

# INFORMATION GUIDE

FALL 2020



COMMUNITY  
COLLEGE  
of AURORA

View the Fall 2020 Schedule online at:  
[www.ccaurora.edu/schedule](http://www.ccaurora.edu/schedule)

# IMPORTANT DATES

Fall 2020 Registration is Open April 27– August 23, 2020

## FALL 2020 DEADLINES

**Payment Deadline: August 5, 2020**

*(After August 5, 2020 payments must be made within 48 hours. See Paying for College section for more information.)*

	Classes Begin	Classes End	Last Day to Add	Last Day to Drop*	Last Day to Withdraw**
Full Semester	August 24	December 12	August 23	September 8	November 19
CCA Online	August 31	December 12	September 2	September 15	November 23
CCOnline	August 31	December 12	September 2	September 15	November 23
CCOnline Session 2	October 5	December 12	October 6	October 15	November 30
CCA Second Session	September 28	December 12	September 27	October 8	November 27

For short session and late session course offerings, please see the online Schedule of Classes for the semester. For the majority of short session courses, you may register for those classes through the first day of the course. For short session and late start drop, withdraw, and payment dates, please visit your Detailed Student Schedule on the Student tab of your MyCCA account or visit the Admissions, Registration and Records office.

\*The Last Day to Drop is the deadline to drop a class and have it removed from your record and to receive a refund of tuition and fees for the course.

\*\*The Last Day to Withdraw is the deadline to withdraw from a class (no refund) and have a W grade recorded for the course.

### Upcoming Dates

[www.ccaurora.edu/calendar](http://www.ccaurora.edu/calendar)

- Fall 2020 Registration: April 27 – August 23, 2020
- Fall 2020 Classes Start: August 24, 2020
- Spring 2021 Registration: November 2, 2020 – January 18, 2021
- Summer 2021 Registration: April 5, 2021 – May 31, 2021

### Financial Aid

[financialaid@ccaaurora.edu](mailto:financialaid@ccaaurora.edu)  
303-360-4709

Apply for financial aid early. If you have a completed file in the CCA Financial Aid Office by the priority deadline, you will be given priority in determining eligibility for financial aid.

#### Priority Deadlines:

- Spring Semester: March 1
- Summer Semester: July 1
- Fall Semester: November 1

#### Bookstore Charges:

- August 12 - September 7, 2020  
(Bookstore phone number: 303-360-4774)

### Scholarships

[www.ccaurora.edu/scholarships](http://www.ccaurora.edu/scholarships)

Apply for CCA Foundation Scholarships! Over \$500,000 available in scholarships.

- Fall 2020 Scholarship Opens: April 1
- Fall 2020 Scholarship Closes: May 31

### Graduation Application Deadlines

The graduation application is available from the Student Tab on MyCCA from the Steps to Graduate button. Applications received after the final deadline will be processed for the next semester.

- Spring Semester: March 1
- Summer Semester: July 1
- Fall Semester: November 1

The 2020/2021 Commencement Ceremony will be held on Saturday, May 8, 2021.

### Semester Breaks and Extended Hours

[www.ccaurora.edu/calendar](http://www.ccaurora.edu/calendar)

- Extended Hours: August 15, 2020 from 9 a.m. - 1 p.m. (CTC)
- Labor Day: September 7 (College closed)
- Faculty In-Service: November 24 (College open, no classes)
- Thanksgiving: November 25 – 28 (No classes, college closed only on Thanksgiving Day)

## DEPARTMENT CONTACT INFORMATION

**Admissions, Registration and Records** | 303-360-4797  
[admissions@ccaaurora.edu](mailto:admissions@ccaaurora.edu)

**Career Services** | 303-360-4982  
[careerservices.cca@ccaaurora.edu](mailto:careerservices.cca@ccaaurora.edu)

**Cashier's Office** | 303-360-4827  
[cashiers@ccaaurora.edu](mailto:cashiers@ccaaurora.edu)

**COSI and Scholar Support**  
303-360-4754  
[studentsuccess.cca@ccaaurora.edu](mailto:studentsuccess.cca@ccaaurora.edu)

