

COMMUNITY COLLEGE OF
DENVER

ADMISSIONS &
REGISTRATION
GUIDE



SPRING 2016
www.ccd.edu

DIRECTORY OF OFFICES AND SERVICES

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| General Information | 303.556.2600 |
| Accessibility Center, CNF 121. | 303.556.3300 |
| Academic Advising Center, CNF 123 | 303.556.2481 |
| Academic Support Center, CNF 401 | 303.556.2497 |
| <i>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.</i> | |
| Academic Technology Center, (ATC), BLD 104 | 303.556.2520 |
| <i>Monday - Friday, 8 a.m. - 4 p.m.; Saturday 9 a.m. - 3 p.m.; Sunday, closed.</i> | |
| 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 |
| <i>Monday - Thursday, 8 a.m.- 6 p.m.; Friday, 8 a.m.- 5 p.m. Saturday, 10 a.m.- 3 p.m.</i> | |
| Campus Closures | 303.556.2401 |
| Campus Recreation, PE/Event Building | 303.556.3210 |
| <i>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.</i> | |
| 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 |
| Child Care Center, Auraria ELC | 303.556.3188 |
| <i>Monday - Friday, 7 a.m. - 6 p.m.</i> | |
| College Opportunity & Student Outreach, CNF 114 | 303.556.6200 |
| College Pathways, CHR 216. | 303.352.3301 |
| Computer Labs, (see Academic Technology Center) | |
| Prior Learning Assessment, CNF 114 | 303.556.2420 |
| Dental Hygiene Clinic, CCD Lowry 753 | 303.365.8338 |
| Educational Opportunity Center (EOC) (TRIO) CHR 137 | 303.352.TRIO |
| <i>Free information, assistance and referrals in career testing and counseling, admissions and financial aid forms completion and scholarship search assistance. Appointment suggested.</i> | |
| Enrollment Administration & Student Success, Vice President CNF 103 | 303.352.3074 |
| 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 |
| <i>Monday - Thursday, 8 a.m. - 8 p.m., Friday, 8 a.m. - 6 p.m.</i> | |
| International Student Services, CNF 114 | 303.556.3564 |
| KEYS Scholarship, CNF 127B | 303.352.3342 |

CCD STANDARD HOURS (unless otherwise noted in this directory)

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Mondays | 8 a.m. – 5 p.m. |
| Tuesdays | 8 a.m. – 5 p.m. |
| Wednesdays | 8 a.m. – 5 p.m. |
| Thursdays | 8 a.m. – 5 p.m. |
| Fridays | 8 a.m. or 9 a.m.* – 5 p.m. |
| Library, Auraria, LM | 303.556.2639 |
| <i>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.</i> | |
| 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 | 303.352.3274 |
| Parking and Transportation, 7th St. Garage. | 303.556.2000 |
| <i>Monday - Friday, 7:30 a.m. - 5:30 p.m.</i> | |
| Performing Arts, Behavioral & Social Sciences, Center for | KC 594, 303.352. 3061 |
| Phi Theta Kappa, CNF 114. | 303.556.2792 |
| Phoenix Center at Auraria, TV 227 | 303.556.6011 |
| <i>Interpersonal Violence Support Services</i> | |
| 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 Development & Retention, Office of, CNF 123 | 303.556.3605 |
| 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 |
| <i>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. See hours and modified holiday schedules at ccd.edu/testing</i> | |
| Transfer Success Center, CHR 111 | 303.556.2461 |
| Tuition Deferral, (see promissory notes) | |
| Tutoring Labs, CNF 401 | 303.556.2497 |
| Urban Male Initiative, CHR 141 | 303.556.4964 |
| Veteran Affairs Office, CNF 114 | 303.352.5008 |
| Vice President, Enrollment Administration & Student Success CNF 103 | 303.352.3074 |
| WISE, CHR 141 | 303.556.4964 |

*The following offices open at 9 a.m. on Fridays: 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, Student Support Services, Testing Center, Transfer Success Center and the Welcome Center.

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 available online at www.ccd.edu**

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Enrollment Administration & Student Success (EASS)

SPRING 2016 EXTENDED HOURS

The following EASS 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 |
|------------------------------|------------------------|----------------|
| Monday, Jan. 11 | .8 am – 6 pm | .8 am – 7 pm |
| Tuesday, Jan. 12. | .8 am – 6 pm | .8 am – 7 pm |
| Wednesday, Jan. 13 | .8 am – 6 pm | .8 am – 7 pm |
| Thursday, Jan. 14 | .8 am – 6 pm | .8 am – 7 pm |
| Friday, Jan. 15 | .8 am – 5 pm | .8 am – 5 pm |
| Saturday, Jan. 16 | .8 am – 3 pm | .8 am – 3 pm |
| | | |
| Monday, Jan. 18. | .8 am – 6 pm | .8 am – 7 pm |
| Tuesday, Jan. 19. | .8 am – 6 pm | 7 am – 7 pm |
| Wednesday, Jan. 20 | .8 am – 6 pm | .7 am – 7 pm |
| Thursday, Jan. 21 | .8 am – 6 pm | .7 am – 7 pm |
| Friday, Jan. 22. | .8 am – 5 pm | .8 am – 5 pm |
| | | |
| Monday, Jan. 25. | .8 am – 5 pm | .8 am – 7 pm |
| Tuesday, Jan. 26. | .8 am – 5 pm | .8 am – 7 pm |
| Wednesday, Jan. 27 | .8 am – 5 pm | .8 am – 7 pm |
| Thursday, Jan. 28 | .8 am – 5 pm | .8 am – 7 pm |
| Friday, Jan. 29. | .8 am – 5 pm | .8 am – 5 pm |

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 2015-2016

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**.

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, genetic information, gender identity, or sexual orientation in its employment practices or 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.

CALENDAR OF 2016 IMPORTANT DATES

SPRING SEMESTER

JANUARY

| | |
|---------------------------------------------------------|-------------------------------------------|
| FAFSA becomes available | Jan. 1 |
| Spring semester tuition payment deadline | Jan. 11 |
| Martin Luther King, Jr. Holiday | [all locations open – no classes] Jan. 18 |
| Spring semester first day of classes | Jan. 19 |
| Last day to register (for full-semester 15-week class*) | Jan. 22 |

FEBRUARY

| | |
|--------------------------------------------------------------------|--------------------------------------------------|
| Last day to drop a class for 15-week classes | [Census Date] Feb. 5 |
| Last day to submit an amended application for full 15-week classes | Feb. 5 |
| Graduation application deadline | Feb. 10 |
| President's Day | [classes in session, all locations open] Feb. 15 |
| Last day to petition for in-state tuition for 15-week classes | Feb. 17 |

MARCH

| | |
|--------------------------------------------|-------------------------------------------------|
| International student application deadline | March 1 |
| Spring Break | [all locations open – no classes] March 21 – 27 |

APRIL

| | |
|-------------------------------------------------------------|----------|
| Summer semester registration begins | April 4 |
| Fall semester registration starts | April 11 |
| Financial aid priority deadline for awards and scholarships | April 15 |
| Last day to withdraw from a 15-week class and receive a "W" | April 18 |

MAY

| | |
|----------------------------------------|--------------------------------------------|
| Last day of spring semester classes | May 9 |
| Graduation Ceremony | May 12 |
| Grades available | May 14 |
| Summer tuition payment deadline | May 23 |
| Memorial Day | [all locations closed – no classes] May 30 |
| Summer first day of classes | May 31 |

JUNE

| | |
|--------------------------------------------------------------------------|-----------------------|
| Last day to register (for full-semester 10-week classes) | June 3 |
| Last day to drop a class for full semester 10-week classes | [Census Date] June 10 |
| Last day to submit amended application for full-semester 10-week classes | June 10 |
| Graduation application deadline | June 10 |
| Last day to petition for in-state tuition for 10-week classes | June 29 |

JULY

| | |
|-------------------------------------------------------------------------|--------------------------------------------|
| Independence Day | [all locations closed – no classes] July 4 |
| Last day to withdraw from a traditional 10-week class and receive a "W" | July 25 |

AUGUST

| | |
|--------------------------------------------------------|----------------|
| Last day of summer classes | Aug. 8 |
| Grades available | Aug. 13 |
| Fall tuition payment deadline | Aug. 15 |
| Fall semester first day of classes | Aug. 22 |
| Last day to register (for full-semester 15-week class) | Aug. 26 |

SEPTEMBER

| | |
|--------------------------------------------------------------------------------|---------------------------------------------|
| Labor Day | [all locations closed – no classes] Sept. 5 |
| Last day to drop a class for full-semester, 15-week classes | [Census Date] Sept. 8 |
| Last day to submit amended application form for full-semester, 15-week classes | Sept. 8 |
| Fall graduation application deadline | Sept. 10 |
| Last day to petition for in-state tuition for 15-week classes | Sept. 20 |

NOVEMBER

| | |
|-------------------------------------------------------------------------|------------------------------------------------|
| Registration for spring semester begins | Nov. 7 |
| Last day to withdraw from a class and receive a "W" for a regular class | Nov. 21 |
| Fall Break | [all locations open – no classes] Nov. 21 – 27 |
| Thanksgiving Holiday | [all locations closed – no classes] Nov. 24 |

DECEMBER

| | |
|---------------------|------------------------------------------------------|
| Last day of classes | Dec. 12 |
| Grades available | Dec. 17 |
| Winter Break | [all locations closed – no classes] Dec. 25 – Jan. 2 |

* see page 17 for full list of registration dates

SUMMER SEMESTER

STEPS TO SUCCESSFUL ENROLLMENT FOR NEW STUDENTS

NEW STUDENTS: USE THIS WORKSHEET TO APPLY & REGISTER FOR CLASSES AT CCD. FOR FULL INSTRUCTIONS, SEE PAGES 5-15.

STEP 1: APPLY FOR ADMISSION & FINANCIAL AID

- Application for Admission**
 - The College accepts all students who are at least 17 years of age. Students under 17 may be granted an Underage Waiver through the Office of the Dean of Student Development & Retention.
 - To transfer credits earned from a regionally accredited institution, provide official transcripts to Admissions, Registration & Records.

- Free Application for Federal Student 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. Apply for CCD scholarships at www.ccd.edu. You may contact the Educational Opportunity Center for assistance in applying.

Date FAFSA completed ____/____/____

STEP 2: ASSESSMENT & ORIENTATION

- Before attending New Student Orientation, you must meet the math and English assessment requirement by taking the Placement Test (unless you meet an exemption below). **This is a very important exam that determines course placement, so you are strongly encouraged to prepare thoroughly before testing.** The cost to take the exam is \$10 and re-testing is not permitted.

- Fill out the *CCPT Intake Form* and return to the Testing Center

You may be exempt from the placement test if:
A. you have the following ACT or SAT scores from within the past five years. Submit your unofficial score report along with the *Test Score Intake Form* to the Testing Center

| | | |
|--------------------------|-------------|-----|
| ASSESSMENT | ACT | SAT |
| English/Critical Reading | 18 | 440 |
| Math | MAT 120: 19 | 460 |
| | MAT 121: 23 | |

or
B. you have earned English and math credits at a regionally accredited institution of higher education. Complete the *Transcript Intake Form* and submit it with unofficial copies of your college transcripts to the Testing Center for review.

- 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 an orientation session. Transfer students are encouraged to attend orientation. Register at CCD.edu/NewStudentOrientation.

New Student Orientation Date: _____
 Time: _____ Location: _____

STEP 3: ADVISING & REGISTRATION

- Meet with your Academic Advisor to get enrolled in classes**
Get the academic advising process started early! Your academic advising session is your opportunity to discuss educational plans and find out what classes you will start with at CCD. Please visit or contact the Academic Advising Center to get connected with your Academic Advisor.

My Advisor: _____

Phone: _____

Email: _____

- Register for Classes through CCDConnect**
Register early for the best selection of classes and times. Also, authorize CCD to apply your COF Stipend to your tuition bill through the *Authorize COF* link on CCDConnect under the Student Finance Tab.

STEP 4: PAYMENT

- Confirm that your financial aid award will cover your tuition and fees, or**
- Make payment by the published deadline.**
Pay your tuition and fees in full or set up a FACTS payment plan. If you register for a course after the payment deadline, payment is due within 24 hours of the time that you register. If you miss the payment deadline, you may be dropped from all classes and your seat will be offered to other students.
- Activate your CCCS HigherOne Refund Card**
to select your refund preferences.

NEXT STEPS:

- Get your Books and Supplies**
Visit Student Life for more information
- 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 Immunization Records to Health Center**
All students must provide proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria.

Admissions, Registration & Records

303-556-2420 • Confluence 114

Academic Advising Center

303-556-2481 • Confluence 123

Accessibility Center

303-556-3300 • Confluence 121

Auraria Health Center

303-556-2525 • Plaza 150

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 & 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/docs.

STEPS TO REGISTRATION FOR RETURNING STUDENTS

RETURNING STUDENTS: USE THIS WORKSHEET TO REGISTER FOR CLASSES AT CCD. SEE FULL INSTRUCTIONS ON PAGES 9-15. START WITH STEP 3.

CHECK YOUR ACADEMIC STANDING

Check your registration status under the Student tab on CCD Connect. 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.

CHECK YOUR STUDENT EMAIL.

Review and take care of any important emails.

PAY ANY OUTSTANDING BILLS

at the CCD Cashier's Office. Registration will not be permitted for subsequent semesters until all financial obligations to the college are paid in full.

CHECK TO MAKE SURE YOU DON'T HAVE ANY CURRENT 'HOLDS' ON YOUR ACCOUNT.

