



IMPORTANT ADMISSION & REGISTRATION INFORMATION FALL 2010

Scroll down to see latest updates posted August 4, 2010.

FALL 2010 ADMISSION & REGISTRATION INFORMATION

Fall 2010	Credit	Community Education
• Apply for admission	Ongoing	Ongoing
• Fall self-serve class search begins (search class schedule online)	Ongoing	Ongoing
• Fall Registration		Ongoing
○ Priority online registration:	June 28-July 2	
○ Open online registration:	ends Aug. 28	
○ <i>College Now!</i> online registration:	Aug. 9-28	
• Fall classes begin	Aug. 23	Aug. 23
Note: registration dates subject to change		

Registration Payment Deadlines revised July 14, 2010

Students who register for fall credit classes June 28 through Aug. 16 have four days (96 hours) in which to pay all registration fees or they will be dropped from their classes. Students registering Aug. 17 through Aug. 28 must pay all registration fees by 11:59 p.m. on the same day they register or they will be dropped from their classes. Note that the online registration system is sometimes unavailable due to periodic maintenance requirements. Scheduled outages are announced on the website and the portal, so students should regularly check both locations for outage information, as their payment deadlines may be affected.

Important Wait List Information updated Aug. 4, 2010

- Students who are wait-listed will receive an email to their Hancock email account notifying them when a space opens in the wait-listed class. Students must enroll in the class **within 24 hours from the time that email is sent**. After 24 hours, their name is dropped from the wait list.
- The Wait List option for fall credit classes will **terminate as of 7:30 a.m., Monday, Aug. 23, 2010**. Students may add themselves to a class wait list until that time, but not after (see #4 below). Classes begin Monday, Aug. 23.
- Students who are still on a class wait list as of Aug. 23 must attend the first class meeting and **obtain an Authorization Code from the instructor in order to add to add the class**. Registration and payment for the class must be completed **online** by 11:59 p.m. the same day instructor permission is received.
- Students **not registered or wait-listed** for a particular class that they wish to add may simply register online for the class, IF "CLASS SEARCH" INDICATES THE CLASS IS STILL OPEN. IF THE CLASS IS CLOSED, the student must then attend the first class meeting and obtain **an Authorization Code from the instructor in order to add to add the class**. Registration and payment for the class must be completed **online** by 11:59 p.m. the same day instructor permission is received.

GENERAL INFORMATION

New students wishing to enroll in **fall credit classes** must first apply for admission prior to registering for classes. Visit www.hancockcollege.edu and click the credit admission form link under "Apply Summer & Fall 2010." 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)

New students wishing to enroll in **Community Education (Spectrum) classes** must also first apply for admission prior to registering. Visit www.hancockcollege.edu and click the appropriate admission form link under "Apply Community Education (Spectrum) Summer & Fall 2010."

Continuing or returning Allan Hancock College students who do not already have their new user name and password should also visit www.hancockcollege.edu and click "Apply Summer & Fall 2010" and complete the first page of the admission form to receive this information. 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."

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.

Detailed information about both credit and Community Education Spectrum classes is available online at www.hancockcollege.edu; click "Class Search" under "Fall 2010."

Admissions/Registration Assistance (updated July 14, 2010)

Visit the **Santa Maria campus**, where staff is available to help you apply for admission and/or register for fall 2010 classes online. No reservations required!

- through August 26, 2010
- Monday-Thursday, 9 a.m. to 2 p.m.
- Tuesday evenings, 5 to 6 p.m.
- Santa Maria campus, room K-10

For registration assistance and access to computers at the **Lompoc Valley, Vandenberg AFB and Solvang centers**, please call the center of your choice for hours of availability:

Lompoc Valley Center	735-3366
Vandenberg AFB Center	734-3500 or 605-5915
Solvang Center	693-1543

QUESTIONS?

Credit Classes:

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

Community Education Classes:

Building S, Santa Maria campus
(805) 922-6966 ext. 3209
communityeducation@hancockcollege.edu

toll free in Santa Barbara and San Luis Obispo counties:

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

NEW STUDENT PORTAL, myHancock”

posted June 9, 2010

The myHancock student portal has been updated and streamlined. For details, 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. **This is the official source used by the college for all student communication. Please check the announcements and your Hancock email often.**

NEW STUDENT EMAIL ADDRESSES

posted June 9, 2010

Students are now automatically assigned a hancockcollege.edu email address. Access to this email account is through myHancock (click email icon in upper right corner of myHancock homepage). This address is used to communicate important information to students regarding registration, including wait list notification. **It is imperative that students check their hancockcollege.edu email regularly and often!** (Note: Instructions for forwarding Hancock emails to a student’s personal email are now available on the homepage of myHancock.)