**Introduction**

Cape Cod Community College (CCCC) is a student-centered learning community that prepares students for a rapidly changing and socially diverse global economy. To this end, it provides degrees in the liberal arts and sciences; career and technical degrees and certificates; and workforce education.

This guidebook was designed to help students “navigate” their way through the college process. We've provided step-by-step information for students who may be starting college for the first time. For those students who are planning to transfer to Cape Cod Community College, return to the College or simply take a few courses, we've listed the information you will need to complete the process.

In addition, we have included information on the primary offices at the College that students utilize to enroll in courses at the college. We've also listed a brief summary of the various support services available for all students to enhance academic success. And we have included a glossary of college terms to help students become more familiar with the “language” of college life.

We hope you find this guide book helpful and we welcome any feedback you may have that could help us add to the information listed. Whether you choose to come to Cape Cod Community College for one course, one certificate or for an Associate’s Degree we hope you find your experience with us to be rewarding.
Associate in Arts Degree, Associate in Science Degree, or Certificate: What’s the Difference?

The Associate’s in Arts (AA) degree (60 credits) is primarily designed for students planning to transfer to a baccalaureate (four-year) degree program. Students earning an AA degree will take courses in a broad range of liberal arts disciplines (English, Communication, Behavioral Science, Social Science, Natural Sciences, Fine and Performing Arts, Language Arts and Math). Students may also select an area of concentration within their AA degree and choose to complete those courses recommended within that area. Courses completed for the AA degree are designed to meet general education requirements for most baccalaureate degree programs. Students are encouraged to discuss their transfer plans with the Transfer Counselor.

The Associate’s in Science (AS) degree (minimum of 60 credits) is primarily designed for students planning to enter the workforce upon completion of their degree. Students earning an AS degree will choose a specific degree associated with their current or future career plans in; Business, Fire Science, Criminal Justice, Nursing, Dental Hygiene, Early Childhood Education, or Information Technology. Students will be required to complete some courses within the liberal arts disciplines but their primary coursework will consist of professional education and skill development courses within their selected degree discipline. Students completing an AS degree may choose to transfer to a baccalaureate program but may be required to complete additional liberal arts courses to meet general education requirements at their next institution.

A Certificate is a concentration of courses (maximum of 29 credits) in a specific area primarily designed for students seeking professional advancement, career change, or skill development. Certificates are also an option for students who may be interested in pursuing a degree at a later point as many of the courses in the various certificates may apply towards requirements in an associate’s degree. Students are encouraged to meet with an academic advisor to learn more about each certificate and how they can be applied to a degree.
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**New Students** (never been to any college before)

**Step 1:** Apply for admission to the College
Go to the Admissions Office on the first floor of the Nickerson Administration building and complete an application for admission. For most applicants, the application process is very quick and easy. Fill out the application form and pay the $10.00 admission's fee ($35.00 for non-residents and international students), then contact your high school and have an official transcript verifying proof of high school graduation or a copy of your GED diploma, to the Admissions Office at Cape Cod Community College. If you have any AP exam credit, have official test results forwarded to the Admissions Office. There are additional admission requirements for:
- International applicants
- Applicants without a High School Diploma or GED
- Home School Applicants
- Applicants to the Nursing and Dental Hygiene programs
- Applicants to the Medical Assisting Certificate
- Applicants to the Diagnostic Technician Certificate.
- Applicants to the Tri-Level Nursing Assistant Certificate
- Applicants to the Massage Therapy Certificate.
- Applicants to the Paramedic Certificate

If you fall into any of these categories, speak with a member of the admissions office to ensure that you meet all application requirements by the appropriate deadlines.

**Step 2:** File your FAFSA (Financial Aid) form
If you plan to file for financial aid, submit the completed application as soon as possible. This will ensure that your application will be evaluated well before courses start. You may also apply on-line at [www.fafsa.gov](http://www.fafsa.gov) Remember, if you haven’t already done so you will need to be a matriculated (accepted) student to be eligible for financial aid. The Financial Aid Office will answer any questions you may have about completing this form or the process itself.

**Step 3:** Receive your acceptance letter in the mail
Once all of your documents have been submitted to the Admissions office you will be sent an acceptance letter.

**Step 4:** Receive notification from the Assessment Center to schedule your assessment tests.
This notice will provide instructions on scheduling a testing date and time. It will also include resource information on preparing for the assessment tests. The Advising Center also sponsors Math Refresher Workshops to help students prepare for the Math portion of the test. These three-hour workshops are offered throughout the year and are available at no charge. Contact the Advising Center for more information. Don’t delay, call right away.

**Step 5:** Contact the Assessment Center to schedule your tests
Once you are ready to take your tests contact the Assessment Center at (508) 362-2131 ext. 4543 to schedule a test date and time.
**Step 6:**

**Go to your appointment**
Go to your scheduled appointment at the Assessment Center on the second floor of the Grossman Student Commons building. There you will take the required assessments in reading, English, and mathematics.

**Step 7:**

**Speak with an advisor**
After you complete the assessments, you will go next door to the Advising Center and meet with an advisor to discuss your assessment scores, course placements, academic goals, and select courses for the upcoming semester. Your advisor will complete and sign a course selection sheet for you.

**Step 8:**

**Submit a course selection sheet to the Registrar’s Office**
Take your signed and completed course selection sheet to the Registrar’s Office on or after the date indicated on the bottom of the form. At the time of registration, you will need to show a driver’s license or picture ID to receive a printed schedule. *Be sure to review this schedule to confirm that it matches the course(s) you want to take.* Hold on to your schedule to buy your books, locate your classes and to obtain a student ID card. (available during the first week of classes)

**Step 9:**

**Pay your bill**
Go to the Business Office on the second floor of the Nickerson Administration Building to make sure your bill is paid in full by the deadline. If you have been approved for financial aid you will not need to pay your tuition and fees at this time as long as the financial aid covers the full amount of your bill.