A 'hold' will prevent you from being able to add, drop or withdraw.

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 Aid, you may print appeal forms at www.ccd.edu/docs. Complete the appeal, then see your designated Academic Advisor, if necessary, 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 your Academic Advisor.

VERIFY THAT YOU'VE DECLARED THE CORRECT MAJOR

UPDATE YOUR CONTACT INFO

(phone, address, etc) on the Student tab on CCDConnect.

6. MAKE AN APPOINTMENT TO SEE AN ACADEMIC ADVISOR

All continuing students should meet regularly with their assigned Academic Advisor through the Academic Advising Center.

Call or come by to schedule an appointment, or plan to stop by during walk-in hours. (Note: availability may be limited during walk-in times).

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 10 for complete instructions, or stop by the Cyber Center in Confluence if you need assistance.

8. COMPLETE THE PAYMENT PROCESS

- Authorize your College Opportunity Fund (COF) in CCD Connect 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 each year. Want help? Call the Educational Opportunity Center (EOC) to set an appointment.

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

All forms are available at www.ccd.edu/docs.

HOW TO APPLY TO BECOME A STUDENT AT CCD

STEP 1 APPLY FOR ADMISSION & FINANCIAL AID

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 that 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 continuously for one year or more 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 that has been 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 website at higher.ed.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. Online courses are not eligible for WUE rates. 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.

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.

Step Two: 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 and registered for classes, 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 that 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 and courses that require students to take prerequisite 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 (\$75)
- ❑ 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, signed 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 the high school or the CCD College Pathways office at 303-352-3301.

MSU Denver and CU Denver Inter-institutional Program

CCD and neighbor institutions Metropolitan State University of Denver (MSU Denver) and the University of Colorado Denver (CU Denver) have an inter-institutional agreement. CCD students can take selective courses at MSU Denver or CU Denver 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 CU Denver.

MSU Denver or CU Denver 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 CU Denver 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 Academic Advisors 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.

Colorado School of Mines Inter-Institutional Program

CCD and Colorado School of Mines (CSM) have an inter-institutional agreement. CCD students who are registered for six credit hours or more at CCD may apply to register for EPIC 151, Engineering Design I, at CSM during the same term. This registration is intended to allow prospective CSM transfer students to be integrated into the CSM community in advance of their formal transfer from CCD to CSM.

As part of the CSM inter-institutional program, CCD students must meet the following requirements: be degree-seeking, registered for six or more credit hours at CCD, and must be co-enrolled in MAT 201 or have completed MAT 201.

CMS students interested in taking one elective course, not offered at CMS, must obtain instructions and deadlines from their home institution. All students are required to meet course prerequisites, which includes assessment testing. CSM students can register for online and off-campus courses.

Courses taken at the host institution in no way alter existing degree requirements, but may apply toward degree requirements, subject to approval by the home institution. Students are advised to confer with department chairs and academic advisors before registering inter-institutionally. Students should confirm before enrolling that desired courses will satisfy degree requirements at the home institution. Students may only receive financial aid at their home institution.

Inter-Institutional Registration Deadlines

CU Denver, MSU Denver and CSM students are required to submit their approved inter-institutional forms to CCD's Admissions, Registration & Records (ARR). For more information, contact ARR at 303-556-2420 or www.ccd.edu/interinstitutional for application and registration deadlines.

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.

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 your FAFSA from the Department of Education within one week.
- Your FAFSA is valid for the fall, spring, and summer semesters.
- In October, 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.

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 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 Federal 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 **2-4 WEEKS**

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

RECEIVE YOUR AWARD LETTER

- Your award letter will list the types of financial aid you may be eligible 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 (not including work-study) 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. Payment plans require an initial payment to be made.

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 from your classes, you'll need to re-enroll, make payment arrangements within 24 hours, and you may not get into the classes you want.

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 onlyNo 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.
- We recommend that you avoid borrowing loans whenever possible.
- 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 to first-time borrowers.

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.

HOW TO GET YOUR FINANCIAL AID

ACTIVATE YOUR HIGHERONE CARD

- You will be mailed a HigherOne card after enrolling.
- 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).
- You must complete at least one attempted class each semester.
- 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.

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 registration guide, catalog and online at 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. dropped for non-attendance or non-payment).
13. Review your account periodically to check for registration holds. Resolve any issues promptly in order to be able to add, drop or withdraw from classes by published deadlines.

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.

FINANCIAL AID

Financial Aid Office

Students may be eligible for financial aid to help pay for their education and all students are encouraged to apply. Most students are eligible for some type of assistance including 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 apply for 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 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 and PLUS loans are financing options available to most students. Federal Direct Loans are available year round. Interest rates on these loans are generally preferable to credit card interest rates. See 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 or has accepted loan or scholarship 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 that 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 automatically released to students who qualify. See "Book Advance" at www.ccd.edu.

If a student is not awarded financial aid before the payment deadline, the student must make arrangements through the Cashier's Office or through CCDConnect to pay the tuition bill. 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 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 and would become Ineligible for Aid during the following semester. 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.

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 2 ASSESSMENT & ORIENTATION

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 a placement 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. Students must meet the assessment requirement before they can meet with an Academic Advisor.

It is strongly recommended that students review for the placement test. For more information, visit the Prep Lab in Confluence 406.

The assessment test is not timed, but allow approximately three hours to take the test. Re-tests are not permitted.

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 that 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.

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: advising, class registration, campus resources, financial aid, syllabus review, classroom expectations with CCD Faculty and getting involved on campus. Take advantage of this opportunity to meet other students and prepare for 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 in-person Orientation are provided under certain limited circumstances. Students exempt from Orientation may still need to complete an online orientation session prior to meeting with an Academic Advisor. Please visit ccd.edu/NewStudentOrientation to complete the online orientation or to review the exemption requirements. Contact the orientation department directly at ccd.orientation@ccd.edu or 303-352-3274 to inquire about an exemption. International students have different requirements.

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

STEP 3: ADVISING & REGISTRATION

All new students must see an Academic Advisor if they are registering for the first-time. All continuing students should meet regularly with their assigned Academic Advisor. Come by the Academic Advising Center in CNF 123 or call 303.556.2481 to schedule an appointment, or plan to stop by during walk-in hours. (Note: availability may be limited during walk-in times).

The best time to see an Academic Advisor is before the start of registration each semester. This ensures a greater chance of having the right academic tools to be successful. Academic 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. The Academic Advising Center is here to support students; however, students are ultimately responsible for monitoring their own progress and understanding CCD policies.

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 (AC), 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.

REGISTER FOR CLASSES

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.

CCDConnect

Choose the Student tab to:

- Update your contact information (address, telephone, email)
- Register, look up and withdraw from classes
- Check registration status and "holds" on your account
- 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
- View jobs & Work-Study Positions through CareerConnections link

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.

Academic Standing

Students on academic suspension are unable to register for courses. Students should contact their Academic Advisor for reinstatement information.

Auditing Classes

Students may audit – or take for no credit – courses listed in this schedule at the regular tuition rate. The deadline to request an audit grade 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

CCOnline offers students another learning option for completing their on-campus experience. Students pursuing the Associate of Arts (AA) or Associate of Science (AS) degree programs may complete these entire degrees by taking CCOOnline courses. For additional information about CCOOnline, please refer to www.cconline.org.

Course Load

Students should discuss with their Academic Advisor how many courses to register for each semester. The maximum load is 18 credit hours. Special approval for a course overload may be granted upon review by a Senior Advisor in the Academic Advising Center; a *Course Overload Appeal Form* must be submitted by the student's Academic Advisor.

MSU Denver and CU Denver 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 (CU Denver) 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 CU Denver 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

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 the Academic Advising Center.

Enter Your Password

- Once you login, you will be automatically directed to the “Update Your Password” page to create a new password. Your password must contain at least 8 characters, utilize both upper and lower case letters, and must contain one number or symbol.
- 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.

QUESTIONS ABOUT PROGRAM PATHWAY REQUIREMENTS SHOULD BE DIRECTED TO YOUR ASSIGNED ADVISOR IN THE ACADEMIC ADVISING CENTER.

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 CU Denver 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.

Colorado School of Mines Inter-Institutional Registration

CCD degree – or certificate – seeking students who want to take classes at Colorado School of Mines (CSM) can pick-up the inter-institutional registration form 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 the two institutions. Students submit completed forms to Admissions, Registration & Records for processing. Students will receive an email from Colorado School of Mines once their registration is approved with the course information. Waitlisted students must diligently check their Colorado School of Mines email for the registration notification. If a student fails to register within the allotted time, students will need to re-waitlist, registration is not guaranteed. There are no exceptions for students who do not register within the time allowed.

CSM students who want to take one elective course at CCD can obtain the inter-institution application and registration from their home school. These forms are authorized by their home institution prior to submitting them to CCD. CSM students must adhere to all published deadlines. CSM students are permitted to take one elective course, not offered at CSM. Colorado School of Mines students are able to register for online and extended campus courses. After submission of forms, CCD will process the forms to prevent tuition assessment. The student will be responsible for paying for the course at their home institution. Schedule adjustments must be processed according to the published deadlines at Colorado School of Mines and CCD.

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 assigned Academic Advisor before withdrawing. Withdrawals can negatively impact financial aid as well.

STEP 4: PAYMENT

See page 12 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 for paying tuition in full.

CCD accepts cash, personal checks, Discover, MasterCard, Visa or American Express.* 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.

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.

* Subject to change.

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 GI Bill® education benefits can apply online at www.gibill.va.gov. Please submit an application five weeks before the first day of class to allow sufficient processing time. For a list of documents required to send an enrollment certification to the VA, please visit ccd.edu/veterans. Students using Montgomery Chapter 30 GI Bill® or Survivors and Dependent Education Assistance Chapter 35 are responsible for their tuition and fees and must make payment by the tuition payment deadline each semester. Veterans using the Post 9/11 GI Bill® will need to contact the CCD Veteran Services office each semester prior to the tuition payment deadline. For more information contact Veteran Services at 303.352.5008.

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 and PLUS loans are awarded based on initial eligibility and class standing. 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**

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, 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 page 17. Contact the Cashier's Office at 303-556-2075 regarding tuition and payment questions.

TUITION AND FEE TABLE RESIDENT

NONRESIDENT

| Credit Hours | Resident Tuition | COF Stipend | Student Share | Total Fees | Resident Total | Non Resident Tuition Rate | Non Resident Total |
|--------------|------------------|--------------|---------------|------------|----------------|---------------------------|--------------------|
| 1 | \$205.50 | (\$75.00) | \$130.50 | \$203.61 | \$334.11 | \$535.40 | \$739.01 |
| 2 | \$411.00 | (\$150.00) | \$261.00 | \$223.30 | \$484.30 | \$1,070.80 | \$1,294.10 |
| 3 | \$616.50 | (\$225.00) | \$391.50 | \$242.99 | \$634.49 | \$1,606.20 | \$1,849.19 |
| 4 | \$822.00 | (\$300.00) | \$522.00 | \$277.28 | \$799.28 | \$2,141.60 | \$2,418.88 |
| 5 | \$1,027.50 | (\$375.00) | \$652.50 | \$296.97 | \$949.47 | \$2,677.00 | \$2,973.97 |
| 6 | \$1,233.00 | (\$450.00) | \$783.00 | \$316.66 | \$1,099.66 | \$3,212.40 | \$3,529.06 |
| 7 | \$1,438.50 | (\$525.00) | \$913.50 | \$353.88 | \$1,267.38 | \$3,747.80 | \$4,101.68 |
| 8 | \$1,644.00 | (\$600.00) | \$1,044.00 | \$373.57 | \$1,417.57 | \$4,283.20 | \$4,656.77 |
| 9 | \$1,849.50 | (\$675.00) | \$1,174.50 | \$393.26 | \$1,567.76 | \$4,818.60 | \$5,211.86 |
| 10 | \$2,055.00 | (\$750.00) | \$1,305.00 | \$412.95 | \$1,717.95 | \$5,354.00 | \$5,766.95 |
| 11 | \$2,260.50 | (\$825.00) | \$1,435.50 | \$432.64 | \$1,868.14 | \$5,889.40 | \$6,322.04 |
| 12 | \$2,466.00 | (\$900.00) | \$1,566.00 | \$462.59 | \$2,028.59 | \$6,424.80 | \$6,887.39 |
| 13 | \$2,671.50 | (\$975.00) | \$1,696.50 | \$475.28 | \$2,171.78 | \$6,960.20 | \$7,435.48 |
| 14 | \$2,877.00 | (\$1,050.00) | \$1,827.00 | \$487.97 | \$2,314.97 | \$7,495.60 | \$7,983.57 |
| 15 | \$3,082.50 | (\$1,125.00) | \$1,957.50 | \$500.66 | \$2,458.16 | \$8,031.00 | \$8,531.66 |
| 16 | \$3,288.00 | (\$1,200.00) | \$2,088.00 | \$513.35 | \$2,601.35 | \$8,566.40 | \$9,079.75 |
| 17 | \$3,493.50 | (\$1,275.00) | \$2,218.50 | \$526.04 | \$2,744.54 | \$9,101.80 | \$9,627.84 |
| 18 | \$3,699.00 | (\$1,350.00) | \$2,349.00 | \$538.73 | \$2,887.73 | \$9,637.20 | \$10,175.93 |
| 19 | \$3,904.50 | (\$1,425.00) | \$2,479.50 | \$551.42 | \$3,030.92 | \$10,172.60 | \$10,724.02 |
| 20 | \$4,110.00 | (\$1,500.00) | \$2,610.00 | \$564.11 | \$3,174.11 | \$10,708.00 | \$11,272.11 |

DIFFERENTIAL TUITION RATES per credit hour (not including fees)

| | Resident Tuition | Resident COF Stipend | Resident Share | Non-Resident Tuition | Non-Resident Share |
|-------------------|------------------|----------------------|----------------|----------------------|--------------------|
| Standard Tuition | \$205.50 | (\$75.00) | \$130.50 | \$535.40 | \$535.40 |
| Dental Hygiene | \$331.00 | (\$75.00) | \$256.00 | \$348.95 | \$348.95 |
| CCD/CCC Online*** | \$305.65 | (\$75.00) | \$230.65 | \$351.65 | \$351.65 |

* 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 (\$205.50) minus estimated "College Opportunity Fund Stipend" (\$75) equals the student's estimated share of in-state tuition (\$130.50).

