

SUMMER 2020
FALL 2020
SPRING 2021

APPLYING, REGISTERING, PAYING

STUDENT GUIDE

APPLYING, REGISTERING, & PAYING — CHECKLIST

Below is a general checklist for applying, registering, and paying for college. Please refer to specific sections for all deadlines and more in depth information. Allow plenty of time for this process. It can take several weeks.

1. **Apply For Admission** You can apply on-line at helenacollege.edu or get a paper application at the Donaldson Campus (1115 N. Roberts). Be mindful of all deadlines.
2. **File Your FAFSA** File the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Helena College's school code is 007570. FAFSA forms become available on or after October 1st each year. Submit your FAFSA on, or soon after, October 1st to have the best opportunity for financial aid. NOTE: Financial Aid & FAFSA checklist on page 4.
3. **Schedule An Advising Appointment** Once you've completed your application, and provided 2 MMRs and appropriate transcripts, you will be assigned to an advisor. The advisor will contact you to schedule an advising appointment.
4. **Activate Your NetID And Register For Classes** To activate your NetID log into MyHC found on the Student Portal page. Your instructions will be in your acceptance letter. After activation and receiving a PIN number at your advising appointment, register for classes on MyHC.
5. **Accept Your Financial Aid** After you've been accepted to Helena College, and after Financial Aid has received your FAFSA information, you will be sent a postcard notifying you when you can go on-line to accept your aid offer.
6. **Finalize Your Bill** After you register for classes and accept your aid on MyHC, you must wait until the following day to finalize your schedule bill under the Payment & Account Information tab on MyHC. Your seat in class will not be saved until you finalize your schedule bill with the Business Office. Please see the payment section of this guide for more information.
7. **Attend Orientation** Orientation is required of all new students and those who have not attended for two or more consecutive terms. You will discuss registration for orientation during your advising appointment.
8. **Purchase Your Books And Course Materials** An email will be sent from the Business Office to students who are eligible for a book voucher. Access your student email at www.helenacollege.edu — student portal.

APPLYING

We must receive your complete* application by:

APPLICATION DEADLINES

Degree Seeking Students Priority Deadlines:
Summer 2020 — Friday, May 15, 2020 for Full Session
Friday, June 12, 2020 for 6-Week Session
Fall 2020 — Monday, August 3, 2020
Spring 2021 — Monday, December 14, 2020

Non-Degree Seeking Students
Summer 2020 — May 22, 2020 for Full Session
Friday, June 19, 2020 for 6-Week Session
Fall 2020 — Friday, August 23, 2020
Spring 2021 — Friday, January 10, 2021

APPLYING FOR ADMISSION

1. **Complete and submit an application for admission with a \$30 non-refundable application fee.**
2. Request a copy or your official high school, college transcripts, or GED/HiSet scores be sent to the Admissions Office. GED/HiSet scores can be ordered from the Office of Public Instruction. If you are a home school student, please contact the Admissions Office at 447-6912 or 447-6907.
3. If you were born after December 31, 1956, submit proof of two immunizations against Measles, Mumps and Rubella (MMR). The record must be signed by a physician, health agency, or school official, and include a date of birth.
4. Submit official ACT/SAT scores or college transcripts to the Admissions Office for placement evaluation. If you do not have these scores or additional transcripts an advisor will work with you on your placement options.

TRANSFER COURSEWORK REQUIREMENTS

- Transcript evaluations will only occur within 10 days of the admissions checklist being completed* and in by the priority deadline. Applications and transfer work submitted after the priority deadline will be completed by the following semester registration.
- You may only transfer 2/3 of the required credits; the remaining 1/3 must be earned from Helena College to complete a degree.
- Transfer courses must have been completed with a letter grade of C- or better, or a Pass from a Pass/No Pass grading method.
- Coursework will be evaluated based on applicability to the program and general education core. Coursework over 15 years old may not be brought in due to age of credit.
- Students should discuss with their Academic Advisor how courses fit into their chosen program.