If you are not eligible for financial aid or have filed for financial aid but have not heard back, you will need to pay your bill in full by the due date or sign-up for the payment plan option. Check with the Financial Aid Office on the first floor of the Nickerson Administration Building if you have any questions about your financial aid status.

Students may pay their bill or set-up their payment plan by selecting *ecashier* on the college website at [www.capecod.edu](http://www.capecod.edu). You will need your PIN (personal identification number) and student ID number to set-up your payment plan account.

If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, you will be dropped from all of your courses. In order to re-register for courses, you will need to go to the Advising Center again to meet with an advisor and select a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available. *Don’t let this happen to you!*

**Step 10:**

**Make sure your health insurance requirements are covered**
If you enroll in 9 or more credits at Cape Cod Community College, the State of Massachusetts requires that you are enrolled in a health insurance plan. The fee for the College’s health insurance plan will automatically be added to your bill unless you complete a Health Insurance Waiver form at the Business Office. If you already have health insurance and do not want to pay for additional health insurance through the College, complete the Health Insurance Waiver card before the due date on your bill.
If you don't have health insurance and enroll in 9 or more credits, then you will be required to purchase the College's health insurance. Students without health insurance who are enrolled in less than 9 credits may purchase the College's health insurance. Information regarding coverage through the College's health insurance can be obtained in the Business Office on the second floor of the Nickerson Administration building.

**Step 11:** Complete immunization paperwork
If you are enrolled in 12 or more credits or are enrolled in certain health, education or science programs, the State of Massachusetts requires that you document having certain immunizations. Be sure to have your doctor complete the immunization form and return it to Health Services by the date specified.

**Step 12:** Purchase your textbooks
Visit the College bookstore with a copy of your current schedule. This will help ensure that you purchase the right books for each of your courses.

**Step 13:** Attend orientation
New students will be introduced to faculty members, professional staff, fellow students, campus resources, academic policies, etc. Tours of the campus will also be provided.

**Step 14:** Learn about the College support services see page 17.

**Step 15:** Go To class!

**Frequently Asked Questions**

**How long will it take me to complete my degree or certificate program?**
The answer to this question will vary depending on whether you are going full-time or part-time and which program you choose. Certificate programs are designed to be short-term courses of study, but may take one to two years to complete depending upon your specific program and the number of courses you take each semester. The Associate in Arts and Associate in Science degree programs are designed to be completed in two years if you do not need to do any developmental course work or pre-requisites, and you take five courses each semester. Speak with an advisor to determine how long it will take you to complete your program within your schedule.

**Do I have to choose a degree program now?**
You do not need to be certain about your degree or certificate program at the time that you apply, but you will need to select a program. If you are undecided, choose “Liberal Arts.” If you are unsure of your direction, be sure to make an appointment with the Career Planning and Placement office after you apply to the College to discuss potential majors and career choices. Career Planning and Placement can be reached at 508-362-2131 ext. 4688.

**Will I get assigned an advisor?**
Yes. Within two weeks of the start of classes, you will be assigned an academic advisor or to the Advising Center. This may or may not be the advisor who assisted you through the enrollment process.

**I need a letter for my health insurance company verifying that I am a full-time student.**
After classes begin you can obtain this letter from the Registrar's Office.
Returning Students to CCCC

Step 1: Meet with an advisor in the Advising Center.
The advisor will review your academic records and help you select the degree or certificate program that matches your academic and career goals. If you have been away from the College for more than three years you will need to re-apply to the College. Students who were academically dismissed from the College will also need to re-apply.

Your advisor will also let you know if you need to take or re-take any assessment tests. (If it's been more than three years since you took the assessment tests then you may need to re-test). If you have been away from the College for more than two years and your GPA was below 2.00 at the time, you may be eligible to apply for the Fresh Start Program. Your advisor can help explain how this works.

Step 2: File your FAFSA (Financial Aid) form
If you plan to file for financial aid, submit the completed application as soon as possible. This will ensure that your application will be evaluated well before courses start. You may also apply on-line at www.fafsa.gov Remember, if you haven't already done so you will need to be a matriculated (accepted) student to be eligible for financial aid. The Financial Aid Office will answer any questions you may have about completing this form or the process itself.

Step 3 a: If you are required to take an assessment, If you are not required to test go to Step 4.
The Assessment Center and the Advising Center have resource information to help you study for the tests. The Advising Center also sponsors Math Refresher Workshops to help students prepare for the math portion of the test. These three-hour workshops are offered throughout the year and are available at no charge.

Step 3b: Contact the Assessment Center to schedule your tests
Once you are ready to take your tests, contact the Assessment Center at (508) 362-2131 ext. 4543 to schedule a test date and time. Once you complete the tests you will be directed next door to the Advising Center to meet with an advisor to select your courses. Your advisor will complete and sign a course selection sheet and let you know the date you are eligible to register. This form must be submitted to the Registrar's Office on or after this date to be officially registered for courses. You should register for courses as soon as you are eligible to ensure that you have the best course selection. Go to step 5.

Step 4: If you don't need to take the assessment tests then you are ready to register for classes.
Go to the Advising Center and an advisor will help you select courses and sign off on your course selection sheet. This form must be submitted to the Registrar's Office on or after the date specified by the advisor to be officially registered for courses. You should register for courses as soon as you are eligible to ensure that you have the best selection of open courses.
**Step 5:**

**Submit your course selection sheet to the Registrar’s Office**

Take your signed and completed course selection sheet to the Registrar’s Office on or after the date indicated on the bottom of the form. At the time of registration, you will need to show a driver's license or picture ID to receive a printed schedule. *Be sure to review this schedule to confirm that it matches the course(s) you want to take.* You will need a copy of your schedule to obtain a student ID card which you can get during the first week of the semester.