** Miscellaneous fees include: a student activity fee of \$7/credit hour with a \$84 maximum; an Auraria Higher Education Center bond fee \$38.07 for 1-3 credit hours, \$52.67 for 4-6 credit hours, \$70.20 for 7-11 credit hours, and \$80.46 for 12 or more credit hours; an Auraria library resource fee of \$4.69/ credit hour; an Auraria Health Center fee of \$2; an RTD fee of \$97/term; a Student Building Fee of \$8/ credit hour; a Health Center Fee(MSCD Med Ctr) of \$24/term; a Clean Energy Fee of \$5/term; a \$12.85 registration fee; and a Student Facilities fee of \$5/term. Satellite locations, online courses and health programs are not automatically assessed RTD, Auraria Library, and AHEC bond fees. See Student Fee information on page 13.

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

Note: An Instructional Program Fee of \$6.75/credit hour will be added for Med-High cost classes and all CCR, MAT and ENG classes.

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 page 12. 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, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Auraria Student Health Center, 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.
- Student Facilities Fee – This per term fee is to support Tivoli Park and the Student Coffee lounge/patio.

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/immunizationrequirements.

Get your Books and Student ID and RTD Pass

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

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.

The campus bookstore, Tivoli Station, is located in the Tivoli Student Union. Students are not required to purchase textbooks through the Tivoli Station, but they offer new and used textbooks, and they stock all of the required textbooks.

Book Advance

Financial aid funds are not released (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, a student's total accepted financial aid funds for the semester 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 student's expected refund if less than \$500. The minimum amount is \$50. Students who meet all of 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, by HigherOne, once the credit is available. The last day for Book Advance eligibility is the Friday before the drop deadline.

Attend Class & Be Successful!

There are many people at CCD to support students, including instructors, classmates, Academic Advisors, peer mentors, administrators, student support services and many others.

The **Career Development Center** offers assistance in resume building, cover letters, job searches, tips on interviewing, career and major exploration and so much more.

The **Resource Center** provides a holistic approach to advising, focusing on the academic, personal, and financial health of all CCD students. It also houses the First Year Experience program, assigning a Specialist to students who are starting their first year of college.

Students should contact **Student Life** to get involved with clubs and organizations, to find out about campus events, to access to the CCD Food Bank, and more.

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.

TRIO Student Support Services (SSS) provides comprehensive academic, financial and personal guidance within an active community of students and staff. All TRIO SSS participants are overcoming obstacles to higher education—such as limited income, first generation to college, or disability—en route to graduation and transfer.

The **Tutoring Center** provides academic support for all students enrolled in CCD courses. Professional tutors are available in each center, five days a week, during the semester: Math, Writing, ESL, and Student Success.

Veteran Services assists students who are veterans with their transition into an educational setting. It serves as a liaison between CCD veterans and the Department of Veteran Affairs (DVA), helps students apply for VA educational benefits, monitors academic performance and provides referrals to veteran services on campus.

VISIT CCD.EDU FOR A COMPLETE LIST OF ALL OUR STUDENT SUPPORT SERVICES.

Be informed.

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

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

CCD REPORT CARD/STUDENT EVALUATIONS

Student evaluations of faculty during spring semester 2015 gave the following scores based on a 10 point scale, with 10 being the highest.

| | |
|-----------------------------------------------------------------------------------------------------------------|-----|
| I believe I am learning useful skills that I will be able to apply in my life. | 8.6 |
| I am learning to analyze topics using different approaches. | 8.6 |
| The course included lectures, class discussions, and activities that make the subject matter meaningful.. . . . | 8.6 |
| I am encouraged to participate actively in class discussions. | 8.6 |
| The classroom environment is encouraging and supportive of my learning. | 8.6 |
| The assignments in the course enhance my learning. | 8.6 |
| I use the feedback given by the instructor to improve my learning. | 8.6 |
| I understand what I have to do to be successful in this course. | 9.0 |
| I think that course content is explained clearly. | 8.6 |
| My instructor is approachable | 9.0 |

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. Some degree and certificate programs require Academic Advisor or department approval. See the Academic Advising Center for questions.
- 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/gradapp. See "Important Dates" for deadlines.
- 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 Academic 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 Prior Learning Assessment with Admissions, Registration & Records and the Academic Advising Center.
- 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

1 [G] 2 BIO 3 105 4 Science of Biology w/Lab: SC1 4
 6 Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 090 or MAT 050; or English assessment score of 95 or better and/or Reading assessment score of 80 or better; and Math assessment score of 60 or better.

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.

| <i>Course Type</i> | <i>Listed Under</i> | <i>Prefix</i> | <i>Course Type</i> | <i>Listed Under</i> | <i>Prefix</i> |
|----------------------------------------------------------------------------|-------------------------------------|---------------|-------------------------------------|-------------------------------------------|---------------|
| Accounting | | .ACC | German | | .GER |
| Advanced Academic Achievement | | .AAA | Graphic Design | | .MGD |
| American Sign Language. | | .ASL | Health and Wellness | | .HWE |
| Anthropology | | .ANT | Health Professions | | .HPR |
| Arabic | | .ARA | History | | .HIS |
| Architecture/Engineering/Construction/Architectural Technologies | | .AEC | Human Services. | | .HSE |
| Art | | .ART | Humanities. | | .HUM |
| Astronomy | | .AST | Information Technology | | .CIS |
| Biology | | .BIO | Italian | | .ITA |
| Business Technology. | | .BTE | Journalism | | .JOU |
| Business Administration | | .BUS | Literature | | .LIT |
| Computer Aided Drafting | Engineering Graphics & | | Machine Technologies | | .MAC |
| | Architectural Technologies. | .CAD | Management | Business Administration. | .MAN |
| Chemistry | | .CHE | Manufacturing Technology | | .MTE |
| Chinese | | .CHI | Marketing | Business Administration. | .MAR |
| College Composition & Reading | | .CCR | Mathematics. | | .MAT |
| Community Health Worker | | .CHW | Medical Office Technology. | | .MOT |
| Communications | | .COM | Multimedia Graphic Design | Graphic Design. | .MGD |
| Computer Information Systems | Information Technology. | .CIS | Music | | .MUS |
| Computer Networking & Tech. | Information Technology. | .CNG | Nurse Aide | | .NUA |
| Computer Science | Information Technology. | .CSC | Outdoor Studies | see also PRA, REC. | .OUT |
| Computer Web Based | Information Technology. | .CWB | Paralegal | | .PAR |
| Criminal Justice. | | .CRJ | Park Ranger | see also OUT, REC. | .PRA |
| Dance | | .DAN | Philosophy. | | .PHI |
| Dental Hygiene. | | .DEH | Physical Education | | .PED |
| Drafting. | Engineering Graphics. | .EGT | Physics | | .PHY |
| Early Childhood Education. | | .ECE | Political Science. | | .POS |
| Economics | | .ECO | Psychology. | | .PSY |
| Education (see also Early Childhood Education) | | .EDU | Radiation Therapy | | .RTH |
| Electroneurodiagnostic Technology. | | .END | Radiology Technology | | .RTE |
| Emergency Medical Services | | .EMS | Recreation | see also OUT, PRA. | .REC |
| | Engineering Graphics. | .EGT | Science | see also AST, BIO, CHE, GEY, PHY. | .SCI |
| English | | .ENG | Sociology. | | .SOC |
| English As A Second Language | | .ESL | Spanish | | .SPA |
| Environmental Science | | .ENV | Speech | Communications. | .COM |
| Finance | | .FIN | Theatre | | .THE |
| French. | | .FRE | Veterinary Technology | | .VET |
| Geography | | .GEO | Welding and Fabrication | Fabrication Welding. | .WEL |
| Geology. | | .GEY | Women's Studies | | .WST |

SPRING 2016

COURSE OFFERINGS

SPRING 2016 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 |
|-----------------------------------|----------------------------------------------|----------------------|--------------------|------------|-----------------------------------|----------------------|
| Winterm, 4 weeks | 12/9/15 | 12/8/15 | 1/15/16 | 4 | 12/14/15 | 1/7/16 |
| Wed Early Start, 4 weeks | 12/17/15 | 12/16/15 | 1/16/16 | 4 | 12/21/15 | 1/11/16 |
| Sat Early Start, Weekend | 1/2/16 | 1/2/16 | 1/3/16 | 1 | 1/2/16 | 1/3/16 |
| Winterm, 2 weeks | 1/4/16 | 1/3/16 | 1/16/16 | 2 | 1/5/16 | 1/13/16 |
| Mon Early Start | 1/11/16 | 1/11/16 | 1/16/16 | 1 | 1/12/16 | 1/15/16 |
| Tue Early Start | 1/12/16 | 1/12/16 | 1/16/16 | 1 | 1/13/16 | 1/15/16 |
| Tue 16 Week Course | 1/15/16 | 1/12/16 | 5/9/16 | 16 | 1/29/16 | 4/15/16 |
| Tue First 9 weeks | 1/20/16 | 1/19/16 | 3/28/16 | 9 | 1/29/16 | 3/14/16 |
| Tue First 5 weeks | 1/20/16 | 1/19/16 | 2/20/16 | 5 | 1/25/16 | 2/15/16 |
| Tues First 7.5 weeks | 1/20/16 | 1/19/16 | 3/9/16 | 7.5 | 1/27/16 | 2/29/16 |
| Tue First 4 weeks | 1/20/16 | 1/19/16 | 2/12/16 | 4 | 1/22/16 | 2/8/16 |
| Tue First 12 weeks | 1/20/16 | 1/19/16 | 4/16/16 | 12 | 2/1/16 | 3/29/16 |
| Tue First 7 weeks | 1/20/16 | 1/19/16 | 3/5/16 | 7 | 1/26/16 | 2/25/16 |
| Tue First 10 weeks | 1/20/16 | 1/19/16 | 4/4/16 | 10 | 1/29/16 | 3/17/16 |
| Tue Full Semester 15 weeks | 1/22/16 | 1/19/16 | 5/9/16 | 15 | 2/5/16 | 4/18/16 |
| Mon Late Start, 13 weeks | 2/2/16 | 2/1/16 | 5/9/16 | 13 | 2/16/16 | 4/19/16 |
| Mon Late Start, 12 weeks | 2/9/16 | 2/8/16 | 5/9/16 | 12 | 2/22/16 | 4/21/16 |
| Thurs Start, 2 weeks | 2/12/16 | 2/11/16 | 2/25/16 | 2 | 2/12/16 | 2/22/16 |
| Mon Late Start, 10 weeks | 2/23/16 | 2/22/16 | 5/9/16 | 10 | 3/4/16 | 4/25/16 |
| Mon Mid-Term, 5 weeks | 2/23/16 | 2/22/16 | 4/2/16 | 5 | 2/29/16 | 3/25/16 |
| 1 week; late start | 2/27/16 | 2/26/16 | 3/4/16 | 1 | 2/26/16 | 3/3/16 |
| Mon Late Start, 6 weeks | 3/1/16 | 2/29/16 | 4/16/16 | 6 | 3/7/16 | 4/7/16 |
| March start, weekend | 3/5/16 | 3/5/16 | 3/6/16 | 1 | 3/5/16 | 3/6/16 |
| Mon Late Start, 8 weeks | 3/8/16 | 3/7/16 | 5/9/16 | 8 | 3/16/16 | 4/26/16 |
| Thurs Late Start, 7.5 weeks | 3/11/16 | 3/10/16 | 5/9/16 | 7.5 | 3/18/16 | 4/27/16 |
| Mon Late Start, 7 weeks | 3/15/16 | 3/14/16 | 5/9/16 | 7 | 3/22/16 | 4/28/16 |
| Tue Late Start, 8 weeks | 3/16/16 | 3/15/16 | 5/12/16 | 8 | 3/24/16 | 4/29/16 |
| Fri Apr Weekends, 3 Wks | 4/2/16 | 4/1/16 | 4/16/16 | 3 | 4/4/16 | 4/13/16 |
| Mon Last 5 weeks | 4/5/16 | 4/4/16 | 5/9/16 | 5 | 4/8/16 | 5/2/16 |
| May start, weekend | 5/7/16 | 5/7/16 | 5/8/16 | 1 | 5/7/16 | 5/8/16 |

ADVANCED ACADEMIC ACHIEVEMENT

Center for Math & Science
CNF 301 • 303-556-2460

AAA 109 Advanced Academic Achievement.....3
Prerequisite: Math, Reading, or English assessment scores of 20 or better; or program chair or advisor permission; or equivalent assessment scores

ACCOUNTING

Center for Career & Technical Education
CHR 201 • 303-556-2487

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

ACC 101 Fundamentals of Accounting3
Prerequisite: Math assessment score of 20 or better, or equivalent assessment scores

ACC 115 Payroll Accounting.....3
Prerequisite: Math assessment score of 20 or better, or equivalent assessment scores

ACC 121 Accounting Principles I4
Prerequisite: Grade of C or better in MAT 090 or MAT 050, or equivalent Math assessment score placement.

