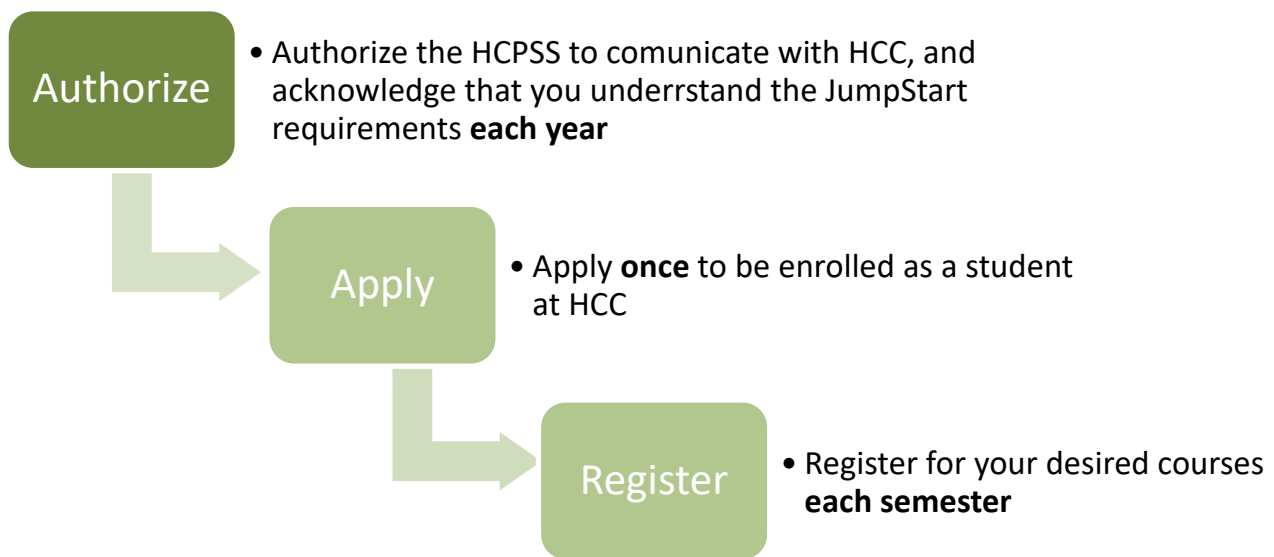! =*Warning*   🕐 =*Timesaver*   ✉ =*Note*

About the JumpStart Program

JumpStart offers expanded options to gain college credits, explore possible careers, or earn an associate degree. Many courses within the program fulfill both HCPSS graduation requirements <u>and</u> undergraduate general education requirements. Choose from courses offered at your home high school, the ARL, or a college campus as you work toward your goals. **Please note that all courses taken through HCC incur a financial obligation.**

To get started on your JumpStart courses, there are three steps you must complete:

Authorize
- Authorize the HCPSS to comunicate with HCC, and acknowledge that you underrstand the JumpStart requirements **each year**

Apply
- Apply **once** to be enrolled as a student at HCC

Register
- Register for your desired courses **each semester**

Accessing the JumpStart Pages

1. Access the HCPSS Connect website.
2. On the Home page, click on **More Options**, then **JumpStart**.

Authorize

Both a parent or guardian and the student must complete both the **Statement of Understanding** and the **Tuition Agreement,** and at least one parent or guardian must complete the **Statement of Understanding** before registering for JumpStart courses.

- **Statement of Understanding** – FERPA agreements grant permission for HCPSS to communicate with the college or university where your courses are offered, for the following academic year. You must visit this page before completing any other step in the registration process.
- **Tuition Agreement** – The Tuition Agreement acknowledges that there is a cost associated with obtaining college credits through the JumpStart programs. Tuition is billed directly by Howard Community College. Costs will vary based on individual student course selections.
- **Opt-In Agreement** – The Opt-In Agreement acknowledges the agreement between HCC and HCPSS and the conditions that apply.
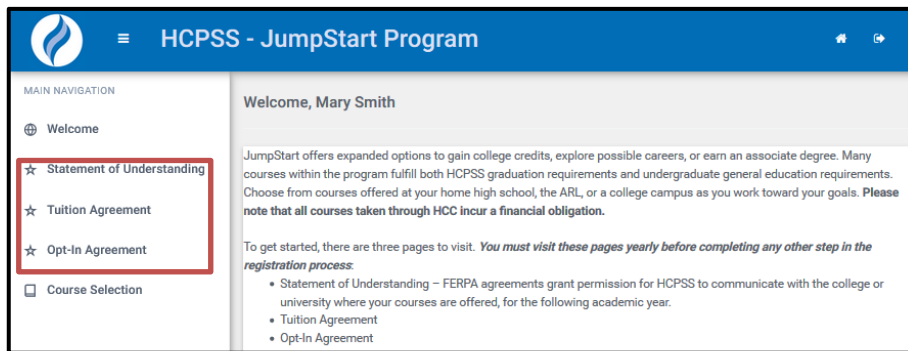
Sign the Statement of Understanding and Agreements

Both parents and students must sign or extend all three agreements for **each school year** before registering for courses. If you have a signed agreement for the current school year and you are requesting for next school year, you can extend your current agreement.