**Step 6:**

**Pay your bill**

Go to the Business Office on the second floor of the Nickerson Administration Building to make sure your bill is paid in full by the deadline. If you have been approved for financial aid you will not need to pay your tuition and fees at this time as long as the financial aid covers the full amount of your bill.

If you are not eligible for financial aid or have filed for financial aid but have not heard back, you will need to pay your bill in full by the due date or sign-up for the payment plan option. Check with the Financial Aid Office on the first floor of the Nickerson Administration Building if you have any questions about your financial aid status.

Students may pay their bill or set-up their payment plan by selecting *ecashier* on the college website at [www.capecod.edu](http://www.capecod.edu). You will need your PIN (personal identification number) and student ID number to set-up your payment plan account.

If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, you will be dropped from all of your courses. In order to re-register for courses, you will need to go to the Advising Center again to meet with an advisor and select a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available. *Don’t let this happen to you!*

**Step 7:**

**Make sure your health insurance requirements are covered**

If you enroll in 9 or more credits at Cape Cod Community College, the State of Massachusetts requires that you are enrolled in a health insurance plan. The fee for the College’s health insurance plan will automatically be added to your bill unless you complete a *Health Insurance Waiver* form at the Business Office. If you already have health insurance and do not want to pay for additional health insurance through the College, complete the *Health Insurance Waiver* card and submit it to the business office before the due date on your bill.

If you don’t have health insurance and enroll in 9 or more credits, then you will be required to purchase the College’s health insurance. Students without health insurance who are enrolled in less than 9 credits may purchase the College’s health insurance. Information regarding coverage through the College’s health insurance can be obtained in the Business Office on the second floor of the Nickerson Administration building.

**Step 8:**

**Complete immunization paperwork**

If you are enrolled in 12 or more credits or are enrolled in certain health or science programs, the State of Massachusetts requires that you document having certain immunizations. Be sure to have your doctor
complete the immunization form and return it to Health Services by the
date specified.

**Step 9:**

**Purchase your Textbooks**
Visit the College bookstore with a copy of your current schedule. This
will help ensure that you purchase the right books for each of your
courses.

**Step 10:**

**Go to Class**

**Step 11:**

**Learn about College support services see page 17**

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**Frequently Asked Questions**

**What should I bring with me when I meet with an advisor?**
If you have completed any college level courses at other institutions since you left, you
should bring a copy of your transcript. An unofficial copy is fine for this meeting or you
may print a copy if you have access to them on-line. You will need to submit an official
sealed transcript to the Admission’s Office to have those credits officially transferred into
the College. You should contact the Registrar’s Office from the college you attended and
request that an official transcript be sent to the Admission’s Office at Cape Cod
Community College. In most cases, college-level courses taken at an accredited
institution, with a grade of C or better will be accepted as transfer credit up to a
maximum of 30 credits. However, only those courses that apply to your program will be
transferred in.

**If my degree program has changed since I left the college will my courses still
count?**
If you have been away from the College for more than three years you must complete
the required courses for your program under the current academic year catalog. If you
have been away for less than three years you have the choice of completing your
requirements under the catalog year that you originally started or the current year.
However, there may be some course substitutions if prior courses are no longer offered.

**Will I have to complete a new application?**
If you have been away from the College for more than three years you will need to
submit a new application if you plan to apply for financial aid and need to be a
matriculated student. But you will not need to pay the application fee again.
**Transfer Students coming to CCCC to complete a Degree or Certificate**

**Step 1:** *Apply to the College.*
Go to the Admissions Office on the first floor of the Nickerson Administration building and complete an application for admission. For most applicants, the application process is very quick and easy. Fill out the application form and pay the $10 admissions fee ($35.00 for non-residents and international students), then contact your high school or GED testing center and have a transcript or certificate verifying proof of high school graduation or the equivalent forwarded to the Admissions Office at Cape Cod Community College. If you have any AP exam credit, have official test results forwarded to the Admissions Office. There are additional admission requirements for:

- International applicants
- Applicants without a High School Diploma or GED
- Home School Applicants
- Applicants to the Nursing and Dental Hygiene programs
- Applicants to the Medical Assisting Certificate
- Applicants to the Diagnostic Technician Certificate.
- Applicants to the Tri-Level Nursing Assistant Certificate
- Applicants to the Massage Therapy Certificate.
- Applicants to the Paramedic Certificate

If you fall into any of these categories, speak with a member of the admissions office to ensure that you meet all application requirements by the appropriate deadlines.

**Step 2:** *Meet with an advisor in the Advising Center*
Bring a copy of your college transcripts with you when you go to the Advising Center. An unofficial copy is fine for this meeting, but you will need to submit an official sealed transcript to the Admission's Office to have those credits officially transferred into the College. The advisor will review your academic records and help you select the degree or certificate program that matches your current academic and career goals. An advisor will discuss required courses you will need to take to complete your program and help you select courses. Your advisor will also let you know if you need to take any assessment tests. All students who have not completed a college-level course in Math or English with a grade of C or better will be required to take Assessment tests.

**Step 3:** *Obtain a copy of your transcript from the college or colleges you have attended.*
Contact the Registrar's Office from the college(s) you attended and request that an official transcript be sent to the Admission's Office at Cape Cod Community College. In most cases, college level courses taken at an accredited institution, with a grade of C or better will be accepted as transfer credit. However, only those courses that apply to your selected program of study will be transferred in up to a maximum of 30 credits. If you have college-level credit earned at a college or university outside of the United States, you will need to have the transcript
translated and evaluated. The Admission's Office or the Advising Center can provide contact information.