ACC 122 Accounting Principles II4
Prerequisite: ACC 121 with a grade of C or better.

ACC 125 Computerized Accounting3
Prerequisite: ACC 101 or ACC 121 with a grade of C or better

ACC 131 Income Tax.....3
Prerequisite: ACC 101 or ACC 121 with a grade of C or better.

ACC 133 Tax Help Colorado Practicum.....1
Prerequisite: ACC 132 with a grade of C or better.

ACC 216 Govt & Not-for-profit Acct3
Prerequisite: ACC 121 and ACC 122 with a grade of C or better

ACC 280 Internship3
Prerequisite: ACC 121 and ACC 122 with a grade of C or better and instructor permission

AMERICAN SIGN LANGUAGE

Center for Arts & Humanities
CHR 307 • 303-556-2473

ASL 121 American Sign Language I.....5
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; and REA 090 or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

ASL 122 American Sign Language II.....5
Prerequisite: ASL 121 with a grade of C or better or instructor permission

ASL 123 American Sign Language III.....5
Prerequisite: ASL 122 with a grade of C or better.

ANTHROPOLOGY

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

[G]ANT 101 Cultural Anthropology : SS3..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]ANT 107 Intro to Archaeology: GT-SS3 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]ANT 111 Bio Anthrplgy W/Lab: GT - SC1..... 4
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]ANT 250 Medical Anthropology:SS3..... 3
Prerequisite: ANT 101 and ENG 121 with a grade of C or better, or chair permission

ANT 255 Anthropology of Energy 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

ARCHITECTURAL TECHNOLOGIES

Center for Career & Technical Education
CHR 201 • 303-556-2487

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

AEC 100 Introduction to Design Theory 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

AEC 102 Residential Construction Draw 4
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

AEC 104 Architectural Drawing Theory 4
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission

AEC 125 History of Architecture..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

AEC 218 Sustainable Building Systems..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

AEC 225 Architectural Design & Develop..... 4
Prerequisite: Grade of C or better in AEC 101 and AEC 104

AEC 236 International Building Codes 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

AEC 280 Internship 6

CAD 101 Computer Aided Drafting I..... 3
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission

CAD 102 Computer Aided Drafting II..... 3
Prerequisite: CAD 101 with a grade of C or better or Chair Permission

CAD 115 Sketchup 3
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission

CAD 217 Rhino 3
Prerequisite: Grade of C or better in CAD 224 or 240 or permission of Chair

CAD 224 Revit Architecture 3
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission

CAD 264 3D Scanning and Modeling..... 4
Prerequisite: CAD 262 with a grade of C or better

ART

Center for Arts & Humanities
CHR 307 • 303-556-2473

[G]ART 110 Art Appreciation: AH1..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]ART 111 Art Hist Ancient/ MedievGT-AH1..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]ART 112 Art Hist Renaiss/1900:GT-AH1 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

ART 121 Drawing I 3
Prerequisite: English assessment score of 20 or better; or equivalent assessment scores, or equivalent ACT/SAT scores.

ART 128 Figure Drawing I..... 3
Prerequisite: ART 121 with a grade of C or better.

ART 131 Visual Concepts 2-D Design 3
Prerequisite: English assessment score of 20 or better; or equivalent assessment scores, or equivalent ACT/SAT scores.

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| ART 132 Visual Concepts 3-D Design..... | 3 |
| Prerequisite: ART 131 with a grade of C or better | |
| ART 139 Digital Photography I..... | 3 |
| Prerequisite: MGD 101 with a grade of C or better, or instructor permission | |
| ART 151 Painting I..... | 3 |
| Prerequisite: ART 131 with a grade of C or better | |
| ART 221 Drawing II | 3 |
| Prerequisite: ART 121 with a grade of C better | |
| ART 239 Digital Photography II..... | 3 |
| Prerequisites: ART 139 with a grade of C or better. | |
| ART 251 Painting II..... | 3 |
| Prerequisites: ART 151 and ART 131 with a grade of C or better, or permission of the Program Chair. | |
| ART 252 Painting III..... | 3 |
| Prerequisites: ART 121 and ART 251 with a grade of C or better. | |

ASTRONOMY

Center for Math & Science
CNF 301 • 303-556-2460

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| [G]AST 101 Astronomy I w/Lab: SC1 | 4 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores | |
| [G]AST 102 Astronomy II w/Lab: SC1 | 4 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores | |

BIOLOGY

Center for Math & Science
CNF 301 • 303-556-2460

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| [G]BIO 105 Science of Biology w/Lab: SC1 | 4 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores | |
| BIO 106 Basic Anatomy And Physiology | 4 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores | |
| [G]BIO 111 Gen College Biology I/Lab: SC1 | 5 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 055, MAT 099, MAT 120, or MAT 135; or MAT 055 as a corequisite; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores | |
| [G]BIO 112 Gen College Biology II/Lab:SC1 | 5 |
| Prerequisite: Grade of C or better in BIO 111. | |
| [G]BIO 116 Intro to Human Disease: SC2 | 3 |
| Prerequisite: Grade of C or better in BIO 105, BIO 106, OR BIO 111. | |

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| [G]BIO 201 Human Anatomy&Phys w/Lab I:SC1 .. | 4 |
| Prerequisite: Grade of C or better in BIO 111. | |
| [G]BIO 202 Human Anatomy&Phys II/Lab :SC1 ... | 4 |
| Prerequisite: Grade of C or better in BIO 201. | |
| [G]BIO 204 Microbiology w/Lab: SC1 | 4 |
| Prerequisite: Grade of C or better in BIO 202 or BIO 111. | |
| BIO 216 Pathophysiology | 4 |
| Prerequisite: A grade of C or better in ENG 121 and BIO 204, or a grade of C or better in ENG 121 and corequisite of BIO 204. | |
| [G]BIO 220 General Zoology w/Lab: SC1 | 5 |
| Prerequisite: Grade of C or better in BIO 111 or BIO 105. | |
| BIO 269 Nucleic Acid Tech/Molec Clone | 4 |
| Prerequisite: Grade of C or better in BIO 111. | |

BUSINESS ADMINISTRATION

Center for Career & Technical Education
CHR 201 • 303-556-2487
For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

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| BUS 110 Working for Yourself | 2 |
| BUS 115 Introduction to Business | 3 |
| Prerequisite:Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and a Grade of C or better in MAT 030 or equivalent Math assessment score placement | |
| BUS 216 Legal Environment of Business..... | 3 |
| Prerequisite: BUS 115 or CIS 118 with a grade of C or better | |
| BUS 217 Bus Communication/Rept Write..... | 3 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores | |
| BUS 226 Business Statistics | 3 |
| Prerequisite: Grade of C or better in BUS 115 and Grade of C or better in CCR 092, CCR 093, or REA 090; or equivalent Reading assessment score placement, and Grade of C or better in MAT 090, MAT 050, or MAT 107; or equivalent Math assessment score placement | |
| BUS 287 Cooperative Education | 3 |
| MAN 116 Principles of Supervision | 3 |
| Prerequisite: BUS 115 with a grade of C or better | |
| MAN 160 Entrepreneurship | 3 |
| Prerequisites: ACC 101 and BUS 115 with a grade of C or better | |
| MAN 200 Human Resource Management I | 3 |
| Prerequisite: BUS 115 with a grade of C or better | |
| MAN 226 Principles of Management | 3 |
| Prerequisite: BUS 115 with a grade of C or better | |
| MAR 111 Principles of Sales | 3 |
| Prerequisite: BUS 115 with a grade of C or better | |

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| MAR 160 Customer Service..... | 3 |
| Prerequisite: Grade of C or better in BUS 115; and Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 060; or equivalent English and Writing assessment score placements | |
| MAR 216 Principles of Marketing | 3 |
| Prerequisite: BUS 115 with a grade of C or better, or CIS 118 with a grade of C or better | |

BUSINESS TECHNOLOGY

Center for Career & Technical Education
CHR 201 • 303-556-2487
For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

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| BTE 100 Computer Keyboarding | 1 |
| Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores | |
| BTE 102 Keyboarding Applications I..... | 2 |
| Prerequisite: BTE 100 with a grade of C or better or instructor permission (keyboarding skills of 20 wpm). | |
| BTE 103 Keyboarding Applications II..... | 3 |
| Prerequisite: BTE 102 with a grade of C or better (Keyboarding Skills of 30 wpm). | |
| BTE 108 Ten-Key by Touch | 1 |
| Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores | |
| BTE 120 Intro to Business Practices..... | 3 |
| Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores | |
| BTE 125 Records Management..... | 3 |
| Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores | |
| BTE 156 Business Math/Calculators..... | 4 |
| Prerequisite: Math assessment score of 30 (EA) or better and Reading assessment score of 40 or better, or equivalent Math, English, and Writing assessment score placements | |
| BTE 225 Office Management..... | 3 |
| Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores | |
| BTE 287 CoopEducation/Internship | 3 |

CHEMISTRY

Center for Math & Science
CNF 301 • 303-556-2460

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| [G]CHE 101 Intro to Chemistry I/Lab: SC1 | 5 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 055, MAT 099, MAT 120, or MAT 135; or equivalent English, Writing, and Math assessment placement scores | |
| CHE 109 General, Organic, & Biochem..... | 4 |
| Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 055, MAT 099, MAT 120, or MAT 135; or equivalent English, Writing, and Math assessment placement scores | |

[G] CHE 111 Gen College Chem I/Lab: SC15
 Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; and corequisite or prerequisite in MAT 121 or a College Level Math score of 63 or better, or equivalent ACT/SAT scores

[G] CHE 112 Gen College Chem II/Lab: SC15
 Prerequisite: CHE 111 with a grade of C or better; with an English assessment score of 95 or better or English and Writing assessment score equivalent placement scores, and a Math assessment score of 63 (CLM) or better

CHINESE

Center for Arts & Humanities
 CHR 307 • 303-556-2473

CHI 101 Conversational Chinese I3
 Prerequisite: English assessment score of 20 or better; or equivalent assessment scores, or equivalent ACT/SAT scores.

CHI 112 Chinese Language II5
 Prerequisite: CHI 111 with a grade of C or better, or a placement score of 282 or better.

CHI 212 Chinese Language IV3
 Prerequisite: CHI 211 with a grade of C or better, or a placement score of 404 or better.

COLLEGE COMPOSITION AND READING

Center for Arts & Humanities
 CHR 307 • 303-556-2473

CCR 092 Composition & Reading5
 Prerequisite: Grade of C or better in ENG 030 or ESL 043 or ESL 052 or REA 030 or equivalent English, Reading, and Writing assessment score placements. Requires three visits or more in the Writing Center or the usage of on-line tutoring.

CCR 093 Studio D3
 Prerequisite: Grade of C or better in CCR 092 or ENG 060 or REA 060 or ESL 053 or ESL 054 or equivalent English, Reading, and Writing assessment score placements. Requires three visits or more in the Writing Center or the usage of on-line tutoring.

CCR 094 Studio 1213
 Prerequisite: Grade of C or better in CCR 092 or ENG 060 or REA 060 or ESL 053 or ESL 054 or equivalent English, Reading, and Writing assessment score placements. Requires three visits or more in the Writing Center or the usage of on-line tutoring.

COMMUNICATIONS

Center for Arts & Humanities
 CHR 307 • 303-556-2473

COM 105 Career Communication3
 Prerequisite: Grade of C or better in ESL 052, or English assessment score of 20 or better, or equivalent assessment score placements or equivalent ACT/SAT scores.

COM 115 Public Speaking 3
 Prerequisite: English assessment score of 20 or better; or equivalent assessment score placement, or equivalent ACT/SAT scores. Recommended: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements.

COM 125 Interpersonal Communication 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

COM 217 Group Communication 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G] COM 220 Intercultural Comm: SS3 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

CRIMINAL JUSTICE

Center for Career & Technical Education
 CHR 201 • 303-556-2487

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

[G] CRJ 110 Intro to Criminal Justice SS3 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores, or chair permission

CRJ 125 Policing Systems 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores, or chair permission

CRJ 127 Crime Scene Investigation 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 135 Judicial Function 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 145 Correctional Process 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 205 Principles of Criminal Law 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 230 Criminology 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 231 Intro Forensic Sci/Criminalist 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

CRJ 257 Victimology 3
 Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

DANCE

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

DAN 130 Dance Sampler 1

DENTAL HYGIENE

Center for Health Sciences at Lowry
 Bldg. 753 • 303-365-8338

The Dental Hygiene Clinic is located on the Lowry Campus at 1062 Akron Way, Building 753, south of the intersection of East 11th Avenue and Yosemite Street. ONLY STUDENTS ACCEPTED INTO THE PROGRAM MAY REGISTER FOR COURSES. Program information and advising sessions are listed on our website at www.ccd.edu/dental.

