

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: Submit an application for admission. Apply ONLINE at hacc.edu, Future Students, [Apply for Admissions](#). Pay attention to the semester you intend to begin. You will receive two emails within 24 hours after submitting your application that will contain your HACC ID # and specific instructions on how to set up your HawkMail email address, taking placement tests and scheduling New Student Orientation. You will also receive hard copies of these letters in the mail within two weeks from submitting your application.

STEP 2: Apply for Financial Aid. Visit www.hacc.edu. Select [\\$ Paying for School](#) for information about completing the Free Application for Federal Student Aid (FAFSA) and other materials. You will receive a financial aid award letter in the mail.

STEP 3: Submit **official** transcripts if you are a high school/home school graduate within the past year. If you have been issued a GED within the past year, you will need to have an official transcript sent to Central Enrollment Services, H122, HACC, One HACC Drive, Harrisburg, PA 17110.

If you would like **previous college credits** to be evaluated for transfer, you need to submit your **official** transcripts to the **Registrar's** office. **For the Health Science degree, you can transfer in a maximum of 15 credits.**

If you submitted official prior college transcripts, you will receive a transcript evaluation letter in the mail, identifying what courses transferred or courses transferred (or you can log in to [myHACC](#)).

Transcripts should be sent to: Registrar, TL105, HACC, One HACC Drive, Harrisburg, PA 17110.

STEP 4: Contact Vicki Gentzel, vgentze@hacc.edu to have your credential verified. After verification of your credential, have your employer mail an employment verification letter to: [Vicki Gentzel, HACC, One HACC Drive, Harrisburg, PA 17110](#). If you are self-employed, send something on your own letterhead stating that you are self-employed.

STEP 5: Schedule and complete placement testing in reading, writing and math. A photo ID is required. Go to www.hacc.edu, select *New Students* and next, [Placement Testing](#). If you would like to schedule online placement testing, complete the attached Remote Proctoring Request Form and forward it to Elisa Cohen, escohen@hacc.edu.

STEP 6: Attend New Student Orientation (NSO) – If you will only be taking online courses, access the online New Student orientation via MyHACC under Advising in the student tab. If you will be taking online AND campus courses, call 800-ABC-HACC to schedule the orientation on campus after the online orientation.

STEP 7: Pay tuition and fees by the tuition due dates, either at your campus's Welcome Center or online via [myHACC](#). Visit www.hacc.edu, select [\\$ Paying for School](#) and next, [Tuition](#) to view the tuition due date information.

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 8: On-campus students – obtain your student photo ID and parking pass at your campus Safety and Security office. (Parking passes not required at the Lebanon Campus.)

STEP 9: Purchase books at the campus bookstore. For online purchases, go to <http://bookstore.hacc.edu/harrisburg/>.

STEP 10: Look for an email from Virtual Learning which will provide details about how to login to D2L, your online class and much more.

View Online Course Information, Frequently Asked Questions, and Where to Find Help:

<http://www.hacc.edu/ProgramsandCourses/OnlineClasses/index.cfm>

**ONLINE STUDENTS – Contact Emily Fox, ejfox@hacc.edu, 717-780-2347
if you have any questions about the application process.**

Online admission process:

<https://www.hacc.edu/OnlineLearning/FutureOnlineStudents/OnlineAdmissions/index.cfm>

Remote Proctoring Request Form

Do you need to take the HACC placement test but you live more than 50 miles from a HACC campus?

You can... (Select one below.):

Option 1 Off Campus - Remote Proctoring:

This will enable you to take your ACCUPLACER test at another educational institution or a military installation. You must have the appropriate photo ID. Contact the test center personnel or educational officer to determine if they are willing to administer Accuplacer placement tests in their testing center. (It is not necessary for the institution to be a user of Accuplacer.)

- Take your ACCUPLACER placement test at a local testing center.

Option 2 Virtual – Remote Online Proctoring

This will enable you to take the ACCUPLACER test at any location convenient to you. You must have an appropriate photo ID, and your computer must have a webcam, microphone, and stable internet connection. To check your computer meets the technical specifications required for testing, verify it here:

<http://accuplacerlive.onlineproctornow.com>

- Have your Accuplacer test proctored remotely online using a webcam and microphone.

Fill in the below information. All fields are required:

HACC Student ID: _____

Full Name: _____

Date of Birth (MMDDYY): _____

HAWKMail Email: _____

Phone Number: _____

Submit this completed form via email to escohen@hacc.edu.