



REGISTRATION INSTRUCTIONS

Getting Started

First time in college/transfer/former (not enrolled at Hill College in spring or summer 2010) **students:**



Submit application online at www.hillcollege.edu.

See Admissions Requirements for additional information.

Admissions Checklist:

- State-mandated testing is required prior to registration for anyone working on an Associate of Arts, Associate of Applied Science or Certificate of Technology unless documentation of exemption is on file. See Testing Requirements for additional information.
- It is recommended that official transcripts be on file in the Office of Enrollment Management prior to registration. All required transcripts must be received before the next registration period or enrollment will be blocked. No financial aid will be awarded without a complete admissions file.
- Transcripts should be sent from your previous institution(s) to Hill College at the above address. Hand-carried transcripts may be accepted if in a sealed, high school/college letterhead envelope.

Current students (enrolled at Hill College in spring or summer 2010):

Proceed to REGISTERING FOR CLASSES.



REGISTERING FOR CLASSES

- Students should see their faculty advisor or the Counseling Center prior to registration to discuss their options. Advisors can also assist students who wish to register online with the selection of classes prior to registering.



If you are already released for online registration, go to www.hillcollege.edu, click the MyRebel icon and then click on 'Campus Connect' under Quick Links.

- Your admissions file must be complete in order for you to be able to register online. If you are not released to register online, contact the Office of Enrollment Management for information on completing your admissions file. Students in some programs may not be eligible to register online. Please contact the Counseling Center for information on these programs and any testing which might need to be completed before registration.
- Students who are not eligible for online registration need a time card for on-campus registration. The time card is your reservation for the day and time to register on-campus. Click on the MyRebel icon, and look for 'Time Cards' under Quick Links. You may call the Office of Enrollment Management if you need further instructions.
- High School Early Admissions and/or Dual Credit Students:
 - See your high school counselor or the Hill College website at www.hillcollege.edu for forms and information.
 - For questions, please call the director of concurrent enrollment at (254) 659-7603, or email her at dstewart@hillcollege.edu.



MAKING PAYMENT*

Registration is not complete until payment is received. Student bills are available through Campus Connect. It is each student's responsibility to check and make sure credits from payments or financial aid are applied to their accounts.

- Payment and/or payment arrangements are expected **at the time of registration** (early, online, regular or late).
- Students who pre-register, online or otherwise, will be **dropped for non-payment on this date schedule:**
 - Pre-registered fall & December mini - Dec. 9, 2010
 - Jan. 10, 2011
 - Jan. 19, 2011
 - Jan. 27, 2011
- Students dropped for non-payment may be reinstated up to census day. Payment is required at the time of registration after the last day of late registration.
- Students with unpaid bills must make payment or arrangements for payment through the Business Office, or they will be dropped from their classes and must request re-enrollment.

*If you have ANY questions, please do not hesitate to contact the Hill College Business Office. Help is here when needed! There are many options available in making payments. Please feel free to call (254) 659-7707 or (817) 760-5700.

FORMS OF PAYMENT:

- Pay in full online through Campus Connect by credit card for a \$2 fee.
- Set up a payment schedule through Nelnet (NBS) for a \$35 fee, through a link available on Campus Connect or through the Hill College website at www.hillcollege.edu.
- Pay in full at the Cashier's Office at the Hill County Campus or the Johnson County Campus or at Hill College @ Burleson by credit card, check, cash or money order – please include **student's** name and ID with payment, along with the driver's license and date of birth of the person writing the check in the case of personal checks.
- Mail check or money order to:
 - Hill College
 - Business Office
 - 112 Lamar Dr.
 - Hillsboro, TX 76645

- **Financial Aid** – students are responsible for ensuring aid has been applied. Applications for federal and state assistance should be completed by **July 1**, for the fall semester, by **Nov. 1**, for the spring semester and by **April 1**, for the summer semester. **Applications received after these dates may not be awarded prior to registration. Students should make alternative payment arrangements with the Business Office to lock in courses before drop dates.** Financial Aid is applied to your account 10 days prior to the first class day. It is the student's responsibility to check on financial aid award status. Financial Aid award status can be viewed in Campus Connect.