DEH 122 Periodontics I 2
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123 with a grade of C or better
 Corequisite: DEH 126, DEH 132, DEH 153, DEH 170, DEH 213

DEH 126 Dental Materials 2
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123 with a grade of C or better
 Corequisite: DEH 122, DEH 132, DEH 153, DEH 170, DEH 213

DEH 132 Applied Pharmacology 2
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123 with a grade of C or better
 Corequisite: DEH 122, DEH 126, DEH 153, DEH 170, DEH 213

DEH 153 Clinical Theory I 2
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123 with a grade of C or better
 Corequisite: DEH 122, DEH 126, DEH 132, DEH 170, DEH 213

DEH 170 Clinical Practice I 4
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123, with a grade of C or better
 Corequisite: DEH 122, DEH 126, DEH 132, DEH 153, DEH 213

DEH 213 General and Oral Pathology 3
 Prerequisite: DEH 101, DEH 102, DEH 103, DEH 104, DEH 111, DEH 116, DEH 123 with a grade of C or better
 Corequisite: DEH 122, DEH 126, DEH 132, DEH 153, DEH 170

DEH 221 Ethics and Practice Management 2
 Prerequisite: DEH 202, DEH 204, DEH 242, DEH 268, DEH 270 with a grade of C or better
 Corequisite: DEH 225, DEH 271, DEH 282, DEH 285

DEH 225 Community Dental Health II 1
 Prerequisite: DEH 202, DEH 204, DEH 242, DEH 268, DEH 270 with a grade of C or better
 Corequisite: DEH 221, DEH 271, DEH 282, DEH 285

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- DEH 271 Clinical Practice III 7**
Prerequisite: DEH 202, DEH 204, DEH 242, DEH 268, DEH 270 with a grade of C or better Corequisite: DEH 221, DEH 225, DEH 282, DEH 285
- DEH 282 Periodontics III..... 1**
Prerequisite: DEH 202, DEH 204, DEH 242, DEH 268, DEH 270 with a grade of C or better Corequisite: DEH 221, DEH 225, DEH 271, DEH 285
- DEH 285 Clinical Theory III..... 2**
Prerequisite: DEH 202, DEH 204, DEH 242, DEH 268, DEH 270 with a grade of C or better Corequisite: DEH 221, DEH 225, DEH 271, DEH 282

EARLY CHILDHOOD EDUCATION

- Center for Career & Technical Education
CHR 201 • 303-556-2487
- Students that want to transfer into a 4-year teacher education program should seek advising for transferability of courses. A background check may be required at the student's expense.
- For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.
- ECE 101 Intro to Early Childhood Educ..... 3**
Prerequisite: English assessment score of 20 or better or equivalent assessment scores
 - ECE 102 Intro to ECE Lab Techniques..... 3**
Corequisite: ECE 101.
 - ECE 103 Guidance Strategies Yng Child 3**
Prerequisite: English assessment score of 20 or better or equivalent assessment scores
 - ECE 111 Infant/Toddler Theory/Practice 3**
Prerequisite: English assessment score of 20 or better or equivalent assessment scores
 - ECE 205 Nutrition, Health and Safety 3**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements
 - ECE 209 Observing Young Children 1**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better
 - ECE 220 Curriculum Methods Techniques 3**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and ECE 101 and ECE 102, or ECE 103 with a grade of C or better
 - ECE 236 Child Growth/Dev Lab 1**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements Corequisite: ECE 238
 - ECE 238 Child Growth and Development..... 3**
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; and ECE 101 and ECE 102 or ECE 103 with a grade of C or better. Corequisite: ECE 236.
 - ECE 256 Working with Parents&Families 3**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements

- ECE 260 The Exceptional Child 3**
Prerequisite: Grade of C or better in ECE 238 and grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores
- ECE 288 Practicum:Early Childhood Ed 3**
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; and ECE 101, ECE 102, or ECE 103 with a grade of C or better Corequisite: ECE 209.

ECONOMICS

- Center for Career & Technical Education
CHR 201 • 303-556-2487
- [G]ECO 201 Prin of Macroeconomics: SS1 3**
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores
 - [G]ECO 202 Prin of Microeconomics: SS1 3**
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

EDUCATION

- Center for Career & Technical Education
CHR 201 • 303-556-2487
- Students that want to transfer into a 4-year teacher education program should seek advising for transferability of courses. Please note course locations. A background check may be required at the student's expense.
- EDU 221 Introduction to Education..... 3**
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English and Writing assessment score placements; and Grade of C or better in MAT 060 or equivalent Math assessment score placement

EMERGENCY MEDICAL SERVICES

- Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300
- The EMS program is offered at the Rita Bass Trauma and EMS Education Institute at 190 W. 6th Ave. Denver, CO 80204. You must be accepted into the program before you will be allowed to register. For more information, contact Daniela Higgins at 303-365-8378 or daniela.higgins@ccd.edu.
- For Gainful Employment data on CCD program completion costs and occupational status, visit www.ccd.edu/gainfulemployment.
- EMS 121 EMT Fundamentals 3**
Your acceptance into the program must be approved by the department.
 - EMS 122 EMT Medical Emergencies..... 4**
Your acceptance into the program must be approved by the department.
 - EMS 123 EMT Trauma Emergencies 2**
Your acceptance into the program must be approved by the department.

- EMS 124 EMT Special Considerations 2**
Your acceptance into the program must be approved by the department.
- EMS 130 EMT Intravenous Therapy 2**
Attendance to all meetings is mandatory to pass the course, as well as one clinical rotation. Student must have Colorado State EMT Certificate by the start of the course. This course is taught at the Rita Bass Trauma and EMS Education Institute, located at 190 W. 6th Ave. Denver, CO. 80204. For more information contact Daniela Higgins at daniela.higgins@ccd.edu or call 303-365-8378.

- EMS 170 EMT Clinical..... 1**
Your acceptance into the program must be approved by the department.

ENGINEERING GRAPHICS

- Center for Career & Technical Education
CHR 201 • 303-556-2487
- For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.
- CAD 101 Computer Aided Drafting I 3**
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission
 - CAD 102 Computer Aided Drafting II 3**
Prerequisite: CAD 101 with a grade of C or better or Chair Permission
 - CAD 115 Sketchup 3**
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission
 - CAD 217 Rhino 3**
Prerequisite: Grade of C or better in CAD 224 or 240 or permission of Chair
 - CAD 224 Revit Architecture 3**
Prerequisite: English assessment score of 20 or better, Reading assessment score of 20 or better, or Math assessment score of 20 or better; or program chair or advisor permission
 - CAD 264 3D Scanning and Modeling 4**
Prerequisite: CAD 262 with a grade of C or better
 - EGT 106 Intro to Axonometric Views 3**
Prerequisite: EGT 103 with a grade of C or better or instructor permission.
 - EGT 107 Intro to Sections & Aux. Views 3**
Prerequisite: EGT 101 with a grade of C or better or instructor permission.
 - EGT 160 Intro to Ind Drafting & Design..... 3**
Prerequisite: CAD 102 with a grade of C or better or instructor permission.
 - EGT 205 Geometric Dimension/Tolerance 3**
Prerequisite: EGT 160 with a grade of C or better or Instructor Permission
 - EGT 289 Capstone..... 6**
Prerequisite: CAD 264 or Chair permission

ENGLISH

Center for Arts & Humanities
CHR 307 • 303-556-2473

[G] ENG 121 English Composition I : C013

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G] ENG 122 English Composition II: C023

Prerequisite: ENG 121 with a grade of C or better, or an ACTE score of 26 or better, or an SATV score of 600 or better.

ENG 221 Creative Writing I3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

ENG 226 Fiction Writing3

Prerequisite: ENG 221 with a grade of C or better, or instructor permission.

ENG 227 Poetry Writing3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

ENGLISH AS A SECOND LANGUAGE (ESL)

Center for Arts & Humanities
CHR 307 • 303-556-2473

ESL 012 Intermediate Pronunciation3

Prerequisite: Grade of C or better in ESL 041 or ESL 071 or LOEP Reading Assessment score of 46 or better.

ESL 022 Intermediate Grammar3

Prerequisite: ESL 021 with a grade of C or better or ESL 071 with a grade of C or better or ESL Grammar Assessment Score of 31-45.

ESL 023 Advanced Grammar3

Prerequisite: ESL 022 with a grade of C or better or ESL 072 with a grade of C or better or ESL Grammar Assessment Score of 46+.

ESL 032 Inter Listening/Speaking3

Prerequisite: ESL 031 with a grade of C or better or ESL 071 with a grade of C or better or LOEP Listening Score of 50-69.

ESL 033 Adv Listening & Speaking3

Prerequisite: ESL 032 with a grade of C or better or ESL 072 with a grade of C or better or LOEP Listening Score of 70-89.

ESL 042 Intermediate Reading3

Prerequisite: ESL 041 or ESL 071 with a grade of C or better or LOEP Reading Assessment Score of 46-70.

ESL 043 Advanced Reading3

Prerequisite: ESL 042 or ESL 072 with a grade of C or better or LOEP Reading Assessment Score of 71-95.

ESL 052 Intermediate Composition3

Prerequisite: ESL 022 with a grade of C or better or ESL 072 with a grade of C or better or Grammar Assessment score of 46-75 and co-requisite or pre-requisite of ESL 023.

ESL 054 ESL Reading and Composition 6

Prerequisite: ESL 023, ESL 043, and ESL 052 with a grade of C or better or LOEP Reading Assessment score of 96+ and Writing Placement Test of ESL 054 and LOEP Grammar Assessment score of 66+.

ESL 071 Basic Language Skills 9

Prerequisite: LOEP Reading Assessment score of 25-45 and LOEP Grammar Assessment score of 16-30 and LOEP Listening Assessment score 35-49 or permission of ESL Program Chair located in CHR 313E or at 303-352-3335.

ESL 072 Intermediate Language Skills 9

Prerequisite: ESL 021, ESL 041, or ESL 071 with a grade of C or better or LOEP Reading Assessment score of 46-70 and LOEP Grammar Assessment score of 31-45 and LOEP Listening Assessment score of 50-69; or permission of ESL Program Chair located in CHR 313E or at 303-352-3335.

ENVIRONMENTAL SCIENCE

Center for Math & Science
CNF 301 • 303-556-2460

[G] ENV 101 Environmental Sci w/Lab: SC1 4

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores.

FABRICATION WELDING

Center for Career & Technical Education
CHR 201 • 303-556-2487 Welding courses offered at the North Site, 6221 Downing St. Please call 303-289-1249 for more information.

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

WEL 100 Safety for Welders 1

Prerequisite: Math assessment score of 20 or better, or equivalent assessment scores

WEL 101 Allied Cutting Processes 4

Prerequisite: WEL 100 with a grade of C or better.

WEL 102 Oxyacetylene Joining Processes..... 4

Prerequisite: WEL 100 with a grade of C or better.

WEL 103 Basic Shielded Metal Arc I 4

Prerequisite: WEL 101 with a grade of C or better.

WEL 104 Basic Shielded Metal Arc II 4

Prerequisite: WEL 103 with a grade of C or better.

WEL 106 Blueprint Read-Welders/Fitters 4

Prerequisite: WEL 100 with a grade of C or better

WEL 110 Advanced Shielded Metal Arc I 4

Prerequisite: WEL 104 and MAT 108 with a grade of C or better.

WEL 111 Advanced Shielded Metal Arc II 4

Prerequisite: WEL 110 with a grade of C or better.

WEL 124 Intro-Gas Tungsten Arc Welding..... 4

Prerequisite: WEL 101, WEL 102 and MAT 108 with a grade of C or better

WEL 125 Intro-Gas Metal Arc Welding..... 4

Prerequisite: WEL 101, WEL 102 and MAT 108 with a grade of C or better.

WEL 178 Seminar/Workshop 4

Prerequisite: WEL 101, WEL 102, and WEL 106 with a grade of C or better. Corequisite: Any other welding class, except WEL 100, WEL 101, and WEL 102

WEL 202 Gas Metal Arc Welding II 4

Prerequisite: WEL 125 with a grade of C or better.

WEL 224 Adv Gas Tungsten Arc Welding 4

Prerequisite: WEL 124 with a grade of C or better.

WEL 230 Pipe Welding I 4

Prerequisite: WEL 110 and WEL 124 with a grade of C or better, or Chair permission.

FRENCH

Center for Arts & Humanities
CHR 307 • 303-556-2473

FRE 111 French Language I 5

Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English, Reading, and Writing assessment score placements.

FRE 112 French Language II 5

Prerequisite: FRE 111 with a grade of C or better, or a placement score of 282 or better.

GEOGRAPHY

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

[G] GEO 105 World Regional Geography: SS2 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G] GEO 106 Human Geography: SS2 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

GEOLOGY

Center for Math & Science
CNF 301 • 303-556-2460

[G] GEY 111 Physical Geology w/Lab: SC1 4

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G] GEY 112 Historical Geology w/Lab: SC1 4

Prerequisite: Grade of C or better in GEY 111.

GERMAN

Center for Arts & Humanities
CHR 307 • 303-556-2473

GER 112 German Language II 5

Prerequisite: GER 111 with a grade of C or better, or a placement score of 282 or better.

GRAPHIC DESIGN

Center for Arts & Humanities
CHR 307 • 303-556-2473

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

MGD 101 Intro to Computer Graphics..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

MGD 105 Typography & Layout 3

Prerequisite: Grade of C or better in MGD 101 and MGD 116.

MGD 111 Adobe Photoshop I 3

Prerequisite: Grade of C or better in MGD 101 and MGD 116, or MGD 116 as a corequisite

MGD 112 Adobe Illustrator I..... 3

Prerequisite: MGD 101 and MGD 116 with a grade of C or better.

MGD 116 Typography I..... 3

Prerequisite: Grade of C or better in MGD 101, or MGD 101 as a corequisite

MGD 141 Web Design I..... 3

Prerequisite: Grade of C or better in MGD 101 or MGD 116 or instructor permission.

MGD 203 Design and Concept 3

Prerequisite: Grade of C or better in MGD 105.