**Financial Aid** | 303-360-4709  
[financialaid@ccaaurora.edu](mailto:financialaid@ccaaurora.edu)

**Office of Disability and Equity**  
303.340.7548  
[ode@ccaaurora.edu](mailto:ode@ccaaurora.edu)

**Office of TRIO Programs**  
303-361-7370  
[trioss.cca@ccaaurora.edu](mailto:trioss.cca@ccaaurora.edu)

**Pathway Advising** | 303-360-4929  
[advising@ccaaurora.edu](mailto:advising@ccaaurora.edu)

**Testing Center** | 303-360-4948  
[testing@ccaaurora.edu](mailto:testing@ccaaurora.edu)

**Transfer Success Office**  
303-360-4754  
[transfer@ccaaurora.edu](mailto:transfer@ccaaurora.edu)

**Office Hours**  
[www.ccaurora.edu/hours](http://www.ccaurora.edu/hours)

**Academic Affairs Contact Info**  
[www.ccaurora.edu/numbers](http://www.ccaurora.edu/numbers)

# HOW TO REGISTER FOR COURSES

CCA offers two ways to register for courses. Once logged into MyCCA, click on either the Add/Drop Classes or Navigate links on the home page.

## Navigate



Plan. Schedule. Register. Done! CCA Navigate is a new tool that allows you to plan the courses you want to take throughout your entire program at CCA. In the weeks just before registration opens, you can schedule the campus, time, and day of your classes in an easy to read calendar. Once you have your classes scheduled, wait for registration to open for the term. On the first day of registration, click the "Register" button and you're done!

For additional support on using CCA Navigate to register, visit [www.ccaurora.edu/navigatereg](http://www.ccaurora.edu/navigatereg).

## Add/Drop Classes



Add/Drop classes allows you to search for courses by campus, time of day, and day of the week. Search for courses by selecting the semester and then picking either Class Search or Advanced Search (Advanced search allows you to look at more than one class at a time). A list of classes matching your search criteria will appear. Register for your preferred sections by checking the open box in the first column and click "Register" to add classes. Make note of classes you successfully registered for in the "Current Schedule" section of the confirmation page. If you were unable to register for a class, you will receive a message below your schedule indicating why the registration was not successful.

If you know the CRN (five digit number) for your course(s), you can also register directly from the Add/Drop Courses page by typing in the CRN in the Add Classes to Worksheet section of the Add or Drop Classes page and then clicking "Submit Changes."

# 2019-2020 TUITION AND FEE TABLE

Note: 2019-2020 tuition and fee rates are listed for reference. Rates for the 2020-2021 academic year are subject to board approval.

## Resident

CREDIT HOURS	TUITION	FEES	TOTAL	LESS COF STIPEND	AMOUNT DUE AFTER STIPEND
1	\$193.35	\$69.43	\$262.78	-\$40.00	\$222.78
2	\$386.70	\$75.04	\$461.74	-\$80.00	\$381.74
3	\$580.05	\$80.65	\$660.70	-\$120.00	\$540.70
4	\$773.40	\$86.26	\$859.66	-\$160.00	\$699.66
5	\$966.75	\$91.87	\$1,058.62	-\$200.00	\$858.62
6	\$1,160.10	\$97.48	\$1,257.58	-\$240.00	\$1,017.58
7	\$1,353.45	\$103.09	\$1,456.54	-\$280.00	\$1,176.54
8	\$1,546.80	\$108.70	\$1,655.50	-\$320.00	\$1,335.50
9	\$1,740.15	\$114.31	\$1,854.46	-\$360.00	\$1,494.46
10	\$1,933.50	\$119.92	\$2,053.42	-\$400.00	\$1,653.42
11	\$2,126.85	\$125.53	\$2,252.38	-\$440.00	\$1,812.38
12	\$2,320.20	\$131.14	\$2,451.34	-\$480.00	\$1,971.34
13	\$2,513.55	\$133.61	\$2,647.16	-\$520.00	\$2,127.16
14	\$2,706.90	\$136.08	\$2,842.98	-\$560.00	\$2,282.98
15	\$2,900.25	\$138.55	\$3,038.80	-\$600.00	\$2,438.80
16	\$3,093.60	\$141.02	\$3,234.62	-\$640.00	\$2,594.62
17	\$3,286.95	\$143.49	\$3,430.44	-\$680.00	\$2,750.44
18	\$3,480.30	\$145.96	\$3,626.26	-\$720.00	\$2,906.26

