HCC Application through applytexas.org

An HCC ID/W# is no longer provided at the end of completing an application. The HCC ID/W# will be email to 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 account, by entering Username & password; then click **Log in** button.
2. Once in **My Account Dashboard – Application Listing** page > click on [Create a **new application** now](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 <mark>FALL 2020</mark>.
   a. Then click the **continue** button
   b. Next using the drop down key, select your **Major**: <mark>Liberal Arts, Humanities and Education</mark>
      i. <mark>Please ONLY SELECT Liberal Arts, Humanities and Education</mark>
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 17 **Texas Conservatorship**/Foster Care Question; please select appropriate respond.
   c. Question: **Home Campus**, select **Felix Fraga**
   d. Question: **Military Status**, select **No Military Service**.
   e. **Veteran Benefits**, select **No**.
   f. **Veteran Status**, select **No**.
   g. Then click the **save changes** button.
   h. Check the **Yes** box, to confirm *your name and birthday have been saved correctly* and
   i. 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**
      i. Most academic school
   c. Select **No** for **Are you home-schooled**?
   d. Go to Question: **Academic Level**: select **Freshman** (0-29 credit hours)
      i. **SELECT FRESHMAN**; you are a College Freshman!
   e. Question: **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. Go to Question 6a: select **Yes**
     f. Question 6b: select **No**
     g. Question 7: select **Yes** (if applicable)
          i. Question 7a: select **Gainfully employed**
          ii. Question 7b: enter **15** for years
     h. 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.
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 ID 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.