For information on residency visit:

http://mus.edu/Prepare/College/Montana_Residency_Requirements.html

***Complete: a complete application with \$30 fee, proof of two MMRs, official high school transcripts, GED or HiSet scores, or college transcripts and placement testing if applicable. Submissions received after the priority date may not receive an advising appointment before classes start.**

Questions? Admissions@HelenaCollege.edu Call 406.447.6912 or 406.447.6907

FINANCIAL AID & FAFSA CHECKLIST

- 1. Complete The Free Application For Federal Student Aid (FAFSA) As Soon As Possible After October 1st** An online application is available at — <https://studentaid.gov/>. You must complete a FAFSA to be considered for aid including federal student loans. On the FAFSA, indicate Helena College’s Federal School Code 007570.
- 2. First-Time Students** Create a username and password at <https://studentaid.gov/>. All men over the age of 18 must register with Selective Service to be eligible for federal financial aid.
- 3. Apply For Scholarships** Review current scholarships on-line at www.helenacollege.edu under Financial Aid or Paying for College. New Scholarships are added every month.
- 4. Respond To The College’s Financial Aid Offer** After you have been accepted and Helena College receives your Student Aid Report from the FAFSA you will receive your financial aid offer notification instructing you to login to your MyHC account to accept your aid for the upcoming year.
- 5. Respond To Any Request For Additional Information Quickly** Complete all requested documents. Check your MyHC account under the Special Messages tab for a list of any additional documents needed.
- 6. Register For Classes And Review/Finalize Your Billing Statement EACH SEMESTER** Respond to the Helena College Business Office when you receive your semester billing statement and arrange for final payment. See page 10 for further information. If you have questions about your financial aid or need assistance, please contact:
Helena College Financial Aid Office: 406-447-6916, or financialaid@helenacollege.edu

NOTE: Do not email any documents with personal identifying information such as your SSN. You may mail, submit in person or fax to 406-447-6397.

Disbursement #1, 7–10 business days after the 15th class day will consist of:

- All Grants for the term
- All Scholarships for the term
- ½ of Student Loans for the term. NOTE: If you are a first-time student loan borrower, **your first loan disbursement will be 30 calendar days after the start of the term.** After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox.

Disbursement #2, 7–10 business days after successful mid-term grades have been posted will consist of:

- Remaining Student Loans for the term
- After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox.
- All requirements must be completed and your bill must be finalized online. You can view the aid funds in excess of your charges on your MyHC account under Payment and Account Information. Ensure your mailing address is current in MyHC as checks are mailed to the address on file. Helena College is not responsible for mail issues.

THE BUSINESS
OFFICE
DISBURSES
AID TO YOUR
ACCOUNT TWICE
EACH SEMESTER

PLACEMENT TESTING

TAKING THE TEST

In order to assist students in achieving their college goals, it is important to ensure all students have the foundational skills in writing, reading and mathematics to succeed in all of their college courses.

The cost of the complete test is \$30. (\$15 for English, \$15 for math.)

Helena College uses the ACCUPLACER exam (designed by the College Board) as a placement test to help accurately place students in the appropriate level for math, reading and writing courses. In combination with information about the student's academic background, goals, and interests, Academic Advisors are able to match the student's skill level with courses that will provide the best opportunity for success.

Students who have acceptable scores on the ACT or SAT will not be required to take the ACCUPLACER placement exam if taken within the past three years. If the scores are older than three years, the student will be required to take the ACCUPLACER exam. Students who transfer college level writing and math courses do not have to take the placement test in those areas.

Please call the Testing Center at 406-447-6946 if you have any questions about the ACCUPLACER exam or to schedule a testing appointment.

HELENA COLLEGE NET ID

HOW TO ACTIVATE YOUR NET ID

Go to <https://login.helenacollege.edu/cas>. You must first lookup your NetID. Choose the Lookup NetID button. This will take you to a web page asking for your student ID number and your last name. Enter the information and choose search. With a successful search, your NetID will be displayed in this format: hcs + 6 digit number.

Your NetID is created once you are accepted to Helena College.

Your NetID will allow you to access campus electronic resources in addition to Moodle, Student Email, Starfish and My HC.

Please be aware that it does take two business days from acceptance before you are recognized in the system, so you may be unable to activate your NetID until that time.

Please record your NetID for future use; it is your username for all future Helena College Logins. Please note if you have attended Helena College previously or activated your NetID, you can skip the next step where you activate your NetID.