## Non-Resident

CREDIT HOURS	TUITION	FEES	TOTAL
1	\$629.25	\$69.43	\$698.68
2	\$1,258.50	\$75.04	\$1,333.54
3	\$1,887.75	\$80.65	\$1,968.40
4	\$2,517.00	\$86.26	\$2,603.26
5	\$3,146.25	\$91.87	\$3,238.12
6	\$3,775.50	\$97.48	\$3,872.98
7	\$4,404.75	\$103.09	\$4,507.84
8	\$5,034.00	\$108.70	\$5,142.70
9	\$5,663.25	\$114.31	\$5,777.56
10	\$6,292.50	\$119.92	\$6,412.42
11	\$6,921.75	\$125.53	\$7,047.28
12	\$7,551.00	\$131.14	\$7,682.14
13	\$8,180.25	\$133.61	\$8,313.86
14	\$8,809.50	\$136.08	\$8,945.58
15	\$9,438.75	\$138.55	\$9,577.30
16	\$10,068.00	\$141.02	\$10,209.02
17	\$10,697.25	\$143.49	\$10,840.74
18	\$11,326.50	\$145.96	\$11,472.46

### ONLINE CLASSES

Tuition Rates

CCA & CCC ONLINE CLASSES

**Resident Rate:**  
\$303.20/credit hour.  
Less: \$40.00 COF stipend per credit hour.

**Amount due after stipend:** \$263.20 per credit hour.

**Non-Resident Rate:**  
\$401.25 per credit hour.

### WESTERN UNDERGRADUATE EXCHANGE (WUE)

Tuition Rates

**Traditional/ Classroom Courses:**  
\$223.35 per credit hour.  
**Online courses:**  
\$401.25 per credit hour.

\*The following is included within the fee amount: Student Activity Fee, Bond Fee, Government Fee, Parking Fee, and Registration Fee.

# PAYING FOR COLLEGE

Payment arrangements must be in place prior to **August 5, 2020** or you may be dropped from your courses. After August 5, 2020, payment is due within **48 hours** after course registration.

Please make sure that your financial aid is awarded to avoid being dropped. While financial aid is in process, set up a payment plan to ensure your seat in class.

## Payment Options

[cashiers@ccauration.edu](mailto:cashiers@ccauration.edu) | 303-360-4827

### 1. Online Payment Option

Pay in full by logging into [www.ccauration.edu/MyCCA](http://www.ccauration.edu/MyCCA) and click the "Student Finance" tab. Under payment options, select "Pay with Credit Card."

### 2. Pay in Person: CentreTech or Lowry Campus

Payments can be made in the form of cash, checks, or credit cards (Visa, MasterCard, and Discover only). No partial payment is accepted at the Cashier's window.

- CentreTech Campus, Administration Building, 2nd Floor, Cashier's Office
- Lowry Campus, West Quad Building, Lowry Student Services

### 3. Start a Payment Plan

NBS payment plan options are available to all students through MyCCA. Payments can be made by checking/savings account, Visa/MasterCard, or Discover. Please contact the Cashier's Office with any questions at 303-360-4827. NBS payment plan will incur a \$25 nonrefundable processing fee. Fall 2020 e-Cashier is available on July 6, 2020.

DATES TO ENROLL ONLINE	REQUIRED DOWN PAYMENT	NUMBER OF PAYMENTS	MONTHS OF PAYMENTS
July 6 – July 20	None	5	Aug 20 – Nov 20
July 21 – Aug 17	None	3	Sept 21 – Nov 20
Aug 18 – Sept 17	None	2	Oct 20 – Nov 20
Sept 18 – Oct 8	25%	2	Oct 20 _ Nov 20
Oct 9 – Nov 10	50%	1	Nov 20 only

More payment options are available at [www.ccauration.edu/pay](http://www.ccauration.edu/pay).

