# Associate in Arts Graduation Requirement Checklist

Name: ____________________________ Student I.D. ____________ Date: ____________

## Course Requirements: (38) Credits Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td></td>
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<tr>
<td>English Composition II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts OR Fine &amp; Performing Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Science OR Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Science (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Science (4 credits)</td>
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</tr>
<tr>
<td>College Math</td>
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<table>
<thead>
<tr>
<th>Free Elective Credit: (22) Credits</th>
<th>Developmental Courses (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Semester</td>
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<td>-------------------------------------------</td>
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</tbody>
</table>

| Total Elective Credits =                  |          |

## Graduation Requirements:

- Students must complete 60 credits (30 credits must be completed at CCCC **excluding developmental courses**)
- Students must have a minimum cumulative GPA of 2.0

Students planning to graduate must submit an [INTENT TO GRADUATE FORM](#) by the dates below:
- **May** graduates by March 1st, **January** graduates by Nov. 1st, **August** graduates by July 1st

5/05
DEGREE/CERTIFICATE REQUIREMENTS & GENERAL EDUCATION REQUIREMENTS

Associate in Arts Degree:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete 60 credits
   (38 Credits in General Education Requirements and 22 Credits in Free Electives)
✓ 30 credits must be completed at CCCC, (excluding developmental courses)

Associate in Science Degrees:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete all designated courses/credits required for their degree program
✓ 30 credits must be completed at CCCC, (excluding developmental courses)

Certificate Programs:
✓ Students must have a minimum cumulative GPA of 2.0
✓ Students must complete at least 50% of the required courses at CCCC.

To view A.S degree and certificate requirements go to http://www.capecod.edu/admissions/degreecert.htm

PROGRAM PLANNING

Program planning is the activity most commonly associated with advising. Program planning, however, does not simply mean signing a course selection form approving a group of courses. *NEVER* sign a blank registration form and allow the advisee to fill it in later.

*The only way to know what your advisee needs is to know what they have already completed!*

**Easy Steps to Course Selection:**

1. Print a copy of the student’s course history (refer to technical Information section)
2. Print a copy of the degree or certificate program graduation requirements that the student is currently in (for A.S. degrees or certificates print the selected program from the college web page, for A.A. degrees make a copy of the AA Graduation Checklist located in the inside sleeve of the advisor handbook)
3. List all completed courses on the designated program requirement sheet.

In just 10 minutes or less, you have everything you need to help your advisee select courses. Use this completed graduation checklist to help the student select courses for the next semester and to review remaining program requirements. *Before selecting courses be sure to consider the questions below.*

- Has the student completed all required developmental courses based upon their Assessment scores in Math, English and Reading?
- Has the student met all course prerequisites?
- Is the student taking his/her courses in the appropriate sequence?
- Will this course(s) apply towards completion of the graduation requirements?
- If the student is ready to graduate the following semester complete an Intent to Graduate Form.

*When you are done, make a copy of the graduation requirement sheet for the student and keep the original for your records to be placed in the student’s advising folder.*
### General Education Courses 2005

