

# STEP-BY-STEP GUIDE FOR New HACC Health Science Students

Health Science is a selective admission degree program **designed for actively credentialed or licensed health care professionals currently working in their fields**. Credential verification and employment verification letter are required. Qualified applicants will be awarded 30 credits toward the Health Science degree.

**STEP 1:** Apply ONLINE at [www.hacc.edu](http://www.hacc.edu) – Admissions - <https://www.hacc.edu/Admissions/first-time-students.cfm>.

VETERANS START HERE - <https://www.hacc.edu/Admissions/Apply/Veterans.cfm>

**STEP 2:** Apply for Financial Aid. Visit [www.hacc.edu](http://www.hacc.edu), \$ Pay for School, for information about completing the FAFSA and other materials - <https://www.hacc.edu/Paying/index.cfm>

**STEP 3:** Request any official prior college transcripts right away. Have them sent to: [RECORD@HACC.EDU](mailto:RECORD@HACC.EDU)

**For the Health Science degree, you can transfer in a maximum of 15 credits.**

Once your college transcripts have been evaluated, you will receive an email from the Records Office informing you of what has been accepted for transfer. Contact the advising office after you receive this letter and check your HAWKmail for further communication.

**STEP 4:** You will receive two emails within 3-5 business days after submitting your application that will contain your HACC ID # and specific instructions on how to claim your myHACC student account to accept admissions to HACC and an admission process step-by-step guide. Future emails will be sent to your HAWKmail, which can be accessed in your myHACC student account, regarding your next steps.

**STEP 5:** Contact Vicki Gentzel, [vgentze@hacc.edu](mailto:vgentze@hacc.edu) to have your credential verified. After verification of your credential, have your employer email an employment verification letter to: Vicki Gentzel – [vgentze@hacc.edu](mailto:vgentze@hacc.edu). The letter needs to be signed and on letterhead and simply say you are currently employed. If you are self-employed, send something on your own letterhead stating that you are self-employed.

If you're unsure or have questions, please contact an [admissions counselor](#) at 800-ABC-HACC or [start@hacc.edu](mailto:start@hacc.edu).