Step 4: **File your FAFSA (Financial Aid) form**
If you plan to file for financial aid, submit the completed application as soon as possible. This will ensure that your application will be evaluated well before courses start. You may also apply on-line at [www.fafsa.gov](http://www.fafsa.gov). Remember, if you haven't already done so you will need to be a matriculated (accepted) student to be eligible for financial aid. The Financial Aid Office will answer any questions you may have about completing this form or the process itself.

Step 5: **Receive your acceptance letter in the mail.**
Once all of your documents have been submitted to the Admissions office you will be sent an acceptance letter. This letter will indicate if you need to take the English and/or math assessment tests. If you are required to take the assessment tests go to Step 6. If you have been waived from taking all assessment tests go directly to Step 10.

Step 6: **Receive notification from the Assessment Center to schedule your assessment tests.**
This notice will provide instructions on scheduling a testing date and time. It will also include resource information on preparing for the assessment tests. *The Advising Center also sponsors Math Refresher Workshops to help students prepare for the math portion of the test. These three-hour workshops are offered throughout the year and are available at no charge. Contact the Advising Center for more information.* Don’t delay, call right away.

Step 7: **Contact the Assessment Center to schedule your tests**
Once you are ready to take your tests contact the Assessment Center at (508) 362-2131 ext. 4543 to schedule a test date and time.

Step 8: **Go to your appointment**
Go to your scheduled appointment at the Assessment Center on the second floor of the Grossman Student Commons building. There you will take the required assessments in reading, English, and mathematics.

Step 9: **Speak with an advisor**
After you complete the assessments, you will go next door to the Advising Center and meet with an advisor to discuss your assessment scores, course placements, academic goals, and select courses for the upcoming semester. Your advisor will complete and sign a course selection sheet for you. Go to step 11.

Step 10: **If you don’t need to take the assessment tests then you are ready to register for classes.**
Go to the Advising Center and an advisor will help you select courses and sign off on your course selection sheet. This form must be submitted to the Registrar's Office on or after the date specified by your advisor to be officially registered for courses. You should register for courses as soon as you are eligible to ensure that you have the best selection of open courses.

Step 11: **Submit your course selection sheet to the Registrar’s Office**
Take your signed and completed course selection sheet to the Registrar's Office on or after the date indicated on the bottom of the form. At the
time of registration, you will need to show a driver’s license or picture ID to receive a printed schedule. Be sure to review this schedule to confirm that it matches the course(s) you want to take. You will need a copy of your schedule to obtain a student ID card which you can get during the first week of the semester.

Step 12: Pay your bill
Go to the Business Office on the second floor of the Nickerson Administration Building to make sure your bill is paid in full by the deadline. If you have been approved for financial aid you will not need to pay your tuition and fees at this time as long as the financial aid covers the full amount of your bill.

If you are not eligible for financial aid or have filed for financial aid but have not heard back, you will need to pay your bill in full by the due date or sign-up for the payment plan option. Check with the Financial Aid Office on the first floor of the Nickerson Administration Building if you have any questions about your financial aid status.

Students may pay their bill or set-up their payment plan by selecting ecashier on the college website at www.capecod.edu. You will need your PIN (personal identification number) and student ID number to set-up your payment plan account.

If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, you will be dropped from all of your courses. In order to re-register for courses, you will need to go to the Advising Center again to meet with an advisor and select a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available. Don’t let this happen to you!

Step 13: Make sure your health insurance requirements are covered
If you enroll in 9 or more credits at Cape Cod Community College, the State of Massachusetts requires that you are enrolled in a health insurance plan. The fee for the College’s health insurance plan will automatically be added to your bill unless you complete a Health Insurance Waiver form at the Business Office. If you already have health insurance and do not want to pay for additional health insurance through the College, complete the Health Insurance Waiver card before the due date on your bill.

If you don’t have health insurance and enroll in 9 or more credits, then you will be required to purchase the College's health insurance. Students without health insurance who are enrolled in less than 9 credits may purchase the College's health insurance. Information regarding coverage through the College's health insurance can be obtained in the Business Office on the second floor of the Nickerson Administration building.

Step 14: Complete immunization paperwork
If you are enrolled in 12 or more credits or are enrolled in certain health or science programs, the State of Massachusetts requires that you document having certain immunizations. Be sure to have your doctor complete the immunization form and return it to Health Services by the date specified.
Step 15:  **Purchase your textbooks**  
Visit the College bookstore with a copy of your current schedule. This will help ensure that you purchase the right books for each of your courses.

Step 16:  **Attend orientation**  
The College offers all new students to the college an opportunity to attend a *Student Orientation Program*. Even if you have attended an orientation program at your other school it is helpful to attend our orientation as you will learn about a variety of services and programs available at the College and College polices and procedures. You will also have an opportunity to meet with faculty members from your program area and take a tour of the campus.

Step 17:  **Go To class!!**

Step 18:  **Learn about the College support services see page 17**

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**Frequently Asked Questions**

**How long are my grades “good” for?**
College credits earned at an accredited institution do not expire. However, for some programs such as nursing, dental hygiene and information technology, courses may have to be repeated to reflect current changes in those disciplines.

**How many credits can I transfer in?**
This College allows students to transfer in 30 credits towards their degree program or half the number of credits in a certificate program.

**How come some of my credits didn’t transfer in?**
Any course with a grade below C will not be accepted for transfer. Any courses that were below college-level (such as remedial or developmental courses) will not be accepted for transfer. Courses that do not fulfill a requirement in the program you have selected will not be transferred in. And finally, some technical courses such as electrical, auto mechanic, or other courses not academically based will not be accepted for transfer. If you change programs of study, you should request that the Registrar review your transcript again as it relates to your new program.

**Does Cape Cod Community College accept CLEP credit?**
Yes. CLEP credits are treated as transfer credit and therefore, students may submit up to 30 credits total from CLEP and/or transfer credit. A minimum score of 50% is required in order to receive credit.

