# ADMISSIONS & REGISTRATION GUIDE

COMMUNITY COLLEGE OF **DENVER**

**SPRING 2015**

WWW.CCD.EDU

# WELCOME TO
## COMMUNITY COLLEGE OF DENVER

**Thank you for choosing Community College of Denver.** Our goal is to give you an exceptional education. CCD is a comprehensive two-year, public institution of higher education that offers a variety of certificate and degree programs. Planning for your education is important to your success.

CCD publishes this *Admissions and Registration Guide* to help with the pre-enrollment process. **The full current class schedule is online at www.ccd.edu**

## TABLE OF CONTENTS

CCD students are responsible for reading and following college policies and procedures that apply to every enrolled student. You will find the policies outlined in the college catalog online at www.ccd.edu and in the CCD Student Handbook. Copies of the Student Handbook are available in Student Life, Tivoli Student Union, Room 309.

*Community College of Denver does not discriminate on the basis of sex/ gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation in its employment practices and educational programs and activities.*

Information on occupations, rates for completion and placement, program costs and median loan debt may be found at www.ccd.edu/ gainfulemployment.

## ACCREDITATION

CCD is accredited by The Higher Learning Commission and is a member of the North Central Association. For more information, contact The Higher Learning Commission

30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Phone: 800.621.7440 / 312.263.0456
Fax: 312-263-7462 / www.ncahigherlearningcommission.org

## CCD GUIDING PRINCIPLES

### CCD VISION STATEMENT
Every member of our community will attain the education he or she desires.

### CCD MISSION STATEMENT
CCD provides our diverse community an opportunity to gain quality higher education and achieve personal success in a supportive and inclusive environment.

### CCD VALUES
Involvement • Student-Focus • Integrity • Lifelong Learning Excellence • Healthy Work Environment

### CCD GOALS FOR 2014-2015
Increase CCD retention, completion and transfer rates.
Connect students to CCD support programs and resources.
Support student achievement of CCD's institutional outcomes.
Develop and improve relationships within our community.

### INSTITUTIONAL OUTCOMES
Community College of Denver has established the following institutional outcomes:
• A CCD graduate is a **Complex Thinker**.
• A CCD graduate is an **Effective and Ethical User of Technology**.
• A CCD graduate is an **Effective Communicator**.
• A CCD graduate is **Globally Aware.**
• A CCD graduate is **Personally Responsible**.
• A CCD graduate is a **Numeric Thinker**.

# DIRECTORY OF OFFICES AND SERVICES

## BUILDING ABBREVIATIONS

CNF . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Confluence
CHR . . . . . . . . . . . . . . . . . . . . . . . . . . Cherry Creek Building
BLD . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Boulder Creek
CLR . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Clear Creek

General Information . . . . . . . . . . . . . . . . . . . . . 303-556-2600

Accessibility Center, CNF 121. . . . . . . . . . . . . . . . . 303-556-3300

Academic Advising Center, CNF 123 . . . . . . . . . . . . . 303-556-2481
*Last walk-in/appointment at 4:30 p.m. See ccd.edu for which advisor to see and advisor availability hours.*

Academic Support Center. CNF 401 . . . . . . . . . . . . . 303-556-2497
*Tutoring in reading, writing, math, study skills, English-as-a-Second-Language and other subject areas.  Monday - Thursday, 8 a.m.- 7 p.m.; Friday, 8 a.m.- 4 p.m.; Saturday, 11 a.m.- 3 p.m.*

Academic Technology Center, (ATC), BLD 104 . . . . . . . . 303-556-2520
*Monday - Friday, 8 a.m. - 4 p.m.; Saturday 9 a.m. - 3 p.m.; Sunday, closed.*

Admissions, Registration & Records, CNF 114 . . . . . . . . 303-556-2420

Arts & Humanities, Center for, CHR 307 . . . . . . . . . . . 303-556-2473

Auraria Campus General Information . . . . . . . . . . . . . 303-556-2400
ARha Voice/TDD . . . . . . . . . . . . . . . . . . . . . . 303-556-3300

Book Store, Auraria Tivoli Student Union . . . . . . . . . . 303-556-4286
*Monday - Thursday, 8 a.m.- 6 p.m.; Friday, 8 a.m.- 5 p.m. Saturday, 10 a.m.- 3 p.m.*

Campus Closures . . . . . . . . . . . . . . . . . . . . . . . 303-556-2401

Campus Recreation, PE/Event Building . . . . . . . . . . . . 303-556-3210
*Monday - Thursday, 6:30 a.m.- 8:50 p.m.; Friday, 6:30 a.m.- 6 p.m.; Saturday, 9 a.m.- 4 p.m.*

Career and Technical Education, Center for, CHR 201 . . . 303-556-2487

Career & Technical Education Tutoring Services, CHR 201  303-556-6305

Career Development Center, CHR 111. . . . . . . . . . . . . 303-352-3306

Cashier's Office, CNF 119 . . . . . . . . . . . . . . . . . . . 303-556-2075

CEC Middle College of Denver, Career Ed. Ctr., CHR 151. . 303-352-6494

Center for Special Programs, CNF 123 . . . . . . . . . . . . 303-556-3608
*UMI, WISE, 50 Plus Initiative, HSI*

Child Care Center, Auraria ELC . . . . . . . . . . . . . . . . 303-556-3188
*Monday - Friday, 7 a.m. - 6 p.m.*

College Opportunity & Student Outreach, CNF 114 . . . . 303-556-6078

College Pathways, CHR 216. . . . . . . . . . . . . . . . . . 303-352-3301

Computer Labs, (see Academic Technology Center)

Credit for Prior Learning, CNF 114 . . . . . . . . . . . . . . 303-556-2420

Dean of Student Development & Retention, CNF 123 . . 303-556-3605

Dental Hygiene Clinic, CCD Lowry 753 . . . . . . . . . . . 303-365-8338

Educational Opportunity Center (EOC) (TRIO) CHR 137 . .303-352-TRIO
*Free information, assistance and referrals in career testing and counseling, admissions and financial aid forms completion and scholarship search assistance.  Appointment required.*

Financial Aid, CNF 120 . . . . . . . . . . . . . . . . . . . . 303-556-5503

First Year Experience, CHR 141 . . . . . . . . . . . . See Resource Center

Gay, Lesbian, Bisexual, Transgender Student Services, TIV 213 303-556-6333

Foundational Skills Institute (GED), CNF 301 . . . . . . . . 303-556-3805

Graduation (Admissions, Registration & Records), CNF 114 303-352-3210

Health Center, PL 150 . . . . . . . . . . . . . . . . . . . . . 303-556-2525

Health Sciences at Lowry, Center for  . .  Lowry Campus 849 303-365-8300

HigherOne, denver.higheroneaccount.com/ . . . . . . . . 1-877-524-4013

Honors Program, CHR 307 . . . . . . . . . . . . . . . . . . 303-556-3861

ID Cards and Housing Services, TIV 269 . . . . . . . . . . . 303-556-8385
*Monday - Thursday, 8 a.m. - 8 p.m., Friday, 8 a.m. - 6 p.m.*

International Student Services, CNF 114 . . . . . . . . . . . 303-352-3300

KEYS Scholarship, CNF 123 . . . . . . . . . . . . . . . . . . 303-352-3342

Library, Auraria, LM  . . . . . . . . . . . . . . . . . . . . . 303-556-2639
*Monday - Thursday 7:30 a.m. - 10 p.m.; Friday, 7:30 a.m. - 6 p.m.; Saturday 9 a.m. - 5 p.m. Sunday, 11 a.m. - 8 p.m.*

Lost and Found, Confluence Welcome Center and TIV 269 303-556-8385

Math & Science, Center for, CNF 301 . . . . . . . . . . . . 303-556-2460

Orientation for New Students, CNF 115 . . . . . . . . . . . 303352-3274

Parking and Transportation, 7th St. Garage. . . . . . . . . 303-556-2000
*Monday - Friday, 7:30 a.m. - 5:30 p.m.*

Performing Arts, Behavioral & Social Sciences, Center for . . . . . . . . . . .
. . . . . . . . . . . . . . . . . . . . . . . . . KC 594, 303-352- 3061

Phi Theta Kappa, CNF 301. . . . . . . . . . . . . . . . . . . 303-556-2792

Phoenix Center at Auraria. TV 227 . . . . . . . . . . . . . . 303-556-6011
*Interpersonal Violence Support Services*

**Police**
Routine Calls, . . . . . . . . . . . . . . . . . . . . . . . . 303-556-5000
EMERGENCY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 911

President's Office, CHR 301 . . . . . . . . . . . . . . . . . . 303-556-3786

Promissory Notes, CNF 119 . . . . . . . . . . . . . . . . . . 303-556-2075

Provost, CHR 301 . . . . . . . . . . . . . . . . . . . . . . . . 303-352-3048

Registration & Records, CNF 114 . . . . . . . . . . . . . . . 303-556-2420

Resource Center, CHR 141. . . . . . . . . . . . . . . . . . . 303-556-4964

Student Life, TIV 309 . . . . . . . . . . . . . . . . . . . . . . 303-556-2597

Student Government, TIV 310 . . . . . . . . . . . . . . . . . 303-556-2532

Student Union, Tivoli Building . . . . . . . . . . . . . . . . 303-556-6330

Student Support Services (TRIO SSS), CHR 137 . . . . . . . .303-352-TRIO

Summer Bridge Program (TRIO SSS), CHR 137. . . . . . . . .303-352-TRIO

Teacher Education Academy . . . . . . . . . . . . . . . . . 303-556-2439

Testing Center, CNF 216. . . . . . . . . . . . . . . . . . . . 303-556-3810
*Monday & Thursday, 8 a.m. - 5 p.m., Tuesday & Wednesday 8 a.m. - 7 p.m., Friday, 9 a.m. - 5 p.m. First and Third Saturdays 8 a.m. - 2 p.m. Last test handed out 1 hour before closing. See complete hours and modified holiday schedules at www.ccd.edu/testing*

Transfer Success Center, CHR 111. . . . . . . . . . . . . . . 303-556-2461

Tuition Deferral, (see promissory notes)

Tutoring Labs, CNF 401 . . . . . . . . . . . . . . . . . . . . 303-556-2497

Urban Male Initiative, CNF 123. . . . . . . . . . . . . . . . 303-556-3608

Veteran Affairs Office, CNF 114 . . . . . . . . . . . . . . . 303-352-5008

*\*The following offices open at 9 a.m. on Fridays: Academic Advising, Accessibility Center, Admissions, Registration & Records, Call Center, Career Development Center, Center for Special Programs, College Opportunity & Student Outreach, Educational Opportunity Center, Financial Aid, Human Services, Resource Center, Student Life, Student Support Services, Testing Center, Transfer Success Center and the Welcome Center.*

# CALENDAR OF IMPORTANT DATES SPRING 2015

## NOVEMBER
First Day of Registration for Spring 2015 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Nov. 10
Fall Break . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .[no classes, all locations open] . . . . . Nov. 24 – 30

## DECEMBER
Winter Break . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..[no classes, all locations closed] . . . Dec. 25 – Jan. 1

## JANUARY
FAFSA for 2015-2016 becomes available . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Jan. 1
Tuition payment deadline . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Jan. 12
Martin Luther King, Jr. Holiday . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ..[no classes, all locations open] . . . . . . . .Jan. 19
First day of classes spring 2015 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Jan. 20
Last day to register for regular 15-week class . . . . . . . . . . . . . . . . . . . . . . . . . . [for full semester 15-week classes] . . . . . . . .Jan. 26

## FEBRUARY
Last day to drop a class for 15-week classes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [AKA Census Date, also see chart inside] . . . . . . . . Feb. 6
Last day to submit an amended application form for full 15-week classes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Feb. 6
Graduation application deadline for spring 2015 . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Feb. 10
President's Day . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [classes in session, all locations open] . . . . . . . .Feb. 16
Last day to petition for in-state tuition for 15-week classes . . . . . [contact Admissions, Registration & Records for other sessions] . . . . . . . .Feb. 18

## MARCH
International Student application deadline . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . March 1
Spring Break . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . [no classes, campus open] . . . . March 23 – 29

## APRIL
Early registration for Summer 2015 starts . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 6
Early registration for Fall 2015 starts . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 13
Financial aid priority deadline for 2015–2016 awards and scholarships . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 15
Last day to withdraw from a 15-week class and receive a "W" . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . April 20

## MAY
Last day of classes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . May 11
Commencement . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .TBA
Grades available online . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . May 16
Memorial Day . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .[no classes, all locations closed] . . . . . . . . May 25

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## STUDENT AFFAIRS EXTENDED HOURS SPRING 2015
**The following Student Affairs (SA) offices are open extended hours to better serve you.** *Academic Advising, Accessibility Center, Admissions, Registration & Records, Call Center, Career Development Center, College Opportunity & Student Outreach, Educational Opportunity Center, Financial Aid, Human Services, Resource Center, Student Life, Testing Center, Transfer Success Center, Trio Student Support Services and the Welcome Center.*

| | SA Offices | Welcome Center | | SA Offices | Welcome Center |
|---|---|---|---|---|---|
| Monday, Jan. 12 | 8 am – 6 pm | 7:30 am – 7 pm | Wednesday, Jan. 21 | 8 am – 6 pm | 7:30 am – 7 pm |
| Tuesday, Jan. 13 | 8 am – 6 pm | 7:30 am – 7 pm | Thursday, Jan. 22 | 8 am – 6 pm | 7:30 am – 7 pm |
| Wednesday, Jan. 14 | 8 am – 6 pm | 7:30 am – 7 pm | Friday, Jan. 23 | 8 am – 5 pm | 8 am – 5 pm |
| Thursday, Jan. 15 | 8 am – 6 pm | 7:30 am – 7 pm | Saturday, Jan. 24 | 9 am – Noon | 9 am – Noon |
| Friday, Jan. 16 | 8 am – 5 pm | 8 am – 5 pm | Monday, Jan. 26 | 8 am – 6 pm | 8 am – 7 pm |
| Saturday, Jan. 17 | 9 am – 2 pm | 9 am – 2 pm | Tuesday, Jan. 27 | 8 am – 5 pm | 8 am – 7 pm |
| Monday, Jan. 19 | 8 am – 6 pm | 7:30 am – 7 pm | Wednesday, Jan. 28 | 8 am – 5 pm | 8 am – 7 pm |
| Tuesday, Jan. 20 | 8 am – 6 pm | 7:30 am – 7 pm | Thursday, Jan. 29 | 8 am – 5 pm | 8 am – 7 pm |
| | | | Friday, Jan. 30 | 8 am – 5 pm | 8 am – 5 pm |

# STEPS TO SUCCESSFUL APPLICATION FOR NEW STUDENTS

NEW STUDENTS: USE THIS WORKSHEET TO APPLY & REGISTER FOR CLASSES AT CCD. FOR FULL INSTRUCTIONS, SEE PAGES 4-14.

