



# ENROLLMENT DIRECTIONS

## CONCURRENT PROGRAM

(785) 442-6141 | concurrent@highlandcc.edu

### 1. LOGIN TO YOUR HCC ACCOUNT

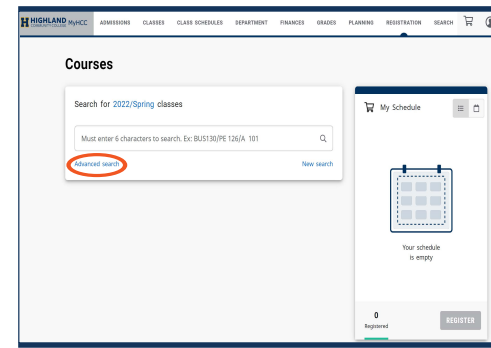
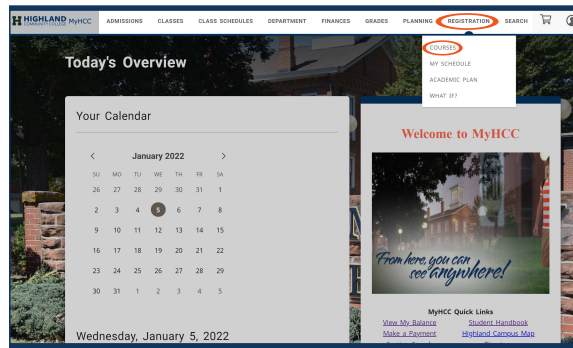
- [www.highlandcc.edu](http://www.highlandcc.edu)
- Select the MyHCC Application



If you have the ClassLink Browser Extension downloaded, it will automatically log you into your MyHCC account. If you do not, you will need to login or go to <https://myhcc.highlandcc.edu>. Your Login ID is lastname.firstname and your password is the same as your HCC password.

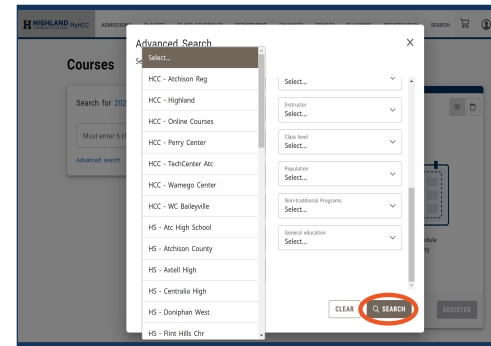
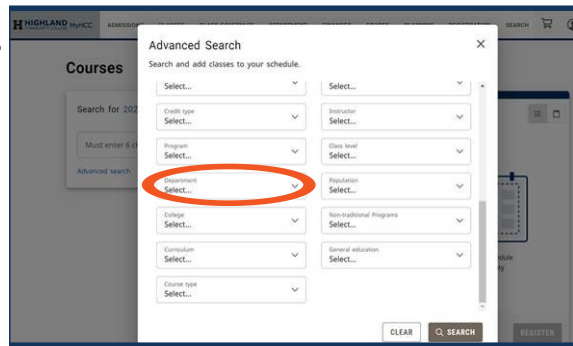
### 2. NEXT STEP

- Go to the Registration Tab
- Select the Courses link
- Below the search box, click Advanced Search



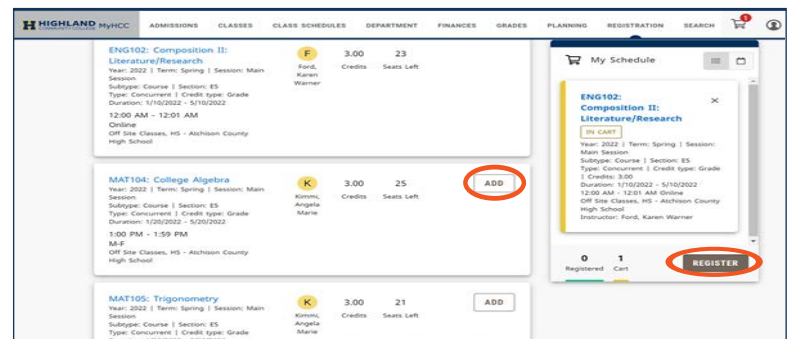
### 3. ADVANCED SEARCH

- A pop up window will open.
- Scroll all the way down to the Department field and select your location (ex: your high school or HS-Online)
- Click Search