#### Behavioral Science Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ANT 107</td>
<td>Introduction To Anthropology</td>
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<tr>
<td>ANT 108</td>
<td>World Archaeology</td>
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<tr>
<td>VNT 211</td>
<td>Comparative Cultures</td>
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<tr>
<td>CRJ 105</td>
<td>Criminology, Theory and Practice</td>
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<tr>
<td>ECE 100</td>
<td>Intro to Early Childhood Ed</td>
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<tr>
<td>ECE 105</td>
<td>Intro to Young Child with Special Needs</td>
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<tr>
<td>ECE 200</td>
<td>Teaching Infants and Toddlers</td>
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<td>ECE 201</td>
<td>Preschool Curriculum Planning</td>
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<td>ECE 202</td>
<td>Advanced Curriculum Dev: Creative</td>
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<td>ECE 230</td>
<td>Practicum in Early Child Ed</td>
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<td>ECE 241</td>
<td>Selected Topics in Early Childhood Education</td>
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<td>ECE 290</td>
<td>Admin of Early Childhood Programs</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
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<tr>
<td>PSY 201</td>
<td>Child Psychology</td>
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<td>PSY 202</td>
<td>Adolescent Psychology</td>
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<td>PSY 203</td>
<td>Educational Psychology</td>
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<td>PSY 204</td>
<td>Psychology of Personality</td>
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<td>PSY 207</td>
<td>Abnormal Psychology</td>
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<td>PSY 208</td>
<td>Prin. of Counseling &amp; Crisis Intervention</td>
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<tr>
<td>PSY 212</td>
<td>Human Sexuality</td>
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<td>PSY 214</td>
<td>Research Methods in Psychology</td>
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<td>PSY 218</td>
<td>Psychology of Death and Dying</td>
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<td>PSY 219</td>
<td>Psychology of Women</td>
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<td>PSY 222</td>
<td>Behavior Management</td>
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<td>PSY 231</td>
<td>Psychology of Aging</td>
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<td>PSY 233</td>
<td>Developmental Psych: Life Span</td>
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<td>PSY 241</td>
<td>Selected Topics in Psychology</td>
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<td>SOC 106</td>
<td>Principles of Sociology</td>
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<td>SOC 205</td>
<td>Juvenile Delinquency</td>
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<td>SOC 208</td>
<td>Race, Gender &amp; Class in the U.S.</td>
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<td>SOC 210</td>
<td>Marriage &amp; Family: Soc Family Intr/Org</td>
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<td>SOC 215</td>
<td>Social Problems</td>
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<td>SOC 216</td>
<td>Sociology of Education</td>
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<td>SOC 220</td>
<td>Sociology of Health and Health Care</td>
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<td>SOC 229</td>
<td>Introduction to Social Welfare</td>
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<td>SOC 232</td>
<td>Sociology of Aging</td>
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<td>SOC 241</td>
<td>Selected Topics in Sociology</td>
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#### Social Science Courses

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIS 157</td>
<td>History of West Civilization; Antiquity - 1715</td>
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<tr>
<td>HIS 158</td>
<td>History of West Civilization; 1715 - Present</td>
</tr>
<tr>
<td>HIS 202</td>
<td>US as a World Power</td>
</tr>
<tr>
<td>HIS 206</td>
<td>Ancient History</td>
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<tr>
<td>HIS 207</td>
<td>Medieval History</td>
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<tr>
<td>HIS 211</td>
<td>U.S. at War</td>
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<tr>
<td>HIS 228</td>
<td>Women in European History</td>
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<tr>
<td>HIS 241</td>
<td>Topics in History</td>
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<tr>
<td>HIS 258</td>
<td>African American History</td>
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<tr>
<td>PHI 105</td>
<td>19th and 20th Cent Political Thought</td>
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<td>PHI 125</td>
<td>Contemporary Ethical Problems</td>
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<td>PHI 130</td>
<td>Intro to Philosophy</td>
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<td>PHI 131</td>
<td>Logic</td>
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<tr>
<td>PHI 140</td>
<td>History of Western Philosophy I</td>
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<td>PHI 141</td>
<td>History of Western Philosophy II</td>
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<td>PHI 160</td>
<td>Three Great Thinkers</td>
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<td>PHI 201</td>
<td>Existentialism</td>
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<td>PHI 210</td>
<td>Ethics</td>
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<td>PHI 241</td>
<td>Selected Topics in Philosophy</td>
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<tr>
<td>REL 122</td>
<td>Concepts of Western Religion</td>
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<td>REL 123</td>
<td>Concepts of Eastern Religion</td>
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<td>REL 224</td>
<td>Roots of Islam</td>
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#### Natural Science Courses