## Refund Information

For information and policies about refunds, please visit [www.ccauration.edu/refunds](http://www.ccauration.edu/refunds).

## Fees

For a full chart of fee information visit [www.ccauration.edu/fees](http://www.ccauration.edu/fees).

## Financial Obligation

By the act of registration, you automatically incur a financial obligation to the college and will be required to complete a Student Account Payment Agreement form upon registration. This means that when registering for one or more classes (unless classes are officially dropped within the time specified for a refund) you are obligated to pay the full amount of tuition and fees. View and print your bill through MyCCA after registering. You still have a financial obligation to the college even if you do not receive a bill in the mail.

Failure to pay tuition and fees may result in cancellation of your registration, but you are still financially responsible for classes that are not dropped or purged for non-payment. Do not rely on the drop for non-payment process to remove you from classes you do not wish to attend. Log into MyCCA to verify your course schedule and drop all courses you do not wish to be enrolled by the published drop dates. In accordance with the State Fiscal Procedures, unpaid accounts will be forwarded to a collections agency. Such assignments to a collections agency may impact your credit rating and may result in the addition of collection fees, attorney fees, interest, or other costs. The college will not register you, provide semester grades or a final transcript to any student who has any financial obligations to the college or any other Colorado community college.

## Ebills

You will be receiving statements and invoices through your student account each month. Student billing statements will be available online 24/7 through your MyCCA account:

- Sign into MyCCA
- Click on your Student Finance Tab
- View Billing Statement
- Click eBill

Paper invoices will be mailed out twice per term. The first will be sent out after the main census and after the first scheduled financial aid disbursement has been credited to the student's accounts. The second invoice will be sent out at the end of the term, as the final notice.

## 1098T – Tax Information

This important information is available to you to review under your student portal. Please log into your student account to review specific Tax Year's information. The Tax Information has also been provided to Internal Revenue Services. Please call CCA Cashier's Office at 303-360-4827 with any questions.

# TUITION INFORMATION

- You may pay your tuition online at [www.ccaurora.edu](http://www.ccaurora.edu) through your MyCCA account.
- Residency status for in-state tuition is based on the information you provide on your application. To be eligible for in-state tuition, applicants (or the parents of applicants under 23) must be able to show domicile in Colorado for at least 12 months prior to starting classes. Details are available on our website or through the Admissions, Registration and Records office at CentreTech or Lowry.
- Your residency status must be finalized BEFORE the first day of classes. Failure to provide appropriate documentation before classes begin will result in non-resident tuition classification.
- Active Duty Military personnel and their dependents are eligible for in-state tuition by providing certification from the military base Education Office each semester. More information is available from the Admissions, Registration and Records office at 303-360-4797.
- Tuition and fees are posted on the website and in the Admissions, Registration and Records and Cashier Offices. You should take note that some fees are NON-REFUNDABLE. Tuition and fee payments are due even if you do not receive a bill in the mail.
- Upon registration of classes, student must understand that you are responsible for tuition and other associated fees on your student account and you must follow add/drop and withdrawal procedures of CCA.

## College Opportunity Fund (COF)

[www.ccaurora.edu/COF](http://www.ccaurora.edu/COF) | 303-360-4797

If you are a Colorado resident for tuition purposes and did not sign-up for COF through your admissions application, you can sign-up online. If you have any questions about your residency determination or COF, please contact the Admissions, Registration and Records at 303-360-4797. If you do not sign up for COF, you will pay a higher in-state tuition rate. Don't forget to authorize the COF each semester that you sign up for your classes.

## Waitlists

Waitlists allow students an opportunity to get into a class that is full, but could have space become available before the course begins. The waitlist will record the time and date that the student placed his/her name on the waitlist and students will be notified via student email of open spaces in that order. While on a waitlist, it is important that you check your email daily. If offered a place in a waitlisted course, you will have only 48 hours to claim a spot in the class.

## Audit Courses

The COF stipend does not cover audit courses. If you decide to change your course to an audit, you will be required to pay the COF share of the tuition. You must request an audit by the refund date.