Next, you will activate your NetID. Choose the Activate NetID button: This will take you to a web page asking for your NetID, Student ID number, 6 digit birth date (mm/dd/yy). Enter the information and choose Activate. Next, you must accept the campus computer use policy in order to continue. If you do not accept, you will not have access to the college's electronic resources. After accepting the agreement, you arrive at a web page where you will set your initial password.

Now you are ready to login. Enter your NetID and your new password. At successful login, you will be prompted to setup security questions. These security questions are required in order for the forgotten password feature to work. Please note, your passwords need to be updated periodically.

If you have any problems activating your account, please contact the IT Department at 406-447-6960 or it@helenacollege.edu

ADVISING & REGISTRATION

		Current Students	New Students
REGISTRATION BEGINS:	Summer Semester 2020	April 13, 2020	May 8, 2020
	Fall Semester 2020	April 13, 2020	May 8, 2020
	Spring Semester 2021	November 9, 2020	December 1, 2020

STEPS TO REGISTER

- All degree seeking and current continuing non-degree students must meet with an Advisor before registering for classes. All advising appointments are on a first come first serve basis. You are encouraged to register early to ensure the most options for your schedule. Advisor information can be found at East End Advising (DON 119), or via Starfish.**
- Review the grid below to find out when you can register for classes. NOTE: The grid is organized by last name and number of completed credits*.**

SUMMER & FALL 2020

	25+	24 - 13	12 - 1	0
A-G	Monday, 4/6 11:00 AM	Tuesday, 4/7 11:00 AM	Wednesday 4/8 11:00 AM	Thursday 4/9 11:00 AM
H-M	Monday, 4/6 2:00 PM	Tuesday, 4/7 2:00 PM	Wednesday 4/8 2:00 PM	Thursday 4/9 2:00 PM
N-Z	Monday, 4/6 8:00 AM	Tuesday, 4/7 8:00 AM	Wednesday 4/8 8:00 AM	Thursday 4/9 8:00 AM

SPRING 2021

	25+	24 - 13	12-1	0
A-G	Monday, 11/9 8:00 AM	Tuesday, 11/10 8:00 AM	Thursday 11/12 8:00 AM	Friday 11/13 8:00 AM
H-M	Monday, 11/9 11:00 AM	Tuesday, 11/10 11:00 AM	Thursday 11/12 11:00 AM	Friday 11/13 11:00 AM
N-Z	Monday, 11/9 2:00 PM	Tuesday, 11/10 2:00 PM	Thursday 11/12 2:00 PM	Friday 11/13 2:00 PM

* Does not include currently registered credits. You can find your number of completed (earned) credits by reviewing your transcripts on MyHC.

Current Non-Degree Student Registration begins the Monday after the first week of registration. Please see East End Advising for your registration information.

HOW TO REGISTER

3. Follow these steps to register for classes on MyHC

- Visit www.helenacollege.edu
- Select the Student Portal
- Select MyHC
- Enter Your NetID and Password
- Select MyHC Again
- Select Student Services Tab
- Select Registration
- Select Add/Drop Classes
- Select the Appropriate Semester
- Enter your Advising Number (PIN) you received from your advisor
- Select if you would like to receive health insurance
- Scroll to the bottom of the page
- Enter the CRN's (Course Reference Number) or use Class Search to find courses and register
- Submit Changes
- Scroll down to review your registration status
- A \$30 non-refundable registration fee will be charged once you register

REVIEW

4. Review all add/drop, payment dates, and financial aid information to make sure you do not get dropped from classes.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

If I'm on a waitlist, how will I be notified when a seat becomes available and I'm the next person? When an opening becomes available, you will be notified via your Helena College email. You have 72 hours from the time of notification to register for the course via MyHC. If you receive notification of an opening after the first day of classes, you will only have 24 to 36 hours to register for the class. If you have decided you do not want to register for the course, please drop yourself from the waitlist through MyHC to allow the next person to receive a timely notification.

Why can't I register at this time? First, check the registration grid on page 6 and make sure you have the correct number of earned credits and last name to be registering. Keep in mind your earned credit total does not include current credits. MyHC registration pages are not available between midnight and 1:00 AM.

How can I determine what hold is stopping me from registering? If you have a hold on your account preventing you from registering, a page will pop up indicating this is the case. At the bottom of the page, click on the "View Holds" button. This will take you to a screen where you can review your holds and the office to contact.

Please contact the Registrar's Office at 406-447-6909 for additional registration questions.

