-as-a-Second-Language (ESL)**

**Intensive English (IEP)**
- Serves international students on a visa
- Serves permanent U.S. residents and citizens
- Places students with the CELSA test and a writing sample
- Uses ESOL course prefix
- Offers 16-week (fall and spring) and 10-week (summer) semesters
- Prepares students for academic course work and college classes
- Has a full-time schedule, 20 hours of English instruction each week
- Has a part-time schedule, 10 hours of English instruction each week
- Requires co-requisite enrollment; students place into and take ALL courses at that level (example: Level II reading, Level II Writing, Level II grammar, Level II conversation)
- Gives non-transferable college credits

**Academic ESL (AESL)**
- Serves international students on a visa
- Serves permanent U.S. residents and citizens
- Places students with the CELSA test and an in-class writing sample
- Uses ENGL course prefix
- Offers 16-week (fall and spring) and 10-week (summer) semesters
- Prepares students for academic course work and college classes
- Allows students to take other college classes with AESL courses
- Has a part-time schedule, 4 or 5 hours per week
- Requires courses to be taken in sequential order; after placement into the program, one course prepares students for the next course in the series (example: ENGL 0346 is taken before ENGL 0347)
- Gives students non-transferable college credits
- Prepares students for ENGL 1301; after finishing the AESL sequence of courses, students go directly to English 1301

**Continuing Education (CE) ESL**
- Serves permanent U.S. residents and citizens
- Places students after an oral interview
- Uses COMG course prefix
- Offers 4-week summer, 5-week, and 10-week classes, not semesters
- Prepares students to enter the Intensive English Program and Workforce Programs
- Allows students to take certain other non-academic courses
- Has a part-time schedule; students study English 4-8 hours per week
- Offers courses at beginning, low-intermediate, intermediate, and advanced levels
- Offers courses for specific purposes (example: test preparation)
- Does not give college credits; students earn Continuing Education units
Libraries

Alief ERC (Electronic Resource Center) Library (Northwest College) MC 1524
2811 Hayes Rd., Houston, TX 77082 713.718.6941
Hours: Mon-Thu, 7:30 a.m. - 9:00 p.m.; Fri, 7:30 a.m. - 1 p.m.
Sat, 8:00 a.m. - 2:00 p.m.
13803 Bissonnet, 77083 713.718.5447
Hours: Mon-Thu, 7:30 a.m. - 9:00 p.m.; Fri, 7:30 a.m. - 1 p.m.
Sat, 8:00 a.m. - 1:00 p.m.

Central Campus Library (Central College) MC 1229E
1300 Holman, Houston, TX 77004
CIRC: 713.718.6133; FAX: 713.718.6154; REF: 713.718.6141
Hours: Mon-Thu, 7:30 a.m. - 9:00 p.m.
Fri, 7:30 a.m. - 4:00 pm; Sat, 9:00 a.m. - 3:00 p.m.

Codwell Campus Library (Northeast College) MC 1449-C111
555 Community College Dr., Houston, TX 77013
CIRC: 713.718.8354; REF: 713.718.8320; FAX: 713.718.8330
Hours: Mon-Thu, 8:00 a.m.-9:00 p.m.
Fri, 8:00 a.m.-4:30 p.m.; Sat, 9:00 a.m.-3:00 p.m. Sun, 12:00 p.m. - 4:00 p.m.

Coleman College for Health Sciences Library (Coleman College for Health Sciences) MC 1637
1900 Pressler Street, Houston, TX 77030
Phone: 713.718.7399; FAX: 713.718.7396
Hours: Mon-Thu, 7:30 a.m.-9:00 p.m.
Fri, 7:30 a.m.-4:00 p.m.; Sat, 9:00 a.m.-1:00 p.m.

Eastside Campus Library (Southeast College) MC 1638
6815 Rustic, Houston, TX 77087 Phone: 713.718.7050
Hours: Mon - Thurs, 7:30 a.m. - 9:00 p.m.
Fri, 7:30 a.m. - 2:00 p.m.; Sat, 10:00 a.m. - 4:00 p.m.
Sun, 1:00 p.m. - 4:00 p.m. REF: 713.718.7084

Northline Campus Library (Northeast College) MC 1433
8001 Fulton, Houston, TX 77022
CIRC: 713.718.8044; REF: 713.718.8061; FAX: 713.718.8063
Hours: Mon-Thu, 8:00 a.m.-9:00 p.m.
Fri, 8:00 a.m.-4:30 p.m.; Sat, 8:00 a.m.-4:00 p.m.
Sun, 12:00 p.m. - 4:00 p.m.

