

## Career Center Student Admission Process For Academic Year 2016-2017 Courses



### Application Submission

- Go to [www.heartland.edu/application](http://www.heartland.edu/application)
- Click “I’m Ready to Apply Online” near the bottom of the page.
- Be sure to select the start term for: **FALL 2016.**

Please provide your correct full name (no nicknames), mailing address, date of birth and social security number on the student application. Providing incorrect information can delay the processing of your application.

If you need help with or have questions about the application, you should contact our office of admissions at 309-268-8010 or [admissions@heartland.edu](mailto:admissions@heartland.edu).

After your application has been processed, you should receive a welcome email within 3 to 5 business days. Use the information provided in your welcome email to set up your myHeartland account ([my.heartland.edu](http://my.heartland.edu)) before moving on to the next step of the admission process.

### Basic Skills Assessment

- All HCC dual credit courses at your career center require you to complete the Reading/Writing placement test **between August 2016 and September 2016. This MUST be completed by September 30, 2016.**  
→ Students taking **Nursing Assistant** must take the **Reading/Writing & Math** placement tests.
- Find more information about completing basic skills assessment at Heartland by visiting the following link: [www.heartland.edu/assessment](http://www.heartland.edu/assessment)
- Keep the assessment score report you get at the end of your testing session as proof that you completed the required placement tests for the dual credit course(s) you want to take.

### Course Enrollment Decisions

- We will let your career center know when you have successfully submitted the Heartland student application, completed basic skills assessment and are ready for enrollment.
- Your career center will add your name to the dual credit rosters they send to Heartland.

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For more information about the program OR for help with the process, go to [www.heartland.edu/CollegeNOW](http://www.heartland.edu/CollegeNOW) or email [CollegeNOW@heartland.edu](mailto:CollegeNOW@heartland.edu).

