

**General Information:**

1. Degree Policies and Procedures are in the Catalog online at [www.CCAurora.edu](http://www.CCAurora.edu).
2. If you plan on transferring to another institution, contact an advisor before registering.
3. You must apply for graduation by the beginning of your last semester.

**CERTIFICATE INFORMATION:** This certificate is ideally combined with a paralegal certificate.

**Certificate Requirements – 10 credits**

MED 101 Introduction to Mediation	3 cr.
MED 104 Culture and Conflict Resolution	3 cr.
CRJ 220 Human Relations & Social Conflict	3 cr.
HHP 106 The Creative Mind	1 cr.

**Choose an area of emphasis:**

**Employment Law/Business Emphasis – 6 credits**

MED 103 Employment and Business Mediation	3 cr.
PAR 216 Employment Law	3 cr.

\*\*\*\*\*OR\*\*\*\*\*

**Family Law Emphasis – 6 credits**

MED 102 Family Mediation	3 cr.
PAR 117 Family Law	3 cr.

\_\_\_\_\_ **Certificate Requirements – 10 Credits**

\_\_\_\_\_ **Employment. Law/Bus. Emphasis – 6 Credits**

**OR**

\_\_\_\_\_ **Family Law Emphasis – 6 Credits**

\_\_\_\_\_ **Total Certificate Requirements – 16 Credits**

**You must apply for graduation at [www.ccaurora.edu](http://www.ccaurora.edu) or at admissions by the beginning of your final semester.**

**Academic Standards of Progress**

CCA defines satisfactory academic progress as maintaining a 2.0 cumulative grade point average (GPA) or higher. In order to remain in good standing at CCA, students must maintain at least a 2.0 cumulative GPA. Students who have less than a 2.0 cumulative GPA will be placed on probation or suspension status. For more information, consult the catalog at [www.ccaurora.edu](http://www.ccaurora.edu) or talk to an advisor.

**ASSESSMENT REQUIREMENTS**

If Basic Skills courses are required based on assessment scores, it is the student's responsibility to meet these requirements within the first 30 credits at CCA. Basic Skills courses are also available at other area community colleges. Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		25-49	ENG 030 Basic Writing Skills
16		50-69	ENG 060 Writing Fundamentals
17		70-94	ENG 090 Basic Composition
18	440 V	95+	ENG 121 English Composition I
			Reading:
15		40-61	REA 060 Foundations of Reading
16		62-79	REA 090 College Prep Reading
17	430 V	80+	No Basic Skills placement
			Math:
15		24-56 ar	MAT 030 Fund. Of Math, 2 cr.
16		57+ ar	MAT 060 Pre-Algebra
17		45-60 ea	MAT 090 Intro. Algebra, 4 cr .
18	460 M	61-84 ea	MAT 106 Survey of Algebra, 4 cr.
19		85+ ea	MAT 121 College Algebra, 4 cr.

**ENGLISH AS A SECOND LANGUAGE**

Recm. LOEP		
25-56 lu	ESL 009 Low Beginning ESL	3 cr.
57-76 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
77-95 lu	ESL 022 Intermediate Grammar	3-5 cr.
	ESL 023 Advanced Grammar	3 cr.
25-59 sm	ESL 031 Basic Conversation	1-5 cr.
60-94 sm	ESL 032 Intermediate Conversation	3-5 cr.
25-49 rs	ESL 041 Basic Reading	1-5 cr.
50-74 rs	ESL 042 Intermediate Reading	2-4 cr.

**STUDY SKILLS CLASSES**

COM 121 College Survival Skills	3 cr.
PSY 109 Career Development	1-3 cr.
STS 060 Learning Success Strategies	1-3 cr.

**SCHEDULING SUGGESTIONS**

1. Register for your assessment or ACT placement recommended classes the first semester.
2. See your advisor about balancing your workload with credit load.
3. Transfer and financial aid students should consult an advisor before registering.

**IMPORTANT PHONE NUMBERS:**

Admissions & Registration	303 360-4713
Financial Aid	303 360-4709
Advising	303 360-4797
Learning Resource Center	303 360-4736
Cashier's Office	303 360-4763
Bookstore	303 360-4774
Lowry Campus One-Stop	303 340-7093
Sharon Halford, PAR/MED dept.	303 360-4728



## ONLINE AND HYBRID CLASSES

Many of the classes in this degree can be taken "online" or "hybrid" (a combination of alternative and in-classroom instruction). Symbols in the semester schedule indicate which classes are offered in either format.

### Online/Hybrid Course Information:

<http://www.CCAurora.edu/infosheets>

### Our Website Has The Following Information:

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising, and much more.

## STUDENT CHECKLIST

\_\_\_ **Application** – Apply in person or online at [www.CCAurora.edu](http://www.CCAurora.edu). Call for more info: 303-360-4700.

\_\_\_ **Financial Aid** – To apply for grants, loans, scholarships, fill out a FAFSA form available in the Financial Aid Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Call for more info: 303-360-4709.

\_\_\_ **Assessment** – All new students are required to take the basic skills assessment for placement into the appropriate English, reading and math courses. Assessment may be waived for certain students with ACT / SAT scores, completed degrees, are non-degree seeking or meet enrichment status, and for some transfer students. Call for more info: 303-360-4736.

\_\_\_ **Residence Hall** – Request more information on dorm room and board at Lowry by calling 303-340-7001.

\_\_\_ **Advising** – Contact an academic advisor to discuss goals and degree program requirements. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **PIN** – Select a personal identification number to access your student records at the Advising Center or Admissions and Records. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

\_\_\_ **Registration** – Once you have selected your classes and have your PIN, register online at [www.CCAurora.edu](http://www.CCAurora.edu), by phone at 303-825-2747 or on-site at CTC or LC903. For more information, call CTC: 303-360-4700 or LC903: 303-340-7093.

\_\_\_ **Payment** - Tuition must be paid by the due date. You may sign a promissory note with the business office. For more info: call 303 360-4763.

\_\_\_ **Attend class!** If you want to change your schedule, complete a Drop-Add form. Note: If you are receiving Financial Aid notify them of any drops to your schedule. It may affect your award! For more info: call 303-360-4713.

### Instructional VP and Deans:

Greg Goode, Vice President of Instruction  
Les Moroye, Dean, Public Service, Science & WFD  
Sharon Halford, Coordinator, PAR/MED  
Libby Broughton, Transfer Advisor