✉ **NOTE**: Agreements signed the prior year will have the option to be extended into the following year. Check each agreement to ensure it is complete.

1. Click the **Statement of Understanding** link in the Main Navigation panel on the left.

   a. If you do not have a current agreement, type your full name in the **Signature** field and click the e-sign button.

   b. If you have a current agreement but it was signed before the registration period opened, click the **Extend agreement** button.

2. Repeat for the **Tuition Agreement** and **Opt-In Agreement**.

⚠ **WARNING**: Students must sign or extend all of the required agreements before registering for courses.

Apply

All students registering to receive college credit for a course must be enrolled as a student at Howard Community College. **Students must complete the entire HCC application online** in order to take JumpStart courses for college credit. Once students have applied and been accepted to HCC, they **will <u>not</u> have to repeat this step** each year.

Complete the HCC Application

1. Access the **JumpStart** page on the HCPSS Connect website.

2. Click the **HCC Application** link. Follow the instructions provided on the HCC website to submit an application for credit. For additional help with the HCC application, click here: https://drive.google.com/file/d/1NiSGjp3l0HDAbUQnudYZ-h5LbI74NgJt/view?usp=sharing. For a detailed video showing the application process visit https://tinyurl.com/ApplyingToHCC

✉ **NOTE**: The HCC Application link in Synergy takes you to the HCC website. However, you can get here directly by visiting www.howardcc.edu in your browser

Step 1: On the Howard Community College homepage, you can **Apply** under the **Admissions & Aid** menu.
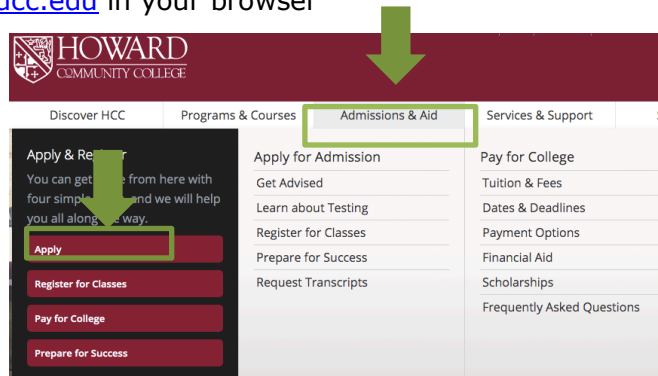
Step 2: Select **Apply for Credit Programs**

Step 3: **Create an account** on the Sign In page and **start/submit a new HCC application**.

Students must **register for the courses they would like to take each semester** to receive credit. There are different registration procedures, depending on where the course will be taken. **Refer to the table below for the correct registration procedures for your course.**

I am planning to take a course on HCC's campus, either in person or virtually.	I am taking a CC course in my high school and would like to receive college credit
• Discuss course options with your high school counselor and/or HCC advisor. • Follow the Course Selection Request steps outlined below to make your course request in Synergy so your high school counselors can design your schedule. • Attend a collaborative planning session or pop-up advising with an HCC representative to finalize registration. Support session schedules can be found at https://hcpss.org/jumpstart	Visit the following link to register for CC classes taken within your home high school: www.howardcc.edu/jumpstartregistrationrequest You **must** log into the registration request link using your myHCC login credentials. For support with registration, attend a collaborative planning session or pop-up advising with an HCC representative to finalize registration. Support session schedules can be found at https://hcpss.org/jumpstart

Select Course Requests

COMPLETE THIS ONLY IF YOUR STUDENT IS TAKING A COURSE ON HCC'S CAMPUS.

1. Access the **JumpStart** page on the HCPSS Connect website.

2. Click on the **JumpStart** link.

3. Click the **Course Selection** link in the Main Navigation menu on the left. A list of courses displays.

4. Select the appropriate **Curriculum Area** to see the corresponding courses.

5. Select the check boxes for the requested courses. Courses selected will be listed at the bottom of the screen. Repeat to add additional courses from different Curriculum Areas.

6. Select the check box to indicate if you have completed the HCC's application for admissions.

7. Click **Save**.

NOTE the following:

- Students must register for courses with HCC in addition to completing the registration process in hcpss.me. Attend a collaborative planning session or pop-up advising with an HCC representative to finalize registration. Support session schedules can be found at https://hcpss.org/jumpstart.
- Students in structured programs may register for as many courses as indicated in their academic plan without prior approval. Students in flexible programs may register for the following number of courses:
    - 9th and 10th grade students may register for up to <u>one</u> course per semester without prior approval
    - 11th and 12th grade students may register for up to <u>two</u> courses per semester without prior approval.
  - Requests to take additional courses should be made to your high school principal.
- Courses taken as part of a structured program or for HCPSS credit must be approved by your counselor.
- Courses highlighted in blue are associated with the student's program.
- Classes that have been billed or confirmed by HCC cannot be deleted from this page.
- Questions regarding the HCC application should be directed to jumpstart@howardcc.edu. Students will need to go to HCC during their walk-in Admissions and Advising hours and meet with an outreach advisor to finalize all enrollment. Please bring a transcript and Photo ID. For help obtaining your HCC credentials, please click here: https://docs.google.com/document/d/15udOXMBqreJyQkMVk0dtnUpIAGPtSL1n7McUP AGDTf8/edit?usp=sharing