



# STEP-BY-STEP GUIDE FOR NEW HACC STUDENTS

## GETTYSBURG CAMPUS

731 Old Harrisburg Road  
Gettysburg, PA 17325-3403  
(717) 337-3855  
FAX (717) 337-3015  
Email: gettyadmit@hacc.edu

## HARRISBURG CAMPUS

One HACC Drive  
Harrisburg, PA 17110-2999  
(717) 780-2400  
FAX: (717) 231-7674  
Email: admit@hacc.edu

## LANCASTER CAMPUS

1641 Old Philadelphia Pike  
Lancaster, PA 17602-2690  
(717) 358-2966  
FAX (717) 358-2951  
Email: lancadmit@hacc.edu

## LEBANON CAMPUS

735 Cumberland Street  
Lebanon, PA 17042-5235  
(717) 270-4222  
FAX (717) 270-6385  
Email: lebadmit@hacc.edu

## YORK CAMPUS

2010 Pennsylvania Avenue  
York, PA 17404  
(717) 718-0328 EXT. 3550  
FAX (717) 718-8967  
Email: yorkinfo@hacc.edu

## VIRTUAL CAMPUS

One HACC Drive  
Harrisburg, PA 17110-2999  
(717) 221-1300 X: 1510  
FAX (717) 909-1493  
Email: virtual@hacc.edu

**STEP 1:** Complete an application for admission and submit to the HACC campus you plan to attend with a one-time \$35 application fee. You can apply for admission online at [www.hacc.edu](http://www.hacc.edu), **Apply Now.**

**STEP 2:** Apply for Financial Aid. Visit [www.hacc.edu](http://www.hacc.edu), Student Services, Financial Aid, for information about completing the Free Application for Federal Student Aid (FAFSA) and other materials.

**STEP 3:** Review your **admit letter** which contains your HACC ID and Pin to log onto HACCWeb. HACCWeb can be accessed through our home page [www.hacc.edu](http://www.hacc.edu), HACCWeb contains information on your financial aid, advisor name, etc.

**STEP 4:** Submit official transcripts if you are a high school/home school graduate within the past year; selected a Health Career program; and if you would like previous college credits to be evaluated for transfer into a HACC program. If you have been issued a GED within the past year you will need to have an official transcript sent to the admissions office at the campus you plan to attend.

**STEP 5:** Schedule and complete placement testing. A photo ID is required. Refer to enclosed guide for testing center contact phone numbers as well as testing information.

**STEP 6:** After completing placement testing, schedule an appointment with your advisor to assist you with course selections. Log on to your HACCWeb account and choose the Student Services & Financial Aid tab then click on Student Records to access your advisor's name.

**STEP 7:** Register for classes online via HACCWeb.

**STEP 8:** Activate HAWKMail email account. All registered students are assigned a HAWKMail account and will be mailed a letter once registered for classes. Visit [www.hacc.edu/HAWKmail](http://www.hacc.edu/HAWKmail) for more details.

**STEP 9:** Pay tuition and fees by the tuition due dates, either at your campus's Welcome Center or online via HACCWeb. Current tuition and fee information is available at [www.hacc.edu](http://www.hacc.edu), Student Services, Tuition and Fees.

**STEP 10:** All residents living in PA one year or longer save by paying lower in-state tuition rates. Students living in Cumberland, Dauphin, or Perry counties may be eligible to receive sponsoring rates and will need to contact their school district office to obtain a certificate of residence.

**STEP 11:** Obtain your student photo ID and parking tag at your campus security office. (Parking passes not used at Lebanon Campus.)

**STEP 12:** Purchase books at the campus bookstore. Online purchases are available at Harrisburg and Lancaster. Go to [www.hacc.edu](http://www.hacc.edu), Current Students, Bookstore.

**STEP 13:** Plan to attend new student orientation at the campus you plan to attend. Additional information will be sent to you.