


STARTING COLLEGE IS A BIG STEP, BUT WE'RE HERE TO HELP. HERE'S WHAT YOU NEED TO DO:

1. Apply for admission

Apply for admission online with MyCommunity  Education. There is no deadline or fee for applying. To find out about our classes and programs, call (303) 360-4700.

2. Apply for COF

If you are a Colorado resident, sign up for COF to get state assistance with your tuition. You only sign up for COF once, but don't forget to authorize the COF when you sign up for your classes.

3. Apply for financial aid

Complete the Free Application for Federal Student Aid (FAFSA), online at www.fafsa.ed.gov if you plan to apply for any kind of aid (grants, loans, and scholarships). The application process can take 6-8 weeks to complete, so apply early! For more information, call (303) 360-4709.

4. Take the placement test


All new degree- or certificate-seeking students are required to provide evidence of their starting levels in English, reading and math. The free test takes about 90 minutes. Reviewing for the test is recommended and free pre-assessment workshops are available to help you prepare. Visit the college webpage, visit Enrollment Services, or visit Lowry 1-Stop for more information on the workshop times or call (303) 340-7536. For test dates and times, see the front cover of this schedule or call (303) 360-4736. If you need a test accommodation due to a disability, contact the Accessibility Services office at (303) 361-7395 V/TDD/VP.

If you have the appropriate scores on the ACT or SAT taken within the last 5 years, have taken English or Math at another college, or has earned an Associate of Arts or Science degree or higher, you may not need to take the placement exam. Bring documentation of scores or a college transcript to Enrollment Services or the Lowry 1-Stop for questions about meeting this requirement.

5. See an academic advisor

An Academic Advisor can help you register for classes on a walk-in basis. Your advisor will be able to guide you in selecting the right courses to complete a degree or certificate at CCA and/or to transfer to the 4-year institution of your choice. International Students and students using Veterans benefits must register with an advisor each semester. E-mail the online advisor at OnlineAdvisor@CCAurora.edu.

6. Register for courses

Register online with the MyCommunity  Education link off the home page. Staff are available in the CCA Enrollment Services and Lowry One-Stop Offices to help you through the registration process. Although we can't register you over the phone or via e-mail, we can guide you through the process.

Please contact us in person, via e-mail at OnlineAdvisor@CCAurora.edu, by chat room on our website, or 303 360-4700 if you need any assistance.


7. Pay for tuition

Tuition must be paid by the payment deadline listed in the schedule booklet or your registration may be cancelled. If you are unable to attend the classes you registered for, you must drop by the add/drop deadline to avoid being financially responsible for your classes. Deadline dates to drop are available in this schedule each semester or in the Enrollment Services Office. If you have applied but have not yet been awarded Financial Aid, you will need to make a full payment or set up an automatic payment plan before the published payment deadline.

8. Buy your books

Take your schedule to the bookstore to purchase your books. If you are a financial aid student, check page 1 of this schedule for the date books can be charged to financial aid. If you are taking CCCOnline classes (online classes with a section number of C11 or C21), order your books through www.CCCOnline.org (this applies ONLY to CCCOnline classes). It is always best to get your books before class starts.


9. Orientation

Register online at www.CCAurora.edu or MyCommunity  Education and register for AAA-075-Special Topics-Orientation. Orientation is important and free. For more information, call 303-360-4726.

10. Student ID card

Photo ID cards are available during posted hours at the Welcome Center and at Lowry One-Stop Student Services Center. ID cards are required for some services at the college.

11. Free student e-mail

To activate your e-mail account, go to www.CCAurora.edu and access your MyCommunity  Education account. Look for the Link at the top of the Main Menu page that says "You have a New College Issued E-Mail account." Follow the directions from that link to activate your account (you'll only need to activate once). Student e-mail is the official method of communication at CCA so it is extremely important that you activate your account and check it regularly.

12. Disability Accommodations

Register with the Accessibility Services office online at www.CCAurora.edu/students/academic/accessibility/. Must submit both:

1. Needs Assessment Form
2. Documentation of Disability

Documentation guidelines are listed online. For more information, call (303) 361-7395 V/TDD/VP or email ASO.CCA@CCAurora.edu.



MyCommunity
EDUCATION

1

GO TO WWW.CCAURORA.EDU REGISTRATION WEBSITE,
CLICK ON “MYCOMMUNITY  EDUCATION”

Click “LOGIN”

- ENTER YOUR USER ID. Use either your current Student ID (your “C” number) or new Banner ID (Sxxxxxxx).
- ENTER YOUR PIN. The FIRST time you log in, your PIN will be the mmddy of your birth date.
The FIRST time you log in, you will be required to CHANGE your PIN from your birth date.
To ensure security, keep your PIN safe and confidential.
You can reset your PIN automatically by answering the question on the “Forgot PIN” section.
- DID YOU FORGET YOUR STUDENT ID OR PIN? Use the link to find it.
- Click LOGIN.

