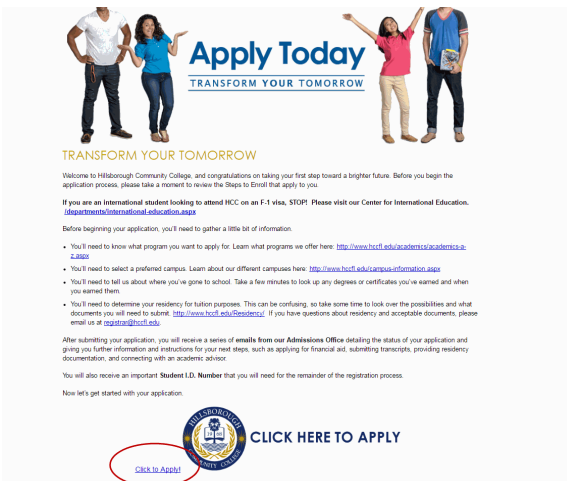


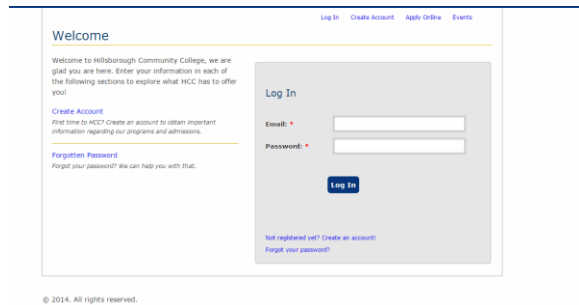
# Step 1: Apply Online



# Step 2. Select “Click to Apply” at the bottom of the next page.



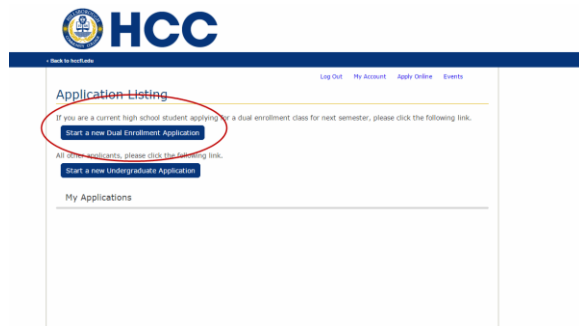
## Step 3. Create an Account



The screenshot shows the HCC Welcome page. At the top, there is a navigation bar with links: Log In, Create Account, Apply Online, and Events. The main content area is titled "Welcome" and includes a message from HCC. Below the message, there are links for "Create Account" and "Forgotten Password?". On the right side, there is a "Log In" form with fields for "Email:" and "Password:", a "Log In" button, and a link for "Not registered yet? Create an account!". The "Log In" form is highlighted with a red circle.

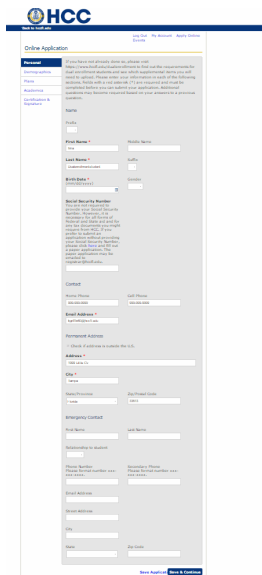
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## Step 4. Select the Dual Enrollment Application



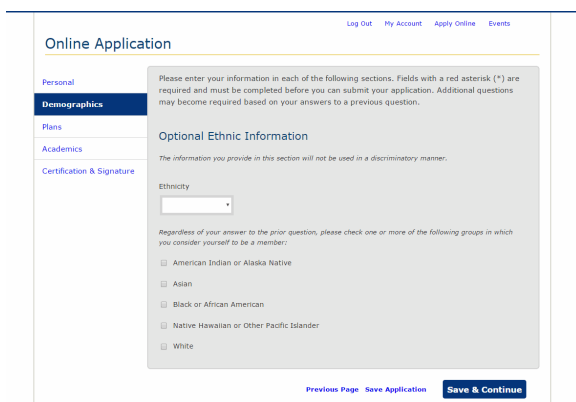
The screenshot shows the HCC Application Listing page. At the top, there is a navigation bar with links: Log Out, My Account, Apply Online, and Events. The main content area is titled "Application Listing" and includes a message from HCC. Below the message, there are links for "Start a new Dual Enrollment Application" and "Start a new Undergraduate Application". The "Start a new Dual Enrollment Application" link is highlighted with a red circle.

**Step 5. Personal Page:** Fill in required information (noted with a red asterisk). Fill in supplemental information if you desire.



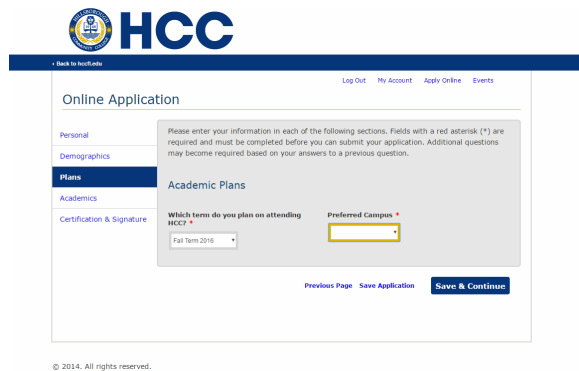
The screenshot shows the 'Personal' page of the HCC Online Application. The page is titled 'Online Application' and has a navigation menu on the left with links for Personal, Demographics, Plans, Academics, and Certification & Signature. The main content area contains a form with various fields for personal information, including Name, Date of Birth, Social Security Number, and Address. Fields marked with a red asterisk (\*) are required. A 'Save Application' button is visible at the bottom right.