## 1. APPLY TO CCD AT WWW.CCD.EDU

❏ You need to apply for admission to Community College of Denver if you are new to college, transferring from another institution or returning to CCD after an absence of more than one year.

❏ Record your student identification number.

❏ Apply for the College Opportunity Fund (COF) on your admissions application.

❏ To transfer credit from any regionally accredited institution, provide official transcripts to Admissions, Registration & Records.

## 2. APPLY FOR FINANCIAL AID

❏ Fill out the Free Application for Federal Student Aid (FAFSA) at **www.FAFSA.gov**. This is your application for all federal and state grants, loans and work-study. CCD's school code is **009542**. Every year, the priority deadline for the FAFSA and CCD scholarships is April 15. The financial aid process can take four to six weeks, so start early! Apply for CCD scholarships at www.ccd.edu. You may contact the Educational Opportunity Center for assistance in applying.

Date FAFSA completed _____/_____ /_____

## 3. ACTIVATE YOUR CCD EMAIL ACCOUNT

❏ It is the official means of communication between you and the college. Record your password in a secure location. At least once a week you should sign in to CCDConnect, the web portal for the college, to view your registration, financial aid status and check your email account.

My CCD email address is:

_____

## 4. MEET THE ASSESSMENT REQUIREMENT

In order to register for classes, all students must meet assessment requirements in the areas of math, reading and English. You must do one of the following:

A. Take the placement test to assess your current academic skill level. Before you take the test, you are strongly encouraged to complete an Accuplacer Workbook and to attend an Accuplacer Workshop. Completing the workbook may also exempt you from paying the $10 test fee. Bring your completed workbook to the Testing Center prior to testing.
**OR**

B. Provide a copy of ACT or SAT scores (no more than five years old) with the following scores

| ASSESSMENT | ACT | SAT |
|---|---|---|
| English | 18 | 440 *(Critical Reading)* |
| Math | 19 | 460 |

**OR**

C. Provide the Testing Center with an unofficial copy of college transcripts from a regionally accredited institution along with the *Transcript Intake Form* for review.

If you believe you will need accommodations for your test due to a disability, contact the Accessibility Center.

## 5. ATTEND NEW STUDENT ORIENTATION

All new first-time students must attend orientation before receiving advising. A hold will be placed on your account until you have attended a session. Transfer students should also attend orientation. Register at **www.ccd.edu/NewStudentOrientation**.

New Student Orientation Date: _____

Time: _____ Location: _____

## 6. GET ADVISING

A. All students new to CCD should meet with an advisor in the Academic Advising Center.
**OR**

B. Any student needing to complete developmental education courses should see the Academic Advising Center.
**OR**

C. If you are seeking a certificate that is 30 credits of less, meet with the Program Advisor in that Academic Center.
**OR**

D. If you tested into ESL classes, meet with the ESL Advisor in Cherry Creek 307.

If you need help determining what type of advisor you should see, contact the Academic Advising Center.

My Advisor: _____

Phone: _____

Email: _____

If you believe you will need accommodations for your courses, contact the Accessibility Center.

## 7. REGISTER FOR CLASSES

❏ Register through CCDConnect at ccd.edu. Register early for best selection of classes and times. Be sure to check for any registration holds. See page 9 for complete instructions.

## 8. COMPLETE THE PAYMENT PROCESS

❏ Pay your tuition and fees in full at least one week before classes start. Payment options are available. If you register for a course after the payment deadline, payment is due within 24 hours of the time you register. If you miss the payment deadline, you may be dropped from all classes and your original classes may no longer be available. If you have been offered enough financial aid to cover your balance, you may not be required to make a payment.

❏ Activate your CCCS HigherOne Refund Card to select your refund preferences.

## NEXT STEPS

❏ **Immunization Records to Health Center**
All students must provide proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria.

❏ **Purchase your Student ID and RTD Pass**
Your CCD ID is $20 at the Student ID Center in the Tivoli. Bring your schedule and valid, government-issued photo ID.

❏ **Get your Books and Supplies**
Visit Student Life for more information.

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**Admissions, Registration & Records**
303-556-2420 • Confluence 114
**Academic Advising Center**
303-556-2481 • Confluence 123
**Accessibility Center**
303-556-3300 • Confluence 121
**Cashier's Office**
303-556-2075 • Confluence 119
**Center for Health Sciences at Lowry**
303-365-8300 • Lowry Campus, Bldg. 849

**Educational Opportunity Center**
303-352-TRIO (8746) • Cherry Creek (SO) 137
*One-on-one admissions, COF and financial aid assistance, call for appointment.*
**Financial Aid**
303-556-5503 • Confluence 120
**New Student Orientation**
303-352-3274 • Confluence 115
**Testing Center** • 303-556-3810 • Confluence 216
www.ccd.edu/testing • Fax: 303-556-8027
**Student Life**
303-556-2597 • Tivoli 309

*All forms are available at www.ccd.edu/studentforms.*

# STEPS TO REGISTRATION FOR RETURNING STUDENTS

**RETURNING STUDENTS: USE THIS WORKSHEET TO REGISTER FOR CLASSES AT CCD. SEE FULL INSTRUCTIONS ON PAGES 9-14. START WITH STEP 6.**

❑ **CHECK YOUR ACADEMIC STANDING**
You need to be in "good standing" or "initial standing" academically in order to register for classes. If you see "academic probation" or "suspension", please see the Academic Advising Center or your Program Advisor.

❑ **CHECK YOUR STUDENT EMAIL.** Review and take care of any important emails.

❑ **PAY ANY OUTSTANDING BILLS** at the CCD Cashier's Office.

❑ **CHECK TO MAKE SURE YOU DON'T HAVE ANY CURRENT "HOLDS" ON YOUR ACCOUNT**

❑ **BE SURE YOU ARE MAKING SATISFACTORY ACADEMIC PROGRESS (SAP)**
If you receive financial aid, view your Satisfactory Academic Progress status on CCDConnect, under the Student Finance tab, in the "Financial Aid Information" box. Contact Financial Aid if you have questions.
If you are Ineligible for financial aid, print appeal forms at www.ccd.edu/studentforms. Fill out the forms, then see your designated General Studies or Program Advisor to review and sign your appeal paperwork. Attach required documentation before submitting to Financial Aid.

❑ **REVIEW DEGREEWORKS** to plan out your preferred class schedule. For assistance, see the Admissions, Registration & Records Office or the One Stop Center in Confluence.

❑ **VERIFY THAT YOU'VE DECLARED THE CORRECT MAJOR**

❑ **UPDATE YOUR CONTACT INFO**
(phone, address, etc) in CCDConnect.

**6. MAKE AN APPOINTMENT TO SEE AN ADVISOR** or plan to come in during walk-in advising hours. CCD has two types of advisors: General Studies Advisors and Program Advisors.

❑ **Which Type of Advisor Should I See?**
The one you should see is dependent on your status.

**IF YOU: are undecided/undeclared**, see the Academic Advising Center.

**IF YOU: are seeking a certificate that is 30 credits or less,** please see a Program Advisor in one of the Academic Centers.

**IF YOU: are a continuing student in college-level coursework and have declared a major/designated degree**, please see a Program Advisor in one of the Academic Centers. ⟶

**IF YOU: are in college-level coursework and are interested in a Health Sciences program**, please see a Program Advisor at the Lowry Campus. ⟶

**7. GO ON CCDCONNECT TO REGISTER FOR YOUR CLASSES.**
❑ Register early for best selection of classes and times. Be sure to check for any registration holds. See page 9 for complete instructions, or stop by the One Stop Center in Confluence if you need assistance.

**I'VE PICKED MY MAJOR, WHICH PROGRAM ADVISOR SHOULD I SEE?**
That depends what program you're in. Call the Academic Center that houses your chosen major.

**Arts & Humanities**
**303-556-2473 • CHR 307**
Art, English/Journalism/Literature, Philosophy, Humanities, World Languages, Graphic Design, Communications & ESL

**Performing Arts & Behavioral & Social Sciences**
**303-352-3061 • KC 594**
Human Services, Paralegal, Behavioral Sciences, Anthropology, Sociology, Psychology, Women's Studies, History, Geography, Political Science, Music & Theater

**Math & Science and Pre-Health**
**303-556-2460 • CNF 301**
Biology, Chemistry, Mathematics, Science, Physics, Pre-Engineering, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary & Integrated Nursing Pathway

**Career & Technical Education**
**303-556-2487 • CHR 201**
Accounting, Information Technology, Education, Business Administration, Economics, Early Childhood Education, Elementary Education, Applied Technology, Business Technology, Engineering Graphics/Drafting, Computer Science, Medical Administrative Assistant, Welding and CNC Manufacturing

**Center For Health Sciences at Lowry**
**303-365-8300 • Lowry Campus 849**
Computed Tomography, Dental Hygiene, Emergency Medical, Radiologic Technology, Radiation Therapy, Veterinary Technology, Electroneurodiagnostic Technology, Mammography and Nurse Assistant

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**Admissions, Registration & Records**
303-556-2420 • Confluence 114
**Academic Advising Center**
303-556-2481 • Confluence 123
**Accessibility Center**
303-556-3300 • Confluence 121
**Cashier's Office**
303-556-2075 • Confluence 119
**Center for Health Sciences at Lowry**
303-365-8300 • Lowry Campus, Bldg. 849

**Educational Opportunity Center**
*One-on-one admissions and financial aid assistance, call for appointment.*
303-352-TRIO (8746) • Cherry Creek (SO) 137
**Financial Aid**
303-556-5503 • Confluence 120
**New Student Orientation**
303-556-3788 • Confluence 115
**Testing Center** • 303-556-3810 • Confluence 216
www.ccd.edu/testing • Fax: 303-556-8027
**Student Life**
303-556-2597 • Tivoli 309

**8. COMPLETE THE PAYMENT PROCESS**
❑ Authorize your College Opportunity Fund (COF) if you have not previously selected the "Lifetime Authorization" option.
❑ Pay your tuition and fees in full at least one week before classes start.
❑ Activate your CCCS HigherOne Refund Card to select your refund preferences.

**RE-APPLY FOR FINANCIAL AID YEARLY**
You'll need to complete a FAFSA early each spring. Want help? Call the Educational Opportunity Center (EOC) to set an appointment.

*All forms are available at www.ccd.edu/studentforms.*

# HOW TO APPLY TO BECOME A STUDENT AT CCD

## STEP 1 APPLY TO CCD

Admissions, Registration & Records

New applicants and former students returning after an absence of more than three consecutive semesters must complete an admissions application online at www.ccd.edu.

There is no application fee and the college accepts all students who are at least 17 years of age. For students under the age of 17, a Request for Waiver of Admissions may be granted. Please refer to the Catalog for additional information on the waiver process.

The college may deny admission to anyone whose background indicates that his or her presence would endanger the health, safety, welfare, or property of others, or would interfere with the function of the college. Additionally, CCD reserves the right to deny admission or continued enrollment to anyone who has misrepresented his or her credentials or background.

### Tuition Classification (Residency)

Tuition classification is based on the information provided on the application for admission. Failure to answer all questions could lead to initial classification as non-resident for tuition purposes. After status is determined it remains unchanged in the absence of satisfactory evidence to the contrary.

New students who feel their non-resident status was based on incomplete information must submit the Amended Application form to the Admissions, Registration & Records Office for re-review. This must be completed by no later than the earliest drop (census) date for courses in which students are enrolled.

Continuing students who have attended as non-residents and believe they have met the requirements for in-state tuition must submit the Petition for In-State Tuition form for evaluation. Petitions and supporting evidence must be submitted within 30 days of the first day of class.

U.S. citizens or qualifying non-U.S. citizens who have been domiciled in Colorado for one year or more continuously prior to the start of the term may qualify for in-state tuition. Students must show that they intend to make Colorado their permanent home at the beginning of the one-year domicile period by obtaining legal ties with the state (i.e. driver's license, vehicle registration, voter registration, etc.). Tuition classification for students under the age of 23 will be based on their parent or court-appointed legal guardian's domicile. Students under the age of 23 who have been emancipated for at least one year prior to the first day of class and wish to be considered for in-state tuition based on their domicile in CO must provide proof of emancipation along with the Petition for In-State Tuition form.

Active duty military personnel stationed in Colorado and their dependents qualify for in-state tuition by submitting the Active-duty Military Residency Requirement Waiver certified by an Education Services Officer on the base in which they are stationed.

For more information on residency requirements, visit the Colorado Department of Higher Education's web site at highered.colorado.gov, or contact Admissions, Registration & Records.

### Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) is a program through which students in participating states may enroll at a special, reduced tuition rate, lower than the out-of-state tuition rate, excluding the College Opportunity Fund.  Participating states include Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington,Wyoming and the Commonwealth of the Northern Mariana Islands (CNMI). Contact Admissions, Registration & Records for more information.

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### Sign up for College Opportunity Fund (COF)

Sign up online at www.collegeincolorado.org.  All students who are residents of Colorado and are planning to enroll in college must sign up for the College Opportunity Fund (COF) stipend, which will pay a portion of each student's total in-state tuition.  Eligible students who do not sign up for COF must pay their entire tuition bill, including the portion that would have been paid by the COF stipend.  You must also authorize your COF each semester to have it applied to your tuition bill.  Be sure to check your bill to ensure that the authorization was applied to your account. For more detailed instructions, download a Quick Guide PDF at www.ccd.edu/EnrollmentQuickGuides, or contact COF at ask-cof@college-assist.org or 720-264-8550.