ADDING, DROPPING, & WITHDRAWAL

Students registered for fall or spring semesters may add classes during the first 10 days of the semester. Students may drop classes without record during the first 15 days of the semester. This applies to full term courses. Please review the calendars for add and drop dates pertaining to first half, second half, and block courses.

ADDING CLASSES

The add process can be completed online for the first three days of the semester. After the 3rd instructional day of the semester, an Add Form, signed by the Instructor and Division Chair, must be completed and returned to the Cashier's Office with a \$10 processing fee. Classes will not be added after the 8th instructional day of the semester.

DROPPING A CLASS

The drop process can be completed online for the first 15 instructional days of the semester. A 100% refund will be given during the first 15 days. After the 15th day of the semester, you must complete an Add/Drop form and return it to the Cashiers Office with a \$10 processing fee. If you drop a class after the first 15 days and prior to three weeks before the end of the course, a "W" (withdraw grade) will be given and appear on your official transcript.

You cannot drop a class during the last three weeks of the semester unless approved by the Associate Dean of Academic & Student Affairs. **Add/Drops are not used to withdraw completely from the college.** Review the Summer Calendar for summer Add/Drop deadlines.

COMPLETE WITHDRAWALS

You will not be able to withdraw from all classes online.

Refunds for complete withdrawals are based on the number of days classes have been in session. Cancellations completed before the start of the semester will receive a 100% refund of tuition and some fees; however, **the \$30 registration fee will not be refunded.**

Students that would like to completely withdraw will need to visit an Advisor to assist

BEFORE YOU DROP A CLASS

HOW WILL DROPPING A CLASS AFFECT MY FINANCIAL AID?

Some examples of what dropping a class can do:

- Dropping a class can affect your Satisfactory Academic Progress (SAP), which requires you to complete a certain percentage of your classes to stay in good standing.
- If you are a loan borrower and dropping a class puts you below half-time enrollment, it might affect your loan disbursement.
- If you withdraw from all of your classes before 60% of the semester has passed, you could owe money back to the college and the Department of Education, depending on when the drop takes place.

Contact the Financial Aid Office prior to withdrawing or dropping a class to determine the effect it may have on you.

REFUND DATES & AMOUNTS

SUMMER 2020

FULL SESSION		FIRST HALF SESSION		6 – WEEK SESSION	
May 26 – May 29	90%	May 26 – May 27	90%	June 22 – June 23	90%
May 30 – June 3	75%	May 28 – May 29	75%	June 24 – June 25	75%
June 4 – June 8	50%	May 30 – June 1	50%	June 26 – June 29	50%
After June 8	0%	After June 1	0%	After June 29	0%

FALL 2020

April 13 – August 14	100%
August 17 – August 21	90%
August 24 – August 28	75%
August 31 – September 4	50%
September 7 – November 4	0%

After November 4, you cannot withdraw from courses.

SPRING 2021

November 9, 2020 – January 8, 2021	100%
January 11 – January 15	90%
January 19 – January 25	75%
January 26 – February 1	50%
February 2 – April 15	0%

After April 15, you cannot withdraw from courses.

TUITION & FEE PAYMENT

TUITION & FEES 2020–2021

Credits	In-State	Out-of-State	WUE*	Online (In-State)	Online (Out-of-State)
1	\$215.97	\$469.85	\$274.10	\$250.97	\$504.85
2	\$351.94	\$859.70	\$468.20	\$421.94	\$929.70
3	\$487.91	\$1,249.55	\$662.30	\$592.91	\$1,354.55
4	\$623.88	\$1,639.40	\$856.40	\$763.88	\$1,779.40
5	\$759.85	\$2,029.25	\$1,050.50	\$934.85	\$2,204.25
6	\$895.82	\$2,419.10	\$1,244.60	\$1,105.82	\$2,629.10
7	\$1,031.79	\$2,808.95	\$1,438.70	\$1,276.79	\$3,053.95
8	\$1,167.76	\$3,198.80	\$1,632.80	\$1,447.76	\$3,478.80
9	\$1,303.73	\$3,588.65	\$1,826.90	\$1,618.73	\$3,903.65
10	\$1,439.70	\$3,978.50	\$2,021.00	\$1,789.70	\$4,328.50
11	\$1,575.67	\$4,368.35	\$2,215.10	\$1,960.67	\$4,753.35
12	\$1,711.30	\$4,757.90	\$2,408.90	\$2,131.30	\$5,177.90
13	\$1,717.80	\$4,764.40	\$2,415.40	\$2,172.80	\$5,219.40
14	\$1,724.30	\$4,770.90	\$2,421.90	\$2,214.30	\$5,260.90
15	\$1,730.80	\$4,777.40	\$2,428.40	\$2,255.80	\$5,302.40
16	\$1,737.30	\$4,783.90	\$2,434.90	\$2,297.30	\$5,343.90
17	\$1,743.80	\$4,790.40	\$2,441.40	\$2,338.80	\$5,385.40
18	\$1,750.30	\$4,796.90	\$2,447.90	\$2,380.30	\$5,426.90

