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](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 student’s 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.

Online Application

Select a semester and/or academic program

Spring 2016

Next  Select a Different Semester and/or Academic Program

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](image)

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](image)
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).

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.

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

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.

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