**Does Cape Cod Community College offer credit for life experience or job training?**
No. However, if a student feels that they have obtained the knowledge covered in a particular course they may seek permission to Challenge a course. This option requires the approval of the appropriate Dean. Students must demonstrate this knowledge through a formal exam process arranged by the Dean or their designee. Any course for which a CLEP exam is available may not be challenged. There is a $75 fee per three-credit course.
**Personal Enrichment or Professional Development Students**

**Step 1:** Meet with an advisor in the Advising Center

Bring a copy of your college transcripts with you when you go to the Advising Center if the course you want to take has a prerequisite. An unofficial copy is fine for this meeting. Your advisor will determine if you have met the prerequisites for the course(s) based on previous course work at another college. If you have met the prerequisites then your advisor will complete and sign a course selection sheet and let you know the date you are eligible to register. This form **must be submitted** to the Registrar's Office on or after this date to be officially registered for the course. You should register for courses as soon as you are eligible to ensure that you have the best course selection. At the time of registration you will receive a printed schedule.

If you have not met the prerequisite for the course(s) you want to take, you will need to complete the needed courses before you can register for that course and/or complete the appropriate Assessment tests.

**Step 2:** Submit a course selection sheet to the Registrar's Office

Take your signed and completed course selection sheet to the Registrar's Office on or after the date indicated on the bottom of the form. At the time of registration, you will need to show a driver's license or picture ID to receive a printed schedule. Be sure to review this schedule to confirm that it matches the course(s) you want to take. You will need a copy of your schedule to obtain a student ID card which you can get during the first week of the semester.

**Step 3:** Pay your bill

Go to the Business Office on the second floor of the Nickerson Administration Building to make sure your bill is paid in full by the due date stated on your bill or you may opt to utilize a payment plan option. Students may pay their bill or set-up their payment plan by selecting **ecashier** on the college website at www.capecod.edu

If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, all of your courses will be dropped. In order to re-register for courses, you will need to go to the Advising Center again to meet with an advisor and devise a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available. **Don't let this happen to you!**

**Step 4:** Purchase your textbooks

Visit the college bookstore with a copy of your current schedule. This will help ensure that you purchase the right books for each of your classes.

**Step 5:** Go To class!!

**Step 6:** Learn about the College support services see page 17
Frequently Asked Questions

How long are my grades “good” for?
College credits earned at an accredited institution do not expire. However, for some programs such as nursing, dental hygiene and information technology, courses may have to be repeated to reflect current changes in those disciplines.

How many credits can I transfer in?
Cape Cod Community College allows students to transfer in 30 credits towards their degree program or half the number of credits in a certificate program.

Why didn't some of my credits transfer in?
Courses that are not from a regionally accredited college or university will not be accepted as transfer credit. Any course with a grade below C will not be accepted for transfer. Any courses that were below college level (such as remedial or developmental courses) will not be accepted for transfer. Courses that do not fulfill a requirement in the program you have selected will not be transferred in. And finally, some technical courses such as electrical, auto mechanic, or other courses not academically based will not be accepted for transfer. If you change programs of study, you should request that the Registrar review your transcript again as it relates to your new program.

Does Cape Cod Community College accept CLEP (College-Level Examination Program) credit?
Yes. CLEP credits are treated as transfer credit and therefore, students may submit up to 30 credits from CLEP.

Does Cape Cod Community College offer credit for life experience or job training?
No. However, if a student feels that they have obtained the knowledge covered in a particular course they may seek permission to Challenge a course. This option requires the approval of the appropriate Dean. Students must demonstrate this knowledge through a formal exam process arranged by the Dean or their designee. Any course for which a CLEP exam is available may not be challenged. There is a $75 fee per three-credit course.
**ELL (English Language Learners) Students**

**Option 1:**  
**Sign up for the FREE ELL instruction**  
The ACCCESS program at the Hyannis Center offers free ELL instruction at various times and locations. Depending on your English level, there may be a waiting list. Call 508-778-2221 for information.

**Option 2:**  
**Contact the Assessment Center to schedule your assessment test.**  
The Assessment Center will provide information on preparing for the Assessment Test. Call (508)-362-2131 ext. 4543 to schedule your test.

**Step 1:**  
**Go to your appointment**  
Go to your scheduled appointment at the Assessment Center on the second floor of the Grossman Student Commons building. There you will take the required assessments in reading, English, and mathematics that are required of all entering students. The results of your assessments will determine your placement into these courses. For example, the assessment will determine whether you are ready for ESL010 Basic; ESL102 Intermediate or ESL201 Advanced.

**Step 2:**  
**Speak with an advisor**  
Immediately after you complete the assessments, you will go to the Advising Center and meet with an advisor to discuss your assessment scores, course placements, and schedule. Your advisor will help you select the appropriate ESOL course for the upcoming semester. The advisor will complete and sign a Course Selection Sheet for you.

**Step 3:**  
**Submit a course selection sheet to the Registrar’s Office**  
Take your signed and completed Course Selection Sheet to the Registrar’s Office on or after the date indicated on the bottom of the form. At the time of registration, you will need to show a driver’s license or picture ID to receive a printed schedule. Be sure to review this schedule to confirm that it matches the course(s) you want to take. You will need a copy of your schedule to obtain a student ID card which you can get during the first week of classes.

**Step 4:**  
**Pay your bill**  
You will need to pay your tuition and fees in full by the due date stated on the bottom of your bill. You may opt to utilize the Payment Plan Option. Students may pay their bill or set-up their payment plan by selecting [ecashier](http://www.capecod.edu) on the college website at www.capecod.edu. If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, you will be dropped from your courses. In order to re-register for courses, you will need to go to the Advising Center again to meet with an advisor and devise a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available.

**Step 5:**  
**Purchase your textbooks**  
Visit the college bookstore with a copy of your current schedule. This will help ensure that you purchase the right books for your courses.

