

Change of Term – Step-by-step Instructions



What is Change of Term?

“Term” can also be defined as semester at HACC. When a student completes the HACC admissions application, a student chooses a term for when they will begin classes. The “change of term” is needed when the student did not attend the term listed on their admissions application and needs to update the term to indicate when they will attend.

Step 1

Go to www.hacc.edu and click **APPLY** in the blue box on the right margin. The Create Account page comes up. Click **SIGN IN** on the menu banner.

HACC Founded in 1964 PENNSYLVANIA'S COMMUNITY COLLEGE

SIGN IN CREATE ACCOUNT APPLY ONLINE EVENTS

Create Account

Thank you for the interest in applying to HACC!
Please complete this online profile.
Then, you will be able to complete our free online application. After logging in, please click on "Complete a new application."
If you would like to see the next steps in YOUR enrollment process, please visit hacc.edu/Admissions.
Thank you!

Contact Information

Legal First Name *

Legal Middle Name

Legal Last Name *

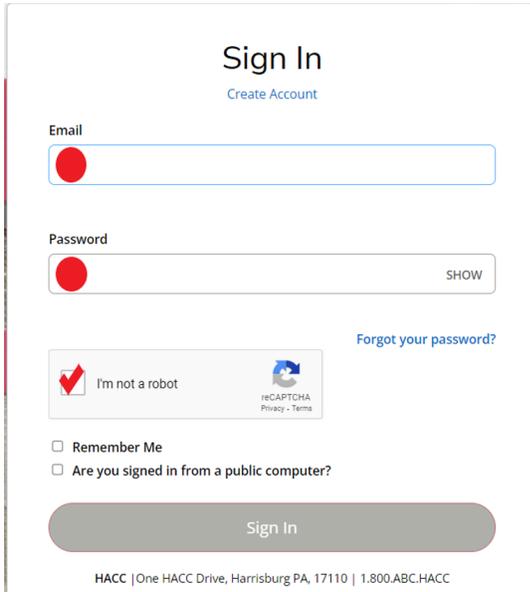
Previous Last Name

Primary Phone (format xxx-xxx-xxxx)

Cell Phone (format xxx-xxx-xxxx)

Step 2

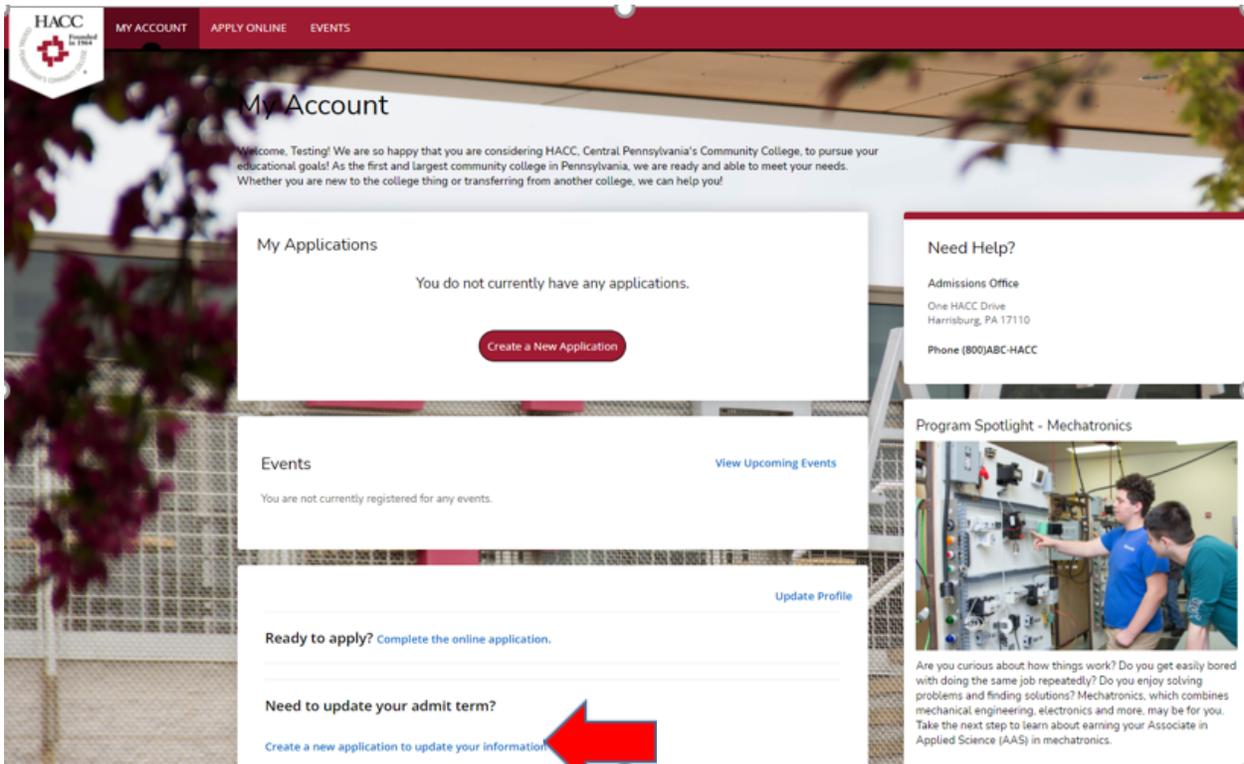
Enter your email address and password used when creating your admissions application. If you cannot remember the password, click the [Forgot your password](#) link. Click the [I'm not a robot](#) box and click [Sign In](#).



