

Find yourself here...



ADMISSION APPLICATION

PASCO-HERNANDO
PHCC
COMMUNITY COLLEGE

Welcome to Pasco-Hernando Community College Information for New Applicants

NEW College & Technical Credit Students

Step 1:

Application for Admission

Students must submit the application with a \$25 non-refundable fee to any PHCC campus. The application is also available online and can be submitted through PHCC's website at www.phcc.edu or Florida Academic Counseling and Tracking for Students (FACTS) at www.facts.org.

Step 2:

Submission of Transcripts

All degree-seeking students, associated certificate-seeking students, and limited access technical certificate applicants must submit either an official high school transcript confirming graduation or official GED scores indicating the award of a high school equivalency diploma and official transcripts from each U.S. college or university attended in order to finalize admission to PHCC. Transcripts should be sent to the Admissions and Student Records Office, West Campus, New Port Richey. Official transcripts must arrive in a sealed envelope from each issuing agency or institution.

Step 3:

Apply for Federal Financial Aid/Veterans Benefits

Students are encouraged to apply for federal financial aid by applying directly online at www.fafsa.ed.gov. Any application for financial aid should be completed well in advance. Applicants for Title IV Federal Aid (e.g., Pell Grant) must submit either high school transcripts or GED scores indicating successful program completion to the Admissions and Student Records Office at the West Campus, New Port Richey. Students in eligible technical credit programs must submit appropriate College Placement Test (CPT) scores. Contact one of the PHCC Financial Aid Offices or Veterans Administration advisors with any questions.

Step 4:

Placement Testing

Students planning to enroll in degree programs and/or college-level English and math courses must submit placement test scores no more than two years old on any of the following exams: ACT, ASSET, FCELP or SAT. Within the first six weeks of the program, students enrolled in most technical certificate programs must submit the appropriate Test of Adult Basic Education (TABE) scores.

Step 5:

New Student Orientation (Mandatory)

All new degree and certificate-seeking students at PHCC must schedule an orientation time and an advisement appointment by contacting the Office of Student Development. At orientation, students will learn about PHCC programs and policies.

Step 6:

Academic Advisement

All students are strongly encouraged to meet with an academic advisor at mid-term to plan course work for the following semester. At the appointment, the advisor will review a student's test scores (if applicable) and provide program and course information, as well as assist the student with preparing for transfer to upper level institutions.

Step 7:

Registration

Students should check the PHCC Catalog/Student Handbook, or website at www.phcc.edu for appropriate registration dates.

Step 8:

Paying for Courses/Fees

Students may pay course fees online through the Web Information System for Education (WISE) or the tuition installment plan (TIP) at www.phcc.edu. Students may also pay at the College Store on any campus (VISA/MasterCard are accepted). Separate checks may be required for course fees and books.



Programs of Study

Below is a list of all PHCC programs of study. Select the program that you wish to enroll in and indicate the program code on your application. Information about these programs can be found in the PHCC Catalog/Student Handbook and online at www.phcc.edu.

ASSOCIATE IN ARTS DEGREE PROGRAM

Associate in Arts AA

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Biotechnology	AS-BT
Business Administration AS to BS	AS-BA
Business Administration Industrial Quality	AS-BAIQ
Computer Programming and Analysis	AS-CPA
* Dental Hygiene	APP-DH
Drafting and Design Technology	AS-DDT
eBusiness	AS-EB
Emergency Medical Services	AS-EMS
Human Services	AS-HS
Industrial Management Technology	AS-IMT
Information Technology Security	AS-ITS
Internet Services Technology—Internet Specialist	AS-ISTI
Networking Services Technology—Network Specialist	AS-NSTNS
* Nursing—ADN Transition Program (LPN)	APP-NLT
* Nursing—ADN Transition Program (Para)	APP-NPT
* Nursing (Generic Track)	APP-NGT
Office Administration	AS-OST
Office Administration—Legal Specialist	AS-OSTL
Paralegal	AS-LA
* Radiography	APP-RAD

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Business Administration with Specialization in Management	AAS-BAMS
Business Administration with Specialization in Marketing	AAS-BAS
Criminal Justice Technology	AAS-CJJ