**Step 6:**  
**Go To class!**

**Step 7:**  
**Learn about the College support services see page 17**
**Dual Enrollment Students** *(currently enrolled High School seniors or juniors)*

**Step 1:**  
**See your guidance counselor for a Dual Enrollment Application**  
Get a Dual Enrollment application and information packet from your high school guidance counselor. Applications are available in all area guidance departments. You will need to obtain approval from both your guidance counselor and your parent or guardian. Your counselor will forward your completed application, with course selections, and a copy of your high school transcript to the Admissions Office at Cape Cod Community College.

**Step 2:**  
**The Admissions Office will contact you**  
The Admissions Office will contact you when your application arrives at the College to establish a mutually convenient time to meet. If you need to sit for the computerized placement tests (CPT) you will be instructed to do so.

*If you are instructed to take the CPT, call the College’s Assessment Center to schedule an appointment at 508-362-2131 ext. 4543. Then, go to your Assessment appointment on the second floor of the Grossman Student Commons building. There you will take the required assessments in reading, English, and mathematics.*

**Step 3:**  
**Go to your admissions appointment**  
After you complete the assessments, you will go to the Admissions Office and meet with an Admissions Counselor to discuss your assessment scores, course placements, academic goals, schedule and select courses for the upcoming semester. The Admissions Counselor will complete and sign a Course Selection Sheet and register you for classes.

At the time of registration, you will need to show a driver’s license or picture ID to receive a printed schedule. *Be sure to review this schedule to confirm that it matches the course(s) you want to take.* Hold on to your schedule to buy your books, locate your classes and to obtain a student ID card, which you can get during the first week of classes.

**Step 4:**  
**Pay your bill**  
Go to the Business Office on the second floor of the Nickerson Administration Building to make sure your bill is paid in full by the deadline. You may opt to utilize a Payment Plan Option. Students may pay their bill or set-up their payment plan by selecting *ecashier* on the college website at [www.capecod.edu](http://www.capecod.edu). The Business Office can answer any questions about your bill. Students attending through Dual Enrollment are not eligible for Financial Aid.

If your bill is not paid or you have not signed up for the payment plan by the due date on your bill, all of your courses will be dropped. In order to re-register for courses, you will need to go to the Admissions Office again to meet with an Admissions Counselor and devise a new schedule based on available courses at that time. The courses you originally scheduled may or may not still be available. *Don’t let this happen to you!*
Step 5: **Complete immunization paperwork**  
If you are enrolled in 12 or more credits or are enrolled in certain health or science programs the State of Massachusetts requires that you document having certain immunizations. Be sure to have your doctor complete the immunization form and return it to Health Services by the deadline.

Step 6: **Purchase your textbooks**  
Visit the college bookstore with a copy of your current schedule. This will help ensure that you purchase the right books for each of your classes.

Step 7: **Go To class!**

Step 8: **Learn about the College support services see page 17**
Cape Cod Community College admits applicants to degree and certificate programs according to the Massachusetts Board of Higher Education’s “Open Door” philosophy. Each applicant is accepted to the College, on a rolling, first-come basis, if the applicant meets eligibility requirements, has completed the application procedures, and a vacancy exists in the applicant’s elected program of study. This policy does not apply to the College’s selective health programs and International students who will require a student visa.

To be eligible for admission, applicant must have graduated from an approved secondary school (high school), or received a state-issued high school equivalency certificate (GED), or Ability To Benefit (ATB) prior to enrollment. Applicants who have not graduated or earned a certificate should contact the Admissions Office to discuss their options.

The Business Office is responsible for all of your fiscal responsibilities. These include:
- Collecting Tuition Payments
- Issuing Refunds
- Disbursing Financial Aid checks including student loans and book vouchers
- Disbursing Work-Study checks
- Processing scholarship payments
- Describing and processing health insurance waivers
- Collecting other payments such as transcript fees and parking fines

The Registrars Office is the official record keeper of your academic performance while at the College. They are responsible for several important areas you should be aware of. These include:
- Preparing the Academic Calendar
- Compile and mail grades.
- Determine your Academic Standing
- Determine if you qualify for available academic distinctions
- Oversees the enforcement of course prerequisite requirements
- Sending academic transcripts to another college or receiving transcripts from another college.
- Evaluating how transfer credit can be applied to your selected program
- Verify enrollment status for Health Insurance
Financial Aid Office

Nickerson Administration Building, first floor
Phone: (508) 362-2131 ext.4393  Fax: (508) 375-4026

The Financial Aid Office oversees a wide variety of student aid that students may qualify for. That Office will assist you in the following areas:

- Explain how and when to apply for financial aid
- Explain what you need to do at the College to be eligible for financial aid
- Let you know the amount of your financial aid award
- Inform you what expenses your financial aid award may be used for
- Explain Satisfactory Academic Progress for continued eligibility for financial aid
- Review the various grants, scholarships, waivers and loans and what their requirements are
- Inform you when financial aid funds will be disbursed.

Assessment Center

Grossman Commons Building, second floor
Phone: (508) 362-2131 ext. 4543

The Assessment Center administers the College's basic skills testing program. The Center also scheduled and administers:

- CLEP exams (College Level Examination Program)
- GRE exams (Graduate Record Exams, subject only)
- MCAT (Medical College Admission Tests)
- MBTI (Meyers-Briggs Type Indicator)

Academic Support Resources

Academic Support Services: The services of the Tutoring Center are available at no cost to all students. Tutoring sessions are available by appointment or on a drop-in basis throughout the academic year (Fall, Spring and Summer semesters). The Center offers individual and small-group assistance in most courses.

Tutoring Center located in Tech Center (room G01) ext.4352

Mathematics Lab located in the Science Building (room 112) ext. 4626

Writing Resource Center located in Tech Center, (room G02) ext. 4526

Advising Center:
Grossman Student Commons, room C203, ext. 4318.

