

# Steps for Admissions Into Howard College

## STEP 1 – Apply for Admissions

Visit [www.howardcollege.edu](http://www.howardcollege.edu), click on *Come to HC*, choose *Apply to Howard College*, and then *Veteran Applicants*. You will need to print the application packet out in order to complete it. A hard copy is included in Appendix A. The completed application can be mailed or faxed to the campus you plan on attending.

### **Howard College – Big Spring**

Enrollment Services  
1001 Birdwell Lane  
Big Spring, TX 79720  
Fax: 432-264-5604

### **Howard College – San Angelo**

Office of Admissions & Records  
3501 North US Highway 67  
San Angelo, TX 76905  
Fax: 325-481-8361

You can also apply online by visiting [www.ApplyTexas.org](http://www.ApplyTexas.org) and complete the common application. When completing the application online, you will select Howard College located in Big Spring, Texas (our main campus).

- For assistance regarding admissions to our Big Spring campus, please contact Enrollment Services at 432-264-5072 ([registrar@howardcollege.edu](mailto:registrar@howardcollege.edu)).
- For assistance regarding admissions to our San Angelo campus, please Admissions & Records at 325-481-8356 ([saregistrar@howardcollege.edu](mailto:saregistrar@howardcollege.edu)).

## STEP 2 – Submit Official Transcripts

Your **official** high school transcripts (with date of graduation) (or GED scores), military transcripts (if you are the veteran), and transcripts from other colleges/universities (if applicable), must be sent to the campus you are planning on attending.

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- To order your **Army (AARTS)** or **Navy/Marine (SMART)** transcripts, go to <http://jst.doded.mil/>
- To order your Coast Guard (CGI) transcripts, go to [http://www.uscg.mil/hq/cgi/ve/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)
- To order your Air Force (CCAF) transcripts, go to [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp)

## STEP 3 – Apply for Federal Student Financial Aid

It is important to note that your VA benefits may not necessarily cover the entire cost of your education at Howard College. All Howard College students are encouraged to apply for federal student aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school FICE Code is 003574.

Applying for federal student aid is optional, but is highly recommended to help offset the cost of your education every academic year. When you apply, you will be evaluated for federal student aid such as the Pell Grant and student loans. There is no obligation to accept any federal student aid awarded as a result of completing the FAFSA.

For assistance regarding federal student financial aid, please visit the Financial Aid Office for your campus.

#### **STEP 4 – Placement Testing**

Veterans with an honorable discharge are considered exempt from placement testing for college admissions and are considered to be college-level ready in reading, writing, and math. As such, veterans can go directly into a college-level reading, writing, and/or math course without further placement testing. However, it is important to note that being considered college-level ready for reading, writing, and math by virtue of service does not necessarily mean the veteran is indeed ready for college-level math, for example.

Although veterans are exempt from placement testing for college admission, if you believe you are going to need college-preparatory courses (formerly referred to as developmental courses), it is highly recommended that you take the TSI Assessment for the area (reading, writing, and/or math) that you believe you are deficient in or need college-preparatory courses for. Each section is \$10.00.

The VA will only cover college-preparatory courses if a veteran's scores indicate such need.

For more information regarding the TSI Assessment including access to practice questions and scheduled test dates, please visit <http://www.howardcollege.edu/come-to-hc/testing.html#san-angelo>.

#### **STEP 5 – File Your Official Degree Plan and Register for Courses**

Your degree plan is a critical component to your success at Howard College. First, it provides information regarding the major you are pursuing and the degree to be awarded. Second, it provides you with the information you need in order to track your progress through your program by identifying the courses you need for your major. You can access your degree plan anytime by visiting <http://myhc.howardcollege.edu/>.

**Note regarding changing majors:** It is important to note that as a Howard College student, you are only permitted three (3) changes of major during your entire time as a student of Howard College. Changing majors will require you to complete a "Change of Program or Place of Training" form (VA Form 22-1995). Once you change your major, you will be given a new degree plan to follow.

You can register for courses in person with an academic advisor or you can register online by visiting <http://myhc.howardcollege.edu/>.

#### **STEP 6 – Acquiring Your Student ID**

If you are scheduled to be awarded federal student financial aid, it is important that you acquire your Student ID card no earlier than the second week of classes. Any residual amount from your award is refunded to you via your Student ID card.

Even if you are not scheduled to receive federal student financial aid, you are strongly encouraged to acquire your Student ID card for identification purposes while on campus. There are also local businesses that offer discounts to customers, who are also college students with a valid Student ID.

Please visit the Student Services Office on your campus to determine when Student ID's will be produced. You must show a valid photo ID and proof of enrollment (i.e., copy of your printed schedule).