CAPE COD COMMUNITY COLLEGE
MATRICULATION

1. Students must apply for acceptance into a degree or approved certificate program. The Admissions Office accepts applications through the College’s add period. After that period, admission is on a case-by-case basis or deferred to the next term. Usually students will not be matriculated after the semester mid-point.

2. Students enrolling in certificate programs that do not appear on the ECAR may not receive financial aid. [Generally these programs have less than 16 credits. Others may be new programs that are pending approval.]

3. Students must have either a high school diploma, GED, or meet the Ability to Benefit (ATB) requirements (beginning in Fall 2003).

4. The Admissions Office collects and verifies high school transcripts. In the Avion system, the High School transcript code shows on the main/front FA page as Received, Not Received, or Incomplete.

5. ATB testing will begin in Fall 2003 for those students with no HS diploma or GED. Admissions and Assessment will document and test ATB students. The Admissions Office will notify the FAO of any student who does not pass the ATB requirements.

6. Admissions often requests home-schooled students meet ATB.

7. Financial Aid will accept high school transcript based on the FAFSA response. If based on age, it appears the student completed the FAFSA question prior to actual graduation, FAO will follow up with Admissions.

8. The College’s computer system only allows the student record to have one matriculation (program of study) at a time. Students may pursue certificate and degree requirements simultaneously, but the completions will show in separate semesters. FAO will document the student’s file if this has an impact on his or her aid status. For example, an AS Early Childhood Education major may be taking classes that will also allow her to earn the ECE Infant & Toddler certificate. If it is the semester that she will complete the certificate, it will show as the main program of study. She should not be penalized for the SAP 150% limit since she is actually pursing the AS.