COLLEGE CREDIT CERTIFICATE PROGRAMS

AutoCAD Foundation	TC-AF
Business Management	TC-SBM
Business Management in eBusiness	TC-EBM
Business Operations	TC-BO
Business Operations in eBusiness	TC-EBO
Business Specialist	TC-BS
Business Specialist in eBusiness	TC-EBS
Computer Programming	TC-BDP
Computer Programming Specialist	TC-CPS
eBusiness Security	TC-BSC
Geographical Information Systems	TC-GIS
Human Services Assistant	TC-HSA
Information Technology Administration	TC-ITAD
Information Technology Management	TC-ITM
Information Technology Technician	TC-ITT
Marketing Operations	TC-MO
Office Management	TC-OST
Office Management Legal Specialization	TC-OSTL
Office Specialist	TC-OS
Office Support	TC-OSS
* Paramedic	APP-PARA
Web Development Specialist	TC-WDS

ADVANCED TECHNICAL CERTIFICATE PROGRAM

The Care of the Monitored Patient ATC-CMP

APPLIED TECHNOLOGY DIPLOMA PROGRAMS

Emergency Medical Technician	ATD-EMT
Medical Coder	ATD-COD
Medical Record Transcribing	ATD-MRT

TECHNICAL CERTIFICATE PROGRAMS

Applied Welding Technologies	PSVC-WLD
* Correctional Officer	APP-CO
Cross-Over Correctional Probation to Corrections	PSVC-PTC
Cross-Over Corrections to Law Enforcement	PSVC-CTL
Cross-Over Law Enforcement to Corrections	PSVC-LTC
* Dental Assisting	APP-DA
Health Unit Coordinator	PSVC-HUC
* Law Enforcement/Basic Recruit	APP-LEB
Medical Administrative Specialist	PSVC-MS
Nursing Assistant	PSVC-NA
Phlebotomy	PSVC-PT
* Practical Nursing	APP-PN

* LIMITED ACCESS PROGRAM

PHCC has a number of limited access programs that may require additional qualifications and prerequisites. These programs are highly specialized and have enrollment limits. Students who are admitted to limited access programs may have to wait for space to become available to begin their course of studies. If you wish to enroll into a limited access program, you must fill out a separate program application. However, you can indicate your intent to apply by listing a limited access code on your application.

Pasco-Hernando Community College Application for Admission

Submit this form and the non-refundable \$25 application fee to the
Admissions Office at any of the campuses listed below:

East Campus	36727 Blanton Road, Dade City, FL 33523-7599	(352) 567-6701
North Campus	11415 Ponce de Leon Blvd., Brooksville, FL 34601-8698	(352) 796-6726
West Campus	10230 Ridge Road, New Port Richey, FL 34654-5199	(727) 847-2727

Residence Statement: The Residence Statement is required of all students and is used to determine the assessment of tuition and fees in accordance with Florida Statute. Complete details regarding the determination of a student's residence status may be found on the following state website:
http://www.facts.org/html_residencyGuidelines.html.

Social Security Number: In compliance with Florida Statute 119.071(5), Pasco-Hernando Community College issues this notification regarding the purpose of the collection and use of Social Security Numbers. PHCC collects Social Security Numbers for use in performance of the College's duties and responsibilities. To protect students' identities, PHCC will secure Social Security Numbers from unauthorized access. PHCC will never release Social Security Numbers to unauthorized parties, and students at PHCC will be issued unique student identification numbers. The unique student identification numbers are used for all educational purposes at PHCC including registration, accessing online records, etc.

Ethnicity: Providing ethnicity (race) information is not required but assists the College in federal and state reporting in compliance with Title VI of the Civil Rights Act. The information will not be used in the admissions process in a discriminatory fashion.

Students with Disabilities: Support services are available to our students. Complete information about the services may be obtained through the Office of Disability Services at (727) 816-3236.

Financial Aid/Veteran's Services: If you wish to inquire about local, state or federal financial assistance, including veteran's benefits, contact the Office of Financial Aid/Veteran's Services at any of the campuses listed above.

