



APPLICATION & REGISTRATION INFORMATION

as of March 30, 2012

SPRING 2012

Fast Track Classes (updated March 30, 2012)

A limited number of spring Fast Track classes are still available. For class listing and details, go to www.hancockcollege.edu and click the *Class Search* link on the home page. Search for classes beginning in April and/or May.

SUMMER 2012

Important Dates & Registration Information (updated March 30, 2012)

Summer 2012	
• Application for admission opens	April 1
• Summer Class Search opens	April 9
• Summer Registration	
o Priority Registration*	May 1
o Designated Registration*	May 2-5
o Open Registration* – credit classes	May 6
▪ Eight-week classes	May 6-June 22
▪ Six-week classes	May 6-July 5
o Open Registration – Community Education classes	May 6
o <i>College Now!</i> Registration	
▪ Eight-week classes	June 4-22
▪ Six-week classes	June 4-July 5
• Summer credit classes	
▪ Eight-week classes	June 18-August 8
▪ Six-week classes	July 2-August 8

***View the chart below to see if you qualify for priority or designated registration.** If you think you qualify, contact Admissions & Records for details in advance of registration: (805) 922-6966 ext. 3248.

Summer 2012 Registration	
Program Status/Credits Completed* at AHC	Registration Date(s)
Priority Registration EOPS students Learning assistance students Members of the U.S. Armed Forces, or former members within four years of leaving active duty Foster youth up to age 24	May 1, 8 a.m.
Designated Registration Priority nursing students Learning assistance note takers CAN/TRIO students Students who have completed 50+ credits Students who have completed 30+ credits	May 2, 8 a.m.
Students who have completed 12+ credits	May 3, 8 a.m.
Students who have completed .5+ credits	May 4, 8 a.m.
Open Registration – credit classes	May 5, 8 a.m.
Open Registration – Community Education classes	May 6, 8 a.m.
College Now! students	June 4, 8 a.m.

Credits completed are credits which have been annotated to the student's transcript with a final grade of D or better. Completed credits do not include courses in progress, i.e., spring 2012 classes will not be annotated to student records until after summer registration has begun; therefore, they will not count toward credits completed.

FALL 2012

Important Dates & Registration Information

(updated March 30, 2012)

Fall 2012	
• Fall Class Search opens	May 7
• Application for admission opens	June 1
• Fall Registration	
○ Priority Registration*	June 26
○ Designated Registration*	June 27-30
○ Open Registration* – credit classes	July 1-August 24
○ Open Registration – Community Education classes	July 1
○ <i>College Now!</i> Registration	August 6-24
• Fall credit classes	August 20-December 5

***View the chart below to see if you qualify for priority or designated registration.** If you think you qualify, contact Admissions & Records for details in advance of registration: (805) 922-6966 ext. 3248.

Fall 2012 Registration	
Program Status/Credits Completed* at AHC	Registration Date(s)
Priority Registration EOPS students Learning assistance students Members of the U.S. Armed Forces, or former members within four years of leaving active duty Foster youth up to age 24	June 26, 8 a.m.
Designated Registration Priority nursing students Learning assistance note takers CAN/TRIO students Students who have completed 50+ credits	June 27, 8 a.m.
Students who have completed 30+ credits	June 28, 8 a.m.
Students who have completed 12+ credits	June 29, 8 a.m.
Students who have completed .5+ credits	June 30, 8 a.m.
Open Registration – credit classes	July 1, 8 a.m.
Open Registration – Community Education classes	July 1, 8 a.m.
<i>College Now!</i> students	August 6, 8 a.m.
<i>Credits completed are credits which have been annotated to the student's transcript with a final grade of D or better. Completed credits do not include courses in progress, i.e., spring 2012 classes will not be annotated to student records until after summer registration has begun; therefore, they will not count toward credits completed.</i>	

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.

GENERAL INFORMATION

Student Helpdesk

(updated March 30, 2012)

The Student Helpdesk serves 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. Hours for summer are yet to be determined but will be posted here and elsewhere when they are finalized.

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

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

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

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

Applying for admission to Allan Hancock College (updated March 30, 2012)

Credit Classes:

- **New and returning students** must first apply for admission prior to registering for classes.
 - **Apply online:** visit www.hancockcollege.edu and click the *Apply & Register* link in the upper right corner of the home page, then click *Apply for credit classes*. When completing the form, click the appropriate button for your Enrollment Status/Student Type:
 - **New/Transfer/College Now! Students:** If you have never submitted an application to AHC, complete the online admission form and click *Begin Admission Process* to continue.
 - **Returning Students:** Complete the online admission form and click *Begin Admission Process* to continue. A returning student is one who was enrolled at AHC previously but not enrolled the last two consecutive terms.
- **Continuing Students:** You do not need to complete the admission application. [Click here](#) to go to the myHancock portal login page to register, check grades, order transcripts, etc. If you do not know your username or password, click *Find User/Reset Password* on the login page. A continuing student is one who was enrolled the previous semester.
- Students who are or were previously enrolled as **College Now!** students and have graduated from high school since their last attendance at AHC need to complete the admission application as a **New Student** or **Transfer Student** as applicable.

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, click the *Apply & Register* link in the upper right corner of the home page, then click the appropriate Community Education application link.

Attendance

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 the AHC website and select the *Directories* tab, then *Employees Directory*.

Student Email Addresses

As an Allan Hancock College student, **you are automatically assigned a college email address.** Access to this email account is through [myHancock](#) (click the email icon in upper right corner of your myHancock home page). This address is used to communicate important information to you regarding registration, including wait list notification. **It is imperative that you check your college email regularly and often!**

NOTE: Instructions for forwarding Hancock emails to your personal email account are available in myHancock – click the Student tab, then Forward myHancock email in the HOW-TOs and FAQs channel.

Text Message Alerts – Sign up Now!

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

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 college 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 college email is available by clicking the email icon in the top right corner of your myHancock 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

- 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; the *Class Search* link is in the upper right corner of the home page.
- 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 listing changes do occur 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.**

Outstanding Obligations and/or Debts

Do you have an **outstanding obligation or debt** to the college? If so, you must pay these before attempting to register for classes, as your registration will be blocked if you owe delinquent fees.

“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](#) –, click *Apply & Register* on the website home page and scroll down to the list of documents under **Tips for Registration Success**. Another resource is the [Quick Start Guide](#) – click the link on the portal login screen. You must use your user name and password to access the portal for registration, wait list, payment and class schedule information and email messages.

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