# Henry Ford College

## Admissions Application Instructions for Dual Enrollment

Thank you for your interest in Henry Ford College! The purpose of this document is to guide you through HFC's online application for programs open to current high school students. If you have any questions regarding the application, please contact Jeremy Guc at **1.313.845.9695** or **jguc@hfcc.edu**.

## Contents

# Creating an Application Account

**If you have already created an account and applied before, skip to <u>Completing & Starting an application</u> at Step 1.**

If you have not already done so, you must first create an application account in order to submit an application to Henry Ford College. If you need to apply to HFC in future semesters, you will be able to log into this same account and avoid having to re-enter the same information. Here are the steps to follow:

1. Go to https://www.hfcc.edu/apply.
2. If you have already created an application account with HFC, log in by enter your email and password you used to create your account. Skip to "Completing and Submitting an Application on page 5. Otherwise, select "Create Account."
3. Your "Log-in" will consist of the email address and a password you establish while creating the account. You will also be asked to provide a security question/answer in case you need to access your application account in the future and forget your password.

There are many links you can click on in order to begin the account creation process. Choose the link in the navigation bar or under the Log In text.
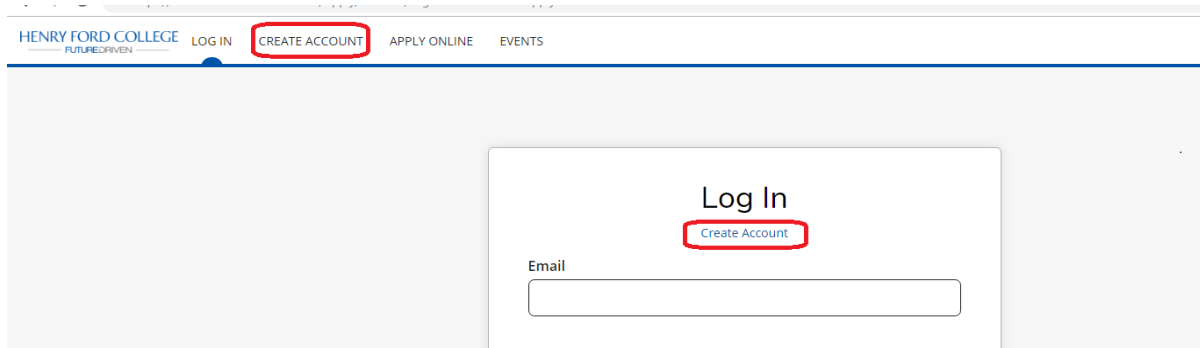


The amount of information that you need to input is fairly minimal on the account creation screen (name, email address, semester, etc). In order to access the Dual Enrollment application, please choose the following options:

You are required to create a *Password, and* a *Password Question* and *Password Answer*. This information will allow you to access your account in the future to submit additional applications.

## Account Information

**Password** * required

**Confirm Password** * required

[                    ]     [                    ]

**Password Question** * required

If you forget your password, we will ask you this question in order to reset it.

[                    ]

**Password Answer** * required

If you forget your password, you must provide this answer in order to reset it.

[                    ]

Once you fill out the create account form and submit, you will be automatically directed to the dual enrollment application. **You can skip to step 5 in the "Completing a Submitting an Application" section.**

## Completing and Submitting an Application

**If this is the second/third/fourth time applying for a Dual Enrollment Program, start at Step 1.**

**Step 1: Log into your account**

Log In to your account and choose "Apply Online" or "Create a New Application"

HENRY FORD COLLEGE   MY HFC APPLICATION ACCOUNT   APPLY ONLINE   EVENTS
FUTUREDRIVEN

## My HFC Application Account

Hello! Thank you for choosing Henry Ford College.

My Applications                          Create a New Application

| APPLICATION | STATUS | ACTION |
|---|---|---|
| Fall 2019 - Dual Enrollment | Started | Edit |

**Step 2: Select the "College Classes while still in high school" button**

Start a new application or continue an in progress application

## Apply For:

Certificate, associate, or bachelor program

College classes while still in high school
Including: Dual Enrollment, Advancement Plus, Collegiate Academy, Early College

Workforce Development Training Program

English Language Training

Single classes for personal fulfillment

**Step 3: Select your Entry Term.**

Select the semester that wish to take classes at HFC.

- Fall classes begin in August (15 week courses), September (12 week courses) and October (8 week courses).
- Winter classes begin in January (15 week & 12 week courses) and March (8 week courses).

**Step 4: Select the Academic Program**

You are filling out a High School & College Together Application

Only fill out this application if you are applying for the following:
Dual Enrollment
Advancement Plus
Collegiate Academy
Early College

Academic Program * required

Advancement Plus
Dual Enrollment
Dual Enrollment - DCTC Mechatronics

High School & College Together

Save Application        Save & Continue

**Step 5: Enter your contact and other demographic information.**

Next, you will be asked to enter or verify your contact information such as your name, address, phone number, etc.). You will also be asked for some other personal and demographic information.

Fields noted with a * are required.

Some of the information will already be populated from the previous application.

As you complete each page, select "Save & Continue" to move to the next page of the application.

**State/Province** * required

Michigan

**Zip/Postal Code** * required

48128

Previous Page    Save Application    **Save & Continue**

**Step 6: Enter your High School Information.**

Review the drop-down list to find your high school.

Choose your high school * required

*My School is not on this List
Advanced Technology Academy
Allen Park High School
Annapolis High School

e & Continue

Once you select your high school, you will be asked to list your "Anticipated Graduation Year. This is the year that you plan to graduate from high school. If your high school is not on the list, see "**Step 6A My High School is Not Listed**"

**Step 6A: My High School is Not Listed**

Select "My School is not on this List", choose to add a High School Academic History

You chose that your school is not on this list, please use the search tool below to find your high school.

+ Add High School Academic History

Type in a full or partial school name and click on search, the rest of the fields are optional

**High School**
School Name (full or partial)

dear

Country

City (full or partial)

Search    Cancel

In the "Results Found" section, select your high school and make sure to choose the "select" button.

⊙ Dearborn Magnet High School - 230773 (Dearborn Heights, Michigan, United States)

○ Deary High School - 130155 (Deary, Idaho, United States)

○ South Dearborn High School - 150120 (Aurora, Indiana, United States)

Select

If it states "No organizations found", try another search.

If this produces no results, enter the name and address of your high school in the "Unlisted School Name and Address" field.

Once you have selected your high school, click "Save & Continue."

**Step 7: Certification, Signature and Submission**

We require that you answer several "certification" questions, mainly indicating that you have been truthful and accurate to the best of your knowledge while completing the application

In the Signature Line, type your name. You can preview the application before you submit to ensure the accuracy of the information. Once you feel comfortable you can submit.

Enter your full name in the "Signature Line" if you wish to sign and submit this application.
**Signature** * required          **Signature Date** * required

10/19/2018

Previous Page    Save Application    Preview Before Submission    Submit Application