

# Hopkinsville Community College

## Visiting/Transient Student Agreement



As a visiting or transient student attending Hopkinsville Community College you do not have to provide a Visiting Student Letter from your home college. In an effort to keep you well-informed regarding your academic responsibilities and assist you in updating your academic record, we require that you review and acknowledge the following information provided to you by the Admissions and Records Department. **Please initial next to each statement indicating that you have read and understand the information presented.**

- \_\_\_\_\_ I am a student in good standing and have no financial holds at my **home campus**.
- \_\_\_\_\_ Prior to registering for any HCC class, students are strongly encouraged to discuss their class selection with their **home college or university** advisor or **home college or university** Registrar's office to determine that an HCC class will meet the requirements for the student's degree plan at their **home college or university**.
- \_\_\_\_\_ Visiting students are required to complete a new online application as a "Visiting Student" for each term they wish to attend Hopkinsville Community College.
- \_\_\_\_\_ To document prerequisites and assure proper course placement, current official transcripts must be on file with Hopkinsville Community College by the end of the term. Otherwise transcripts will not be released. Student-issued transcripts or schedules may be used for advising purposes only.
- \_\_\_\_\_ Prior to registering for HCC classes, visiting students may be required to complete the COMPASS assessment or other assessment or submit ACT scores in order to meet pre-requisites for specific classes.
- \_\_\_\_\_ Due to federal FERPA regulations, students who are 18 and over must complete their own registration with an advisor or admissions office representative. (The student should contact the Admissions Office for instructions should they wish to designate a third party, such as a parent, to have access to the student's information.)
- \_\_\_\_\_ Students attending HCC must activate their 24/7, 365 Student Self-Service account in order to view their schedule, check on grades, log on to Blackboard, or email HCC staff or faculty. The information to activate the student account is available on the HCC website.
- \_\_\_\_\_ Following completion of any HCC coursework, students are encouraged to request an official transcript be sent to their home college by submitting a completed Transcript Request Form available at the HCC website.

By signing below, I indicate that I have read and agree with the policies and expectations listed above. In addition, I understand that this form is not an exhaustive list of KCTCS / HCC policies and I agree to abide by all policies and practices as outlined in the KCTCS Student Code of Conduct found online at [www.kctcs.edu](http://www.kctcs.edu).

Signed: \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date: \_\_\_\_\_

Hopkinsville Community College is an equal educational and employment opportunity institution.