MGD 213 Electronic Prepress 3

Prerequisite: Grade of C or better in MGD 105.

MGD 289 Capstone 3

Prerequisite: Grade of C or better in MGD 203.

HEALTH AND WELLNESS

Center for Math & Science
CNF 301 • 303-556-2460

HWE 100 Human Nutrition..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 060; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

HEALTH PROFESSIONS

Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

HPR 108 Dietary Nutrition 1

HPR 178 Medical Terminology 2

HPR 190 Basic EKG Interpretation 2

HPR 219 Professional Nursing Path II 3

Pre-requisite: HPR 209 with a grade of B or better, or faculty permission

HISTORY

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

[G]/HIS 101 Western Civ:Antiquity-1650 HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 102 Western Civ: 1650-Present HI1..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 112 The World: 1500-Present: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 121 US History to Reconst: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 122 US History since Civil War:HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 215 Women in U.S. History: GT-HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 225 Colorado History: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 235 Hist of American West:HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 236 US History Since 1945: GT-HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 243 Hist of Modern China: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 244 History of Latin America: HI1..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 247 20th Century World History:HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 250 African American History: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 255 The Middle Ages: HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]/HIS 259 Modern Middle East:HI1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

HUMAN SERVICES

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

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

HSE 105 Introduction to Social Welfare..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

HSE 106 Survey of Human Services..... 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

HSE 107 Interviewing Principles 3

Prerequisite: HSE 106 with a grade of C or better, or HSE 106 as a corequisite. Corequisite: HSE 108

HSE 108 Intro to Therapeutic System 3

Prerequisite: HSE 106 with a grade of C or better, or HSE 106 as a corequisite. Corequisite: HSE 107

HSE 188 Human Services Practicum I 4

Prerequisite: HSE 107 and HSE 108 with a grade of C or better.

HSE 205 Human Services for Groups 3

Prerequisite: HSE 107 and HSE 108 with a grade of C or better.

HSE 206 Human Services for Families..... 3

Prerequisite: HSE 107 and HSE 108 with a grade of C or better. Introduces family theory and practice. Covers such topics as systems theory, communications theories, structure therapists, developmental theory and future directions in family therapy research.

HSE 207 Community Organization 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores Course Note: Offered spring semester only.

HSE 208 Social Welfare Policy 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores Course Note: Offered spring semester only.

HSE 288 Human Services Practicum II 4

Prerequisite: HSE 188 with a grade of C or better.

HSE 289 Practicum III Capstone.....7
Prerequisite: HSE 288 with a grade of C or better.

HUMANITIES

Center for Arts and Humanities
CHR 307 • 303-556-2473

[G]/HUM 115 World Mythology: GT-AH2.....3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/HUM 121 Humanities: Early Civ: GT-AH23
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores. Humanities classes may be taken in any order.

[G]/HUM 122 Humanities: Mediev-Mod: GT-AH2...3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores. Humanities classes may be taken in any order.

[G]/HUM 123 Humanities: Modern Wrld:GT-AH2...3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores. Humanities classes may be taken in any order.

HUM 220 History of Rock & Roll.....3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores. Humanities classes may be taken in any order.

INFORMATION TECHNOLOGY

Center for Career & Technical Education
CHR 201 • 303-556-2487

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

CIS 110 Intro to Computing Technology1
Prerequisite: English assessment score of 20 or better, equivalent assessment scores, or instructor permission

CIS 118 Intro PC Applications3
Prerequisite: Grade of C or better in CIS 110 or CIS 117; or English assessment score of 50 or better and Reading assessment score of 40 or better, or equivalent English and Writing assessment score placements; and Math assessment score of AR 40 or EA 30 or better, or equivalent Math assessment score placement

CIS 130 Introduction to Internet.....1
Prerequisite: Math and English assessment scores of 20 or better, or equivalent assessment scores

CIS 135 Complete PC Word Processing3
Prerequisite: CIS 118 with a grade of C or better

CIS 136 M/S Office Specialist Crt:Word1
Prerequisite: BTE 103 or CIS 135 with a grade of C or better, or instructor permission based on prior experience. Please contact the Chair at 303-556-3829 for further information.

CIS 155 PC Spreadsheet Concepts..... 3
Prerequisite: CIS 118 with a grade of C or better or instructor permission.

CIS 159 M/S Office Special Cert:Excel 1
Prerequisite: CIS 155 with a grade of C or better or instructor permission. Please contact department Chair at 303-556-3829 for further information.

CIS 218 Advanced PC Applications 3
Prerequisite: CIS 155 with a grade of C or better, and BTE 103 or CIS 135 with a grade of C or better, or instructor permission.

CIS 267 Mgmt of Information Systems 3
Prerequisite: CIS 118 with a grade of C or better

CNG 116 Microcomputer Hardware 3
Corequisite: CIS 118 with a grade of C or better

CNG 120 A+ Certification Preparation 4
Prerequisite: CNG 116 with a grade of C or better, or CNG 116 as a corequisite

CNG 124 Networking I: Network + 3
Prerequisite: CIS 118 with a grade of C or better.

CNG 125 Networking II: Network + 3
Prerequisite: CNG 124 with a grade of C or better, or CNG 124 as a corequisite

CNG 131 Prin of Information Assurance 3
Prerequisite: CNG 132 with a grade of C or better

CNG 132 Network Security Fundamentals..... 3
Prerequisite: CNG 124 with a grade of C or better
Section OHL is a 13-week late start course. This section is offered in a non-standard part of term. Please check CCD Connect for the start and end dates. This is a project based class. Students will be required 2-3 lab hours per week for lab assignments to be completed using network/hardware equipment. Lab time will be arranged the first week of class.

CSC 119 Introduction to Programming 3
Prerequisite: Grade of C or better in MAT 090 or MAT 050, or equivalent Math assessment score placement
Corequisite: CIS 118 or instructor permission.

CSC 161 Computer Sci II: (Language) 4
Prerequisite: Grade of C or better in CSC 160 or instructor permission.

ITALIAN

Center for Arts & Humanities
CHR 307 • 303-556-2473

ITA 111 Italian Language I..... 5
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English, Reading, and Writing assessment score placements.

JOURNALISM

Center for Arts & Humanities
CHR 307 • 303-556-2473

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

JOU 102 Intro to Editing for Media..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/JOU 105 Introduction to Mass Media:SS3..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

JOU 106 Media News and Reporting 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

JOU 121 Photojournalism 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

JOU 225 New Media 3
Prerequisite: ENG 121 with a grade of C or better.

JOU 241 Feature and Magazine Writing..... 3
Prerequisite: ENG 121 with a grade of C or better.

JOU 251 Media Law and Ethics 3
Prerequisite: JOU 106 with a grade of C or better or department chair permission

JOU 275 Sports Journalism 3

LITERATURE

Center for Arts & Humanities
CHR 307 • 303-556-2473

[G]/LIT 115 Intro to Literature I: AH2 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/LIT 202 World Lit After 1600:GT-AH2 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/LIT 205 Ethnic Literature : AH2..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/LIT 246 Literature of Women: GT-AH2..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

LIT 255 Children's Literature 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; and REA 090 or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

MACHINE TECHNOLOGIES

Center for Career & Technical Education
CHR 201 • 303-556-2487

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

MAC 100 Machine Shop Safety 1
Prerequisite: Math assessment score of 20 or better, or equivalent assessment scores

SPRING 2016

MAC 101 Introduction to Machine Shop.....3
Prerequisite: MAC 100 with a grade of C or better.

MAC 102 Print Reading for Machinists3
Prerequisite: MAC 100 with a grade of C or better

MAC 110 Introduction to Engine Lathe.....3
Prerequisite: MAC 101 with a grade of C or better

MAC 111 Intermediate Engine Lathe3
Prerequisite: MAC 110 and MAT 108 with a grade of C or better

MAC 120 Intro to Milling Machine3
Prerequisite: MAC 101 with a grade of C or better.

MAC 121 Intermediate Milling Machine3
Prerequisite: MAC 120 and MAT 108 with a grade of C or better

MAC 145 Production Manufacturing3
Prerequisite: MAC 111 and MAC 121 with a grade of C or better.

MAC 201 Intro to CNC Turning Operation.....3
Prerequisites: MAC 121 and MAC 111 with a grade of C or better or Chair permission.

MAC 205 Intro To CNC Milling Operation.....3
Prerequisite: MAC 111 and MAC 121 with a grade of C or better or Chair permission.

MAC 240 CAD/CAM 2D3
Prerequisite: MAC 205 with a grade of C or better.

MATHEMATICS

Center for Math & Science
CNF 301 • 303-556-2460

MAT 025 Algebraic Literacy Lab.....1
Prerequisite: Math Assessment score of LADI 067, PADI 001, or equivalent
Corequisite: Students must co-enroll in a corresponding section of MAT 055. MAT 025 is a structured study experience for MAT 055 students.

MAT 050 Quantitative Literacy.....4
Prerequisite: CCPT IADI score of 001, PADI score of 001, LADI score of 67, or equivalent.

MAT 055 Algebraic Literacy.....4
Prerequisite: CCPT IADI score of 001, PADI score of 001 with a corequisite of MAT 025, LADI score of 67 with a corequisite of MAT 025, or equivalent. MAT 025 is a structured study experience for MAT 055 students.

MAT 093 Algebra Lab1
Prerequisite: Math Assessment score of IADI 045 or equivalent
Corequisite: Students must co-enroll in a corresponding section of MAT 121 or MAT 123. MAT 093 is a structured study experience for MAT 121 or MAT 123 students.

MAT 107 Career Math3
Prerequisite: Math Assessment score of PADI 080 or equivalent
Students with a Math Assessment score of PADI 059 will be required to co-enroll in MAT 091.

MAT 108 Technical Mathematics4
Prerequisite: Math Assessment score of PADI 080 or equivalent
Students with a Math Assessment score of PADI 059 will be required to co-enroll in MAT 091.

[G]MAT 120 Math for Liberal Arts: MA14
Prerequisite: Grade of B or better in MAT 050 or Math Assessment score of IADI 001 or equivalent
Students with a grade of C in MAT 050 or Math Assessment score of PADI 080 will be required to co-enroll in MAT 092.

[G]MAT 121 College Algebra : MA1.....4
Prerequisite: Grade of B or better in MAT 055, Math Assessment score of TCDI 001, or equivalent
Students with a grade of C in MAT 055 or Math Assessment score of IADI 045 will be required to co-enroll in MAT 093. A Texas Instruments graphing calculator is required for the class. Model TI-84 or 83 is supported.

[G]MAT 122 College Trigonometry: MA13
Prerequisite: Grade of C or better in MAT 121, Math Assessment score of TCDI 029, or equivalent ACT/SAT scores.

[G]MAT 123 Finite Mathematics: MA14
Prerequisite: Grade of B or better in MAT 055, Math Assessment score of TCDI 001, or equivalent. Students with a grade of C in MAT 055 or Math Assessment score of IADI 045 will be required to co-enroll in MAT 093. A Texas Instruments graphing calculator is required for this class. Model TI-83 or TI-84 is supported.

[G]MAT 125 Survey of Calculus: MA14
Prerequisite: Grade of C or better in MAT 121, MAT 123, Math Assessment score of TCDI 029 or equivalent. A Texas Instruments graphing calculator is required for this class. Model TI-83 or TI-84 is supported.

[G]MAT 135 Intro to Statistics: MA13
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094 or equivalent English Assessment score placement; and MAT 050 with a grade of B or better or Math Assessment score of IADI 001 or equivalent
Students with a grade of C in MAT 050 or Math Assessment score of PADI 080 will be required to co-enroll in MAT 092. A Texas Instruments graphing calculator is required for this class. Model TI-83 or TI-84 is supported.

[G]MAT 201 Calculus I: MA15
Prerequisite: Grade of C or better in MAT 122 or MAT 166, or Math assessment score of 103 (CLM), or equivalent ACT/SAT scores. A Texas Instruments graphing calculator is required for this class. Model TI-83 or TI-84 is supported.

[G]MAT 202 Calculus II : MA15
Prerequisite: Grade of C or better in MAT 201. A Texas Instruments Graphing Calculator is required for this class. Model TI-83 or TI-84 is supported.

[G]MAT 204 Calculus III/Engineer App: MA15
Prerequisite: Grade of C or better in MAT 202.

MAT 266 Diff Eq/Linear Algebra4
Prerequisite: Grade of C or better in MAT 202.

MUSIC

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

MUS 100 Intro to Music Theory I.....3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

MUS 106 Songwriting.....3
Prerequisite: MUS 100 with a grade of C or better.

MUS 111 Music Theory II.....3
Prerequisite: MUS 110 with a grade of C or better.
Corequisite: MUS 113 and MUS 132

MUS 113 Ear Training/Sightsing II Lab.....1
Prerequisite: MUS 112 with a grade of C or better.
Corequisite: MUS 111 and MUS 132

[G]MUS 120 Music Appreciation: AH13
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]MUS 122 Music Hist Romantic-Prsnt: AH13
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]MUS 123 Survey of World Music: GT-AH13
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

MUS 131 Music Class I - Guitar/Bass.....2
Prerequisite: MUS 100 with a grade of C or better, or instructor permission

MUS 132 Music Class II - Piano2
Prerequisite: MUS 131 or MUS 141 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction: Piano1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction: Voice1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instr: Guitar/Bass1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction:Woodwinds1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instr:Composition1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction:Conducting.....1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instr: Songwriting.....1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction: Strings.....1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction: Voice1
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 141 Private Instruction: Piano2
Prerequisite: MUS 100 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II- Piano.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II- Voice.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instr II: Guitar/Bass1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II- Woodwinds.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instt II- Composition.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II-Conducting1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instr II: Songwriting.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Inst II- Strings.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Inst II- Voice.....1
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II- Piano.....2
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 142 Private Instruct II- Guitar.....2
Prerequisite: MUS 141 with a grade of C or better, or instructor permission.

