

**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 Requirements- 13 credits**

CIS 145 Complete PC Database: MS Access	3 cr.
CSC 116 Logic and Program Design	3 cr.
CSC 154 Intro to Microsoft Visual Basic.Net Programming	3 cr.
CSC 157 Advanced Visual Basic.Net Programming	4 cr.

\_\_\_\_\_ **Total Required – 13 credits**

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

**ASSESSMENT REQUIREMENTS**

**Basic Skills courses may be required based on assessment scores. It is the student's responsibility to meet these requirements within the first 30 credits at CCA.** These 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	95+	ENG 121 English Composition I
			Reading:
16		40-61	REA 060 Foundations of Reading
17		62-79	REA 090 College Prep Reading
			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		61-84 ea	MAT 106 Survey of Algebra, 4 cr.
19	460	85+ ea	MAT 121 College Algebra, 4 cr.

**ENGLISH AS A SECOND LANGUAGE**

Recm. LOEP	ESL 009 Low Beginning ESL	3 cr.
25-56 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
57-76 lu	ESL 022 Intermediate Grammar	3-5 cr.
77-95 lu	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. See your advisor about balancing your workload with credit load.
2. Transfer and financial aid students should consult an advisor before registering.

**Our Website Has The Following Information:**

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

**ONLINE AND HYBRID CLASSES**

Many of the classes in this degree can be taken **online** or **hybrid** (an online class with optional 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>

**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



## 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 info: 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.

## 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.

## Instructional VP and Deans:

Greg Goode, Vice President of Instruction & Std Svc  
Bob Fulcomer, Dean of Business, Math, & Computers  
Bobby Williams, Dept. Chair, Computers  
Kirsten Cusack, Advisor/Computers

6/9/04