2

CHOOSE YOUR COLLEGE AND TERM

At “MAIN MENU”

- Click the STUDENT tab.
- Click Add or Drop classes from the Quick Links menu.
- Select SEARCH TERM.
- Select SPRING 2010.
- Click SUBMIT.

3

LOOK UP CLASSES BY SUBJECT, DAYS, TIMES, ETC.

TIP: Use CLASS SEARCH to find the latest courses added to the schedule and to see which sections are full or open for enrollment.

Select “SUBJECTS”

- Click on a Course Subject in which you are interested.
- To select multiple Course Subjects, hold down your Ctrl key and click on all Course Subjects of interest.
- Click CLASS SEARCH and a listing of all courses will appear.

NOTE: A number of other options are available by which you can search, such as times, days, instructional method, etc., but you must always include SUBJECT in your search.

4

SELECT CLASSES, REGISTER, AND VIEW SCHEDULE

- Click in the Open check box in front of the chosen course CRN (Course Registration Number).
- Scroll to the bottom of the page and click “Add to Worksheet.”
- Click the “SUBMIT CHANGES” button; the course will be added to your schedule.
- CURRENT SCHEDULE will appear.
- VERIFY that you registered for the correct course.

You can continue to add/drop classes by repeating the CLASS SEARCH function.

RETURN TO MENU (at the top left hand corner of the page) to view your detailed schedule, pay your bill, and access your financial aid information.

PRINT a copy of your detailed schedule by using the browser print function on the top toolbar.

ACADEMIC SUPPORT LAB

CLASSROOM BUILDING, ROOM C-109, 303-340-7536

The Academic Support Lab provides the following services:

- Free drop-in tutoring in many subjects
- Computer lab
- Workshops and other academic assistance

ACCESSIBILITY SERVICES

CTC STUDENT CENTRE, ROOM S202E, S202F, AND S202H

Students with physical disabilities, health conditions, learning disabilities, or emotional problems should contact the Accessibility Services Office (303-361-7395 V/TDD/VP, ASO.CCA@CCAurora.edu). For more information, go to: <http://www.CCAurora.edu/students/academic/accessibility/>

ASSESSMENT OF BASIC SKILLS

All new students are required to take the basic skills assessment in English, Reading, and Math, or provide ACT, SAT or prior college transcripts for placement. All new, non-native English speaking students are required to test for the level of English proficiency for placement. The assessment can be taken on a drop-in basis in the Learning Resource Center (LRC) at CTC, S202, in Enrollment Services at CTC, or One-Stop Student Services at LC Bldg. 903. Students in the Real Estate program may not be required to assess.

BASIC SKILLS INSTRUCTION

In accordance with state guidelines, if the college determines that a student needs basic skills instruction in math, reading or English, based on assessment scores, the student will be responsible for taking the required courses within the first 30 hours of attendance at a Colorado Community College institution.

CANCELLATION OF CLASSES

If the number of students enrolled in any class is insufficient to justify offering it, the class may be cancelled at the discretion of the division Dean. Students enrolled in cancelled classes will be notified.

CAREER CENTER @ CCA

The Community College of Aurora offers career planning and exploration for students seeking assistance with employment and/or the development of career goals. Career counseling, workshops and courses are offered each semester and will assist the student interested in exploring and developing skills that will enhance employability. A variety of career search tools are offered to all students and community members. The services offered: a software program for researching information on various occupations, a computerized career assessment program with occupational videos and information; career assessments including Strong Interest Inventory for career interest exploration. The Career Center also is contacted by employers and lists current opening, which are updated daily. Although

placement is not guaranteed, the College tries to assist its student and graduates with employment opportunities. Students wishing to utilize this service should stop by the Career Services Center in the Administration Building on the CentreTech Campus, Room A-103 or call 303-340-7522.

CHANGE OF ADDRESS OR NAME

It is your responsibility to notify the Admissions and Registration office of any change of address, name, etc, that will affect your permanent records. All name changes can be made in person, by fax (303-361-7432) with signature, or on the Web, by logging into MyCommunity Education.

COMPUTER ACCESS CENTER

Assistive Technology (AT) is available for students with disabilities in the classroom and in the computer labs at the CentreTech and Lowry campuses. Discover which AT would work best for you based on your disability. Contact Sheryl Broadnax for an appointment at 303-360-4781 or Sheryl.Broadnax@CCAurora.edu. For more information, go to: <http://www.CCAurora.edu/students/academic/accessibility/services.shtml>.

DEGREES & CERTIFICATES

A detailed listing of all CCA programs is available on the Web at www.CCAurora.edu. In addition to the traditional AA, AS, AGS degree programs, CCA has a variety of certificate programs, a Police Academy, an Emergency Medical Services Program, and joint programs with area vocational schools.

ENGLISH LANGUAGE PROFICIENCY

For assistance with enrollment in appropriate college-level English as a Second Language classes, students should see Enrollment Services or Lowry One-Stop.