*For eligible out-of-state students from states participating in the Western Undergraduate Exchange (WUE) Program.

Dual Credit Students, please see our website for reduced tuition amounts.

ALL FEES SUBJECT TO CHANGE PENDING BOARD OF REGENTS APPROVAL

All new students are charged a \$15.00 Identification Card Fee and all new degree seeking students are charged a \$30.00 orientation fee in addition to the above schedule.

There may also be additional course fees, please review the current course schedule for details.

Textbook prices can be found on the Bookstore webpage at www.helenacollege.edu.

PAYMENT DEADLINES

Summer 2020: May 27, 2020 — Students registered for first, full, or multiple sessions

June 23, 2020 — Students registered for second session only

Fall 2020: August 14, 2020

Spring 2021: December 30, 2020

If you register after these dates please see the semester calendar for payment deadlines.

STUDENTS WHO HAVE NOT FINALIZED THEIR BILL OR NOT PAID BY THE PUBLISHED PAYMENT DEADLINES WILL BE DROPPED FROM ALL CLASSES AND FEES MAY BE APPLIED.

YOUR SCHEDULE BILL

What does your schedule bill mean? Your billing statement is a combination of your class schedule, the number of registered credits, and the amount it costs to attend Helena College.

Why is it so important to pay/finalize? Until your schedule and corresponding bill are accepted by you online, by mail, or in person, you are not counted as a Helena College student. Your financial aid will not disburse to your account. **If your schedule bill is not paid/finalized by the published payment deadline, you will be dropped from all classes.**

How do you access your billing statement online?

- Go to **MyHC**, log in to your account
- Select Student Services
- Select Payment and Account Information
- Select Pay and Finalize your Registration Bill

Financial aid will not be applied to your account until you finalize your billing statement with the Business Office by the payment deadline. If this is not completed, you will be dropped from your classes.

Remember, after you have accepted your Financial Aid you must wait 24 hours for your Business Office account to reflect you have Financial Aid funds for your tuition. If you do not wait, the system will require you to use a credit card or E-check for payment. Please contact the Financial Aid Office with questions.

What if you have funding from an outside source? You will not be able to use the online feature. Bring your signed schedule bill in to the Cashier.

If you have questions, call Student Accounts at **406-447-6921**. If funding is not showing on your billing statement, you must notify Student Accounts.

HOW TO PAY ONLINE

Log into MyHC by going to www.helenacollege.edu and click on MyHC link

- Click on the "Student Services" link
- Click on "Payment and Account" Information
- Click on "Pay and Finalize Registration Bill"
- Select the semester you will be attending and click on the "Submit" button
- Click on "Pay/Finalize Registration Bill"

Even if you do not have a balance due, you must pay/finalize your bill with the Business Office.

- If your financial aid is paying your bill, click on "Pay and Finalize Registration Bill."
- If you have a balance due after your financial aid award, you will need to pay the remaining balance using the e-check or credit card method.
- If you choose to use the deferred payment method, click on the link provided and complete the online application. You will receive an email once approved with instructions on how to proceed.
- If you are paying by credit card or e-check, click on "Make Electronic Payment" and choose the preferred method of payment.
- Enter the appropriate information needed for the payment type you selected; you need a valid 10-digit phone number for the payment to process (example 406-123-4567).
- To ensure enrollment, review your account to ensure all payments have been appropriately applied.

PAYMENT

DEFERRED PAYMENT PLAN

SUMMER 2020

No deferred payment plan is available for summer sessions

Login to MyHC to complete the application for the deferred payment there is an additional \$30 administration fee.

