The Enrollment Process

Steps from Application to Payment
Step 1 – Admissions and Financial Aid

- Complete application for admission
- Review general entrance requirements, special admissions programs, and academic program prerequisites
- Complete FAFSA and TAP applications

*Admission to HVCC does not guarantee admission to a specific program*

*Students should begin the financial aid process at least 8 weeks prior to the term in which they enroll*
Step 2 – Placement Testing

- Admissions determines status - testing or waived
- Approximately 50% of students are waived
- Computerized testing in writing, reading, arithmetic and elementary algebra
- Waivers based on previous college work, previous placement testing, SAT/ACT scores
  *Weak-in-3 students should take at least one remedial course*
  *Students with disabilities may test with accommodations*
Step 3 – Advisement and Registration

- Review placement test results with students and register them for appropriate coursework
- Discuss interests, educational and career goals with students

*Document the recommendations you make to students on the Placement and Planning Session Acknowledgement form*

*See Banner cheat-sheet for helpful screens*
Step 4 - Immunization

- Required for all students born after 1956 who enroll in 6 or more credits
- Measles, mumps and rubella vaccinations
Step 5 - Bills and Payment

- Bills mailed on weekly basis beginning approximately 60 days prior to start of classes
- Bills may be picked up in person 3 to 4 weeks prior to the start of classes
- Certificate of Residence due at time of payment

*Tuition due dates and schedule drop dates are noted within each term’s academic and registration calendars*
Enrollment is Complete!

- The college will issue the student a schedule which includes class times, room assignments, and instructor names.
- Students may access their schedule via the Web at Hudson Valley WIReD.

*Advisement does not end here! Make contact with your advisees at least once every term, setting up in-person conferences as necessary. At-risk students may need a third week check-in!*