Limited Access Programs: Some programs at the College have restricted admissions, and students applying to those programs are required to submit additional information, including a Limited Access Program Application and non-refundable fee. Questions regarding the requirements for limited access programs should be directed to the Admissions and Student Records Office at (727) 816-3371. For further information, consult the PHCC Catalog/Handbook, the PHCC website or meet with an academic advisor.

Dual Enrollment: High school students seeking to enroll in PHCC credit courses prior to high school graduation, should not use this application. Instead, complete the Dual Enrollment Application. Dual Enrollment Applications can be obtained from any of the campuses listed above or from a high school counselor.

International Students: Non-citizens who plan to attend the College on an F1 or M1 Student Visa must complete the International Student Packet. This packet is available in the Admissions and Student Records Office at any of the three campuses listed above.

Placement Test Requirement: All degree-seeking students or any student enrolling in an English or mathematics course must submit placement test scores. Those students who do not have ACT or SAT scores less than two years of age, should contact the testing center on any of the campuses listed above and make arrangements to take the FCELP. Transfer students who have completed a college-level course in English or mathematics with a grade of "C" or higher will be exempt from testing.

Transcripts: All students in any college credit program of study (and some vocational credit programs) are required to have official transcripts sent directly to PHCC.

Non-credit Courses: Students seeking to enroll in non-credit courses only, should not use this form. Instead, complete the application and registration online from the College's website through WISE.

FOR OFFICE USE ONLY							
<input type="checkbox"/> Checked by _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Date _____</td> <td style="width: 50%;">\$ _____</td> </tr> <tr> <td><input type="checkbox"/> Cash Receipt</td> <td>No. _____</td> </tr> <tr> <td><input type="checkbox"/> Register Invoice</td> <td>Cashier _____</td> </tr> </table>	Date _____	\$ _____	<input type="checkbox"/> Cash Receipt	No. _____	<input type="checkbox"/> Register Invoice	Cashier _____
Date _____	\$ _____						
<input type="checkbox"/> Cash Receipt	No. _____						
<input type="checkbox"/> Register Invoice	Cashier _____						

APPLICANT INFORMATION—PLEASE PRINT

OFFICE USE ONLY	
APP 1	_____
SLOC	_____
DT-APP	_____
DT-OR	_____
DT-WEB	_____
NOAPB	_____
D / ND	_____

1. U.S. Social Security Number: - -

2. Legal Name: _____
Last First Middle

3. Previous Last Name: _____

4. Local Mailing Address: _____
Number & Street (including Apartment #) City State Zip Code

5. Permanent Address: _____
(if different from above) Number & Street City State Zip Code

6. Telephone Numbers: (_____) _____ (_____) _____
Primary Other

7. E-mail Address: _____

8. Birth Date: _____ / _____ / _____ 9. Gender: Male Female
MM DD YYYY

10. Race: Are you Hispanic? No Yes Not Reporting
Check all that apply: White Asian/East Indian Black/African American
 Native American/Indian Native Hawaii/Pacific Islander

11. Does your mother/guardian have a bachelor's degree? Yes No Unsure/Not answered

12. Does your father/guardian have a bachelor's degree? Yes No Unsure/Not answered

13. Are you a citizen of the United States? Yes No

If NO, indicate your country of birth: _____ Citizenship: _____

USCIS Status: Alien Resident Number: _____
(Attach a copy of your Alien Residency Card.)

Non-Resident of U.S. Visa Type: _____ Expiration Date: _____
(Attach a copy of your Passport and I-94 Card.)

14. Is a language other than English your native (first) language? Yes No

15. Do you plan to apply for Veteran's Educational Benefits? Yes No

ENROLLMENT PLANS

1. Check the term and indicate the year you plan to begin your enrollment at PHCC:

Fall (August) Yr: _____
 Spring (January) Yr: _____
 Summer (May) Yr: _____

2. If you plan to enroll in a degree or certificate program, complete the following:

Associate in Arts (AA) Degree
 Associate in Science (AS) Degree
 Associate in Applied Science (AAS) Degree
 College Credit Certificate
 Advanced Technical Certificate
 Applied Technology Diploma
 Technical Credit Certificate

If other than AA, which planned program? _____

Please review the Programs of Study sheet on page 2.