Advisors are available on a drop-in basis Monday - Friday, 8:30-4:00 and by appointment Monday - Thursday, 5:00 - 7:30. The Advising Center offers the following services:

- academic advising
- referral for personal counseling
- transfer information
- career planning and decision making
- exit counseling prior to withdrawal or leave of absence
Transfer Advising:
Grossman Student Commons, 206E, contact: Mary Olenick, ext. 4316

Students who plan to continue higher education beyond their studies at Cape Cod Community College should select courses, which parallel the requirements at the transfer institution of their choice. These students normally matriculate for Associates in Arts degree. Advisors are responsible for being knowledgeable of general transfer course requirements. Advisors should encourage students to seek further transfer assistance from the Transfer Counselor, who is available for individual appointments to help students make realistic choices and to explain the transfer process.

Career Planning and Placement:
Grossman Student Commons, C206E, contact: Kristina Ierardi, ext. 4688

The Career Planning and Placement office provides students with career planning and job search assistance. Appointments may be made with a career counselor to discuss career selection, résumé writing, interviewing skills, and related issues. Assessment instruments are available to help students identify careers that might be a good match for their interests, skills, values, and personality preferences. Students may browse through current job opportunities in person or online at www.capecod.edu/cpp. Students can connect with employers, at our on-campus recruiting table in the Connector Hallway. In our career library, students can research career fields, employment trends, salaries, etc.

O’Neill Center for Disability Services:
South Building, room 222, contact Joyce Chasson, ext. 4337

In compliance with Section 504 of the Rehabilitation Act of 1973, the College offers support services and reasonable accommodations on an individual basis to physically disabled or learning disabled students within the limits of its resources. Special parking, taped textbooks, classroom assistance, tutoring, modifications in examinations, or other special services may be arranged in order that disabled students may successfully complete their academic requirements and educational programs. To be recognized by the College as a qualified learning-disabled student, proper documentation must be filed with the College’s Learning Disability specialist, who maintains scheduled office hours. All physically disabled students are urged to meet with a member of the Advising and Counseling staff after receiving their letters of acceptance and before selecting their program of study for their first semester. Advance planning is essential to assure proper accommodations.

Coaches and Mentors Program:
South Building, room 234, contact Carol Dubay, ext. 4353

Coaches & Mentors is committed to helping students meet and overcome all types of challenges. Students are eligible to receive services through the program if they are enrolled in one of the Associates in Science degree programs, AA Business transfer or technical certificate programs. Coaches & Mentors is ideal for non-traditional adult learners, students with disabilities, ESOL students, students who were enrolled in a non-college bound concentration in high school, and any other students concerned with meeting the challenge of college life. Academic services include:

- Tutoring
- Advising
- Career Counseling
- Preparation for the Job Search
- Job Placement Assistance
- Workshops
The Advantage Program:
South Building, room 221, contact Sylvia Jimison; ext. 4511

Funded by the U.S. Department of Education, Advantage provides personalized counseling and tutoring services, workshops, and cultural enrichment opportunities to a select group of students. If you either are a first-generation college student, economically disadvantaged, learning disabled and/or physically disabled, you may be eligible for these services.

ACCCESS Program:
Hyannis Center, for more information, call (508) 778-2221.

ACCCESS provides free ESOL and GED services to individuals, 16 years-of-age or older, to improve their reading, writing, listening, speaking, math, science and social studies skills. An experienced and sensitive staff offers free small group instruction, individualized tutoring, and computer assisted learning opportunities. Students may begin at any time during the year depending on enrollment availability. Locations and times vary. College Transition Courses are also available to assist students who have attained a GED or Adult Diploma or who are non-native English Speakers.

GED Exams are given at the Hyannis Center 10 times/year. Call Joan Keiran at (508) 778-2221

Where do I park?

<table>
<thead>
<tr>
<th>Office</th>
<th>Building</th>
<th>Best Lot</th>
<th>Handicap Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission’s Office</td>
<td>Administration</td>
<td>Lot 2</td>
<td>across from parking lot 9, enter roadway</td>
</tr>
<tr>
<td>Advising Center</td>
<td>Grossman Commons</td>
<td>Lot 9</td>
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</tr>
<tr>
<td>Assessment Center</td>
<td>Grossman Commons</td>
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</tr>
<tr>
<td>Bookstore</td>
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<td>Lot 9</td>
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</tr>
<tr>
<td>Business Office</td>
<td>Administration</td>
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</tr>
<tr>
<td>Disability Services</td>
<td>South Building</td>
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</tr>
<tr>
<td>Library</td>
<td>Wilken’s Library</td>
<td>Lot 3</td>
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</tr>
<tr>
<td>Financial Aid Office</td>
<td>Administration</td>
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<tr>
<td>Registrar’s Office</td>
<td>Administration</td>
<td>Lot 2</td>
<td>across from parking lot 9, enter roadway</td>
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</tbody>
</table>

Look for signs
Glossary of College Terms Frequently used at CCCC

**Ability To Benefit (ATB)**: An individual who is a non-high school graduate can take an assessment test to demonstrate that s/he has the intellectual ability to benefit from a college education. Applicants who have not earned a high school diploma or GED must achieve passing scores on an approved test to demonstrate that s/he has the intellectual ability to benefit from a college education and qualify for federal aid as Ability-to-Benefit (ATB) students.

**Academic Advisor**: A faculty member or professional staff person at the College who helps students select degree or certificate programs and courses, and help understand program requirements and College policies and procedures.

**Academic Probation**: A designation assigned to students when their GPA falls below a designated level after attempting a specific number of college level credits.

**Academic Standards**: College standards that students must maintain such as a certain grade point average, in order to remain in good standing with the school.