### HOW TO APPLY FOR COF

#### Step One: SIGN UP

1. Go to www.ccd.edu, click on CCDConnect
2. Login using your Student ID number (S#) and password
3. Click on the Student tab
4. Click on "Apply for COF"
- Be sure to type your correct SSN and date of birth
- Be sure to use your legal name that appears on your driver's license and social security card
- Be sure to use your current address
- Be sure your information matches your CCD student record in CCDConnect (see CCDConnect section for instructions) *It is **vital** that your personal information match exactly what you have on file at the CCDConnect website, or the computer will not be able to authorize your stipend.*
- Be sure to enter your correct Driver's License number or Colorado ID number.

#### The Second Step: AUTHORIZE

You must authorize your COF at CCD each semester that you are enrolled in classes.

1. Go to www.ccd.edu, click on CCDConnect
2. Login using your Student ID number (S#) and password
3. Click on the Student tab
4. Click on "Authorize COF"
5. Select the term for which you wish to authorize the COF Stipend, click submit
6. Select the appropriate action, click submit
7. After successful completion of this step, you will receive a message that states "Your choice was saved successfully."

After you have authorized your COF, it takes three to five days for it to apply to your student account.  Double check the line items on your billing statement under "Registration Menu." It should show COF and the amount that was credited to your account.  If, after 5 days, this line item is not on your billing statement, call Admissions, Registration & Records at 303-556-2420.

Students may visit the Educational Opportunity Center (EOC) for assistance applying for admissions and COF. Call 303-352-TRIO (8746) for an appointment.

## ADDITIONAL CONSIDERATIONS

If you are: transferring in credits, applying to special programs that need pre-requisites, an international student, a concurrent enrollment student, an interinstitutional student or studying for your GED, see below.

### Transfer Students

Students who want to earn transfer credit for courses they completed at another regionally accredited post-secondary institution must have official transcripts from prior schools sent directly to Admissions, Registration & Records. Transfer credit will be evaluated for degree-seeking or certificate-seeking students who are currently registered. CCD will only transfer in credits which apply to the student's declared program of study. Please allow 7 - 10 business days for completion of transfer evaluations.

### Application to Selective Admissions Programs

CCD offers many programs or courses that require students to take pre-requisite courses. Admission to the college does not guarantee acceptance to a program that has selective admissions standards or requirements. Check the requirements for each academic program and course in the college catalog at www.ccd.edu.

### International Student Applicants

International students who want to enroll at CCD must submit the following documents:

❑ International Student Application for Admission – online
❑ International Student Application fee ($20)
❑ Official high school and any prior college transcripts from their home country. Academic documents must be translated to English, evaluated and certified.
❑ Financial support documents from either a United States or international bank showing that the student or their parents/sponsor(s) have a minimum of $25,565 U.S. dollars for a nine-month academic year to cover tuition, books and living expenses for their stay in the United States. Financial documentation should be converted to U.S. dollars and translated to English. An Affidavit of Support must accompany all financial documents, singed by the student and their Sponsor(s).
❑ Evidence of proficiency in the English language. An official TOEFL score report should be sent directly to CCD by indicating the institution code 4137 when taking the exam. Refer to www.ccd.edu/InternationalStudents for specific test information, minimum requirements and exemptions. Proof of English proficiency does not exempt students from taking the placement test.
❑ If applicable, students who are currently attending school in the United States must also submit copies of their I-20 form, Passport, Visa and latest I-94 page.

International students applying to CCD and seeking to obtain an I-20 form to apply for an F1 Visa should visit the Office of International Student Services in Admissions, Registration & Records.

### Concurrent Enrollment at CCD

Through Concurrent Enrollment, CCD provides an opportunity for high school students to take college classes while they are still enrolled in high school. Students can take CCD classes at their high school campus as well as at the Auraria campus. The credits that students earn will be part of their CCD transcripts and also count for high school graduation requirements. Students who have met the graduation requirements of their high school, have earned a minimum of twelve transferable college credits and are deemed college-ready may apply for the ASCENT program which allows them to complete a year of college at CCD while enrolled in a fifth year of high school.

For more information, please contact the professional school counselor at your high school or the CCD College Pathways office at 303-352-3301.

### MSU Denver and UCD Inter-institutional Program

CCD and neighbor institutions Metropolitan State University of Denver (MSU Denver) and the University of Colorado Denver (UCD) have an inter-institutional agreement. CCD students can take selective courses at MSU Denver or UCD if space is available. (Note: Online and extended campus courses are not part of this agreement.) Complete an inter-institutional application form from the Admissions, Registration & Records office and submit it according to dates published by MSU Denver or UCD.

MSU Denver or UCD students can take selective courses at CCD if space is available. (Note: Online, remedial and extended campus courses are not part of this agreement.) MSU Denver or UCD students who want to take CCD classes must obtain instructions and deadlines from their home institution. All students are required to meet course prerequisites, which includes assessment testing.

Courses taken at the host institutions in no way alter existing degree requirements, but may apply toward degree requirements, subject to approval by the home school. Students are advised to confer with department chairs and/or coordinators, academic advising, or case managers before registering inter-institutionally. Students should confirm before enrolling at an institution that desired courses will satisfy degree requirements at the home institution. There is also a limit to the number of credits that can transfer.

Students may only receive financial aid at their home institution.

#### Inter-institutional Registration Deadlines
#### UCD & MSU Denver students taking classes at CCD

UCD and MSU Denver students are required to submit approved inter-institutional forms to CCD's Admissions, Registration & Records. Contact 303-556-2420.

**Spring 14**   Application dates: Nov. 10, 2014 – Jan. 26, 2015
Registration dates: Nov. 10, 2014 – Jan. 26, 2015

**CCD students taking classes at MSU Denver**, go to www.MSUDenver.edu for application and registration dates, or call 303-556-3991.

**CCD students taking classes at UCD**, go to www.ucdenver.edu for application and registration dates, or call 303-315-2600. Note: CCD students taking classes at MSU Denver or UCD may only receive financial aid at CCD.

### General Education Development (GED)

CCD offers preparation classes in Pre-GED Basic Skills and English as a Second Language to get students ready for the Colorado High School Equivalency examinations. Contact the Foundational Skills Institute for more information and an application at 303-556-3805.

## YOUR RESPONSIBILITIES REGARDING ENROLLMENT

You are responsible to make sure that you:

1. Follow the Steps to Successful Enrollment.
2. Activate your student-assigned email account and check it. regularly to receive all notifications from the college.
3. Verify residency status.
4. Provide up-to-date address and phone number.
5. Ensure that you are registered for the appropriate course(s), and that your name appears on the class roster.
6. Verify that you have received your College Opportunity Fund (COF) stipend if you are paying in-state tuition.
7. Meet college deadlines published in this schedule, catalog and online at www.ccd.edu, particularly the refund and payment deadlines.
8. Drop your classes if you decide not to attend.
9. Verify that your financial aid is approved by the payment deadline. (If not, you are expected to make official payment arrangements.)
10. Verify that your third-party payments have been received prior to the payment deadline.
11. Follow the syllabus requirements and attend courses.
12. Sign in to your CCDConnect account periodically to ensure that you have not been dropped (i.e. drop for non-attendance or non-payment).

You can verify your COF stipend, financial aid awards, payments received and address information through CCDConnect. It is important to check CCDConnect frequently for new information, especially if you are receiving financial aid or scholarships.

## STEP 2  APPLY FOR FINANCIAL AID

Financial Aid Office

Students may be eligible for financial aid to help pay for their education. All students are encouraged to apply. Most students are eligible for some type of assistance. Financial aid may include grants, scholarships, loans and work-study. More information about financial aid and how CCD processes aid is available at www.ccd.edu. The online CCD Scholarship Application can be accessed at this site as well. Students who qualify for COF may also receive CCD scholarships.

To determine financial aid eligibility at CCD, students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and include the CCD School Code 009542 on the application. If students need help filling out the FAFSA or understanding the aid process, they can make an appointment with the Educational Opportunity Center at Auraria, 303-352-TRIO (8746).

CCD participates in the Federal Direct Stafford Loan Program. With this program, students and parents borrow their student loans directly from the federal government rather than from banks or private lenders. Federal Direct Stafford and PLUS loans are a financing option available to most students. Federal Direct Stafford Loans are available year round. Interest rates on these loans are generally preferable to credit card interest rates. See www.ccd.edu or contact the Financial Aid Office for more information.

### Your Financial Aid Responsibilities

Financial aid applicants must activate their CCD email account. To protect their privacy, all requests and notifications are emailed to that CCD email account. This includes information about eligibility and award payments.

If a student is awarded grants, scholarships or has accepted loan funds, this money will be applied toward tuition. If the award is less than the total tuition bill, the student must pay the difference when registering for classes. It is the student's responsibility to check the bill to ensure the aid is applied. If the amount of aid received is greater than the total tuition bill, the remaining funds will be paid to the student via the student's HigherOne account. Financial aid funds are paid after the last day

to drop a full-semester course (census date). Assistance for book purchases is available for students who qualify. See "Book Advance" at www.ccd.edu.

If a student does not receive the financial aid award before the payment deadline, the student must make arrangements through the Cashier's Office or through CCDConnect to pay the tuition bill in full. If the student's financial aid award is granted during the same semester, the student may receive these funds as full or partial reimbursement.

Courses in different sections may have different start and end dates. To remain eligible for all of Title IV aid, students must complete at least one credit in each section for which they are enrolled. If all sections are not completed, the student must repay any unearned federal Title IV funding. Students who owe a repayment may not be able to receive financial aid at any school until the payment is made.

Students who do not begin attending classes or do not actively participate in an academic event (as defined by the Federal Title IV regulations) are not eligible for financial aid. This includes federal, state and institutional aid. Any funds received must be immediately repaid.

Students who fail to drop from classes prior to the published drop date are responsible for any tuition and fees and may be required to repay financial aid. A copy of this policy is available in the CCD Financial Aid Office and online at www.ccd.edu.

To remain eligible for financial aid, students must meet the terms of the Satisfactory Academic Progress Policy. Details are online at www.ccd.edu.

## STEP 3  ACTIVATE YOUR COLLEGE-ASSIGNED EMAIL

The college-assigned student email account is the primary official means of communication between students and the college. Students are expected to sign in and check their account on a frequent and consistent basis as they will be responsible for all information sent there. This account is active for life.

## STEP 4  MEET THE ASSESSMENT REQUIREMENT

CCD Testing Center

All CCD students who are studying for a degree or certificate and any non-degree seeking students who are 17, 18 or 19 years of age must take an assessment test that measures their current skill levels in math, reading and English, so that they may register for classes appropriate for their skill level. You must have an application on file before taking the CCD assessment test. You can apply at www.ccd.edu. Most college-level courses have pre-requisite knowledge and skills. If students aren't at college level in an area, advisors will help with enrollment in developmental classes that will raise skill levels. Students will need to take developmental classes until their skills reach college-level. Students must meet the assessment requirement before they can meet with an advisor.

**It is strongly recommended that students review for the placement test so that they can do their best. The college offers a free Accuplacer Preparation Workbook, which can be found in Confluence 216, or online at www.ccd.edu/testing, then by clicking on "Accuplacer Placement Tests," as well as free Accuplacer tutoring if you have any questions about the workbook. Accuplacer tutoring will help you prepare for test day and refresh your math, reading and English skills. There is a $10 fee to take the Accuplacer test; this fee may be waived by completing the workbook to the best of your ability.** Bring your completed workbook to the Testing Center prior to testing.

Re-tests on any part of the assessment may be available. Students may do only one retake without permission from their advisor. Retesting more than once requires approval from an advisor. Retesting more than twice requires approval from the director of the Testing Center. If a student scores between 20 and 23 on arithmetic, reading comprehension or sentence skills, they must meet with their advisor prior to retesting.

The assessment test is not timed, but allow approximately two and a half hours to take the test.

# FINANCIAL AID 101

## SIGNING UP FOR FINANCIAL AID

**COMPLETE THE FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID) ONLINE AT WWW.FAFSA.GOV**

- Link your FAFSA to the IRS using the IRS Data Retrieval Tool.
- Enter CCD's school code (**009542**) on your FAFSA.
- CCD's Financial Aid Office should receive the results of your FAFSA from the Department of Education within one week.
- Your FAFSA is good for the fall, spring, and summer semesters.
- In January, you can submit a new FAFSA for the upcoming academic year.
- Your FAFSA will let the CCD Financial Aid Office know if you qualify for grants, work-study and loans.

## TYPES OF AID

### GRANTS

- Grants are free money to help you pay for school. You don't have to repay a grant as long as you complete your classes.
- Grant awards are based on full time enrollment (12 or more credit hours), and the amount that pays into your account will be reduced if you are enrolled less than full time.
  – Full time (12 or more credit hours)
  – Three quarter time (9-11 credit hours)
  – Half time (6-8 credit hours)
  – Less than half time (1-5 credit hours) for the Federal Pell Grant only
    No other aid is allowed, and not all students qualify.
  – 6 to 8 credit hours during the summer semester is considered half time for financial aid purposes

### WORK-STUDY

- Flexible on-campus jobs are available while you're in school.
- If awarded work-study, find a job on campus through the Career Development Center's online job board called Career Connections.

### LOANS (OPTIONAL)

- Loans must be paid back with interest six months after your enrollment falls below half time.
- If your financial aid will cover your tuition and fees, we advise avoiding borrowing loans.
- Your award letter will give you directions on how to accept your loan offer on CCDConnect.
- Loans are offered in amounts of $3,500 for freshmen and $4,500 for sophomores (those who have earned at least 30 college-level credit hours).
- First-time Direct Loan borrowers at CCD must complete a **Master Promissory Note (MPN)** and **Entrance Counseling** online at www.studentloans.gov before loan funds pay into their CCD student account. There is a 30-day delay before funds are released.

### SCHOLARSHIPS

- Priority deadline is April 15. You may apply after that date, but apply early for the best chance for an award.
- Submit your **essay and apply online** at www.ccd.edu/scholarships.
- If you are receiving a private scholarship, notify the donor that you are attending CCD.
- Any scholarships or third party funding you receive may affect your eligibility for other financial aid awards.

## CHECK TO SEE IF ANY ADDITIONAL INFORMATION IS REQUIRED FROM YOU.

- Check your student email or CCDConnect account to view your award and see if any more documents are required. Contact the CCD Financial Aid Office with any questions.
- You may be selected for a process called **verification** by the Department of Education. This may require you to submit a Tax Return Transcript from the IRS and fill out other forms, which may take additional time to complete.
- You will only be awarded financial aid after all of your paperwork has been received and processed, so you need to act on this quickly.