# NEW STUDENT ORIENTATION

All first-time, new students must participate in New Student Orientation, a mandatory half-day orientation session. During New Student Orientation, students will meet with various campus departments and learn important information about the college. Please note, students must also complete assessment testing and meet with a Pathway Advisor before attending New Student Orientation.

To register, visit [www.ccaurora.edu/orientation](http://www.ccaurora.edu/orientation).

# ADVISING APPOINTMENTS

Please visit CCA Navigate at [ccaurora.navigate.eab.com](http://ccaurora.navigate.eab.com) for advising appointments.

As a recipient of Federal Title IV funds, the Community College of Aurora is required to collect, publish and disseminate certain information to students, prospective students and employees. The information below is available on our website at [www.ccaurora.edu](http://www.ccaurora.edu) in the College Information section. The college will also provide a copy of this information including a full report of the institution's graduation rate and the Annual Security Report if requested.

**ACCREDITATION.** The Community College of Aurora is accredited by The Higher Learning Commission, 230 North LaSalle Street, Ste. 7-500, Chicago, IL, 60604-1413, 1-800-621-7440. The College operates under the jurisdiction of the Community Colleges of Colorado. CCA students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Advising Center, CentreTech Campus Room A102.

**FAMILY EDUCATION FINANCIAL RIGHTS & PRIVACY ACT.** CCA complies fully with this law, also known as FERPA, which is designed to protect the privacy of student educational records and to insure the rights of students to examine their records. More information is available in the Admissions, Registration and Records Office, CentreTech Campus, Room A102, and on the college website.

**NON-DISCRIMINATION & AFFIRMATIVE ACTION.** The Community College of Aurora 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 and 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 Aurora 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 Cindy Hesse, Director of Human Resources as the Affirmative Action (AA) Officer, Equal Opportunity (EO) Officer and the Title IX Coordinator with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact her by e-mail at [Cindy.Hesse@ccaaurora.edu](mailto:Cindy.Hesse@ccaaurora.edu), by phone at 303-360-4752 or by US mail at 16000 East CentreTech Parkway, Administration Building, Office # A207E, Aurora, Colorado 80011. Ms. Reyna Anaya, Dean of Student Services serves as the Deputy Title IX Coordinator and may be reached by e-mail at [Reyna.Anaya@ccaaurora.edu](mailto:Reyna.Anaya@ccaaurora.edu), by phone at 303-360-4721 or at 16000 East CentreTech Parkway, Administration Building, Office # A106F, Aurora, Colorado 80011. 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.

**INFORMATION ON COMPLETION AND GRADUATION RATES** is published each year in the CCA Catalog, is available on our website and is available in the Admissions, Registration and Records Office, CentreTech Campus, Room A102.

**STUDENT RIGHT-TO-KNOW and CAMPUS SECURITY ACT.** In accordance with Title I of Public Law 101-542, information about graduation rates and campus security is available on the CCA website and in the Office of the Vice President of Student Affairs, A106E, CentreTech Campus. A list of sexual offenders in the area can be obtained through the Aurora Police Department.

