

## 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.

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 2019**.
  - a. Then click the **continue** button
  - b. Next using the drop down key, select your **Major** and click the **continue** button:
    - i. **Early College Students: select Liberal Arts, Humanities and Education This is the best option, unless you are applying for welding.**
    - 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.**
    - i. Most academic school
  - 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 email provide at start of your applytexas.org account. Please make sure to inform High School HCC Liaison when received.
    18. **Once you are have your HCC application number, please go to the HUB and enter it using the Dual Credit HCC ID Number Entry link. If you already have an HCC ID number, enter that. You can enter either the long HCC ID number that starts with "W" or "2" or the shorter HCC application number that starts with a "6."**