THE COLLEGE PREPARATORY/FOR CREDIT ESL PROGRAM offers three levels of instruction to prepare students for collegiate/university programs. Courses are listed in this publication under English as a Second Language and adhere to the same tuition, fees, and deadlines as the rest of the college's credit courses.

THE AURORA LANGUAGE CENTER'S COMMUNITY ESL PROGRAM offers six levels of English non-credit instruction. Classes follow a life skills curriculum and provide practice in speaking, listening, reading, and writing. The cost is \$60 for Basic Classes and \$150 for Advanced Classes. The ALC is located on the Lowry Campus, Building 901, Room 105. Call 303-340-7079 or visit www.CCAurora.edu/alc/ for registration dates. Once students have completed the advanced level classes, they are encouraged to test for entry into the College Prep Program.

GRADE REPORTS

Grade reports are available by accessing your online MyCommunity Education account through the CCA website www.CCAurora.edu. Grade reports are not available for students with outstanding financial obligations to the college.

More Information

GRADUATION APPLICATIONS

CTC Admissions, Room A103, 303-360-4700 or
LC 1-Stop Student Services (Bldg. 903, Room 106) 303-340-7093.

An Application for Graduation completed form must be submitted by the deadline on page 1 in order to graduate at the end of a semester. Apply online by clicking 'Students' and 'Graduation'.

HIGH SCHOOL STUDENTS - POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

The Postsecondary Enrollment Options Act enables high school juniors and seniors to earn both college and high school credit while still attending high school. See your high school counselor to find out how or call 303-360-4705.

INCLEMENT WEATHER & EMERGENCY CLOSURES

During inclement weather, please tune to television and radio stations for information on closures. It's always a good idea to check more than one television or radio station, as CCA cannot guarantee the accuracy of information given by all stations.

INTERNATIONAL STUDENTS

Information, orientation dates, application requirements, and deadlines are available on the website or at Enrollment Services. The application and approval process for International students can take up to 6 months for first-time applications and approximately 30 days for transfer applications. The earlier you apply, the better your chances are for a timely approval.

LEARNING RESOURCE CENTER

CTC Student Centre, Room S202, 303-360-4736

Services provided by the Learning Resource Center include:

- Assessment testing
- Accessibility services
- Audiovisual viewing
- Computer lab
- Computer assistive technology for students with disabilities
- Pre-GED (practice) testing; DANTES (DSST) and CLEP testing; Classroom testing (see Testing Center); and other exams

LIBRARY

Library services are provided in the Learning Resource Center located in the Student Centre at the CentreTech Campus or in building 903 at the Lowry campus. For more information about CCA library services, call 303-340-7545.

MILITARY/VETERANS CENTER

CTC Administration, Room A106-I, 303-360-4768.

Military and veterans are asked to visit the Military/Veterans Reception Office, Room A106-I. Our staff can assist you with questions concerning your benefits and guide you through the steps necessary to receive benefits and achieve your academic goals at CCA.

SCHOLARSHIPS

The CCA Foundation awards over \$350,000 in scholarships to those who qualify. Please visit <http://www.ccaurora.edu/foundation/scholarships/> to apply online. In addition, CCA Financial Aid Office awards \$300,000 in institutional scholarships yearly. Please visit <http://www.ccaurora.edu/students/financialaid/scholarships.shtml> for a full list of available scholarships.

SMOKING POLICY

Community College of Aurora is a Smoke-Free Campus. Smoking is permitted in Designated Areas Only. In accordance with Colorado State Law, smoking is not permitted in state-owned and rented buildings.

STUDENT LIFE (STUDENT GOVERNMENT ASSOCIATION AND CLUBS)

CTC Student Centre, Room S101, 303-360-4726

Activities are funded by student fees and provide opportunities for student leadership. Sponsored organizations include: Student Government, Phi Theta Kappa, Sports Clubs, Academic Clubs and Cultural/Special Interest Clubs.

TESTING CENTER

(located in Learning Resource Center)

The testing center is open for instructional, make-up, and online testing with instructor approval. When classes are not in session, and at certain times during the semester (spring break, etc.), testing is done by appointment only. This includes instructional testing and classroom make-up exams. Other tests including CLEP, Dantes (DSST), Pre-GED practice tests, exams for other schools and professional organizations are also done by appointment at all times during the year. For assessment testing, see "Assessment of Basic Skills" on page 6.

Are you on it?

You need to be!



Activate your free campus email today!

Don't miss out. You can't afford to miss out.

Campus email will be the primary communication tool for your Faculty members, Advisors, Financial Aid staff, Enrollment Services, Business Office, Office of Student Life, College Foundation, Instructional Services, and more.

Details at www.CCAurora.edu/students/email or check it out at CentreTech Enrollment Services or the Lowry One-Stop Center.

Keep in touch.