

## HCC Application through [applytexas.org](http://applytexas.org)

Milby kids! These instructions come from HCC. Everything in red are notes inserted by Milby. You must first have an ApplyTexas account. Go to [www.applytexas.org](http://www.applytexas.org) and click on "Get Started" if you do not have an account. You will need:

1. Full legal name
2. Date of Birth
3. Place of Birth
4. Know if you are a US Citizen (just "yes" or "no")
5. Student's email Address
6. Permanent Address
7. Phone Number
8. Emergency Contact Information
9. After creating this account, you will also need your **Social Security Number** (if you have one) to apply to HCC.

An HCC ID/W# is no longer provided at the end of completing an application. The HCC ID/W# will be emailed to your provided email on applytexas.org account, within 24 hours of application submittal, during off peak registration; and up to seven business days during high peak registration period. **Only complete the required portions of the application.**

1. Sign into [www.applytexas.org](http://www.applytexas.org) account, by entering Username & password; then click **Log in** button. This is after you've created the ApplyTexas account.
2. Once in **My Account Dashboard – Application Listing** page > click on [Create a new application now](#).
  - a. Then click on **create a new 2 year college admissions application** button
  - b. Next click drop down key to **Search for a college from an alphabetical list** and
  - c. Select **Houston Community College (Houston)**
  - d. Then select **Yes** for applying as a **Dual Credit Student** and
  - e. Click the **continue** button.
3. In **select a semester** page, use drop down key for **Semester of Entry** to select the **Spring of 2020**.
  - a. Then click the **continue** button
  - b. Next using the drop down key, select your **Major** and click the **continue** button, and select:
    - i. **Undecided, or multiple program students: select Liberal Arts, Humanities and Education, if you are applying for dual credit classes, unless you are taking classes for a welding certificate only.**
    - ii. **Welding Students: select Construction, Industry and Manufacturing**
4. In **application checklist** page, click the **continue to my application** button.
5. In the **biographical information** page, select **Yes** for Are you completing this application to apply for dual credit...
  - a. Enter your Social Security Number (SS#), if not previously entered. If no SS# is used, you will be assigned a P# in its place.
  - b. Go to **Question 16 Home Campus**, select **Felix Fraga**
  - c. For **Question 17 Military Status**, select **No Military Service**.
  - d. Then click the **save changes** button.
  - e. Check the **Yes** box, to confirm *your name and birthday have been saved correctly* and
  - f. Then click the **save page** button.
6. In the **educational background** page, **Search for Your High School** information using the **Find Your High School** button.
  - a. Once in **Search by School Name, City, State, County** popup, enter the request information: School Name, School Country, School State, School City, School Type and click the **Submit** button.
    - i. Search Results will appear below Submit button: Select your school
  - b. Enter your **Expected Graduation Date** using the drop-down keys for: **Month, Year** Just pick June for the year you are expecting to graduate.
  - c. Select **No** for **Are you home-schooled?**

- d. Go to Question 5 **Academic Level**: select **Freshman** (0-29 credit hours)
    - i. **SELECT FRESHMAN**; you are a College Freshman!
  - e. Question 6 **Education Goal**: select **start at HCC and transfer to a university**
  - f. Click **save changes** button
7. Continue educational background questions:
  - a. Question 2: **Admission Basis** > select **Dual Credit (receiving both high school and college credit)**
  - b. Question 3: **Reason Attending** > select **Earn credits for transfer**
  - c. Question 4: **Online learning** > select **No**
  - d. Go to Question 6: **School District** > select **Houston**
  - e. Click **save changes** button.
8. In **residency information** page, under **Basis of Claim to Residency**
  - a. **Do you file your own federal income tax...**select **No**
  - b. **Are you claimed as a dependent...**select **Yes**
  - c. Then click **save and continue to next questions** buttons
9. Continue Residency Information questions:
  - a. Question 1: select **Yes**
  - b. Question 2: select **Yes**
  - c. Question 3a, **Lived in Texas for**: enter **15** for years
  - d. Question 3b: select **Establish/Maintain a home**
  - e. Question 4a: select **Reset answer-Not Applicable**
  - f. Go to Question 6a: select **Yes**
  - g. Question 6b: select **No**
  - h. Question 7: select **Yes** (if applicable)
    - i. Question 7a: select **Gainfully employed**
    - ii. Question 7b: enter **15** for years
  - i. Click on **save and continue to next question** button
10. Continue with residency information **General Comments** entry page: no need to make statement, click **save and continue to next question** button
  - a. Proceed to bottom of page and click **save page and continue with application** button.
11. In **Custom questions for this institution** page is a series of *survey questions*. If you choose to answer, or not, click on **save, acknowledge question** button to continue to next survey question until you have completed this section.
12. In **Consent on Text Msgs and Calls** page, make a selection and then click **save, acknowledge question** button.  
**You can probably say "no" on this since you will be taking classes at Milby.**
13. Continue **custom questions for this institution** question:
  - a. **How did you hear about HCC?:** select **High School Counselor**
  - b. Then click **save, acknowledge question** button
  - c. Click **save and complete this page** button
14. In **certification of information** page: select all three empty **check boxes** so check mark appears.
  - a. Click **save and proceed to application submission** button.
15. Click inside final **check box**, so check mark appears, and then click **Submit Application Now** button.
16. **Write down your application number for future references.** However, this is not your HCC ID/W#.
17. Once your application has been processed, you will receive a congratulatory letter from HCC with your HCC ID/W# to you email provided at start of your applytexas.org account. Please make sure to inform High School HCC Liaison when received.
18. **Once you have your HCC application number, please email it to Mr. Ellis at [wellis@houstonisd.org](mailto:wellis@houstonisd.org) or text it to him at 713-234-6438.**