

Successful Student Checklist

This student checklist is to help you manage your time efficiently and make sure you have everything necessary to begin the school year. Please feel free to contact us at answers@hcc.edu, if you have any questions. Have a successful year!

Download www.hcc.edu/Documents/Student%20Services/Orientation/Successful%20Student%20Checklist%20080415.pdf **this checklist to save or print!**

Get Connected!

Communication - Priority #1: Stay informed! Login to all services at MyHCC, [login Instructions](#)
www.hcc.edu/Documents/IT/login_instructions_student.pdf:

- **Email & Online Services** HCC email is used for all communication and Online Services gives you access to e-billing and payment plans, financial aid status and financial aid consent to electronic communication, insurance waiver, registration, advisor, DegreeWorks, grades, and student records. Be sure to check it regularly!
- **Moodle** is the learning management system for online learning which includes online classes, blended classes (½ online, ½ on-site), and web-enhanced classes (face-to-face courses with an online component). Brief video on [HCC Online Programs](#) www.youtube.com/watch?v=pBrvJsaTAUQ.
- **RAVE Emergency Alert System** Register at [RAVE](#) www.getrave.com/login/hcc to receive texts, emails, and/or phone calls when there is an emergency on campus, delayed opening or closing due to snow and more!
- **Having difficulty with logins, contact:** Computer crashing? Software hanging? Can't login to the system? We're here to help with all your computer problems! Fill out [the help desk form](#) www.hcc.edu/about-hcc/offices-and-administration/college-offices/information-technology/help-desk to submit a request online; give us a call at (413) 552-2075, or email helpdesk@hcc.edu.

Be Prepared!

Admission

- **College Placement Test:** is a computerized assessment of basic math, reading, and writing, and is required. Testing takes approximately two hours in the Assessment Center (FR 271) 413-552-2055.
- **Student ID card:** Bring your printed schedule and license (or state issued picture ID) to get your HCC Student ID Card in the Assessment Center (FR 271) 413-552-2055.

- **Immunization Records:** All full-time students (regardless of age) are required by MA State Law (Chap. 76, Sect. 15C) to submit complete documentation of their immunization records within 30 days of registration. Please ask your health care provider for a copy of any shot records in your file and submit to **Health Services** www.hcc.edu/student-services/health-services (FR 105) or fax 413-552-2121.

Advising & Registration

- **Advising Center** provides all aspects of academic advising to new, current, and returning students. Advisors will assist you with registration of classes and educational planning. See an advisor on a walk-in basis or by appointment (FR 273); 413-552-2722; advisingcenter@hcc.edu. Online students can email advising questions to online@hcc.edu.

Pay for College

- **Free Application for Federal Student Aid (FAFSA):** submit electronically www.fafsa.ed.gov/; correct your FAFSA; and check your status with HCC Federal School Code #002170.
- **Pay Your Bill:** To make payments to your account login to **My Online Services** www.hcc.edu/myhcc and you can access eRefund/eBill/Payments/Payment Plans or go to the Student Accounts Office (FR 201) or call (413) 552-2101.
- **College Store:** To purchase or rent books you will need your class schedule and your HCC student ID card and form of payment: cash, check, charge, or **Financial Aid Book advance** or to purchase your books at the college store www.hcc.edu/campus-life/bookstore or **online** www.ehccbookstore.com/home.aspx: Location: Campus Center 1st floor, (413) 552-2521. *General hours 8:30 a.m. - 3:45 p.m. ***Hours** www.hcc.edu/campus-life/bookstore/store-location-and-hours are subject to change.

Health Insurance

- **Waive Health Insurance:** Health insurance fees may be waived directly with **Gallagher Student Health & Special Risk** www.gallagherkoster.com/students/user-login.php?idField=1200, if the student has comparable coverage through personal, parental, or spousal insurance (including qualified coverage through the Massachusetts Health Connector Benefit Plan or MassHealth, with the exception of certain MassHealth programs). Free health care (treatment provided at a local hospital or clinic) is not considered comparable coverage. If you have difficulty logging in to waive your health insurance, call Gallagher Student Health & Special Risk customer service at (617) 328-2303.