### 4. ADD CLASSES

- Click "ADD" next to your desired course(s)
- Once complete, verify that your schedule on the righthand side of the screen is correct.
- Click the Register button on the righthand side of the screen





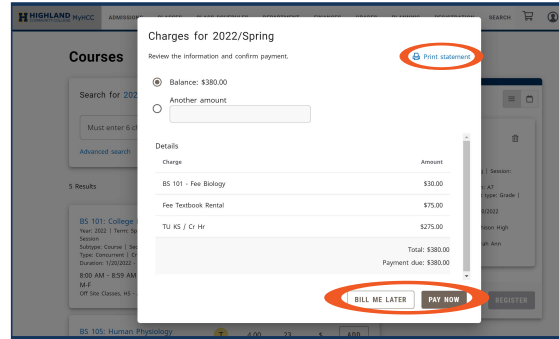
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### 5. VIEW YOUR CHARGES

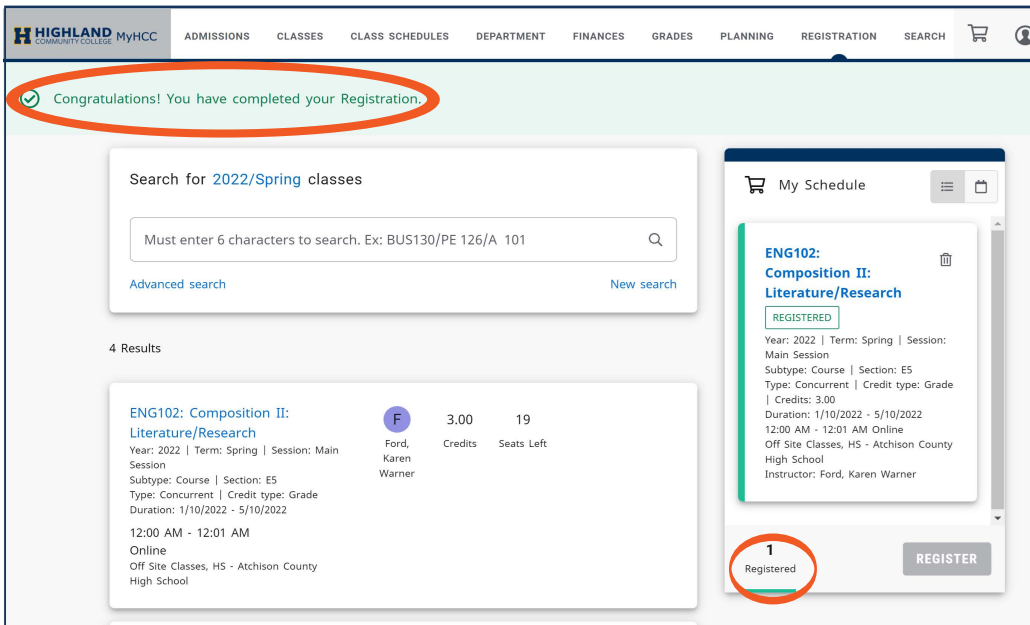
- A pop up window will open.
- Click Print Statement to print a copy of your statement to take to your parents
- Select to Pay Now to make a full or partial payment or click Bill Me Later to pay at another time



*(Make sure you have read and understand the payment dealines and submit any prerequisites to the location you are enrolling for. You will be reponsible for payment of your courses.)*

### 6. CONFIRMATION

- You will see a confirmation screen stating your registration is complete



**HCC does not mail paper statements.** *Payment Plans are available - please visit <http://highlandcc.edu/pages/payment-plans> for more information or refer to the Payment Plan flyer.*

**Please visit the Concurrent Website** at <https://highlandcc.edu/pages/concurrent> to review program requirements, review Important Dates, confirm Tuition and Fees, and review the Student Handbook.

ESTABLISHED IN 1858 | HIGHLAND, KS | WWW.HIGHLANDCC.EDU | (785) 442-6000

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