FALL 2020

A deferred payment plan is authorized providing the student completes a contract and:

1. At least $\frac{1}{4}$ of balance due must be paid by the published payment deadline;
2. $\frac{1}{4}$ is paid by September 2, 2020;
3. $\frac{1}{4}$ is paid by October 1, 2020;
4. The full amount is paid by November 2, 2020.

SPRING 2021

A deferred payment plan is authorized providing the student completes a contract and:

5. At least $\frac{1}{4}$ of balance due must be paid by the published payment deadline;
6. $\frac{1}{4}$ is paid by February 1, 2021;
7. $\frac{1}{4}$ is paid by March 1, 2021;
8. The full amount is paid by April 1, 2021.

TRANSIT FINANCIAL WELLNESS

Transit — Financial Wellness is a short on-line program designed to give you the skills required to better understand and manage your finances while in college and beyond. Transit will empower you to make well-informed decisions about your financial responsibilities before you make the types of decisions that could have consequences for years to come. All incoming students are encouraged to complete the on-line course. For additional details and login instructions, visit www.helenacollege.edu.

EVERFI ALCOHOLEDU AND SEXUAL ASSAULT PREVENTION

Helena College cares about students' health and safety. We have implemented two online courses as a requirement for all new students.

Through education, Everfi AlcoholEdu reduces high-risk drinking and alcohol related harms among college students. The program is composed of surveys, knowledge tests, and alcohol-related information.

Sexual Assault Prevention uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences.

Both programs are completed entirely online and have specific due dates. Students must earn a grade of 75% or higher to pass each course. Helena College is required to restrict students who fail to complete either course on time or with a passing grade from registering for any future classes.

For additional details and log-in instructions, visit www.helenacollege.edu

CALENDAR FOR SUMMER 2020

April	13	Registration begins
May	8	Registration for new students begins
May	25	Memorial Day — No Classes, College Closed
May	26	Beginning Of Full Session And First Half Session Begins
May	27	Payment is due for students registered in the full session or first half session Last day to add classes through MyHC for the full session or first half session. An add form, instructor approval, and a \$10 processing fee will be required after today. Students registered on or after this day will be assessed a \$40 late registration fee.
June	1	Last day to add a full session or first half class with instructor permission Last day to drop a first half session course online without a grade of "W"
June	8	Last day to drop a full session course online without a grade of "W"
June	22	6-Week Summer Session Begins
June	23	Payment is due for students registered in 6-week session. Last day to add 6-Week Summer Session.
June	25	Everfi Alcohol Edu and Sexual Assault Prevention Part 1 due for summer admitted students
June	26	First Half Summer Session ends
June	29	Last day to drop a 6-Week session online without a grade of "W"
July	3	4th of July Observed — No Classes, College Closed
July	17	Last day to drop a full session course; grade reflected will be a "W"
July	23	Last day to drop a 6-Week course; grade reflected will be a "W"
July	31	Full session and 6-Week Session ends
August	7	Summer grades posted to MyHC

CALENDAR FOR FALL 2020

July	27	Priority Application Date
August	10	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
		Application deadline for fall semester
August	12	Orientation - Airport Campus
August	13	Orientation - Donaldson Campus
August	14	Orientation - Donaldson Campus
August	17	Fall Semester Starts, First Block Classes Begin
August	18	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
August	19	Last day to add classes through MyHC – An add form, instructor approval, and a \$10 processing fee will be required after today.
		Students registered on or after this day will be assessed a \$40 late fee.
August	21	Last day to drop First Block Classes without record and receive a refund.
August	26	Last day to add classes - An add form, instructor approval, and \$10 processing fee are required.
September	1	Second Deferred Payment Due
September	4	15th class day - Last day to drop full semester courses online without a grade of "W" and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
September	7	Labor Day – No Classes, College Closed
September	11	Last day to drop First Block Classes; grade recorded will be a "W".
September	21	Start of Second Block of Classes
September	24	Last day to drop first half only classes; grade reflected will be a "W"
September	28	Last day to drop Second Block Classes without record and receive a refund
September	30	AlcoholEdu and Sexual Assault Prevention part 1 due for fall admitted students
October	1	Third deferred payment due
October	5	First half semester classes end
October	6	Second Half Semester Classes Start
October	7	Midterm grades posted to MyHC
October	15	Last day to drop second Block Classes; grade recorded will be a "W".
October	19	Registration for spring/summer semester begins for current students
October	21	End of Second Block Classes
October	22	Start of Third Block Classes
October	28	Last day to drop Third Block Classes without record and receive a refund
November	2	Final deferred payment plan due
		Graduation applications for spring and summer 2021 graduates
November	3	Election Day – No Classes, College Closed
November	11	Veteran's Day – No Classes, College Closed
November	4	Last day to drop classes; grade reflected will be a "W"
November	16	Last day to drop second half only classes; grade reflected will be a "W"
November	19	Last day to drop Third Block Classes; grade recorded will be a "W".
November	25	Last day of Fall Semester
November	26-27	Thanksgiving Break – No Classes, College Closed
December	1	Fall Grades Due
December	4	Fall Grades Posted to MyHC