HCC Photo ID

- **Student ID card:** Students are expected to carry their ID when on campus. Cards are issued after placement testing (FR 271) or registration (FR 273). Students use ID cards to access computer labs, the library, the Bartley Center for Athletics and Recreation, to attend college-sponsored events, and to use PVTA services and for all college transactions. There is a replacement fee of \$7, which can be made at Student Accounts (FR 201). Always carry your ID!
- **Library Card:** Bring your HCC Student ID card to the library to receive a barcode, which will allow you access to library resources. (DON 202), (413) 552-2372.

Transportation

- **PVTA Bus Pass:** You'll need your HCC Student ID card to receive your bus pass; and both cards (HCC ID and bus pass) are needed to use the PVTA service for free. Student Accounts Office (FR 201), (413) 552-2101.
- **PVTA Bus Schedules:** PVTA is an independent contractor, so for scheduling questions contact: **PVTA** www.pvta.com/schedules.php (413) 781-7882.
- **Parking Registrations:** All vehicles need to have an HCC parking sticker by the first week of classes and students must be aware of the **parking rules and regulations** www.hcc.edu/about-hcc/visit-hcc/parking-at-hcc/parking-regulations. We issue tickets and tow for violations. Take your HCC Student ID card and your vehicle registration to your New Student Orientation session or to Campus Police to receive a permanent parking sticker. (Public Safety Bldg. 214, across the street from Frost).

Classrooms and Computer Availability

- **Classrooms:** Locate your classrooms in advance. **Campus map** www.hcc.edu/Documents/About/HCC_Map_2013.pdf is available online and in the **Student Handbook** www.hcc.edu/about-hcc/facts-and-history/publications.
- **Computer Access:** Computers are available for your use in the Advising Center (FR 273), Financial Aid and Student Accounts (FR 201), or Admissions (FR 221) to take care of College business.

Be Informed!

- **New Student Orientation & Program Day:** Attend your scheduled mandatory **New Student Orientation** www.hcc.edu/admission/orientation. You will learn about the supportive services available to you and academic expectations.
- **Student Handbook:** Your responsibility as a student at HCC is to become familiar with the College's policies and procedures in the **Student Handbook** www.hcc.edu/about-hcc/facts-and-history/publications. Become aware of policies, procedures, deadlines for financial aid, add/drop, withdrawals, and refunds, and the student code of conduct.

Get involved!

- **Clubs & Organizations:** Have fun, make connections, develop leadership skills, and pursue new interests. Clubs and organizations enhance and compliment the learning taking place in the classroom. Join a student club or organization in Student Activities (DON 103) (413) 552-2060.

Take advantage!

- Use on-campus resources like the Center for Academic Program Support (**CAPS**) www.hcc.edu/courses-and-programs/academic-resources/academic-support (tutoring, math center, writing center, learning coaches), the library, the Office for Students with Disabilities and Deaf Services, Veteran Services, the Center for Career Development, and more **Student Services** www.hcc.edu/student-services.

Stay on track!

- **Advising:** Meet with your academic advisor to discuss your program of study by asking questions that you may have regarding your course schedule, pace for completion of degree/certificate, and how you are doing with your grades. At your assigned orientation you will receive a card with your advisor's name. If you do not receive an advisor's name, you can access your advisor's name at **MyHCC Online Services** www.hcc.edu/myhcc or contact Academic Affairs (413) 552-2070.
- **DegreeWorks** is used for academic planning by students and advisors. It provides real-time information, such as advisor, degree, major requirements, GPA, course completion and grades; streamlines the graduation process; and provides intuitive web access to self-service capabilities at **MyHCC Online Services** www.hcc.edu/myhcc.
- **Transfer:** Meet with the transfer counselor early on to set a plan to transfer, because this plan will help you understand the requirements from the transfer institution, such as courses, GPA, and *MassTransfer* options. Contact: Mark Broadbent (413) 552-2498.