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<tbody>
<tr>
<td>AST 101</td>
<td>Fundamentals of Astronomy</td>
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<tr>
<td>BIO 101</td>
<td>Concepts in Biology I</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Concepts in Biology II</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Survey of Human Anatomy &amp; Phys</td>
</tr>
<tr>
<td>BIO 107</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 108</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>BIO 201</td>
<td>Microbiology</td>
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<tr>
<td>CHM 101</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHM 102</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHM 106</td>
<td>Survey of Chemistry</td>
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<tr>
<td>CHM 109</td>
<td>Chemistry for the Health Sciences I</td>
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<tr>
<td>CHM 110</td>
<td>Chemistry for the Health Sciences II</td>
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<tr>
<td>CHM 201</td>
<td>Organic Chemistry I</td>
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<td>Organic Chemistry II (5 credits)</td>
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<td>ENV 118</td>
<td>Intro to Environmental Science</td>
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<td>ESC 101</td>
<td>Introduction to Earth Science</td>
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<td>ESC 105</td>
<td>Fundamentals of Oceanography</td>
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<td>Plant and Soil Science</td>
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<td>PHY 101</td>
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<td>PHY 102</td>
<td>Physics II</td>
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<td>PHY 106</td>
<td>Survey of Physics</td>
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<td>PHY 211</td>
<td>University Physics I</td>
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<td>University Physics II</td>
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#### College Math Courses

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<tbody>
<tr>
<td>MAT 140</td>
<td>Survey of Mathematics</td>
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<tr>
<td>MAT 150</td>
<td>Elementary Statistics</td>
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<tr>
<td>MAT 160</td>
<td>Math for Business &amp; Management</td>
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<td>MAT 171</td>
<td>Precalculus Math I</td>
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<tr>
<td>MAT 180</td>
<td>Business Calculus I</td>
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<tr>
<td>MAT 185</td>
<td>Business Calculus II</td>
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<td>MAT 190</td>
<td>Precalculus Math II</td>
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<tr>
<td>MAT 240</td>
<td>Calculus I</td>
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<tr>
<td>MAT 245</td>
<td>Linear Algebra</td>
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<td>MAT 250</td>
<td>Calculus II</td>
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<td>MAT 260</td>
<td>Calculus III</td>
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<td>MAT 270</td>
<td>Differential Equations</td>
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### Fine & Performing Arts

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<tr>
<td>ART 100</td>
<td>Drawing I</td>
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<tr>
<td>ART 101</td>
<td>Design I</td>
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<tr>
<td>ART 102</td>
<td>Studio Art I</td>
</tr>
<tr>
<td>ART 103</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 104</td>
<td>Watercolor I</td>
</tr>
<tr>
<td>ART 105</td>
<td>Visual Fundamentals</td>
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<td>ART 106</td>
<td>Sculpture I</td>
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<td>ART 107</td>
<td>Life Drawing</td>
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<td>ART 125</td>
<td>History of Art I</td>
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<tr>
<td>ART 126</td>
<td>History of Art II</td>
</tr>
<tr>
<td>ART 127</td>
<td>Modern and Contemporary Art History</td>
</tr>
<tr>
<td>ART 128</td>
<td>History of American Art: 1815 – Present</td>
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<tr>
<td>ART 129</td>
<td>Survey of Women Artists: Antiquity -Pres.</td>
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<tr>
<td>ART 135</td>
<td>Textile/Fiber Arts I</td>
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<tr>
<td>ART 200</td>
<td>Drawing II</td>
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<tr>
<td>ART 201</td>
<td>Design II</td>
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<tr>
<td>ART 202</td>
<td>Studio Art II</td>
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<td>ART 204</td>
<td>Watercolor II</td>
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<tr>
<td>ART 205</td>
<td>Illustration I</td>
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<tr>
<td>ART 206</td>
<td>Illustration II</td>
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<td>ART 207</td>
<td>Graphic Design I</td>
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<td>Graphic Design II</td>
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<td>ART 209</td>
<td>Printmaking Techniques</td>
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<td>ART 210</td>
<td>Designing with QuarkXpress I</td>
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<td>ART 212</td>
<td>Art Gallery Management and Display</td>
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<td>ART 214</td>
<td>Digital Imaging I</td>
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<td>ART 215</td>
<td>Digital Imaging II</td>
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<td>ART 225</td>
<td>Book Arts and Paper Making</td>
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<td>ART 226</td>
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<td>Advanced Painting</td>
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<td>ART 235</td>
<td>Textile/Fiber Arts II</td>
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<td>Mosaics</td>
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<td>Advanced Projects in the Visual Arts</td>
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<td>ART 252</td>
<td>International Landscape Watercolor</td>
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<td>COM 113</td>
<td>Radio Broadcasting</td>
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<td>COM 121</td>
<td>American Film</td>
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<td>COM 205</td>
<td>Oral Interpretation of Literature</td>
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<td>COM 212</td>
<td>Scriptwriting for Television</td>
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<td>COM 220</td>
<td>Introduction to Film</td>
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<td>COM 222</td>
<td>International Cinema</td>
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<td>COM 223</td>
<td>Women Film Directors</td>
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<td>COM 224</td>
<td>Documentary Film</td>
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<td>COM 231</td>
<td>Advanced Radio Production</td>
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<td>Mass Communication Coop Work Exp.</td>
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<td>Modern Dance I</td>
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<td>Choreography and Performance</td>
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<td>Modern Dance II</td>
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<td>HUM 102</td>
<td>Humanities: Perception Through Arts</td>
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<td>Music Appreciation</td>
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<td>Elementary Music Theory</td>
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<td>Music History I</td>
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<td>Music History II</td>
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<td>Chorus</td>
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<td>MUS 111</td>
<td>Chamber Choir</td>
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<td>Collegium Musicum</td>
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<td>THR 102</td>
<td>Page to Stage: Planning Play Productions</td>
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<td>THR 103</td>
<td>Acting I</td>
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<td>THR 113</td>
<td>Rehearsal and Performance</td>
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<td>THR 114</td>
<td>Creative Dramatics</td>
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<td>THR 117</td>
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### Language Arts Courses

