Henry Ford College
Admissions Application Instructions for:

- **Dual Enrollment**
- **Advancement Plus**

- **Collegiate Academy**
- **Henry Ford Early College**

Thank you for your interest in Henry Ford College! The purpose of this document is to guide high school students and counselors through HFC's online application for programs open to current high school students. If you have any questions regarding the application, please contact us at **1.800.585.HFCC** or **enroll@hfcc.edu**.

Creating an Application Account

Students must first create an account in order to submit an application to Henry Ford College. Students who need to apply to HFC in future semesters will be able to log into this same account and avoid having to re-enter the same information.

1. Direct the student to the application page https://www.hfcc.edu/apply
2. Instruct them to either sign into their account or create a new account if they do not already have one.
3. The students account will consist of their email address and a password they establish while creating the account. Students will also be asked to provide a security question/answer in case they need to access their application account in the future and forget their password.

There are many links you can click on in order to begin the account creation process. You can direct the student to choose the link in the navigation bar or under the Welcome header
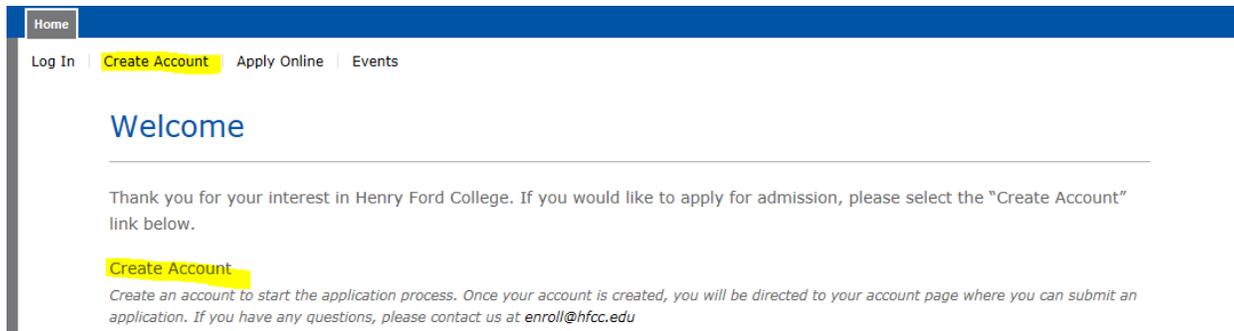
The amount of information that the student needs to input is fairly minimal on the account creation screen (name, email address, semester, etc). All fields are required here including birth date and the semester they wish to enroll. Students are required to create both a *Password* and a *Password Question* and *Password Answer*. This information will allow them to access their account in the future to submit additional applications.

Completing and Submitting the Application

After the student successfully creates their account, they may begin an application by selecting the "Apply" button.

The student can then start a new application to HFC.

They can choose the semester they chose when they created their account or select a different semester.

The student will be guided through different sections on the application.

- Personal
- Demographics
- Plans
- Academics
- Certification & Signature

Some of the information will already be filled out from the account creation form.

Instruct the student to fill out all fields.

Specific Field Instructions

Phone Number
The phone number must be typed into the application as follows: ###-###-#### (With dashes)

Program Selection
The application is set up to try to help students find the right program to apply for. Options available on the application will be determined by answers gathered from the student. Dual enrollment students will choose their enrollment status through the Plans section of the application. Guide them to use these field selections below:

1. In the Plans section, students who wish to dual enroll should select 3) "I am a Current High School Student interested in taking HFC courses while I'm in High School (ie Dual Enrollment, Early College).

Plans

Which of the following best describes your current educational level/goals?

1.) I have graduated from High School or completed the GED.
2.) I am a Current High School Student interested in attending HFC after I graduate.
3.) I am a Current High School Student interested in taking HFC courses while I'm in High School (ie Dual Enrollment, Early College).

2. In the "Academic Plans" section, "Non Degree (including Dual Enrollment…..)" should be the only option available to select in the "What type of program do you plan to enroll in at HFC" and "Area of Interest" questions.

Academic Plans

What type of program do you plan to enroll in at HFC? *

Non Degree (Including Dual E ▼

Non Degree (Including Dual Enrollment Early College Collegiate Academy)

Select a specific area of interest to see available degree programs associated with that area.

Area of Interest *

Non-Degree (Including Dual Enrollment, Early College and Collegiate Academy)

Start Date *

Spring 2016 ▼

3. In the Academic Program area, students can then select what program they wish to apply for. Once again, students who indicated that they are a current high school student interested in taking classes while they are in high school will only see the options open to them in this listing (including Dual Enrollment).

Academic Program *

Advancement Plus - Non Degree
Collegiate Academy
Dual Enrollment Student (High School)
Early College Students
English Language Training

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High School Section

When the student is filling out this portion of the application it's important to note that they need to input their country, state, city and then use the drop down to find their high school. Once they have highlighted the High School, instruct them to click on the "Select" button in order to complete that section

High School

Country *

United States

State/Province *

Michigan

City

dearborn

Search   Cancel

Results Found:

Dearborn High School (230765)

Select

For "Graduation Month" and "Graduation Year" students should select the approximate month and year they expect to graduate.

Graduation Month (Approximate) *

June

Graduation Year *

2008

Certification and Signature

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

Certification

Do you give HFC permission to send you text messages regarding college-related business? *

○ Yes   ● No

Do you certify the following? * I understand that once my application has been submitted it may NOT be altered in any way.

● Yes   ○ No

Do you certify the following? * I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

● Yes   ○ No

Do you certify the following? * I certify that the information provided is accurate to the best of my knowledge. I understand that the submission of false information is grounds for denial of admission or immediate suspension after enrollment. If accepted as a student at HFC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

● Yes   ○ No

Do you certify the following? * I understand that through my application for enrollment at Henry Ford College (HFC), I agree to allow the institution to use my image for marketing, communication and promotional purposes of the college. This includes the use of my image in videos, media releases, marketing collateral materials, College publications, online resources such as websites and email. **If you do not want your image used in these materials, you must state their objection to the photographer/videographer during the shoot and/or in writing, or submit your request to the HFC Office of Communications via email at gjerwin@hfc.edu or 313-317-6800.**

○ Yes   ● No

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

Signature *

John Dearborn

Signature Date *

4/15/2016

Page **Submit Application**

After the student has submitted the application they are brought to a screen which asks them to log out, please reinforce this message of logging out by directing them to the "Log out" button at the top of the page.

Log Out   My HFC Application Account   Apply Online   Events

Apply Online

Your application has been submitted! You should receive an email confirmation that we've received your application.

Have questions? Please contact us at enroll@hfcc.edu or 1-800-585-4322.

Thank you!

HFC Admissions

Please remember to Log out!

Have Questions? Please contact Jeremy Guc at jguc@hfcc.edu or 313-845-9695.