*THE FINANCIAL AID PROCESS MAY TAKE UP TO **6-8 WEEKS***

*THE PRIORITY DEADLINE FOR FALL FINANCIAL AID IS **APRIL 15***

## RECEIVE YOUR AWARD LETTER

- Your award letter will list the types of financial aid you may be able to receive at CCD and will give you instructions on how to accept your awards.
- Most awards require students to be enrolled in at least 6 credit hours (half time status).

## AFTER YOU REGISTER FOR CLASSES

- Once you register for your classes, make sure your financial aid awards are enough to cover the cost of your tuition and fees.
- If your awards are not enough, you will need to pay the difference, or you may be dropped from classes. Set up a payment plan with the Cashier's Office or online through your CCDConnect account.

## DROPPED FROM CLASSES FOR NON-PAYMENT?

- The payment deadline for the semester is the Monday before the first day of classes for that semester.
- If you are dropped out of your classes, you'll need to re-enroll, make payment arrangements within 24 hours, and you may not get into the classes you want.

## HOW TO GET YOUR FINANCIAL AID

### ACTIVATE YOUR HIGHERONE CARD

- You will be mailed a HigherOne card after enrolling for classes.
- Financial aid will first pay into your outstanding balance of tuition/fees and then all refunds from grants, loans, and scholarships will be sent to you through your HigherOne card.

### BOOK ADVANCE

- If eligible, up to $500 of your expected financial aid may be advanced to your HigherOne account the week before classes start .
- To qualify: 1) your accepted financial aid award must be higher than your balance due. 2) You must be registered for classes. 3) Your financial aid file must be completed at least one month before the semester starts.

## KEEP IT GOING

### MAINTAIN SATISFACTORY ACADEMIC PROGRESS

- You must meet Satisfactory Academic Progress (SAP) requirements after every semester or you will lose eligibility for financial aid.
- You must maintain a cumulative GPA of 2.0.
- You must pass at least 67% of all credit hours attempted.
- You may only receive financial aid for up to 150% of the amount of credits required to earn your degree/certificate (90 credits for a 60 credit associate's degree, including any transfer credits).
- If you withdraw from or fail any of your classes ("W"s, "F"s, "U"s, or combinations), you may be required to repay all or a portion of your financial aid.

**CCD Financial Aid Office** • Confluence 120 • 800 Curtis St. • Denver CO 80204 • 303-556-5503 • FinancialAid@ccd.edu • www.ccd.edu/finaid

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**You may be exempt from one or more of the tests if you meet one of the following criteria:**

- ACT scores with a minimum of 18 in English and 19 in math, or SAT scores with a minimum of 440 on verbal for English and 460 in math. An ACT score of 23 in math is required for MAT 121.
- proof of an associate (AA or AS only) or higher degree from another regionally accredited institution.
- transcripts showing that you have successfully completed basic skills instruction in reading, writing or mathematics from another regionally accredited institution.
- transcripts showing that you have successfully completed (the equivalent of "C" or better) a college-level course in English and/or math from another regionally accredited institution.

Submit copies of your college transcripts or test scores, along with either the Transcript Intake Form or the Test Score Intake Form, to the Testing Center to get an exemption from taking all or part of the assessment test. Forms can be found at www.ccd.edu/testing under "Transcript & Test Score Review for Exemption." Scores must be from within the past five years. You can fax your transcripts directly to the Testing Center at 303-556-8027. Please include a CCD ID number.

**English-as-a-Second-Language (ESL) Test**

If English is a student's second language, they will be required to take tests to measure their level of English proficiency in reading, grammar and listening comprehension. Students should allow three hours to finish the ESL test.

**Assessment for Distance Learning Students**

Students who take online classes also must meet the assessment requirement. Contact the CCD Testing Center at 303-556-3810, or visit www.ccd.edu/testing for instructions on completing your testing from a distance.

**Make-up Tests**

During the regular semester, the Testing Center also administers make-up tests for classes.  See the Testing Center schedule online for testing times and to make an appointment. Students should be sure their instructor has given a copy of the test to the Testing Center prior to their scheduled appointment. PLEASE ALLOW SUFFICIENT TIME TO TAKE YOUR TEST. Please do not wait for the last day to take a test; the Testing Center is very busy during midterms and finals.

## STEP 5 ATTEND NEW STUDENT ORIENTATION

College Opportunity and Student Outreach

New Student Orientation teaches students important information about being a successful student at CCD.  Topics covered in orientation include: group advising, class registration, campus resources, financial aid and getting involved on campus.  Take advantage of this opportunity to meet other students and prepare for your success at CCD.

**ALL NEW FIRST-TIME STUDENTS ARE REQUIRED TO ATTEND ORIENTATION BEFORE RECEIVING ADVISING.** A hold will be placed on a students account until they have attended a session. Register at www.ccd.edu/NewStudentOrientation.

Exemptions from Orientation are provided under certain limited circumstances. Please visit www.ccd.edu/NewStudentOrientation to review the exemption requirements, and then contact the orientation department directly at ccd.orientation@ccd.edu or 303-352-3274 to inquire about an exemption. International students have different requirements. Students exempt from Orientation must still complete an online orientation session at www.ccd.edu/NewStudentOrientation prior to meeting with an advisor.

For more information, go to www.ccd.edu/NewStudentOrientation.

# CONTINUING STUDENTS: START HERE

## STEP 6 GET ADVISING

All new students must see an academic advisor if they are registering for the first-time, are undeclared or non-degree seeking. Additionally, any student on academic probation or suspension must see their general Studies Advisor or Program Advisor.

The best time to see an advisor is before the start of registration each semester. This ensures a greater chance of  having the right academic tools to be successful. Advisors are knowledgeable about all college resources and can inform students of campus specialists who can further assess their needs and provide access to appropriate programs and services. There are three main branches of advising at CCD, the one a student should see is based on your status. See "Meet with the Right Advisor" below.

Academic advising centers on campus are here to support students; however, students are ultimately responsible for monitoring their own progress and understanding CCD policies.

**MEET WITH THE RIGHT ADVISOR**

**New Students**

All students **new** to CCD should meet with an advisor in the Academic Advising Center. See ccd.edu for which advisor to see and their hours.
- CNF 123 • 303-556-2481
  OR

**Developmental Education**

 Any student needing to complete developmental education courses should see the Academic Advising Center.
- CNF 123 • 303-556-2481
  OR

**English-as-a-Second-Language Students**

 Any student testing into ESL Classes should see the ESL advisor.
- CHR 307
  OR

**Continuing Students**

Any continuing/transfer students who are at college-level and declared in a program/major should see a Program Advisor in an Academic Center
  OR

Any new or continuing student seeking a certificate that is 30 credits or less should see a Program Advisor in an Academic Center:

**Arts & Humanities  303-556-2473 • CHR 307**
Art, English/Journalism/Literature, Philosophy, Humanities, World Languages, Graphic Design, Communications and ESL

**Performing Arts & Behavioral & Social Sciences
303-352-3061 • KC 594**
Human Services, Paralegal, Behavioral Sciences, Anthropology, Sociology, Psychology, Women's Studies, History, Geography, Political Science, Music and Theater

**Math & Science and Pre-Health  303-556-2460 • CNF 301**
Biology, Chemistry, Mathematics, Science, Physics, Pre-Engineering, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary & Integrated Nursing Pathway

**Career & Technical Education  303-556-2487 • CHR 201**
Accounting, Information Technology, Education, Business Administration, Economics, Early Childhood Education, Elementary Education, Applied Technology, Business Technology, Engineering Graphics/Drafting, Computer Science, Medical Administrative Assistant, Welding and CNC Manufacturing

**Center For Health Sciences at Lowry
303-365-8300 • Lowry Campus 849**
Computed Tomography, Dental Hygiene, Emergency Medical, Radiologic Technology, Radiation Therapy, Veterinary Technology, Electroneurodiagnostic Technology, Mammography and Nurse Assistant

*If you need help determining what type of advisor you should see, call the Academic Advising Center at 303.556.2481 or stop by Confluence 123.*

**Accessibility Center**

Many student have conditions which present barriers to their ability to participate in college classes in the same fashion as other students. Those conditions may be invisible, like having a diagnosed learning disability. If you know you have a condition that interferes with your success, or if you think you may have such a condition, you're invited to consult with CCD's Accessibility Center, in Confluence 121, to discuss your situation with us. All conversations are confidential.

The AC complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Rehabilitation Act of 1973/ Section 504 guidelines. The following services may be available to qualifying disabled students: sign language and oral interpreting; notetaking; use of assistive technology and adaptive software; consultation with instructors; testing accommodations; classroom furniture accommodations; tutor referral; and liaison with rehabilitation agencies and other Colorado postsecondary institutions.

Students who need accommodations due to a disability should register with the AC as early as possible, and should plan ahead so they can be assisted in fully accessing their college education.

## STEP 7   REGISTER FOR CLASSES ON CCDCONNECT

Admissions, Registration & Records

It is the responsibility of the student to add, drop, or withdraw from courses in accordance with deadlines published by the college.

Students may drop courses before the published census deadline to avoid being assessed tuition or to receive a tuition refund.

Adding, dropping, or withdrawing from classes may affect federal student aid and VA benefits. Please consult the Financial Aid Office and/ or Veteran's Services prior to taking such action.

**Course Registration Waitlist**

When a course reaches maximum capacity and is no longer available for registration, students will have the option to wait-list for that section through CCDConnect. If a seat becomes available, the first student on the waitlist will be notified of the opening via their college-assigned student e-mail account. The open seat will only be reserved for a maximum period of 24 hours. Students are not automatically added and must take action to register within the time allowed, or the open seat will be offered to the next student in the waitlist queue.

If a seat becomes available on the last day to register, students must register before 11:59 p.m. on that day. There are no exceptions for students who do not register within the time allowed. Only students who are officially registered are allowed to attend classes and faculty will not sign students into a full class, nor will late-registration be allowed after the last day to register. For this reason, students are encouraged to register early for best course selection.

# CCDConnect

Choose the Student tab to:
- • Update your contact information (address, telephone, email)
- • Register, look up and withdraw from classes
- • Authorize COF each semester • Access your grades and transcripts
- • View your class schedule • See Important Dates Calendar

Choose the Student Finance tab to:
- • Review your billing statement
- • Check your financial aid award, accept award offers
- • Pay your bill by credit card or set up a payment plan
- • Check the status of your financial aid requirements

Choose the Campus Life tab for:
- • Information about Auraria events • Parking & transportation links
- • More on career development

# HOW TO REGISTER FOR CLASSES

**GO TO WWW.CCD.EDU** click CCDConnect

**IF YOU'RE ALREADY A CCD STUDENT, ENTER YOUR USER ID AND PASSWORD:**

**Enter your Student ID (aka "S" number) in the User ID Field**
- • "S" must be in upper case, after the S everything is a number.
- • Your Student ID number can be obtained from the Admissions, Registration & Records Office, or your Academic or Program Advisor.

**Enter Your Password**
- • Once you login, you will be automatically directed to the "update Your password" page to create a new password. Your password can be letters or a combination of letters and numbers.
- • After resetting your password, you will be asked to enter a security question. Create a question to which you will remember the answer.
- • If you forget your password, click "Forgot Password" on the login page and the security question page will display.
- • **Help is available 24/7 at 1-888-800-9198 if you experience trouble logging into your account.**

Click: Login

**CLICK THE STUDENT TAB.**

**CLICK ADD OR DROP CLASSES.**
   Students attending multiple CCCS colleges should make sure the Institution is set to Community College of Denver.

**SELECT TERM AND CLICK SUBMIT.**

**READ AND ACCEPT THE STUDENT ACCOUNT PAYMENT AGREEMENT.**

**ENTER THE 5-DIGIT COURSE REFERENCE NUMBER (CRN).**
   for the class you would like to add and click Submit Changes. Multiple CRNs may be entered

**IF YOU DO NOT KNOW THE CRN, CLICK CLASS SEARCH.**

**SELECT SUBJECT AND CLICK COURSE SEARCH.**
- • To select multiple subjects, press and hold the "Ctrl" key.
- • Select Advanced Search to narrow course results.

**SELECT VIEW SECTIONS.**

**CHECK THE AVAILABLE COURSE AND CLICK REGISTER.**
The "Select" column may contain the following codes:
- • Blank – You may currently enroll in this section
- • C – Section closed, no seats available. Select another section, waitlist the section or check back later.

Check the section in which you wish to enroll, and click "Register."

**FOR MORE DETAILED INSTRUCTIONS, DOWNLOAD A QUICK GUIDE PDF AT WWW.CCD.EDU/ENROLLMENTQUICKGUIDES.**

### Academic Standing

Students on academic suspension are unable to register for courses. Please see the Suspension Advisor in the Academic Advising Center in Confluence 123 to reinstate registration.

### Auditing Classes

Students may audit – or take for no credit – courses listed in this schedule at the regular tuition rate. The deadline to register for audit is the census date (See calendar). Students cannot change an "audit" to a "for-credit" class after the census date. The College Opportunity Fund does not apply to audited courses. For more information, please contact Admissions, Registration & Records.

### Colorado Community Colleges Online

CCCOnline is a consortium comprised of the thirteen community colleges in the Colorado Community College System. Students pursuing the Associate of Arts (AA) or Associate of Science (AS) degree programs may complete these entire degrees by taking CCCOnline courses. For additional information about CCCOnline, please refer to www.ccconline.org.

### Course Load

Students should discuss with their advisor about how many courses to sign up for in a semester. The maximum load for all students is 18 credit hours. Special permission may be granted by either the Director of Academic Advising or the Director of Program Advising. A *Course Overload Check Sheet* must be submitted to the appropriate director by the student's advisor for review and approval.

### Inter-institutional Registration

CCD degree- or certificate-seeking students who want to take classes at Metropolitan State University of Denver (MSU Denver) and at the University of Colorado Denver (UCD) can pick up inter-institutional application and registration forms from Admissions, Registration & Records. Review the instructions and deadlines before submitting forms. Students who participate in the inter-institutional program are responsible for following the procedures and deadlines set by all three institutions. Online and extended campus courses are not part of this interinstitutional agreement; CCD students are not allowed to register for these courses.