CALENDAR FOR SPRING 2021

November	9	2020	Registration begins for current students
December	1	2020	Registration for new students begins
December	11	2020	Priority Application Date
December	31	2020	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
			Application Deadline For Spring Semester
January	11	2021	Spring Semester Classes Begin
January	12		Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day and fees may be applied.
January	13		Last day to add classes through MyHC — An add form, instructor approval, and a \$10 processing fee will be required after today. Students registered on or after this day will be assessed a \$40 late fee.
January	18		Martin Luther King Day — College Closed
January	21		Last day to add classes — An add form, instructor approval, and \$10 processing fee are required.
February	1		15th class day — Last day to drop full semester courses online without grade of “W” and receive a refund. Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day and fees may be applied.
			Second Deferred Payment Due
February	15		President’s Day — No Classes, College Closed
February	23		Last day to drop first half class; final grade will be reflected a “W”
February	26		Everfi AlcoholEdu and Sexual Assault Prevention Part 1 due for spring admitted students
March	1		Third deferred payment due
March	4		First half semester classes end
March	5		Helena College Day — No Classes, College Open
March	8		Midterm grades posted to MyHC
March	8—12		Spring Break — No Classes, College Open
April	1		Final deferred payment plan due
April	5		Registration for Fall Semester begins
April	15		Last day to drop classes; grade reflected will be a “W”
April	26		Last day to drop second half only classes; grade reflected will be a “W”
May	3		Graduation applications are due for Fall 2021 graduates. Registration for new students begins for Fall 2021 classes.
May	5		Last Day Of Spring Semester
May	8		Graduation
May	12		Spring grades posted to MyHC

FALL 2020 BLOCK SCHEDULE & ADD/DROP DEADLINES

August	17	First Block Classes Begin
August	21	Last day to drop First Block Classes without record and receive a refund
September	11	Last day to drop First Block Classes; grade recorded will be a "W"
September	18	End of First Block
September	21	Start of Second Block Classes
September	28	Last day to drop Second Block Classes without record and receive a refund
October	15	Last day to drop Second Block Classes; grade recorded will be a "W"
October	21	End of Second Block Classes
October	22	Start of Third Block Classes
October	28	Last day to drop Third Block Classes without record and receive a refund
November	19	Last day to drop Third Block Classes; grade recorded will be a "W"
November	25	End of Third Block Classes

SPRING 2021 BLOCK SCHEDULE & ADD/DROP DEADLINES

January	11	First Block Classes Begin
January	15	Last day to drop First Block Classes without record and receive a refund
February	9	Last day to drop First Block Classes; grade recorded will be a "W"
February	16	End of First Block
February	17	Start of Second Block Classes
February	23	Last day to drop Second Block Classes without record and receive a refund
March	24	Last day to drop Second Block Classes; grade recorded will be a "W"
March	31	End of Second Block Classes
April	1	Start of Third Block Classes
April	7	Last day to drop Third Block Classes without record and receive a refund
April	28	Last day to drop Third Block Classes; grade recorded will be a "W"
May	5	End of Third Block Classes

Block classes are 25 days in total and must be added before the start of the block.

Refunds for a complete withdrawal will be given on the following schedule:

Drop before the start of the block	100%
1st and 2nd instructional days of the block	90%
3rd and 4th instructional days of the block	75%
5th instructional day of the block	50%
Refunds will not be given after the 5th instructional day	0%