MUS 151 Ensemble I - Choir.....1

MUS 152 Ensemble II - Choir.....1
Prerequisite: MUS 151 with a grade of C or better, or instructor permission.

MUS 161 Computer Music Applications I3

MUS 162 Computer Music Applications II3
Prerequisite: MUS 161 with a grade of C or better, or instructor permission.

MUS 241 Private Instruct III: Piano1
Prerequisite: MUS 142 with a grade of C or better, or instructor permission.

MUS 241 Private Instruct III- Voice.....1
Prerequisite: MUS 142 with a grade of C or better, or instructor permission.

MUS 241 Private Instruct III: Guitar 1
Prerequisite: MUS 142 with a grade of C or better, or instructor permission.

MUS 241 Private Instruct III: Voice 1
Prerequisite: MUS 142 with a grade of C or better, or instructor permission.

MUS 241 Private Instruct III: Piano 2
Prerequisite: MUS 142 with a grade of C or better, or instructor permission.

MUS 242 Private Instruct IV-Piano..... 1
Prerequisite: MUS 241 with a grade of C or better, or instructor permission.

MUS 242 Private Instruct IV- Voice..... 1
Prerequisite: MUS 241 with a grade of C or better, or instructor permission.

MUS 242 Private Instr IV: Guitar/Bass 1
Prerequisite: MUS 241 with a grade of C or better, or instructor permission.

MUS 251 Ensemble I - Choir..... 1
Prerequisite: MUS 152 with a grade of C or better.

MUS 252 Ensemble II - Choir..... 1
Prerequisite: MUS 251 with a grade of C or better.

NURSE AIDE

Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300

The Center for Health Sciences at Lowry is located on the Lowry Campus at 1070 Alton Way, Bldg. 849, just south of the intersection of East 11th Avenue and Yosemite Street. Only students accepted into the Nurse Aide Program may register for NUA courses. For more information go to www.ccd.edu/nursing or call 303-365-8300

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

NUA 101 Nurse Aide Health Care Skills..... 4
Prerequisite: Acceptance to the program must be approved by the department. Corequisite: NUA 170. Section 001 has a corequisite of NUA 170-01S (CRN 32180).

NUA 170 Nurse Aide Clinical Experience 1
Prerequisite: Acceptance to the program must be approved by the department. Corequisite: NUA 101. Section 01S has a corequisite of NUA 101-001(CRN 32179).

PARALEGAL

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

For Gainful Employment data on CCD program completion costs and occupational statistics, visit www.ccd.edu/gainfulemployment.

PAR 115 Introduction to Law..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 118 Contracts..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 201 Civil Litigation 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 202 Evidence 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 205 Criminal Law 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 209 Constitutional Law 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 211 Legal Research..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 212 Legal Writing 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 217 Environmental Law 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

PAR 280 Internship 6
Prerequisite: PAR 115, PAR 201, PAR 211 and PAR 212 with a grade of C or better.

PAR 289 Capstone..... 3
Prerequisite: PAR 115, PAR 201, PAR 211, and PAR 212 with a grade of C or better.

PHILOSOPHY

Center for Arts & Humanities
CHR 307 • 303-556-2473

[G]/PHI 111 Intro to Philosophy: AH3..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/PHI 112 Ethics: AH3..... 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G]/PHI 115 World Religions-West: AH3 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G/PHI 116 World Religions-East: AH3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

[G/PHI 218 Environmental Ethics: GT-AH3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English, Reading, and Writing assessment score placements; or equivalent ACT/SAT scores.

PHYSICS

Center for Math & Science
CNF 301 • 303-556-2460

[G/PHY 105 Conceptual Physics w/Lab: SC1 4

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; and grade of C or better in MAT 090 or MAT 050; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores

[G/PHY 111 Physics Alg-Based I/Lab: SC1 5

Prerequisite: Grade of C or better in MAT 121 or Math assessment score of 63 (CLM) or better; and Grade of C or better in CCR 092, CCR 093, or ENG 090 and/or REA 090; or equivalent English and Writing assessment score placements Corequisite: MAT 122

[G/PHY 112 Physics Alg-Based II/Lab: SC1 5

Prerequisite: Grade of C or better in PHY 111 and MAT 122.

[G/PHY 211 Physics Calc-Based I/Lab: SC1 5

Prerequisite: Grade of C or better in MAT 201.
Corequisite: MAT 202

[G/PHY 212 Physics Calc-Based II/Lab: SC1 5

Prerequisite: Grade of C or better in PHY 211 and MAT 202.

POLITICAL SCIENCE

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

[G/POS 105 Intro to Political Science:SS1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores; or chair permission

[G/POS 111 American Government : SS1 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090 and REA 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores; or chair permission

[G/POS 205 International Relations: SS1 3

Prerequisite: Grade of C or better in ENG 121 or instructor permission.

POS 215 Current Polit Issues:Pres Elec 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G/POS 225 Comparative Government: SS1 3

Prerequisites: Grade of C or better in REA 090 or equivalent English and Writing assessment score placement, and Grade of C or better in ENG 121; or instructor permission.

POS 280 Political Science Internship..... 3

Prerequisite: POS 105 or POS 111 with a grade of B or better or Chair permission.

PSYCHOLOGY

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

[G/PSY 101 General Psychology I : SS3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G/PSY 102 General Psychology II : SS3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G/PSY 205 Psychology of Gender: SS3 3

Prerequisite: ENG 121 with a grade of C or better.

PSY 207 Intro Forensic Psychology 3

Prerequisite: ENG 121with a grade of C or better.

[G/PSY 217 Human Sexuality: GT-SS3 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 226 Social Psychology: SS3 3

Prerequisite: ENG 121 with a grade of C or better.

PSY 231 Positive Psychology 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 235 Human Growth & Developmnt: SS3.. 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 238 Child Development: SS3 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 240 Health Psychology: GT-SS3 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 249 Abnormal Psychology: SS3 3

Prerequisite: ENG 121 and PSY 101 or 102 with a grade of C or better.

PSY 251 Evolutionary Psychology 3

Prerequisite: ENG 121 and PSY 101 or PSY 102 with a grade of C or better.

PSY 255 Brain and Behavior 3

Prerequisite: ENG 121 with a grade of C or better.

[G/PSY 265 Psychology of Personality: SS3 3

Prerequisite: ENG 121 and PSY 102 with a grade of C or better.

RADIATION THERAPY

Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300

The Center for Health Sciences at Lowry is located on the Lowry Campus at 1070 Alton Way, Bldg. 849, just south of the intersection of East 11th Avenue and Yosemite Street. There is a MONTHLY ADVISING AND INFORMATION meeting for the Radiation Therapy Program on the 3rd Tuesday of each month at 5:00 p.m. in building 849 except in March, May, July, and December. Those interested in the program are welcome to attend. Please bring with you copies of transcripts. Reservations are not necessary. Call for more information or to request a brochure.

RTH 222 Principles Radiation TherapyII 2

RTH 243 Oncology Principle&Practice I 2

RTH 261 Treatment Planning 3

RTH 282 Internship II 8

RADIOLOGY TECHNOLOGY

Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300

The Center for Health Sciences at Lowry is located on the Lowry Campus at 1070 Alton Way, Bldg. 849, just south of the intersection of East 11th Avenue and Yosemite Street. Only students accepted into the Radiation Technology Program may register for RTE courses. There is a MONTHLY ADVISING AND INFORMATION meeting for the Radiation Technology Program on the 3rd Tuesday of each month at 4:00 p.m. in building 849. Those interested in the program are welcome to attend. Please bring with you copies of transcripts. Reservations are not necessary. Call for more information or to request a brochure.

RTE 122 Radiologic Procedures II 3

Prerequisite: RTE 101, RTE 111, RTE 121, RTE 141 and RTE 181 with a grade of C or better. Corequisite: RTE 131, RTE 142, and RTE 182

RTE 131 Radiogr Pathology/Image Eval I 1.5

Prerequisite: RTE 101, RTE 111, RTE 121, RTE 141 and RTE 181 with a grade of C or better. Corequisite: RTE 122, RTE 142, and RTE 182

RTE 142 Radiographic Equip/Imaging II 3

Prerequisite: RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better. Corequisite: RTE 122, RTE 131 and RTE 182.

RTE 182 Radiographic Internship II 5

Prerequisite: RTE 101, RTE 111, RTE 121, RTE 141, and RTE 181 with a grade of C or better. Corequisite: RTE 122, RTE 131 and RTE 142

RTE 240 Principles of CT Imaging 3

Prerequisite: ARRT or NMTCB License

RTE 250 Mammography 3

Prerequisite: ARRT Certified.

RTE 255 Multiplanar Sectional Imaging 2

Prerequisite: ARRT or NMTCB Registered

RTE 275 Advanced Clinical 2

RTE 275 Mammography Internship 2

RTE 282 Radiographic Clinical Intern V8
Prerequisite: RTE 101, RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231 and RTE 281 with a grade of C or better. Corequisite: RTE 289 and RTE 132

RTE 284 Advanced Clinical (Specialty)6
Prerequisite: ARRT or NMTCB certified. Requires an application to the CT program 4-6 weeks prior to the start of class. Application information is available on-line at CCD.EDU or contact Daniela Higgins at 303-365-8378.

RTE 289 Radiographic Capstone.....3
Prerequisite: RTE 111, RTE 121, RTE 122, RTE 131, RTE 141, RTE 142, RTE 181, RTE 182, RTE 183, RTE 221, RTE 231, and RTE 281 with a grade of C or better. Corequisite: RTE 132 and RTE 282

RTE 291 Mammography Internship.....5
Prerequisites: ARRT Certified

SCIENCE

Center for Math & Science
CNF 301 • 303-556-2460

[G]SCI 156 Integrated Sci II w/Lab: SC14
Prerequisite: Grade of C or better in CCR 092, CCR 093, or ENG 090 and REA 090; and Grade of C or better in MAT 099 or MAT 055; or equivalent English, Writing, and Math assessment score placements; or equivalent ACT/SAT scores. Designed for education majors.

SOCIOLOGY

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

[G]SOC 101 Intro to Sociology I : SS33
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]SOC 102 Intro to Sociology II: SS33
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]SOC 218 Sociology of Diversity: GT-SS3.....3
Prerequisite: ENG 121; and SOC 101 or SOC 102 with a grade of C or better.

[G]SOC 220 Sociology of Religion: SS3.....3
Prerequisites: ENG 121 and SOC 101 or SOC 102 with a grade of C or better.

[G]SOC 237 Sociology Of Death&Dying:GT-SS3.....3
Prerequisite: ENG 121; and ANT 101, or PSY 101, or PSY 102, or SOC 101, or SOC 102 with a grade of C or better.

SPANISH

Center for Arts & Humanities
CHR 307 • 303-556-2473

SPA 101 Conversational Spanish I3
Prerequisite: English assessment score of 20 or better; or equivalent assessment scores, or equivalent ACT/SAT scores.

SPA 111 Spanish Language I 5
Prerequisite: Grade of C or better in CCR 092, ENG 060 and REA 060, or equivalent English, Reading, and Writing assessment score placements.

SPA 112 Spanish Language II 5
Prerequisite: SPA 111 with a grade of C or better, or a placement score of 282 or better.

[G]SPA 211 Spanish Language III: AH4..... 3
Prerequisite: SPA 112 or SPA 114 with a grade of C or better, or a placement score of 346 or better.

[G]SPA 212 Spanish Language IV : AH4..... 3
Prerequisite: SPA 211 with a grade of C or better, or a placement score of 404 or better.

THEATRE

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

[G]THE 105 Theatre Appreciation: AH1 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

THE 111 Acting I..... 3

THE 112 Acting II..... 3
Prerequisite: THE 111 with a grade of C or better.

THE 116 Technical Theatre..... 3

THE 131 Theatre Production I..... 3
Prerequisite: Instructor permission required. Times arranged with instructor.

THE 132 Theatre Production II..... 3
Prerequisite: Instructor permission and THE 131 with a grade of C or better required. Times arranged with instructor.

THE 150 Comedy 3

[G]THE 212 Dev of Theatre Restor-Mod: AH1 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]THE 215 Playwriting: AH1 3
Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

THE 231 Theatre Production III..... 3
Prerequisite: THE 131 or 132 and instructor permission required. Times arranged with instructor.

THE 232 Theatre Production IV..... 3
Prerequisite: Instructor permission and THE 131, 132 or 231 with a grade of C or better required. Times arranged with instructor.

VETERINARY TECHNOLOGY

Center for Health Sciences at Lowry
Bldg. 849 • 303-365-8300

The Center for Health Sciences at Lowry is located on the Lowry Campus at 1070 Alton Way, Bldg. 849, just south of the intersection of East 11th Avenue and Yosemite Street. Only students accepted into the Veterinary Technology Program may register for VET courses. There is a MONTHLY ADVISING AND INFORMATION meeting for the Veterinary Technology Program on the 2nd Tuesday of each month at 4:00 p.m. in building 849. Those interested in the program are welcome to attend. Please bring with you copies of transcripts. Reservations are not necessary. Call for more information or to request a brochure.

VET 102 Veterinary Medical Terminology 1

VET 106 Exotic Animal Handling 2
Prerequisites: BIO 111, ENG 121 with a grade of C or better and admission into the Veterinary Technology program.