   MSU Denver or UCD students who want to take classes at CCD can obtain inter-institutional application and registration forms from their home institution. These forms are authorized by their home institution prior to submitting them to CCD. Application and registration must adhere to the deadlines published. The amount of credit taken at CCD must be equal to or less than the amount of credits taken at the student's home institution. Online, remedial and extended campus courses are not part of this interinstitutional agreement; MSU Denver and UCD students are not allowed to register for these courses. After completion of the application and registration process, CCD will process the forms to prevent tuition assessment. The student will be responsible for paying for these courses at their home institution. Schedule adjustments must be processed according to the published deadlines at the home institution and CCD.

### Consortium Agreement

If students are attending more than one institution during a semester, they may only receive financial aid from ONE institution. The school from which they receive their financial aid is called their "home institution." In some instances, a consortium agreement may be made between two institutions which will allow receiving aid based on the cumulative enrollment from both institutions. For student loan repayment purposes, it is advised that a student be enrolled in at least six credits at their "home institution." For more information, contact the Financial Aid Office. Consortium agreements are not the same as inter-institutional registration.

### Withdrawals

After census date, students may withdraw from classes up to the published withdrawal deadline. A grade of "W" will appear on official records and full tuition and fees will be assessed. Consult your instructor or designated advisor before withdrawing. Withdrawls can negatively impact financial aid as well.

## STEP 8   COMPLETE THE PAYMENT PROCESS

See page 11 for a tuition and fee chart. Cost calculators are available on our website at www.ccd.edu.

   Students must pay their tuition and fees ON or BEFORE the tuition payment deadline. If they register for a course after the deadline, they must pay within 24 hours. After the last day to drop, students are responsible to pay tuition in full.

   CCD accepts cash, personal check, Discover, American Express, MasterCard or Visa. Students assume full responsibility for tuition, fees and any other incurred debts. CCD has a $17 fee for returned checks. You can go to www.ccd.edu/pay for more information.

**Tuition Payment Deadline Jan. 12**

**It is your responsibility to remember to pay your tuition on time.** Failure to do so may result in being "dropped" from all your classes. After Jan. 12, tuition must be paid within 24 hours of registration.

Here are your payment options:
• Pay online by credit card during registration.
• Set up a payment plan online.
• Mail payment to: Community College of Denver, Campus Box 700, P.O. Box 173363; Denver, CO 80217-3363.
• Pay in person at the Cashier's Office or use the drop box.

### Promissory Notes

If a student is registered for six or more credit hours and does not owe CCD money, they can defer a maximum of 50 percent of their tuition and fees. This service will cost a $35 deferral fee and students must be prepared to make payments on the due dates. Promissory note applications will be accepted until the last day of the add period (See calendar). Visit the Cashier's Office for the promissory note form.

   CCD and a collection service will pursue unpaid balances. Students will be responsible for any collection charges up to 25 percent of the unpaid balance.

### FACTS Tuition Management

CCD's FACTS Tuition Management program helps students conveniently budget for college expenses. The plan allows students to pay tuition and fees either by credit card or automatic bank payment in four installments. Students wanting this option can secure classes for a $35 enrollment fee and 25 to 50 percent of tuition as down payment, depending on when they apply.

### Veterans Benefits for Tuition

Veterans who plan to use Veterans Administration educational benefits (Montgomery Chapter 30 or Dependent Education Assistance Chapter 35) may apply for an advanced payment. Please submit an application five weeks before the first day of class to allow sufficient processing time. Apply online at www.gibill.va.gov. Veterans are responsible for their tuition while they wait for the VA to process their application. For more information, contact a VA representative in Admissions, Registration & Records at 303-352-5008.

# TUITION AND FEES

**View the most current tuition and fee chart at www.ccd.edu.** Tuition rates may change.  Differential tuition rates will be applied to Dental Hygiene, Nursing, CCD Online and CCCOnline courses (see chart below). For more information on tuition and fees, go to www.ccd.edu.  For complete tuition, payment and refund deadline information, see pages 10. Contact the Cashier's Office at 303-556-2075 regarding tuition and payment questions.

## TUITION AND FEE TABLE RESIDENT                                                    NONRESIDENT

| Credit Hours | Resident Tuition Rate | COF Stipend* | Student Share | Student Fees** | Resident Total | Non-Resident Tuition Rate | Non-Resident Total |
|---|---|---|---|---|---|---|---|
| 1 | $199.90 | - $75.00 | $124.90 | $188.45 | $313.35 | $512.35 | $700.80 |
| 2 | $399.80 | - $150.00 | $249.80 | $207.39 | $457.19 | $1,024.70 | $1,232.09 |
| 3 | $599.70 | - $225.00 | $374.70 | $226.33 | $601.03 | $1,537.05 | $1,763.38 |
| 4 | $799.60 | - $300.00 | $499.60 | $259.45 | $759.05 | $2,049.40 | $2,308.85 |
| 5 | $999.50 | - $375.00 | $624.50 | $278.39 | $902.89 | $2,561.75 | $2,840.14 |
| 6 | $1,199.40 | - $450.00 | $749.40 | $297.33 | $1,046.73 | $3,074.10 | $3,371.43 |
| 7 | $1,399.30 | - $525.00 | $874.30 | $333.29 | $1,207.59 | $3,586.45 | $3,919.74 |
| 8 | $1,599.20 | - $600.00 | $999.20 | $352.23 | $1,351.43 | $4,098.80 | $4,451.03 |
| 9 | $1,799.10 | - $675.00 | $1,124.10 | $371.17 | $1,495.27 | $4,611.15 | $4,982.32 |
| 10 | $1,999.00 | - $750.00 | $1,249.00 | $390.11 | $1,639.11 | $5,123.50 | $5,513.61 |
| 11 | $2,198.90 | - $825.00 | $1,373.90 | $409.05 | $1,782.95 | $5,635.85 | $6,044.90 |
| 12 | $2,398.80 | - $900.00 | $1,498.80 | $437.95 | $1,936.75 | $6,148.20 | $6,586.15 |
| 13 | $2,598.70 | - $975.00 | $1,623.70 | $450.52 | $2,074.22 | $6,660.55 | $7,111.07 |
| 14 | $2,798.60 | - $1,050.00 | $1,748.60 | $463.09 | $2,211.69 | $7,172.90 | $7,635.99 |
| 15 | $2,998.50 | - $1,125.00 | $1,873.50 | $475.66 | $2,349.16 | $7,685.25 | $8,160.91 |
| 16 | $3,198.40 | - $1,200.00 | $1,998.40 | $488.23 | $2,486.63 | $8,197.60 | $8,685.83 |
| 17 | $3,398.30 | - $1,275.00 | $2,123.30 | $500.80 | $2,624.10 | $8,709.95 | $9,210.75 |
| 18 | $3,598.20 | - $1,350.00 | $2,248.20 | $513.37 | $2,761.57 | $9,222.30 | $9,735.67 |
| 19 | $3,798.10 | - $1,425.00 | $2,373.10 | $525.94 | $2,899.04 | $9,734.65 | $10,260.59 |
| 20 | $3,598.20 | - $1,500.00 | $2,098.20 | $538.51 | $2,636.71 | $10,247.00 | $10,785.51 |

## DIFFERENTIAL TUITION RATES per credit hour (not including fees)

| | Resident Tuition | Resident COF Stipend | Resident Share | Non-Resident Tuition | Non-Resident Share |
|---|---|---|---|---|---|
| Standard Tuition | $199.90 | - $75.00 | $124.90 | $512.35 | $512.35 |
| Dental Hygiene | $320.00 | - $75.00 | $245.00 | $512.35 | $512.35 |
| Nursing | $257.85 | - $75.00 | $182.85 | $512.35 | $512.35 |
| CCD/CCC Online*** | $295.75 | - $75.00 | $220.75 | $336.50 | $336.50 |

\* The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges.  The State gives money for the subsidy to students by sending it to the institution the student designates.  This money, known as COF stipends, is applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend.  The college receives the money and it appears as a credit on your tuition bill.  Currently the COF stipend is estimated to be worth $75 per credit hour.  ESTIMATED BASE TUITION CALCULATION: Total estimated base in-state tuition ($199.90) minus estimated "College Opportunity Fund Stipend" ($75) equals the student's estimated share of in-state tuition ($124.90).

\*\* Miscellaneous fees include:  a student activity fee of $6.37/credit hour with a $76.44 maximum; an Auraria Higher Education Center bond fee $36.96 for 1-3 credit hours, $51.14 for 4-6 credit hours, $68.16 for 7-11 credit hours, and $78.12 for 12 or more credit hours; an Auraria library resource fee of $4.57/ credit hour; an Auraria Health Center fee of $2; an RTD fee of $89.00; a Student Building Fee of $8.00/ credit hour; a Health Center Fee(MSCD Med Ctr) of $24/term; a Clean Energy Fee of $5/term and a $12.55 registration fee.  Satellite locations, online courses and health programs are not automatically assessed RTD, Auraria Library, and AHEC bond fees.  See Student Fee information on page 6.

\*\*\* Fees & refund deadlines differ for CCCOnline courses.  See calendar at www.ccconline.org.

Note:  An Instructional Program Fee of $6.60/credit hour will be added for Med-High cost classes and all MAT and ENG classes.

## Financial Aid as Part of the Payment Process

If an awarded grant, scholarship or accepted loan will not cover the full payment of the tuition and fee balance, students are responsible for the remaining balance due. Students can be dropped after the tuition payment deadline, and are dropped for non-payment nightly beginning on the tuition payment deadline (see calendar of important dates). Check with the Cashier's Office for details. Students awarded grants, scholarships or loans in excess of their tuition and fee balance will not be dropped for non-payment.

Note: Financial aid grants are awarded based on full-time enrollment (12 or more credit hours). The grant aid that will pay to the student account is prorated based on actual enrolled credit hours. Students enrolled in 9–11 credits will have their grants adjusted to three-quarter time; students enrolled in 6–8 credits will have their grants adjusted to half time; students enrolled in less than six credits should check with the Financial Aid Office for payment amounts. Federal Direct Stafford and PLUS loans are awarded based on enrollment in a minimum of six credit hours. Students enrolled in less than six credit hours are not eligible for federal loans or work-study.

Students who would like to receive a Federal Direct Loan must make sure to complete the entire Direct Loan process and be enrolled in at least six credit hours prior to the last day to add classes.

If students are receiving financial aid, the final step is to make sure that their award is applied to their accounts.

## Tuition Refund Policy

Students who pay out of pocket may receive a 100 percent refund of tuition and fees through the census date (the last day to drop). Please see the calendar of registration deadlines by session in this schedule. If a student received financial aid, their awards may be adjusted. Please contact Financial Aid for more information. **CCD will not give refunds or financial credits after the census date.** Please check your class schedule for any amount owed to the college. Contact the Cashier's Office for questions about your account balance.

## HigherOne

All refunds of tuition/fee charges or credits from financial aid payments are paid through HigherOne. Students will receive a HigherOne issued CCCS Refund card. This card is mailed directly to your home address. Therefore it is important to keep your address updated with CCD. Once you receive your CCCS Refund card, you must go online to select your refund preference option.

You have two different refund preference options:
- One Account Deposit: You can set up an account directly with HigherOne; refunds will be available within 10 days of disbursement, or
- ACH Transfer: You can have the refund directly deposited into your current bank account.
- If you do not activate your card or if you do not select a refund preference, your funds will be mailed to your home address within 21 business days.

## HigherOne ATM

The HigherOne ATMs are in the Confluence and Cherry Creek lobbies. The ATM is free if you use their CCCS Refund Card, but charges a $2.50 fee for other bankcards. It is set up to dispense increments of $50; if you want a smaller amount press "Other Amt." and put in multiples of $10.

## Fee Descriptions

Students at CCD's Auraria Campus pay set fees that cover a variety of services and programs. Please see the tuition and fee chart on the inside front cover of this schedule. Fees are subject to change. All CCD students pay the following fees.
- Registration Fee: The Colorado Community College System charges a mandatory per-semester registration fee to students at all 13 of its colleges.
- Instructional Fees: CCD charges a per-credit-hour instructional program fee for high- and medium-cost classes. Other fees and charges may apply.
- Student Activity Fee: This fee supports CCD Student Life staff and programs, including Leadership Programs, CCD Student Government, The Campus Connection, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Auraria Student Health Center, and Gay, Lesbian, Bisexual & Transgender Student Services and the Phoenix Center.

Students at the Auraria Campus pay these fees as well:
- Auraria Bond Fee: Auraria Campus students voted to approve a fee to pay off the bonds that funded construction on the Tivoli Student Union, Auraria Child Care Center, campus health, physical education and recreation facilities. Students at all three Auraria institutions pay this fee.
- Clean Energy Fee: This student-approved fee is for purchasing clean, renewable, electrical power for the Auraria Campus.
- Immunization Fee: This fee supports the Auraria Health Center's efforts in providing immunization to students against Measles, Mumps, and Rubella. The program is necessary in order for the institution to remain in compliance with State Immunization Rules.
- RTD Bus Pass Fee: The Auraria Student RTD Bus Pass covers fares for local bus service in the Denver-metro area, Light Rail and all Denver Metro Express or Express Regional services. With the pass, students get a $3 discount on all SkyRide routes. The pass is not valid for local service in Boulder and Longmont or special services like the BroncosRide, RockiesRide, Access-a-Ride and Guaranteed Ride Home
- Auraria Higher Education Center Resource Library Fee: This fee supports Auraria Library functions.
- Health Center at Auraria Fee: This per semester fee is to allow continued access to the Health Center at Auraria.

## Additional Fees

Please be aware that certain departments, majors or classes may assess specific fees in order to offset associated costs, such as textbook fees, lab fees or tool kits. For a complete listing, please go to www.ccd.edu/TuitionandFees.

## NEXT STEPS

### Immunization Records to Health Center

All students must provide proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria. For more information, visit www.msudenver.edu/healthcenter/immunization

### Purchase your Student ID and RTD Pass

Your CCD ID is $20 at the Student ID Center in the Tivoli. Bring your schedule and valid, government-issued photo ID. For more information, visit www.ahec.edu/student-services, click on ID center.

### Get your Books and Supplies

Students are expected to have their books and Student ID by the first day of class.

