



ADMISSION & REGISTRATION INFORMATION

as of Jan. 25, 2012

(new/updated info is in orange font)

SPRING 2012

Spring 2012 Class Search is now online. Registration is under way.

Admission & Registration Information

(updated Dec. 12, 2011)

Important Dates:

Spring 2012	Credit Classes	Community Education Classes
• Spring Registration		
o Open online registration:	Dec. 4 – Jan. 27	Dec. 4 – ongoing
o <i>College Now!</i> online registration:	Jan. 9 – 27	N/A
• Spring classes begin	Jan. 23	Jan. 23
<i>Note: registration dates subject to change</i>		

Attendance:

(updated Nov. 4, 2011)

You must attend the first class meeting and/or orientation of each new class whether it's a lecture or a laboratory. If you cannot be there, notify your instructor in writing, via email or by phone, no later than 24 hours prior to the start of class. Without prior notification, you may be dropped from the class and wait list students could be admitted in your place! For instructor email addresses and telephone extensions, visit our website and select the **Directory** tab.

Registration Deadlines:

(added Jan. 17, 2012)

Semester-length classes:	Jan. 27
Term 3 eight-week classes:	Jan. 27
Spring Fast Track classes lasting less than eight weeks:	Up to the day prior to the start of class, space permitting.
Term 4 eight-week classes that start March 19:	TBA

Student Helpdesk

(updated Jan. 25, 2012)

The Student Helpdesk is now open for spring semester, **servicing students five days a week** – and it's free!

Spring semester hours are Monday through Thursday, 11 a.m. to 8 p.m., and Friday, 11 a.m. to 3 p.m.

The helpdesk is staffed by trained peer advisors who assist current and potential students with

- logging on to myHancock
- accessing Blackboard
- reading the online class schedule
- finding information online
- and more

Call (805) 922-6569 or email studenthelp@hancockcollege.edu.

The Student Helpdesk is supported by the Title V "Learning College" grant.

Credit Classes:

- **New students** must first apply for admission prior to registering for classes.
- **Apply online:** visit www.hancockcollege.edu, find the appropriate semester heading in the upper right corner of the home page, and click *Credit classes* under *Apply for admission*. When completing the form, click the appropriate button for your Enrollment Status/Student Type:
 - **First Time Student:** Enrolling in any college for the first time and no longer attending grades K-12
 - **First Time Transfer Student:** Enrolling at Allan Hancock College for the first time after earning credit at another college
 - **Special Admission:** Attending Allan Hancock College while still enrolled in grades K-12 (i.e., *College Now!* program)
 - **Returning Student:** Enrolled in Allan Hancock College credit classes previously but not enrolled in the last two consecutive terms (fall 2011 and spring 2011). Returning students will be asked to update their enrollment status, residency status and personal information before registering.

Returning students who do not already have their user name and password should complete the first page of the admission application to receive this information.
NOTE: When asked to indicate your "Enrollment Status/Student Type," please select **Returning Student**.

Returning students who do not remember their user name and password, click **Forgot Password?** on the log in screen.

Community Education (noncredit) Classes

- **New students** wishing to enroll in **Community Education (Spectrum) classes** must also first apply for admission prior to registering. Visit www.hancockcollege.edu, find the appropriate semester heading in the upper right corner of the home page, and click the appropriate **admission Community Education application link** under *Apply for admission*.

GENERAL INFORMATION

Text Message Alerts – Sign up Now!

Students can sign up to **receive text message alerts** about important student information, such as when they have received a my.hancockcollege.edu email regarding drop for nonpayment. Sign up in the *Receive Text Messages* channel on the *Home* tab of myHancock.

NOTE: The online registration system is sometimes unavailable due to periodic maintenance requirements. These outages are usually announced on the portal and website home page; please check regularly for the latest information.

Full classes/Wait List Information

When a class is full, it is possible to pursue admission by selecting the **wait list option** when registering for the class. If you select wait list for any class, it is important to check your my.hancockcollege.edu email account frequently for notification of space availability. If space becomes available, you will have 24 hours from the time the notification email is sent to register for the class or you will be dropped from the wait list. Your my.hancockcollege.edu email is available by clicking the email icon in the top right corner of the myHancock portal homepage. (Do this even if you sign up for text message alerts.) If you do not receive email notification of space availability prior to the first day of class, you must attend the first class session and obtain an add code from the instructor in order to register.

Class Search

(updated Jan. 17, 2012)

- Class Search is the **real-time, online, searchable schedule database** that provides detailed information about both credit and Community Education Spectrum classes. Find it at www.hancockcollege.edu; click *Class Search* under **Spring 2012**.
- Online **Class Search** is the most up-to-date source for all class details. The college no longer produces a full printed credit class schedule, but it still produces a printed Community Education (Spectrum) schedule—however, class listings can change after publication.
- **Remember—Class Search is THE BEST PLACE to find the most up-to-date information you'll need to plan your class schedule.**

User Name & Password for the Banner Student System

- **Returning Allan Hancock College students who do not already have their new user name and password** should visit www.hancockcollege.edu, find the appropriate semester heading in the upper right corner of the home page, and click *Credit classes* under *Apply for admission*. Complete the first page of the admission form to receive your user name and password.

NOTE: Returning students are those returning to Allan Hancock College after an absence of one or more semesters.

*NOTE: If you are only retrieving your user name and student ID, be sure to select **“First-time Student”** when asked to indicate “Enrollment Status/Student Type.”*

Outstanding Obligations and/or Debts

Students with **outstanding obligations or debts** to the college must clear those before attempting to register for classes, as their registration will be blocked if they owe delinquent fees.

Admission & Registration Questions?

Credit Classes:

Admissions & Records
Building A, Santa Maria campus
(805) 922-6966 ext. 3248

toll free in Santa Barbara and San Luis Obispo counties:

1-866-DIAL AHC (342-5242); once connected, dial the four-digit extension

Community Education Classes:

Building S, Santa Maria campus
(805) 922-6966 ext. 3209

communityeducation@hancockcollege.edu

“myHancock” Student Portal

The portal is the **official source used by the college for all student communication**. Please **check the announcements and your Hancock email often**. For details about the portal, see [myHancock FAQs](#) and [myHancock Student Log-in Quick Start](#) on the AHC homepage.

Students must use their user name and password to access the portal for registration, wait list, payment and class schedule information and email messages.

Student Email Addresses

Students are automatically assigned a college email address (firstname.lastname@my.hancockcollege.edu). Access to this email account is through myHancock (click the email icon in upper right corner of myHancock home page). This address is used to communicate important information to students regarding registration, including wait list notification. **It is imperative that students check their my.hancockcollege.edu email regularly and often!**

*NOTE: Instructions for forwarding Hancock emails to a student's personal email are now available on myHancock; click the **Student** tab, then **Forwarding myHancock email** in the “Student Information” channel.*