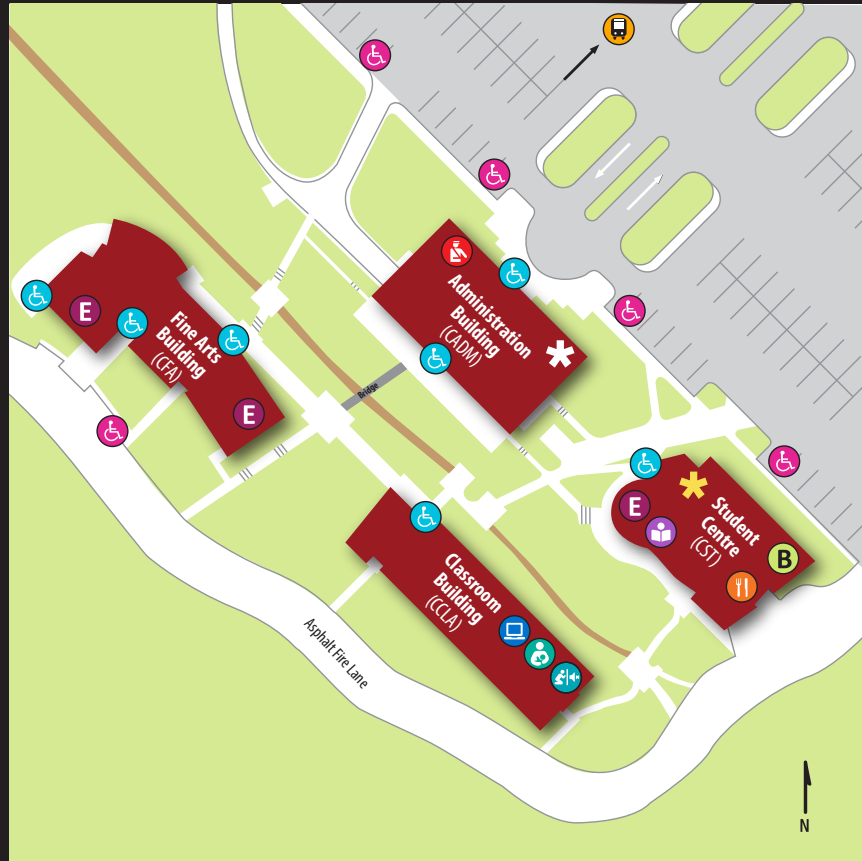
**VOTER REGISTRATION.** CCA fully supports and advocates that students and staff register to vote. Voter Registration forms are available in the Admissions, Registration and Records Office, A102 at the CentreTech Campus and a link is available on our website or at [www.elections.colorado.gov/Default.aspx?tid=547](http://www.elections.colorado.gov/Default.aspx?tid=547). Students with disabilities: For applications and assistance with applications e-mail [ode@ccaaurora.edu](mailto:ode@ccaaurora.edu), or call 303-361-7395 V/TDD/VP.

**FINANCIAL AID INFORMATION** is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), in the Financial Aid Office, CentreTech Campus, Room A103, and at the Lowry Student Services Center. Students and prospective students can also obtain information in the CCA Financial Aid Handbook: [http://class.ccaurora.edu/MyCCA/Files/Student\\_Finance/FA\\_Handbook/Handbook.pdf](http://class.ccaurora.edu/MyCCA/Files/Student_Finance/FA_Handbook/Handbook.pdf)

**INSTITUTIONAL INFORMATION** including Tuition, Fees and cost of attendance is available in this schedule each term or through the Financial Aid Office at the CentreTech Campus, Room A103.

**DRUG & ALCOHOL PREVENTION INFORMATION** and policies are available on the website and in the Office of Student Conduct, Intervention & Retention, CentreTech Campus. CCA supports the efforts of local, state and federal governments in promoting a drug free America, pursuant to Public Law 101. Please refer to: [www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention](http://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention).

**CentreTech Campus** | 16000 East CentreTech Parkway Aurora, CO 80011



**CentreTech Services**

- \* Administration Building**
  - Admissions, Registration, and Records
  - Career Services
  - Cashier's Office
  - Center for Recruitment and Orientation
  - Financial Aid
  - Military and Veterans Services
  - Pathway Advising
  - Testing Center
  - Welcome Center
- \* Student Centre**
  - Office of Disability and Equity
  - Office of Student Life
  - Student Success Center

**Lowry Services**

- \* West Quad Building**
  - Cashier's Office
  - Financial Aid
  - Office of Student Life
  - Pathway Advising
  - Testing Center
  - Welcome Center

**Lowry Campus** | 710 Alton Way Denver, CO 80230



- E Event Spaces**
  - Rotunda (CentreTech Campus - Student Centre)
  - Fine Arts Forum (CentreTech Campus - Fine Arts Building)
  - Larry D. Carter Theater (CentreTech Campus - Fine Arts Building)
  - Todd Bergren Room (Lowry Campus - West Quad Building)
- Academic Learning Center** (Tutoring/Computer Lab)
- Accessible Entrance**
- Accessible Parking**
- B Bookstore**
- Cafe**
- Campus Security**
- Center for Adult Education**
- Lactation Room**
- Library**
- Parking**
- Quiet/Prayer Room**
- RTD Bus Stop**
- Stairs**