Students should get their student ID card by taking their class schedule and a photo ID to Tivoli 269. There is a $20 fee, payable by cash, credit card, check or debit card. Call 303-556-8385 for more information.

The campus bookstore is located in the Tivoli Student Union.

Students are not required to purchase textbooks through the AHEC bookstore, but they offer new and used textbooks, and they stock all the required textbooks.

**Book Advance**

Financial aid funds are not distributed (or disbursed) until after the last day to drop or add a class (see important dates). To assist students who receive financial aid in purchasing books and supplies, the CCD Book Advance Program is available.  The CCD Book Advance Program is based on students' financial aid awards and pending payments at CCD only. This is an automatic process if students have funds available. There is no need to sign up for a CCD Book Advance.

To qualify for a CCD Book Advance, the total accepted financial aid funds must be greater than the tuition and fee balance, which will then result in a refund.  In addition, students must:
• have all financial aid requirements completed one month prior to the first day of the semester,
• be enrolled in at least six credit hours (or be Federal Pell eligible),
• be meeting Satisfactory Academic Progress requirements,
• have an activated HigherOne card, and
•  not have exceeded 30 attempted developmental credit hours.

The first round of CCD Book Advance funds will be available on HigherOne accounts by 3 p.m. on the tuition payment deadline.

The maximum advance for purchasing books is $500, or the amount of the refund, based on a student's financial aid at CCD if less than $500. The minimum amount is $50. Students who meet all the above qualifications and the financial aid priority deadlines required for the Book Advance may receive the advance prior to the first day of classes. Students not in Good Standing may experience a delay if their status must be reviewed. Students will be notified via their CCD email account through HigherOne once the credit is available. The last day for Book Advance eligibility is the Monday before the drop deadline.

**Attend Class & Be Successful!**

There are many people at CCD to support students, including instructors, classmates, Program and General Studies advisors, peer mentors, administrators, student support services and many others. Contact Student Life to get involved with student clubs and organizations, to find out about campus events, plus much more. Find CCD on Facebook at www.facebook.com/CCDEdu.

If students are planning to transfer to a four-year college or university after graduation from CCD, they should visit the Transfer Success Center in CHR 111.

## CCD REPORT CARD/STUDENT EVALUATIONS

Student evaluations of faculty during spring semester 2013 gave faculty the following scores based on a 4.0 scale, with 4.0 being the highest.

| CCD Instructors are found to: | Average |
|---|---|
| be enthusiastic about the subject | 3.60 |
| return graded materials | 3.48 |
| explain course requirements (exams, papers, grading) as stated on the syllabus | 3.50 |
| give useful feedback | 3.42 |
| know the subject matter | 3.65 |
| help students understand the concepts that are presented in this course | 3.45 |
| create a comfortable learning environment through courtesy and respect | 3.56 |
| be available to me when I need assistance | 3.46 |
| respond effectively to students' questions and comments | 3.50 |
| encourage students to think critically | 3.49 |
| connect the subject matter to the real world | 3.52 |
| help students become independent learners | 3.46 |

Be informed.

**Sign up
for the Auraria Campus
Emergency Alert System**

**Go to www.ccd.edu
to register for emergency
campus notifications via text**

# STEPS TO GRADUATION

**AS YOU NEAR COMPLETION OF YOUR CERTIFICATE OR DEGREE PROGRAM, MAKE SURE TO FOLLOW THESE STEPS TO ENSURE YOU RECEIVE YOUR DIPLOMA**

## 1. CHECK YOUR PROGRESS TOWARD GRADUATION

Do a DegreeWorks audit on CCDConnect:

A. Log on to CCDConnect.

B. Click on the "Student" tab.

C. Click "DegreeWorks" in the "Steps to Graduate" box in the right-hand column.
   - The audit for your officially declared program(s) will appear in a new window.
   - If you are pursuing multiple programs (e.g.: a certificate and an associate's degree) or have changed your major in a previous term, you can select the correct program from the "Program Type" drop-down box at the top of the page.
   - NOTE: If you do not have the correct degree declared with Admissions, Registration & Records, submit a "Program of Study Change Request." Allow seven business days for DegreeWorks to be updated with your corrected degree.

D. Print your DegreeWorks audit by clicking "Print" at the top center of the page.

## 2. APPLY FOR GRADUATION

If you plan to complete a CCD certificate or degree program, you must apply **to have your degree or certificate posted to your transcript and to be issued a diploma.** Graduation is different than the Commencement ceremony.

**Apply for graduation at the beginning of the semester in which you plan to graduate.**

Complete the following checklist:

A. Have all official transcripts from other college(s) sent to Admissions, Registration & Records (ARR).

B. Pick up a graduation application from ARR or at www.ccd.edu. The spring application deadline is Feb. 10, 2015.

C. If you are applying for graduation in an Associate of Applied Science (AAS) or certificate program, you will need to take the "Graduation Department Chair Review" form to your Program Advisor for processing. This form must be turned in with your graduation application. Students applying for an AS, AA or AGS may skip to step "D"

D. Log into your CCDConnect account to verify that your name is correct on your account. Your name in the student information system is considered official and will appear on your certificate or degree. You may need to request a name change if your name is incorrect or has changed. If so, request a "Change of Information" form from ARR.

E. Complete all paperwork if applying for Credit for Prior Learning with Admissions, Registration & Records, or the Director of Program Advising.

F. Students with a current "I" grade must have the academic center submit a grade change to ARR before the end of the next term.

G. Submit your Graduation Application and Graduation Department Chair Review form to ARR by the published deadline.
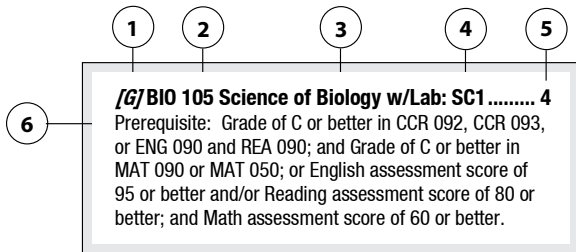
*Completing your degree and earning your diploma safeguards your hard work.*

*Make sure you complete, for your future.*

**FOR MORE INFORMATION, CONTACT**
**Admissions, Registration & Records**
303-556-2420 • Confluence 114

# HOW TO READ THIS SCHEDULE



**KEY**

**1** *[G]* - Denotes a Guaranteed Transfer Course

**2** Course Number

**3** Course Title

**4** Code for guaranteed general education core transfer courses

**5** Credit Hours: denotes number of credits to be awarded after successful completion of the course

**6** Previous coursework required to enroll in the class

## DEFINITIONS AND SYMBOLS

**Prerequisite:** A course you must have taken during any semester before this one, or an appropriate test series must have been completed.

*[G]* **Guaranteed Transfer Courses:** The general education core requirements you complete at CCD meet the lower-division general education requirements of all public baccalaureate colleges and universities in Colorado. For more information download the college catalog at www.ccd.edu.

**Corequisite:** A course you must take during the same semester.

## COURSE ABBREVIATION KEY

**The following is a complete list of major academic departments at CCD. Classes may not be offered in each department every semester. Please check the class listings in this guide.**

| Course Type | Listed Under | Prefix |
|---|---|---|
| Accounting | | .ACC |
| Advanced Academic Achievement | | AAA |
| American Sign Language | | .ASL |
| Anthropology | | ANT |
| Arabic | | ARA |
| Architecture/Engineering/Construction | | .AEC |
| Art | | .ART |
| Astronomy | | AST |
| Biology | | BIO |
| Business Technology | | BTE |
| Business Administration | | .BUS |
| Computer Aided Drafting | Engineering Graphics | CAD |
| Chemistry | | .CHE |
| Chinese | | CHI |
| College Composition & Reading | | .CCR |
| Community Health Worker | | CHW |
| Communications | | COM |
| Computer Information Systems | Information Technology | CIS |
| Computer Networking & Tech. | Information Technology | CNG |
| Computer Science | Information Technology | .CSC |
| Computer Web Based | Information Technology | CWB |
| Criminal Justice | | .CRJ |
| Dance | | DAN |
| Dental Hygiene | | DEH |
| Drafting | Engineering Graphics | .EGT |
| Early Childhood Education | | ECE |
| Economics | | .ECO |
| Education (see also Early Childhood Education) | | EDU |
| Electroneurodiagnostic Technology | | END |
| Emergency Medical Services | | EMS |
| | Engineering Graphics | .EGT |
| English | | ENG |
| English As A Second Language | | ESL |
| Environmental Science | | .ENV |
| Finance | | FIN |
| French | | FRE |
| Geography | | GEO |

| Course Type | Listed Under | Prefix |
|---|---|---|
| Geology | | .GEY |
| German | | .GER |
| Graphic Design | | MGD |
| Health and Wellness | | HWE |
| Health Professions | | .HPR |
| History | | HIS |
| Human Services | | .HSE |
| Humanities | | HUM |
| Information Technology | | CIS |
| Italian | | ITA |
| Journalism | | .JOU |
| Literature | | LIT |
| Machine and CNC Tool Operator | | MAC |
| Management | | MAN |
| Manufacturing Technology | | MTE |
| Marketing | Business Administration | MAR |
| Mathematics | | MAT |
| Multimedia Graphic Design | Graphic Design | MGD |
| Music | | MUS |
| Nurse Aide | | NUA |
| Paralegal | | .PAR |
| Philosophy | | PHI |
| Physical Education | | .PED |
| Physics | | .PHY |
| Political Science | | .POS |
| Psychology | | .PSY |
| Radiation Therapy | | .RTH |
| Radiology Technology | | RTE |
| Reading | | .REA |
| Science | see also AST, BIO, CHE, GEY, PHY | SCI |
| Sociology | | SOC |
| Spanish | | .SPA |
| Speech | Communications | COM |
| Theatre | | .THE |
| Veterinary Technology | | .VET |
| Welding and Fabrication | Fabrication Welding | WEL |
| Women's Studies | | WST |

## SPRING 2015 REGISTRATION, DROP & WITHDRAWAL DEADLINES by session

| Session | Last Day to Register (Waitlist Discontinued) | Start Date (week of) | End Date (week of) | Weeks | Last day to Drop & Receive Refund | Last day to Withdraw |
|---|---|---|---|---|---|---|
| Mon Apr Start, Last 4 Wks | 4/14/15 | 4/13/15 | 5/11/15 | 4 | 4/17/15 | 5/5/15 |
| Mon Last 5 weeks | 4/7/15 | 4/6/15 | 5/11/15 | 5 | 4/10/15 | 5/4/15 |
| Wed Start, 6 weeks | 4/2/15 | 4/1/15 | 5/11/15 | 6 | 4/7/15 | 5/4/15 |
| Fri Apr Weekends, 3 Wks | 4/4/15 | 4/3/15 | 4/18/15 | 3 | 4/6/15 | 4/15/15 |
| Tue First 9 weeks | 1/21/15 | 1/20/15 | 3/30/15 | 9 | 1/30/15 | 3/16/15 |
| Mon Late Start, 10 weeks | 2/24/15 | 2/23/15 | 5/11/15 | 10 | 3/6/15 | 4/27/15 |
| Mon Late Start, 12 weeks | 2/10/15 | 2/9/15 | 5/11/15 | 12 | 2/23/15 | 4/23/15 |
| **Tue Full Semester 15 weeks** | **1/26/15** | **1/20/15** | **5/11/15** | **15** | **2/6/15** | **4/20/15** |
| Mon Mid-Term, 5 weeks | 2/24/15 | 2/23/15 | 4/4/15 | 5 | 3/2/15 | 3/27/15 |
| Mon Late Start, 13 weeks | 2/3/15 | 2/2/15 | 5/11/15 | 13 | 2/17/15 | 4/21/15 |
| Thurs Start, 2 weeks | 2/13/15 | 2/12/15 | 2/26/15 | 2 | 2/13/15 | 2/23/15 |
| Tue First 5 weeks | 1/21/15 | 1/20/15 | 2/21/15 | 5 | 1/26/15 | 2/16/15 |
| Tues First 7.5 weeks | 1/21/15 | 1/20/15 | 3/11/15 | 7.5 | 1/28/15 | 3/2/15 |
| Tues Start, 3 weeks | 1/21/15 | 1/20/15 | 2/10/15 | 3 | 1/23/15 | 2/6/15 |
| Winterm, 2 weeks | 1/3/15 | 1/2/15 | 1/15/15 | 2 | 1/5/15 | 1/12/15 |
| Tue PED Classes, 16 weeks | 1/26/15 | 1/20/15 | 5/16/15 | 16 | 2/6/15 | 4/23/15 |
| Mon Late Start, 6 weeks | 3/3/15 | 3/2/15 | 4/18/15 | 6 | 3/9/15 | 4/9/15 |
| Winterm, 5 weeks | 12/10/14 | 12/9/14 | 1/16/15 | 5 | 12/15/14 | 1/8/15 |
| Tue First 12 weeks | 1/21/15 | 1/20/15 | 4/18/15 | 12 | 2/2/15 | 3/31/15 |
| Tue 16 Week Course | 1/19/15 | 1/13/15 | 5/11/15 | 16 | 1/30/15 | 4/17/15 |
| Thurs Late Start, 7.5 weeks | 3/13/15 | 3/12/15 | 5/11/15 | 7.5 | 3/20/15 | 4/29/15 |
| Tues Start, 3 weeks | 3/4/15 | 3/3/15 | 3/31/15 | 3 | 3/6/15 | 3/25/15 |
| Mon PED Classes, 9 weeks | 3/10/15 | 3/9/15 | 5/16/15 | 9 | 3/19/15 | 5/1/15 |
| Tue First 7 weeks | 1/21/15 | 1/20/15 | 3/7/15 | 7 | 1/27/15 | 2/26/15 |
| Mon Late Start, 13 weeks | 2/3/15 | 2/2/15 | 5/11/15 | 13 | 2/17/15 | 4/21/15 |
| Mon Early Start | 1/12/15 | 1/12/15 | 1/17/15 | 1 | 1/13/15 | 1/16/15 |
| Mon Late Start, 8 weeks | 3/10/15 | 3/9/15 | 5/11/15 | 8 | 3/18/15 | 4/28/15 |
| Mon Late Start, 7 weeks | 3/17/15 | 3/16/15 | 5/11/15 | 7 | 3/24/15 | 4/30/15 |
| Tue Late Start, 8 weeks | 3/18/15 | 3/17/15 | 5/14/15 | 8 | 3/26/15 | 5/1/15 |

## CCD WANTS YOU TO KNOW

The CCD Catalog contains everything you need to know about being a CCD student, including a wealth of information on student rights and responsibilities, academic policies, student activities, and college resources. Download the catalog at www.ccd.edu.

