How to apply to HACC as a Guest Student
https://youtu.be/xZUkeoABf-4?feature=shared

[The video opens on the hacc.edu home web page. NAKYSHA is speaking.]

NAKYSHA VOICEOVER:
Thank you for joining me. Today, we're going to do a guest student application walkthrough. To begin, you want to log into hacc.edu.

[NAKYSHA clicks on "Admissions," then "Start here."]

VO:
Once you get there, you can select admissions in the top maroon toolbar. Select start here.

[A new web page opens. NAKYSHA scrolls down and clicks on "Guest Student." The "Guest Student" web page opens.]

VO:
Scroll down and select guest student. On this page, you'll find all the steps that you need to complete to become a student at HACC as a guest student.

[She clicks on "Step 1: Apply for Admissions." She clicks on the "apply to HACC" link.]

VO:
Step number one is apply for admissions.

[The application web page opens. She completes the account creation process.]

VO:
When you get to the create account page, you want to create an account for your application.

You'll do your legal first name, middle name if you have one, and legal last name. If you have a previous last name, you can fill this out. You want to do your primary phone number. Please make sure it's in the correct format, or you will not be able to go to the next step.

You can enter your cell phone here as well if you would like to receive text/SMS notifications about HACC events and important dates, you press yes or no. If you have yes, you'll put your cell phone number in again.

Next is your mailing address. Make sure you put your address spelled correctly and in the correct format.

Your personal information, your birthdate. Something tricky about this, if you select the calendar, it won't put it in the correct format. You'll have to type out the correct format. Your legal gender.

Do you plan on taking classes while you're in high school? What year do you expect to graduate from high school?

Do you have or will you be applying for the F-1 visa? So this is for international students.

And what are your educational goals? Do you want to take at least one online course? Do you want to pursue your entire degree online?

Are you a veteran, eligible dependent, or member of the National Guard or Selected Reserves?

Now you'll create your login information. So you'll put down your email address. Confirm it.

When do you plan to start classes at HACC? Which campus do you plan to attend, and what is your intended program of choice? Being a guest student, you'll scroll down and you'll find guest student.

Then you'll create a password, and do the captcha. Now you can create an account.

[The "My Account" page of the application opens. She clicks on the "Create a New Application" button.]

VO:
Now you'll be taken to your account screen. If you've never did an application before, it will say my applications, create a new application. If you have applications in here, you would press create a new application at the top of this box.

[The application web page opens. She scrolls down and clicks on the "Start a Guest Student Application" button.]

VO:
Please select the button below the sentence that most accurately describes you. So we are doing a guest application today.

[The "Online Application" web page opens." She clicks the "Next" button.]

VO:
And this is just asking if the information is accurate: fall 2022, guest student. And press yes.

[The "Fall 2022 – Guest Student" web page opens. She scrolls through the page and clicks "Save & Continue."]

VO:
And now we will do the actual application. Some of the things that you filled in to create your account will now pre-fill in the application, including your name, your mailing address, your contact information. Just make sure all of that is correct in the correct format. Press save and continue.

[The "Residency" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
Next your residency. In what school district do you reside? You'll type the school district that you live in.

Your state residency. Have you lived in Pennsylvania for one year or more? Save and continue.

[The "Personal and Citizenship Information" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
Personal and citizenship information. What is your primary language? The first one's English, but you'll be able to scroll through to see any languages you speak.

Your legal gender. Birthdate. Again make sure it is in the correct format.

Your citizenship status. You can enter your social security number. You don't have to, it's not required. Save and continue.

[The "Demographics" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
Demographics. So this page is your optional information, optional ethnic information, optional race information, and optional additional information. So are you a veteran, eligible dependent or member of the National Guard or Selected Reserves? Your answer from your account should pre-fill. Save and continue.

[The "High School and College Information" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
High school and college information. I have completed or am completing my GED. Yes or no.
I attended a foreign high school. Yes or no. I attended a high school outside of Pennsylvania. Please note that if you select yes for any of these answers, your next steps or instructions will populate below.

Then you can fill out your high school information. Enter the first three letters and it will pop up. Scroll down and look for what your high school was. Will you graduate high school or receive your GED prior to starting classes at HACC? Yes or no. Select the month of graduation. Select the year of graduation. Enter your high school GPA. This is not required.

Have you attended another college for credit? You'll say yes. Are you currently enrolled in college? Yes. As a guest student, you need to be enrolled in another college to be a guest student at HACC. Then you can list the colleges that you have attended. And ask you from when to when did you attend this school. And you can put current information when you attended the school. You can press save and continue.

[The "Educational Goals" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
Your educational goals. So admit type. You are a guest student. Student type. No, I've never taken classes at HACC. Yes, I'm returning student of HACC.

Academic program will be guest student again. Anticipated entry term would be what you wrote before. The campus you plan to attend you already filled that out previously. Will you attend HACC full-time or part-time? Do you intend to take one online course? This will pre-fill. Yes. Entire degree online? No.

And your primary goal. There are six options for you to select. And then we are planning to take a class and transfer those credits to a college. Save and continue.

[The "Certification" tab of the application opens. She completes the questions and clicks "Save & Continue."]

VO:
Your certification page. So I hereby understand that any misrepresentation of information in this application may result in denial of admission or dismissal from the College. You'll select yes. You'll sign your application. Today's date will be pre-filled and you'll press submit application.

If anything was missing from your application this screen will come back up with what was missing for you to correct. Please make sure that you select submit application to actually submit your application.

You will receive a welcome letter in three to five business days regarding your next steps.

[The "Guest Student Course Approval Form" appears on screen.]

VO:
One of your next steps includes your guest student approval form. You'll need to fill this form out with the classes that you intend to take and upload an unofficial transcript from your college. You acknowledge all of these boxes, submit your signature, date and phone number and press submit.

[A black screen appears and start@hacc.edu animates on screen.]

VO:
If you have any questions about this application process, please send an email to start@hacc.edu and we'll be able to assist you. Thank you, have a great day.