VET 108 Intro to Laboratory Procedures 3
Prerequisites: BIO 111, ENG 121 with a grade of C or better and admission into the Veterinary Technology program.

VET 115 Surgical Nursing 2
Prerequisites: VET 108, VET 116, and VET 205 with a grade of C or better

VET 116 Humane Treatment/Handling 3
Prerequisite: Admission into the Veterinary Technology program.

VET 120 Office Procedures & Relations 2
Prerequisite: Admission into the Veterinary Technology or Vet Assistant program.

VET 175 Veterinary Medical Terminology 1

VET 182 Clinical Internship..... 3
Prerequisites: VET 108, VET 116, VET 120, and VET 205 with a grade of C or better.

VET 205 Vet Anatomy/Physiology I 4
Prerequisite: BIO 111, ENG 121 with a grade of C or better and admission into the Veterinary Technology program.

VET 206 Vet Anatomy/Physiology II 4
Prerequisites: VET 108, VET 115, and VET 205 with a grade of C or better.

VET 224 Pharmacology-Veterinary Tech..... 3
Prerequisite: VET 108, VET 116, VET 120, and VET 205 with a grade of C or better.

VET 225 Anesthesiology 3
Prerequisites: VET 108, VET 115, VET 116, VET 120, VET 182, VET 205, VET 206, and VET 224 with a grade of C or better.

VET 227 Animal Nutrition..... 2
Prerequisite: Anatomy and Physiology course or graduation from an AVMA accredited school.

VET 240 Veterinary Medicine & Surgery 4
Prerequisites: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241, and VET 281 with a grade of C or better.

SPRING 2016

VET 241 Clinical Laboratory Procedures 4

Prerequisites: VET 205 and VET 206 with a grade of C or better.

VET 242 Veterinary Critical Care..... 2

Prerequisite: VET 108, VET 115, VET 116, VET 120, VET 134, VET 182, VET 187, VET 205, VET 206, VET 224, VET 225, VET 227, VET 241, VET 281 and VET 240 with a grade of C or better, or VET 240 as a corequisite

VET 243 Veterinary Diagnostic Microbio 3

Prerequisites: VET 281, VET 225, VET 227, and VET 241 with a grade of C or better.

VET 250 Clinical Competency Evaluation 1

VET 281 Internship 4

Prerequisite: VET 182 with a grade of C or better.

VET 282 Internship 5

Prerequisite: VET 182, VET 281, and VET 225 with a grade of C or better, or VET 225 as a corequisite

WOMEN'S STUDIES

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

[G]WST 200 Intro Women's Studies:GT-SS3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]WST 225 Women & Social Action: SS3 3

Prerequisite: Grade of C or better in CCR 092, CCR 093, CCR 094, or ENG 090; or equivalent English and Writing assessment score placements; or equivalent ACT/SAT scores

[G]WST 249 Women's Sexuality: SS3 3

Prerequisite: English 121 with a grade of C or better.

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 Patty Davies 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:

Patty Davies
Director of Human Resources/Title IX Coordinator
Administration Building, Room 310
Campus Box 240 / P.O. Box 173363
Denver, CO 80217-3363
303.352.3310

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, discapacidad física o mental, estado de veterano, estado de embarazo, religión, 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 Patty Davies 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:

Patty Davies
Director of Human Resources/Title IX Coordinator
Administration Building, Room 310
Campus Box 240 / P.O. Box 173363
Denver, CO 80217-3363
303.352.3310

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 The Advanced Manufacturing Center 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 Director of Student Conduct at 303-556-2597.

Statement Regarding Registered Sex Offenders

Colorado Revised Statutes 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.

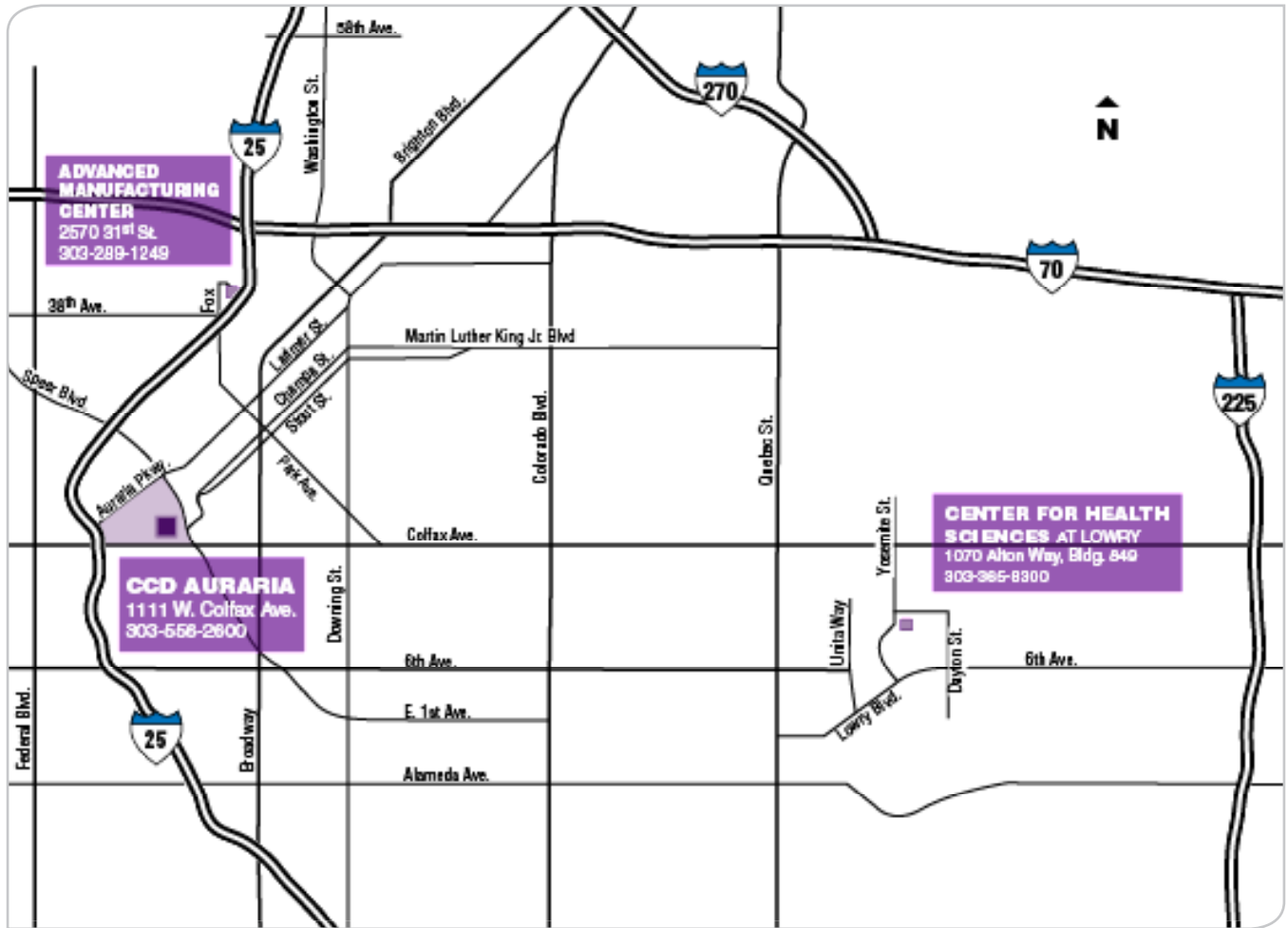
NOTES

SPRING SEMESTER PLANNING GUIDE

Use this calendar page to help you schedule your classes, decide on your work schedule, and plan time for studying and student activities.

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-----|-----|-----|-----|-----|-----|-----|
| 7 am | | | | | | | |
| 8 am | | | | | | | |
| 9 am | | | | | | | |
| 10 am | | | | | | | |
| 11 am | | | | | | | |
| Noon | | | | | | | |
| 1 pm | | | | | | | |
| 2 pm | | | | | | | |
| 3 pm | | | | | | | |
| 4 pm | | | | | | | |
| 5 pm | | | | | | | |
| 6 pm | | | | | | | |
| 7 pm | | | | | | | |
| 8 pm | | | | | | | |
| 9 pm | | | | | | | |
| 10 pm | | | | | | | |

CCD BRANCH LOCATIONS



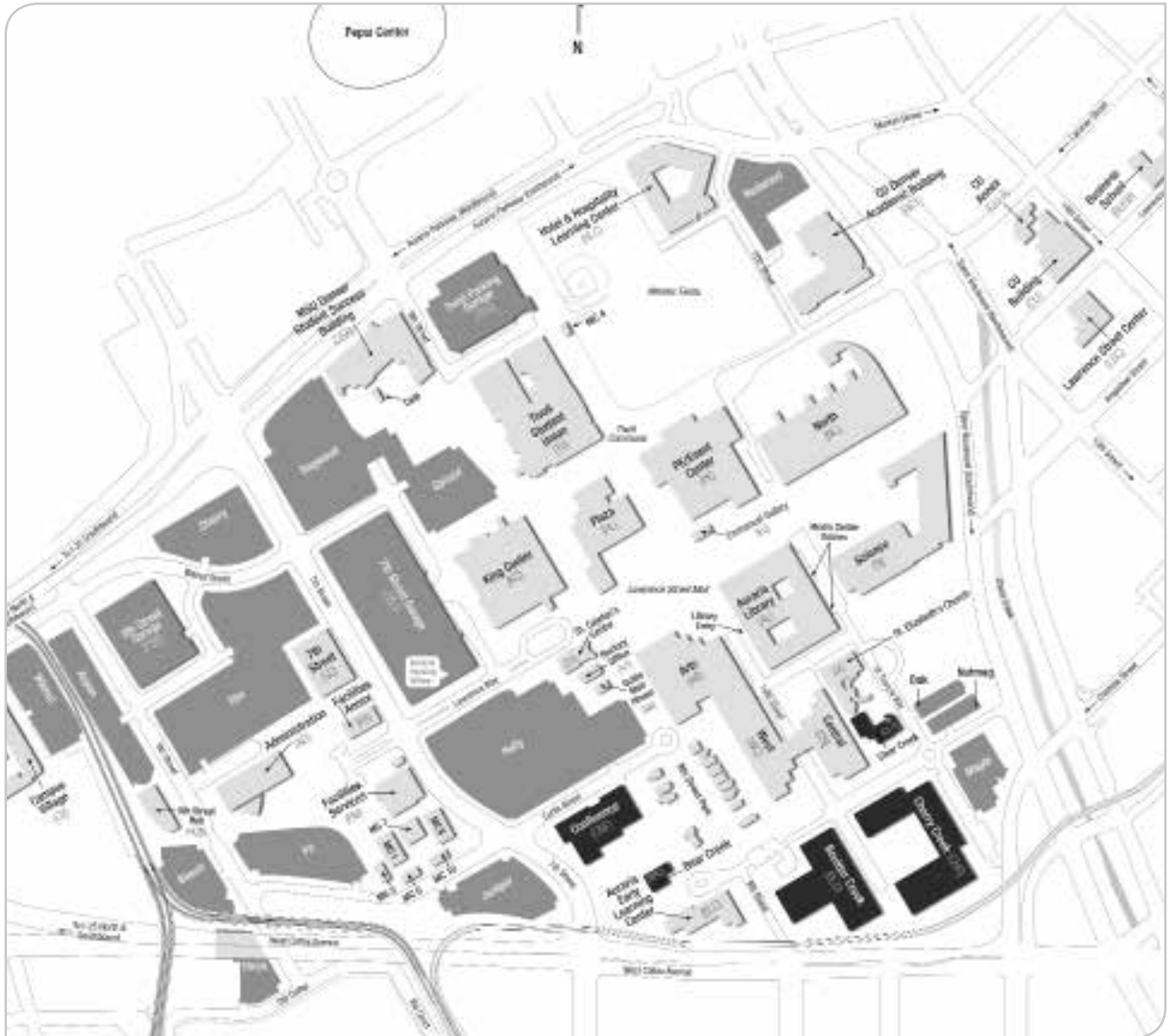
BUILDING/LOCATIONS FOR CENTER FOR HEALTH SCIENCES AT LOWRY CLASSES

Applied Healthful Aging, Computed Tomography, Dental Hygiene, Emergency Medical, Home Health Aide, Radiologic Technology, Radiation Therapy, Veterinary Technology, Mammography, Nurse Aide and Medical Assistant.

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

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

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 or DAD Administration Building | KC or DKC King Center |
| AL or DAL Auraria Library | MC or DMC Modular Classroom, corner of 7th & Curtis |
| AR or DAR Arts | NC or DNC North Classroom |
| AU or DAU Library Media Center | NP or DNP Ninth Street Park |
| BRC or DBRC . . . Bear Creek | PE or DPE Physical Education |
| BLD or DBLD . . . Boulder Creek | PL or DPL Plaza Building |
| CHR or DCHR . . . Cherry Creek | STCAJ St. Cajetan's |
| CLR or DCLR . . . Clear Creek | SI or DSI Science Building |
| CN or DCN Central Classroom | SS or DSS Seventh Street Building |
| CNF or DCNF . . . Confluence | TV or DTV Tivoli Student Union |
| FA or DFA Facilities Annex | WC or DWC West Classroom |

Health Programs are taught at our Center for Health Sciences on the Lowry Campus.

Computed Tomography, Dental Hygiene, Emergency Medical, Radiologic Technology, Radiation Therapy, Veterinary Technology, Mammography, Nurse Aide, Home Health Aide, Applied Healthful Aging and Medical Assistant.