Our website includes more information on:
- Accreditation of the college and its programs: A list of the current accrediting agencies for CCD is online or available on request at the President's Office.
- Degree and training programs offered: A list of all academic programs is online or you can request a copy through academic departments.
- College facilities and services: A list of the facilities and services CCD offers; including the Auraria Library, recreation center, computer labs and student support services.
- Services for student with disabilities
- College faculty members
- Requirements and procedures for withdrawing from CCD courses
- Federal Student Aid return of funds guidelines: Students receiving federal student aid who withdraw, drop out, or stop attending school before 60 percent of the semester has passed may owe a refund to the federal student aid programs and to CCD.
- Graduation and transfer rates

Please note: Nothing in the *Admissions & Registration Guide* is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in the *Admissions & Registration Guide*.

## GRADUATION AND TRANSFER RATES

Of the 873 first-time, full-time, degree-seeking students who entered Community College of Denver in the fall of 2010, 21 percent had either graduated or transferred to another Colorado public postsecondary institution at the end of three academic years (by the end of summer 2013). Another 14 percent were still enrolled at CCD in the fall of 2013.

## GAINFUL EMPLOYMENT

Information on occupations, rates for completion and placement, program costs and median loan debt may be found at www.ccd.edu/gainfulemployment.

## VOTER REGISTRATION

CCD fully advocates that students and staff register to vote. The most direct way to register to vote is to go to the Colorado Secretary of State's website at www.sos.state.co.us/ and click on "Register to Vote."

## CCD ALCOHOL/DRUG POLICY: DRUG-FREE SCHOOLS

CCD is committed to having alcohol/drug free campuses. In compliance with the Drug-Free Schools and Communities Act, the following is CCD's policy and prevention program for drug and alcohol abuse.

Use, possession, distribution, or sale of alcohol or drugs (narcotics or other controlled substances), except as expressly permitted by the law, is prohibited at CCD. Attending classes or College functions while under the influence of alcohol, drugs/illegal substances shall also be considered a violation of this policy.

Any student who is in violation of the above standards of conduct will be processed through the Student Code of Conduct: www.ccd.edu/studentcode. Any employee who violates the above standards will be processed under Human Resources.

## ALCOHOL AND DRUG POLICY

By Gubernatorial decree and in compliance with applicable laws, the illegal use of alcohol, other drugs, or controlled substances when on campus is prohibited.

In addition to the policy described above, education, training, and treatment programs are available through the Student Life Programs at each institution and through Auraria Human Resources. The campus may take action when policies on the use, possession, distribution, manufacture, and sale of illegal drugs have been violated. AHEC also cooperates with local, state and federal authorities in the detection and possession of drug offenses.

AHEC alcohol policies apply to the Auraria Campus and institution-sponsored activities. Administrators, alumni, faculty, guests, staff and students must adhere to all applicable state and local laws and regulations related to the sale and use of alcoholic beverages. The most common laws related to alcohol use and sales are as follows:
- The sale of alcoholic beverages is prohibited except in areas, at times, and on dates licensed by the Colorado State Department of Revenue.
- Persons under 21 years of age cannot legally possess or consume alcoholic beverages of any kind. The furnishing of alcoholic beverages to under-aged persons is prohibited.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area (except as noted herein).

## SERVING ALCOHOL

Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and campus policies. Those policies are:
- Service of alcoholic beverages is planned to stop before the close of the event.
- The burden of proof for showing legal age is on the alcohol consumer. No alcohol will be served unless clear evidence of legal age is presented. It is the responsibility of those in charge of an event to ensure that no one who is under age is served or consumes any alcoholic beverages.
- Alcohol may not be consumed or carried in open containers in common areas or "public" areas of any building or grounds except as follows: for group activities or events where a liquor license (if required) has been obtained and the scheduling officer has approved the event.

## ILLEGAL DRUGS

The policy for Auraria and the institutions prohibit the sale, manufacture, distribution, use or possession of illegal drugs on the Auraria Campus. This policy applies equally to administrators, faculty, staff, and students.

*NOTE: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.*

## VIOLATION OF DRUG POLICY

Sale, distribution or manufacturing of illegal drugs by a member of the Auraria Campus community will normally result in the administration taking action to curtail the activity. This policy applies within or upon the grounds, buildings, or any other facilities of the campus. Sanctions may be imposed upon individuals found in violation of these policies, as well as violation of laws controlling drugs and alcohol.

More specific and detailed information about Auraria and institutional policies addressing drugs and alcohol concerns can be found in operations manuals, student handbooks, personnel offices or administrative policy information. Faculty, staff and students are encouraged to obtain this information through the Student Life or administrative areas of

Community College of Denver, Metropolitan State University of Denver, University of Colorado Denver or the Auraria Higher Education Center Administrative office.

Auraria Police Department
1201 5th Street, Suite 110
Denver, CO 80204
Police Communications (303) 556-5000
Fax (303) 556-4731
E-Mail  dispatch@ahec.edu

## HEALTH RISKS OF ALCOHOL AND DRUG USE
### Alcohol Affects the Body
Alcohol is a drug. It is important for students and staff to understand that alcohol abuse impairs judgment and the peripheral and central nervous system. Alcohol affects different people in different ways. Some of the characteristics that determine the way alcohol affects people include: • Gender • Mood • Body Weight • Type of Alcohol
  • Full/Empty Stomach • Speed of Consumption
  • Use of Medication or Other Drugs
For most people, the effects of alcohol are determined by simple volume.

### Alcohol Impairment
When a person drinks alcohol, it can enter the bloodstream as soon as they begin to drink. The molecular structure of alcohol (or ethanol) is small, so the alcohol can be absorbed or transferred into the blood through the mouth, the walls of the stomach, and the small intestine.

The stomach has a relatively slow absorption rate; it is the small intestine that absorbs most of the alcohol. It is important to keep the alcohol in the stomach as long as possible by eating food, which dilutes the alcohol and keeps it from entering the small intestine so quickly. Once alcohol gets into the bloodstream it moves through the body and comes into contact with virtually every organ. However, some of the highest concentrations, and the highest impact, are caused by the alcohol that reaches the brain.

The body is quite efficient when it comes to dealing with alcohol. The liver is designed to metabolize the alcohol as it is consumed. Enzymes break down the alcohol into harmless products and then it is excreted. However, the liver can only handle so much alcohol at a time. For a person of average weight and body type, the liver and small intestine can handle alcohol at a rate of about one drink per hour.

If a person drinks at a faster rate than one drink per hour, the alcohol stays in the body, waiting to be metabolized. If there is more alcohol in the body than can be metabolized, the result is increasing levels of intoxication.

Information source: www.bacchusnetwork.org

For information regarding the affects of illicit drugs on the body, we recommend: www.justice.gov/dea/druginfo/factsheets.shtml

## POTENTIAL SANCTIONS FOR VIOLATIONS OF THE ALCOHOL AND DRUG POLICY
At the Community College of Denver, any student who is found to be in violation of the alcohol and/or drug policy will be adjudicated under the Student Code of Conduct: www.ccd.edu/ccd.nsf/html/CCD+Student+Code+of+Conduct.  If found responsible for a violation, the student may face sanctions which range from warning to expulsion.

## RESOURCES FOR STUDENTS AND EMPLOYEES
If a student or employee has questions about alcohol or drug use and is in need of counseling, treatment or rehabilitation programs, information is available through the Auraria Health Center at 303.556.2525

Information on available counseling, treatment, rehabilitation or re-entry programs is available through the Colorado Department of Health, CCD's Human Resources Department and the following resources.
  • Auraria Health Center, PL150, 303-556-2525
Additional Treatment Centers
  • Adams Community Mental Health Center, 303-853-3654
  • Arapahoe/Douglas Mental Health Network, 303-730-3303
  • Boulder County Mental Health Center,
      303-447-1665 (24 hours)
  • Mental Health Center of Denver, 303-504-6500
  • Jefferson County Mental Health Center,
      303-425-0300 (24 hours)

## DIRECTORY INFORMATION
CCD designates the following as directory information: student name, major field of study, participation in officially recognized activities or sports, dates of attendance, part-time or full-time enrollment status, degree/awards received, and most recent educational institution attended.  The college may disclose this information without prior written consent, unless notified in writing to the contrary by the first day of classes each semester.  Admissions, Registration & Records handles all requests for CCD student directory information.

## PRIVACY ACT NOTIFICATION
Other than the directory information specified in the section above, the college will not release educational records of students without their written consent.  The signed and dated consent must indicate which records CCD can release.

CCD complies fully with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. Contact Admissions, Registration & Records for more information.

## AMERICANS WITH DISABILITIES ACT
The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at CCD. The college is committed to providing an environment where all students have the opportunity to attain their educational goals. CCD provides both physical and programmatic access for all students. Reasonable accommodations will be made to ensure full educational opportunities for all students.

Questions, complaints and requests for additional information may be directed to the Accessibility Center Director, Dr. Christine Flug, Campus Box 400, P.O. Box 173363, Denver, CO 80217-3363, 303-556-3300.

## NOTICE OF NON-DISCRIMINATION
The Community College of Denver prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120.  The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities.  The Community College of Denver will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Rhonda Pylican, Director of Human Resources, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact:

Rhonda Pylican
Director of Human Resources
Administration Building, Room 310
Campus Box 240 / P.O. Box 173363
Denver, CO 80217-3363
(303) 352-3037.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

### Aviso de No Discriminación
Community College de Denver prohíbe toda forma de discriminación y acoso inclusive las que violan la ley federal y estatal, o las políticas 3-210 o 4-120 del State Board of Community Colleges and Occupational Education (Consejo Estatal de Instituciones de Educación Superior de Dos Años y de Educación Vocacional).  Community College de Denver no discrimina a base de sexo/género, raza, color, edad, credo, origen nacional o étnico,  disabilidad física o mental, estado de veterano, estado de embarazo, religion, información genética, identidad de género, u orientación sexual en sus prácticas de empleo o programas y actividades educativos.  Community College de Denver tomará medidas apropiadas para asegurar que la falta de habilidades en el inglés no sea barrera para la admisión y participación en programas de educación vocacional.

Community College de Denver ha designado a Rhonda Pylican, Directora de Recursos Humanos, como su Agente de Acción Afirmativa/ Coordinadora de Oportunidad Equitativa/Coordinadora de Título IX con la responsabilidad de coordinar sus actividades de cumplimiento con los derechos civiles y los procedimientos de reclamación.  Para información, póngase en contacto con:

Rhonda Pylican
Director of Human Resources
Administration Building, Room 310
Campus Box 240 / P.O. Box 173363
Denver, CO 80217-3363
(303) 352-3037.

También se puede poner en contacto con la Office for Civil Rights (Oficina de Derechos Civiles), U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, teléfono (303) 844-3417.

### CAMPUS CRIME INFORMATION
Campus crime information and reported criminal offenses committed on the Auraria Higher Education Center (AHEC) Campus, and at CCD Health Sciences Center at Lowry and CCD North are available through the AHEC website at www.ahec.edu/campuspolice/clery_report.htm.

Community College of Denver strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are in an environment that is safe and secure. The college provides to all prospective students and CCD employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).  For a complete report go to www.ccd.edu, or contact the Associate Dean of Student Life/Student Conduct Officer at 303-556-2597.

### Statement Regarding Registered Sex Offenders
Colorado Revised Statuses requires that "each institution of post secondary education in the state shall provide a statement to its campus community identifying the name and location at which members of the community may obtain the law enforcement agency information collected pursuant to 19-3-412(6.3), C.R.S., concerning registered sex offenders."

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at CCD, may be obtained from the Denver Police Department, 1331 Cherokee St. (720-913-2000) or the Auraria Campus Police (303-556-5000).

### FINANCIAL TERMS AND CONDITIONS
The following is the Agreement between us (Colorado Community College System) and you, regarding our delivery of educational services for which you agree to pay in the future in accordance with this agreement.  The Colorado Community College System includes Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero Community College, Pueblo Community College, Pikes Peak Community College, Red Rocks Community College, Trinidad State Junior College, and the System Office hereinafter referred to as 'the College'.  By allowing charges to be applied to your student account, you will be bound by this Agreement.

1. **Use of Account** – You authorize us to add to your account all tuition, fees, and other charges incurred by you as a result of attending the College.

2. **Promise to pay** – By registering for classes or authorizing charges to be added to your account, you represent to us that you have the intention and ability to pay and you promise to pay for all charges placed on your account as well as any service charges or collection costs, if any, that may be due.  This includes subsequent registrations for this term and any part of term within this term of registration.

3. **Student Account and Billing Statement** – Student Account activity is available electronically via the student portal.  In addition, the College may send electronic billing statement notices to the student's College-issued email address on record.  The College may also send paper billing statements to the student's physical address on record with the college of attendance, but is not required to do so.  Failure by a student to view their Student Account or receive any billing statement does not constitute valid grounds for waiving late payment penalties or registration, grade, diploma or transcript holds.

4. **Minimum Payment** – Billed charges are due in full by the payment deadline determined by each college.  Check with your college of attendance for more information.  Accounts not paid in full by the college deadline will be placed on hold for future registration, grades, diplomas, and transcripts.  This hold on services includes all Colorado Community Colleges.

5. **Types of Payments** – The College is able to accept payment on your account by cash, check, money order, VISA, MasterCard, Discover, deferred payment plans and third party payer authorizations.  The college you are attending may also accept American Express.  Payments are accepted in person or by mail at the cashier's office of the College.  Credit card payments are accepted online through your student web portal.  For more information on paying online contact the cashiers office of the College you are attending.  Students who have previously provided a check that was dishonored by their financial institution (insufficient funds check or EFT) and students who have previously filed bankruptcy may be required to pay in cash or with other certified funds.  Check with your college of attendance for more information.

6. **Other Fees**

   **Returned Check Fee –** A returned check fee will be added to your account for any check returned by your financial institution. The College reserves the right to pursue all legal remedies available to collect on a returned check.

