



REGISTRATION & ADD/DROP FORM

Entered
Date: _____
Initials: _____

Student ID Number _____

_____ Summer I	_____ Last Name	_____ First Name	_____ Mi
_____ Summer II			
_____ Fall	_____ Address	_____ City	_____ State _____ Zip
_____ Spring			
_____ Intersession	<input type="checkbox"/> This is a New Address	(____) ____-____ Home Phone Number	(____) ____-____ Cell Phone Number

Term	Add	Drop	Dept.	Number	Section	Course Title	Credits	Schedule
			CSS	100		College Survival Skills	1	

Please visit the Bursar's Office or use Student Self-Service for your tuition account summary. (www.hccc.edu/myhudson)
Go to Liberty Link "My Program Evaluation."

OFFICE USE ONLY:
<input type="checkbox"/> EOF - Scan & Forward

STUDENT'S AGREEMENT: I accept responsibility for my course selection and other information provided on this form. I understand that academic counseling is available to assist me with course selection. I understand that I must access MyHudson/Liberty Link to verify my enrollment status and account. I have/will read the back page of this form which provides additional details on my enrollment. I agree to pay all charges, collection fees, interest, and attorney fees necessary for collection of my past due account. **(see reverse side of this page)**

 Student Signature Date

 Advisor's Signature Phone Ext. Print Name Date

Original to Student

Copy to Enrollment Services

IMPORTANT INFORMATION (Retain for your records)

Welcome to another semester at Hudson County Community College! With HCCC's commitment to communicate important aspects of college life, you should take the time to read the information and seek answers to questions. You are expected to access the student portal.

HCCC communicates with students through the College Catalog, student handbook, student portal (www.hccc.edu/MyHudson), email, letters, phone calls, orientation, workshops, and individual counseling sessions. As a registering student, you are assuming responsibilities in adherence to College policy, procedures, and practices.

In processing this registration form, you have agreed to make payment in accordance with the tuition payment policy that is in effect for the term(s) for which you have registered.

Students MAY have their registration cancelled for non-payment at any time after classes have started. Students retain full responsibility in tracking their enrollment status. Visit www.hccc.edu/my_hudson. Enter Liberty Link.

Only if you HAVE BEEN deregistered will you receive notification by mail and email stating so.

You should always seek answers to questions including issues related to ...

- Dropping out of the College (tuition, grade, and financial aid/scholarship ramifications)
- Dropping a class (tuition, grade, and financial aid/scholarship ramifications)
- Adding a class (tuition, grade, and financial aid ramifications)
- Making only a partial payment on your tuition and fees (refer to deregistration for non-payment)
- Changing a major, program of study (financial aid, time to completion, loss of credit)
- Semester with low grades (academic progress requirements, financial aid/scholarship ramifications)
- Filing for graduation (completion requirements audit, participation in the commencement ceremonies)
- Transfer (articulation agreements with four-year colleges, ease of transfer)

You are responsible for remaining informed on the current schedule and academic calendar including:

- When classes begin and when they end
- Dates to add/drop classes without academic penalty
- Last day to drop classes without incurring any financial penalty and attaining full or partial refund
- Last day to administratively withdraw from classes and obtain a grade of "W" and to avoid an "F"
- When the College is closed and general operational hours.

Students should ensure that Hudson County Community College has their correct address and phone number. If you have not been receiving correspondence from the College, or have not received any phone calls, you should verify your directory information in the Admissions Office at 70 Sip Avenue.

You Have Mail – An e-mail address is assigned to all registered students. New students have it assigned within two weeks from the start of class. Go to www.hccc.edu/myhudson to begin using it. Students should review their messages frequently. For Frequently Asked Questions (FAQ) on your e-mail, log onto www.hccc.edu/faq

On-line Registration: Students taking college level Math/English are provided access to on-line registration. Students can register, add/drop and pay for courses without having to come on campus. Access is provided through Liberty Link.

Hudson County Community College does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, or disability in its employment practices or educational programs. Inquiries regarding compliance with federal or state anti-discrimination laws may be directed to the Affirmative Action Officer.