**Accredited**: Colleges must meet specific requirements in academic programs, facilities, faculty, etc. to be certified by regional accrediting agencies.

**Assessment Tests or CPT**: (Computerized Placement Tests) are administered by the College to assess a student’s skill level in the areas of reading comprehension, English and mathematics. The test results are used to place students into the appropriate level of course in these subject areas. All entering students who have not completed a college-level math or English with a grade of “C” or better are required to take these tests.

**Associate's Degree**: A diploma issued to a student that signifies completion of a minimum of 60 college credits.

**Associate in Arts Degree**: A program of study which focuses on developing students’ general knowledge and reasoning ability that prepares them to transfer to a bachelor’s program.

**Associate in Science Degree**: A program of study which focuses on preparing a student for a specific career. May also lead to transfer opportunities.

**Business Office**: The office where students pay their tuition and fees.

**Certificates**: A credential given at the completion of specific career training programs. Having a certificate means that the student is qualified to enter the workforce in a particular career area. A certificate requires fewer credit hours to complete than an associate's degree.

**CLEP**: (College-Level Examination Program) is a national program of examinations in undergraduate college courses that provides students the opportunity to demonstrate college-level achievement. The exams are used by colleges to award college credit. CLEP exams are published by the College Board.

**College Catalog**: A book that contains general information about programs, courses, faculty, costs, policies, and admission and degree requirements.
**Commencement**: A graduation ceremony that takes place in May to recognize students who have completed their degree or certificate requirements.

**Cooperative Work Experience**: Provides an opportunity for you to apply what you've learned in the classroom in a supervised work setting and earn college credit.

**Contact Hours**: The number of hours you are in class each week.

**Co-requisite**: A required course that must be taken prior to or in the same semester with an advanced level course.

**Course Code**: Each course is assigned a six-digit code (three letters and three numbers), along with a two-digit section number to use when you sign up for classes. Example: Oral Communication (COM103-01)

**Course Load**: The number of credit hours you take during a semester.

**Credit Hours**: The amount of credit you receive for completing a specific course.

**Curriculum**: A set of courses for a particular program.

**Dean's List/President’s List**: These lists of students are compiled each semester based on excellence in course work.

**Dual Enrollment**: A policy that allows high school level students who are juniors or seniors to be enrolled in college-level courses that may fulfill both high school and college graduation requirements. Students need permission from their high school and the Admission’s Office.

**Developmental Courses**: Courses offered at the College that help enhance student skills in writing, reading and math that help students to succeed in college. These courses are non-degree courses and do not count towards a degree but do count as institutional credit for financial aid and course load purposes.

**Add/Drop Period**: The time period during which you may change your class schedule by dropping or adding a course without penalty after initial enrollment.

**Electives**: Courses you choose to take that are not specifically required for graduation, but will increase your knowledge.

**FAFSA – (Free Application for Federal Student Aid form)**: The required application for federal, state and institutional financial aid.

**Fresh Start Program**: This program permits a fresh start to a student who has not been enrolled at the college for at least two years and who has a grade point average below 2.0; or has returned on a probationary status; or has been academically dismissed. A student may exercise the Fresh Start Option only once.

**Full-time Students**: Anyone taking 12 credit hours or more during the fall or spring semesters.

**General Education Diploma**: A certificate given for the completion of the Tests of General Educational Development, a series of five tests. It is the equivalent of a high
school diploma. Many colleges will accept scores on the GED in place of usual admission criteria.

**General Education Requirements:** A required list of courses in different academic areas; such as Social Sciences, Behavioral Sciences, Fine & Performing Arts, Language Arts, Natural Sciences and Math.

**Grade Point Average (GPA):** A system for evaluating the overall scholastic performance of students. The total number of points per credit hour earned (A=4, B=3, C=2, D=1, F=0), divided by college-level credit hours attempted.

**Joint Admissions:** A program of the Massachusetts Community Colleges, the Massachusetts State Colleges and the University of Massachusetts that guarantees a community college student admission to many four-year public institutions in the commonwealth. You are eligible for joint admissions if you are enrolled in an eligible program and complete your Associates in Arts degree at the community college-level with a grade point average (GPA) of at least 2.5.

**Matriculated Students:** Students who have completed all application requirements, been accepted to the College, selected a program of study and have registered for courses as either a part-time or full-time student.

**Non-Matriculated Students:** Students who have not completed all application requirements but have registered for courses as either a part-time or full-time student.

**Part-time Student:** Anyone taking 11 credit hours or less during the Fall and Spring semesters.

**Prerequisite:** An introductory course that must be taken before the next level course. Prerequisites are listed in the catalog and in each semester's schedule of courses.

**Registration:** The process of enrolling in courses at the Registrar's Office or on-line through Campus Web.

**Rolling Admission:** There is no application deadline. Students are accepted to the College throughout the academic year once the student has submitted all application materials. Priority date for application submission in the fall is August 15th and January 10th for the spring.

**Semesters:** The fall semester lasts 16 weeks between September and December. The spring semester is 16 weeks from January to May. There is a seven-week summer session which begins in June. Winter session is offered during the January break, courses may run for two to three weeks.

**Support Services:** Various services are available to support you in your educational goals, such as tutoring, career planning, transfer counseling, and academic advising.

**Syllabus:** A document that lists a course's objectives and requirements. Each instructor distributes a syllabus at the beginning of the semester. The syllabus is considered a contract between the student and the instructor.

**Transcript:** A document that lists a student's complete record of all courses taken and grades received at Cape Cod Community College. You may request an official copy in the Registrar's Office for a small fee.
**Tuition and Fees:** The amount charged for a course(s).

**Withdrawal:** The process of discontinuing enrollment in a course or courses. Depending upon when in the semester the student withdraws, they may receive a full, partial or no refund. A grade of "W" is recorded on the student transcript if the student withdraws before the end of the 10th week.

**NOTES:**