   **Collection Agency Costs –** Collection agency costs will be assessed on the unpaid balance of your account, including internal collection costs of no more than 40% of the unpaid balance, after internal collection efforts have failed to induce you to pay your account or enter into a payment Agreement. Your account will be sent to a collection agency and may be reported to one or more credit bureau reporting service(s). To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.

   **Interest –** The college you are attending or the collection agency may assess interest on the unpaid portion of your past due student account. Interest costs may be assessed up to the maximum permitted under Colorado law.

7. **Payments** – Payments and credits posted after the due date or totaling less than the entire balance owed to your college will reduce the balance due as of the date posted but will not remove restrictions and holds on registration, grades, diplomas, and transcripts. All payments received will be applied to the billed unpaid balance. Payments made to your account through the Office of Financial Aid will be applied as mandated by the State, the Federal government or the organization providing the funds. Any excess amount paid to your account through the Office of Financial Aid will be automatically refunded to you, without a request on your part. If you have activated your Higher One card, your refund will be processed according to the refunding preference you established with Higher One. If you do not have a Higher One account a check will be mailed to your current address on file.

   Please note: Federal financial aid regulations do not permit the College to automatically apply your upcoming financial aid refund to a past due balance from a previous term. If you expect a refund of financial aid to pay off a prior term balance from a previous financial aid year, you will need to personally receive the refund and then separately pay your balance due at the Cashier's Office for your college of attendance. Similarly, financial aid received for one college may not be applied to a balance you owe at a different Colorado community college.

8. **Hold on Services –** The Community College System colleges will not permit you to register for classes, release a diploma, or provide a transcript, if you have an outstanding financial obligation to **any** of the Community Colleges other than a loan that is not yet due or on which payments are current. In addition the colleges may withhold other services if you have an outstanding financial obligation with any other school within the Community College System.

9. **Credit Reports** – We may release information to credit reporting agencies about our experience with your account. We may obtain a credit report on you at any time in the future to review your account and information from that review may be used to influence your ability to obtain credit with the College.

10. **Entire Balance Due** – If you fail to make a required payment when due or break any other promise under this Agreement or a separate payment Agreement, we can declare the entire balance of your account due and payable at once without notice or demand.

11. **Removal from Classes** – The College reserves the right to drop your enrollment in class for failure to abide by this Agreement or any other payment Agreement you have entered into with a College.

12. **Collection Cost** – To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.

13. **Bankruptcy** – Enrollment in (a) class(es) constitutes a financial obligation between the student and College. Any and all services received by the student under this Agreement are for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8) that is non-dischargeable in bankruptcy.

14. **Telephone Consumer Protection Act (TCPA)** – I authorize the College and their respective agent(s) and contractors to contact me regarding my loan request or my loans(s), including repayment of my loan(s), at the current or any future telephone number either provided or acquired for my cellular phone or other wireless device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

15. **Change of Terms** – We can change the terms of this Agreement at any time. We will provide notice of such change on your student portal account and allow you the opportunity to pay your account in full if you dispute the change. It is your responsibility to ensure you are aware of any changes, including changes to any and all tuition and fees. Changes may apply to all outstanding unpaid indebtedness and to any future transactions on your account.

16. **Disclaimer of Liability** – We offer your account in our own interests and disclaim any duty or responsibility other than those expressly set forth in this Agreement.

17. **Assignment** – We can assign your account and any of our rights under this Agreement without your consent or notice to you.

18. **Governing Laws** – This Agreement will be governed by the laws of the State of Colorado and all applicable federal laws. Any provision of this Agreement that is rendered null and void by the operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

19. **Notices** – All notices required to be given by us in connection with your account shall be deemed to have been delivered on the day when they are deposited in the United States mail, properly addressed and with postage prepaid. *Any notice by email is considered received when the email enters the information processing system that the recipient has designated or uses for the purpose of receiving email. Student account information is considered received when the information is posted on the student portal.*

20. **Billing Rights Summary** – In case of errors or questions about your account, if you think your account is inaccurate, or if you need more information about a transaction on your account, write to us immediately at the address shown on your bill, or call the College Cashier's Office at the number on your bill.

21. **State of Colorado Offset –** As an agency of the State of Colorado, we have the authority to intercept state income tax refunds or other funds due you from the State of Colorado (vendor, lottery, gaming etc.) for debts owed to the state.

# CCD LOWRY MAP
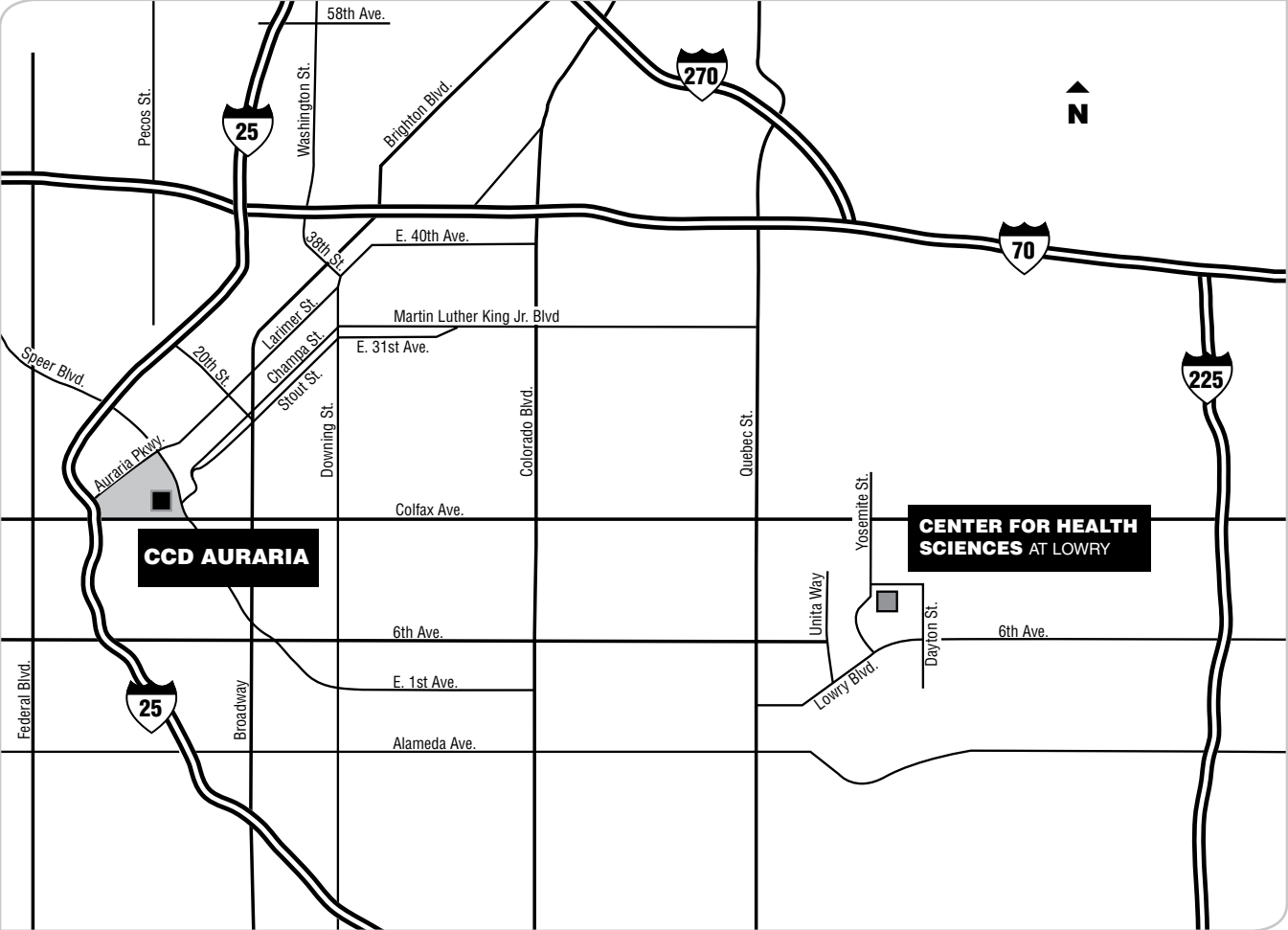


## BUILDING/LOCATIONS FOR
## CENTER FOR HEALTH SCIENCES AT LOWRY CLASSES

Computed Tomography, Dental Hygiene, Emergency Medical, Radiologic Technology, Radiation Therapy, Veterinary Technology, Electroneurodiagnostic Technology, Mammography and Nurse Assistant

**BLD 753** . . . . Dental Hygiene
1062 Akron Way
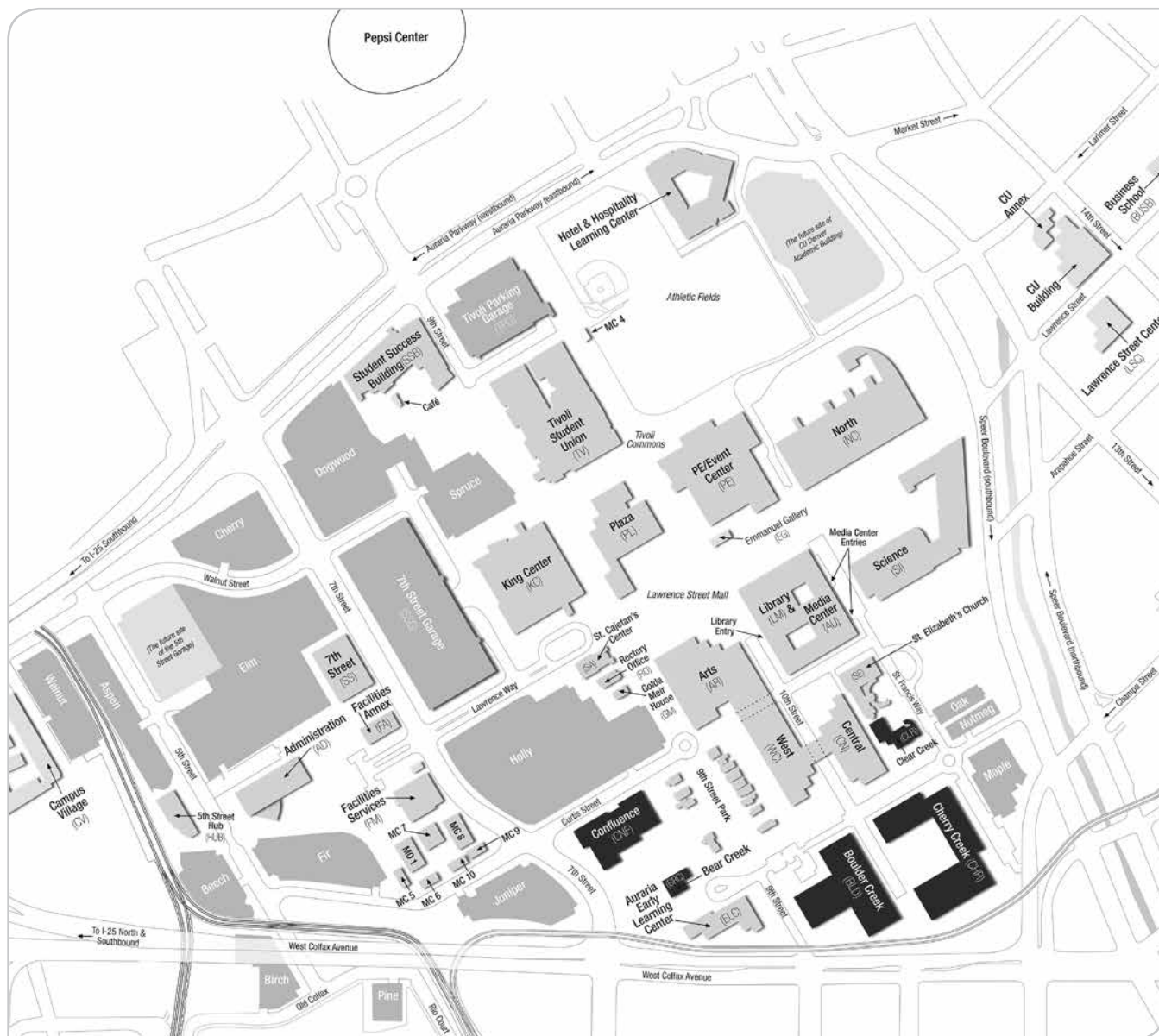Building 753
Denver, CO 80230

**BLD 849** . . . . Health Sciences
1070 Alton Way
Building 849
Denver, CO 80230



## COMING SOON!
## CCD'S NEW ADVANCED MANUFACTURING CENTER

For More Information:
See the Center for Career & Technical Education in Cherry Creek 201.

# AURARIA CAMPUS MAP



## BUILDING/LOCATIONS FOR CCD CLASSES

Note: In the schedule online at www.ccd.edu, building location abbreviations are preceded by a "D."

AD . . . . . . . Administration Building
AR . . . . . . . . Arts
AU . . . . . . . Library Media Center
BRC . . . . . . . Bear Creek (formerly Children's College/CDC)
BLD . . . . . . . Boulder Creek (formerly Technology Building/TE)
CHR . . . . . . . Cherry Creek (formerly South Classroom/SO)
CLR . . . . . . . Clear Creek (formerly St. Francis Center/SF)
CN . . . . . . . . Central Classroom
CNF . . . . . . . Confluence
FA . . . . . . . Facilities Annex
KC . . . . . . . . King Center

LM . . . . . . . Library
MC . . . . . . . Modular Classroom, corner of 7th & Curtis
NC . . . . . . . North Classroom
NP . . . . . . . . Ninth Street Park
PE . . . . . . . Physical Education
PL . . . . . . . . Plaza Building
STCAJ . . . . . . St. Cajetan's
SI . . . . . . . . Science Building
SS . . . . . . . Seventh Street Building
TV . . . . . . . Tivoli Student Union
WC . . . . . . . West Classroom

**Health Programs** are taught at our Center for Health Sciences on the Lowry Campus**.** See page 37.

Computed Tomography, Dental Hygiene, Emergency Medical, Radiologic Technology, Radiation Therapy, Veterinary Technology, Electroneurodiagnostic Technology, Mammography and Nurse Assistant

**Advanced Manufacturing Programs** will be taught at our Advanced Manufactuing Center, planned Opening in Spring 2015.

Engineering Graphics/Drafting, Welding and CNC Manufacturing