3. Indicate your enrollment classification:

Degree or Certificate Seeking Only:

- N: New (first time in any college)
- T: Transfer from Florida (previous attendance at any FL college/university)
- TO: Transfer from outside Florida (previous attendance at any college/university)
- P: Post-baccalaureate (earned bachelor's degree or higher)

Non-degree/Non-certificate Seeking Only:

- S: Special Student (limited to 15 hours). (SPOPO-XX)
- R: Transient (enrolled at another institution-must provide original transient form). (TRANS-XX)
- P: Post-baccalaureate (earned bachelor's degree or higher). (NDOPO-XX)
- P: Teacher Recertification. (SPCRT-XX)

OFFICE USE ONLY	
TERM	_____
PROG	_____
ENRL	_____
HS CODE	_____
GED CODE	_____

EDUCATIONAL BACKGROUND

1. If you graduated/will graduate from high school, indicate:

Name of High School
 City, State
Graduation Date (MM/YYYY)

If you graduated from a Florida public high school, please indicate the type of diploma/certificate:

Standard Diploma
 Certificate of Completion
 IB Diploma
 Special Diploma*

*Special Diploma graduates are not eligible for admission to degree, college credit certificate, applied technology diploma or most limited access programs.

2. If you did not graduate from high school, but earned a GED diploma, please complete the following:

GED Testing Agency
 City, State
Diploma Issue Date (MM/YYYY)

3. List in chronological order all colleges/universities you attended previously. If none, write "NONE."

NAME OF INSTITUTION	CITY, STATE	DATES ATTENDED		DEGREE EARNED
		FROM	TO	

Applicant Certification: I certify that the answers given herein are true and correct to the best of my knowledge. I agree that, if accepted, I will abide by all rules, regulations and policies of the College, now and hereafter adopted, as set forth in the District Board of Trustees Rules and as published in the College catalog. I understand that falsification of information in any admissions document is grounds for denial of admission and may result in dismissal from the College. I hereby give permission to PHCC to photograph me and publish such photos in any PHCC advertising media, including videotapes, slides, printed publications and any other media form, for all of the uses permitted by Florida Statute. I also agree to the release of any transcripts and/or test scores to be sent electronically to or from PHCC to other educational institutions as needed for educational purposes.

Applicant's Signature _____ Date: _____

Independent/Dependent Status for Residency for Tuition Purposes

Independent Student. A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the full term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation (most recent year's tax return) that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at the institution (exclusive of federal, state, and institutional aid or scholarships).

Dependent Student. All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Residency claims must be made by the end of PHCC's drop/add period for each full term. If residency claim is made after the drop/add period, it will be effective the following full term.

Documentary Evidence for Residency for Tuition Purposes

Prior to establishing residency for tuition purposes, independent or dependent status must be determined.

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. The documents are to prove legal residence of the State of Florida for at least 12 months preceding the first day of classes of the full term for which residency is sought. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be required. No single piece of documentation will be considered conclusive. *Additionally, there must be an absence of information that contradicts the applicant's claim of residency. All residency ties to another state must have been relinquished prior to consideration of Florida residency for tuition purposes.*

First Tier (at least one of the two documents submitted must be from this list)

- Florida Driver's license or a State of Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribe as noted by the Clerk of the Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)
- Benefit histories from Florida agencies or public assistance programs

Second Tier (may be used in conjunction with one document from First Tier)

- A valid, non-expired Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida (ex: insurance, lease, etc.)
- Proof of membership in Florida-based charitable or professional organizations
- Other documentation evidencing physical presence in Florida:
 - Utility bills and proof of 12 consecutive months of payments
 - Lease agreement and proof of 12 consecutive months of payments
 - State or court documents evidencing legal ties to Florida

Residency claims must be made by the end of PHCC's drop/add period for each full term. If residency claim is made after the drop/add period, it will be effective the following full term.