The image shows a 'Sign In' form for HACC. At the top, it says 'Sign In' with a 'Create Account' link below it. There are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button. Below the password field is a 'Forgot your password?' link. There is a reCAPTCHA box with 'I'm not a robot' and 'reCAPTCHA Privacy - Terms' links. Below that are two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. At the bottom is a large 'Sign In' button. The footer contains the text: 'HACC | One HACC Drive, Harrisburg PA, 17110 | 1.800.ABC.HACC'.

Step 3

Scroll to [Update Profile](#) box. Under [Need to update your admit term?](#) click [Create a new application to update your information](#).



The image is a screenshot of the 'My Account' page on the HACC website. The page has a dark red header with the HACC logo and navigation links: 'MY ACCOUNT', 'APPLY ONLINE', and 'EVENTS'. The main content area is titled 'My Account' and includes a welcome message. Below the message are several sections: 'My Applications' (with a 'Create a New Application' button), 'Events' (with a 'View Upcoming Events' link), 'Update Profile' (with an 'Update Profile' link), and 'Need to update your admit term?' (with a 'Create a new application to update your information' link). A large red arrow points to the 'Create a new application to update your information' link. On the right side, there is a 'Need Help?' section with contact information for the Admissions Office and a 'Program Spotlight - Mechatronics' section with a photo of students in a lab.

Step 4

Select the type of application that most accurately describes your HACC admissions status.

Please select the button below the sentence that most accurately describes you.

I am a current or rising high school junior or senior and want to take HACC classes.

[Start a Dual Enrollment Application](#)

I have never attended HACC or another college.

[Start a General Application](#)

I will apply for an F-1 student Visa to attend HACC or I am studying at another school in the U.S. with F-1 status and want to transfer.

[Start an International Student Application](#)

I am currently enrolled at another college and want to take classes at HACC. I plan to transfer the HACC credits to my four-year college.

[Start a Guest Student Application](#)

I attended another college or university in the past and now want to attend HACC.

[Start a Transfer Student Application](#)

Step 5

Choose the term you plan to start taking classes and fill in the other boxes with the correct information. You can change your proposed major in this box as well, if desired.

Online Application

Select an area of interest

When do you plan to start class at HACC? *

For class start dates, please visit www.hacc.edu/Students/CollegeCalendars. Please note that clicking on an external link within the application will result in the need to log back into your account to continue with submitting your application.

Which campus do you plan to attend?

If you are a high school student and/or you plan to attend classes virtually/online, please select the campus closest to you.

Academic Program

If you are interested in studying any of the following healthcare programs (Cardiac Sonography, Cardiovascular Technology, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Medical Laboratory Technician, Nursing, Practical Nursing, Radiological Technology, Respiratory Therapist or Surgical Technology), please choose Pre-Health Professions from the "Academic Program" menu. Then, please choose the healthcare program of your choice in the "Major Concentration" drop-down menu in the application.

[Back](#) [Submit](#)

***NOTE – Semester timeline**

Fall – August-December

Winter – December-January

Spring – January-May

Summer – May-August

Step 6

This page displays the application pages that have been completed. Review each page to ensure the information is still accurate. Click **Save and Continue** at the bottom of each page. The Educational Goals page will already have your updated start term and major.

Fall 2022 - Biology, Associate in Science

[Review](#) [Supplemental Items & Documents](#)

 [Print](#)

[Name and Mailing Address](#) [Residency](#) [Personal and Citizenship Information](#) [Demographics](#)

[High School and College Information](#) [Educational Goals](#) [Certification](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name

Prefix

Legal First Name *

Legal Middle Name

Legal Last Name * Previous Last Name

Suffix

Step 7

Click **Yes** to the statement of understanding and type your name in the Signature box. Please click **Submit Application**.

You will receive a message indicating that your application has been submitted or that you have some missing information to correct before the application can be submitted. Please follow the guidance statements to completion.

Fall 2022 - Biology, Associate in Science

Review Supplemental Items & Documents

 Print

Name and Mailing Address Residency Personal and Citizenship Information Demographics

High School and College Information Educational Goals Certification

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I hereby understand that any misrepresentation of information in this application may result in denial of admission or dismissal from the College.

Yes No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

7/5/2022

If the application does not submit after following the guidance prompts, please email admission@hacc.edu for further assistance.

7/21/22 - raj