**Step 6. Demographics Page** Complete optional information in demographics if you desire.



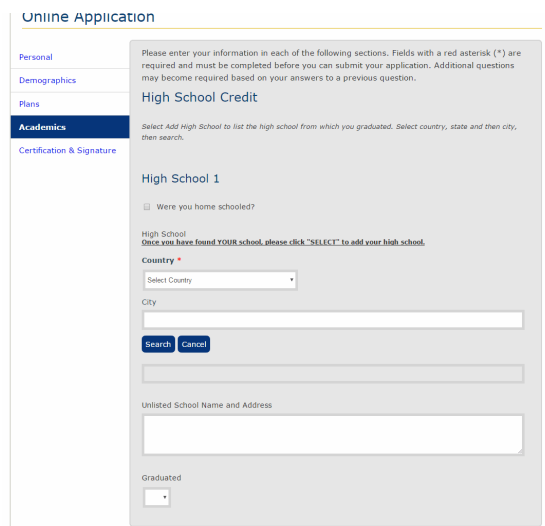
The screenshot shows the 'Demographics' page of the HCC Online Application. The page is titled 'Online Application' and has a navigation menu on the left with links for Personal, Demographics, Plans, Academics, and Certification & Signature. The main content area contains a form for 'Optional Ethnic Information'. It includes a dropdown menu for 'Ethnicity' and a section for 'Optional Ethnic Information' with checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. A 'Save Application' button is visible at the bottom right.

**Step 7. Plans Page** Select your term you plan to attend and your campus of choice.




The screenshot shows the HCC Online Application interface. The top navigation bar includes the HCC logo, a 'Back to Institute' link, and links for 'Log Out', 'My Account', 'Apply Online', and 'Events'. The left sidebar contains a menu with 'Personal', 'Demographics', 'Plans' (highlighted), 'Academics', and 'Certification & Signature'. The main content area is titled 'Online Application' and contains a message: 'Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.' Below this message is the 'Academic Plans' section, which includes two dropdown menus: 'Which term do you plan on attending HCC?' (set to 'Fall Term 2016') and 'Preferred Campus'. At the bottom of the form are links for 'Previous Page', 'Save Application', and a 'Save & Continue' button. A copyright notice '© 2014. All rights reserved.' is at the bottom left.

**Step 8. Academics Page** Complete your high school information on this page. Once you have provided your country, state, and city, high school options will “pop up.” If you cannot find your high school, enter the name in the space provided.



The screenshot shows the HCC Online Application Academics Page. The left sidebar is the same as in Step 7, with 'Academics' highlighted. The main content area is titled 'Online Application' and contains a message: 'Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.' Below this message is the 'High School Credit' section, which includes a sub-section 'High School 1'. This section has a checkbox 'Were you home schooled?' and a 'High School' section. The 'High School' section includes a note: 'Once you have found YOUR school, please click "SELECT" to add your high school.' Below this are fields for 'Country' (a dropdown menu), 'City' (a text input field), and 'Unlisted School Name and Address' (a text input field). At the bottom of the form is a 'Graduated' checkbox. A 'Search' button and a 'Cancel' button are located between the 'City' and 'Unlisted School Name and Address' fields. A copyright notice '© 2014. All rights reserved.' is at the bottom left.

# Step 9. Certification and Signature Page Select yes to each certification statement, sign, and submit your application. Your application will not be processed if you do not agree with the certification statements.



[Home to Nashville](#)[Log Out](#)[My Account](#)[Apply Online](#)[Events](#)

Personal

Demographics

Plans

Academics

**Certification & Signature**

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Certification

Please affirm the following before you submit your application.

**Do you certify the following? \***

I authorize HCC to collect my personal, academic, school/college/university records and test scores. I agree to the release of any transcripts and test scores to HCC, including any score reports HCC may request from the College Board or HCC.

☒ Yes ☐ No

**Do you certify the following? \***

By completing this application to enroll in the Dual Enrollment/Early Admission Program offered at Middleborough Community College (HCC), I agree to abide by the guidelines of the Dual Enrollment/Early Admission Program, as well as College policies and procedures, while enrolled at HCC. I understand the following:

- Course selection for enrollment will be authorized each term by the high school counselor or home counselor for courses completed toward the high school diploma.
- Any courses registered for, or grades received, become a permanent part of the student's record.
- Students are expected to be aware of the organizational deadlines for each of their courses. This information can be located in the student's schedule in Blackboard.
- If a student of any age enrolls in a postsecondary institution, the rights under FERPA transfer to them. Students who wish for any permission to their records to access their students, parents, and/or registration records will be required to submit a FERPA release form to the admission department. HCC will not provide information to a parent or allow them to register a student for classes in absence of the student's written consent. We cannot guarantee a transfer back.
- The student must maintain a high school GPA of 3.0 and an HCC GPA of 2.0 or above to remain eligible.
- Students will be allowing classes with non-high school aged students and may encounter students of various ages and backgrounds while on an HCC campus, including students who may hold criminal records.
- Students will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. Students must be able to engage in a mature and responsible manner.

☒ Yes ☐ No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is actually true. Once you type in your name, this will count as your electronic signature.

**Signature \***

**Signature Date \***

[Previous Page](#) [Save Application](#) [Submit Application](#)

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