Pinemont ERC (Electronic Resource Center) Library (Northeast College) MC 1476
1265 Pinemont, Houston, TX 77018
Phone: 713.718.8443; FAX: 713.718.8438
Hours: Mon-Thu, 8:00 a.m.-9:00 p.m.
Fri, 8:00 a.m.-4:30 p.m.

Stafford Campus Library (Southwest College) MC 1585C
10041 Cash Road, Stafford, TX 77477
Phone: 713.718.7823; FAX: 713.718.6723
Hours: Mon - Thu, 7:30 a.m. - 9:00 p.m.
Fri, 7:30 a.m.-3:00 p.m.; Sat, 8:30 a.m.-2:00 p.m.

Spring Branch Campus Library (Northwest College) MC 1379
1110 W. Sam Houston Parkway, N., Houston, TX 77043
Phone: 713.718.5434; FAX: 713.718.5754
Hours: Mon-Thu, 7:30 a.m.-8:00 p.m.
Fri, 7:30 a.m.-3:00 p.m.

West Loop Campus Library (Southwest College) MC 1587
5601 West Loop S., Houston, TX 77081
Phone: 713.718.7880; FAX: 713.718.7881
Hours: Mon-Thu, 7:30 a.m.-9:00 p.m.
Fri, 7:30 a.m.-1:00 p.m. and 5:00-9:00 p.m.
Sat, 8:00 a.m.-1:00 p.m.

Katy Campus Library (Northwest College)
1550 Foxlake Dr., Houston, TX 77084
Phone: 713.718.5747; FAX: 713.492.6075
Hours: Mon-Thu, 7:30 a.m.-8:00 p.m.
Fri, 7:30 a.m.-3:00 p.m.; Sat, 8:30 a.m.-12:30 p.m.

Whiteley Building Library (Central College) MC 1229D
1301 Alabama, Houston, TX 77004
Phone: 713.718.6819, 713.718.6865
Hours: Mon-Thu, 7:30 a.m.-9:00 p.m.
Fri, 7:30 - 11:30 a.m.

South Campus ERC (Electronic Resource Center) Library (Central College)
1990 Airport Blvd., Houston, TX 77051
Phone: 713.718.6634
Hours: Mon - Thurs, 8:00 am - 9:00 p.m.
The courses suggested below are recommendations based on the best available information and do not represent a guarantee of transferability. See Campus Advisor for courses or colleges not listed.

<table>
<thead>
<tr>
<th>Houston Community College</th>
<th>Texas A&amp;M (Austin)</th>
<th>Univ of Texas State Univ</th>
<th>Houston Baptist Univ</th>
<th>University of Houston</th>
<th>Texas State at San Marcos</th>
<th>Tx. Southern University</th>
<th>U of H Downtown</th>
<th>Univ of St. Thomas</th>
<th>Prairie View A&amp;M</th>
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<td>ENGL 1301 Comp I</td>
<td>ENGL 104</td>
<td>RHE 306</td>
<td>ENG 164</td>
<td>ENGL 131</td>
<td>ENGL 1303</td>
<td>ENGL 1310</td>
<td>ENGL 131</td>
<td>ENGL 1301</td>
<td>ENGL 1338</td>
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<td>ENGL 1302 Comp II</td>
<td>ENGL 203</td>
<td>RHE 309K</td>
<td>ENG 165</td>
<td>ENGL 132</td>
<td>ENGL 1304</td>
<td>ENGL 1320</td>
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<td>ENGL 1302</td>
<td>ENGL 1337</td>
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<td>HIST 105</td>
<td>HIS 315K</td>
<td>HIS 163</td>
<td>HIST 231</td>
<td>HIST 1377</td>
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<td>HIST 106</td>
<td>HIS 315L</td>
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<td>POLS CORE</td>
<td>GOV 310L</td>
<td>POL 261</td>
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<td>POLS 1336</td>
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<td>BIO 123/113</td>
<td>SCI CORE</td>
<td>BIO 138/118</td>
<td>BIO 2474</td>
<td>BIO 136/1161</td>
<td>BIO 131/121</td>
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<td>BIO 124/114</td>
<td>SCI CORE</td>
<td>BIO 139/119</td>
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<td>CHEM 102/112</td>
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<td>CHEM 2416</td>
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