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<tbody>
<tr>
<td>ASL102</td>
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<td>ASL 201</td>
<td>American Sign Language III</td>
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<td>COM 201</td>
<td>Interpersonal Communication</td>
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<td>Small Group Communication</td>
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<td>COM 203</td>
<td>Public Speaking</td>
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<td>COM 204</td>
<td>Persuasive Communication</td>
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<td>COM 205</td>
<td>Oral Interpretation of Lit.</td>
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<td>COM 206</td>
<td>Communication in Current Settings</td>
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<td>COM 207</td>
<td>Argumentation and Debate</td>
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<td>ENL120</td>
<td>Introduction to Children’s Literature</td>
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<td>ENL135</td>
<td>The Short Story and Human Values</td>
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<td>World Mythologies</td>
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<td>ENL203</td>
<td>English Lit. Through the 18th Century</td>
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<td>ENL204</td>
<td>English Lit. Romantic Age to Present</td>
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<td>American Lit. To 1890</td>
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<td>ENL206</td>
<td>American Lit. Since 1890</td>
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<td>Shakespeare</td>
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<td>The Modern Novel</td>
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<td>Exploring Modern Poetry</td>
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<td>ENL 218</td>
<td>The Arthurian Legend</td>
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<td>Women Writers</td>
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<td>Selected Topics in Literature</td>
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<td>FRN 201</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FRN 202</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>FRN 301</td>
<td>Advanced French I</td>
</tr>
<tr>
<td>FRN 302</td>
<td>Advanced French II</td>
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<tr>
<td>GER 102</td>
<td>Elementary German II</td>
</tr>
<tr>
<td>GER 201</td>
<td>Intermediate German I</td>
</tr>
<tr>
<td>GER 202</td>
<td>Intermediate German II</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Humanities: Perception Through Arts</td>
</tr>
<tr>
<td>SPN 102</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>SPN 103</td>
<td>Elem. Spanish II for Health Professional</td>
</tr>
<tr>
<td>SPN 201</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>SPN 202</td>
<td>Intermediate Spanish II</td>
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<tr>
<td>SPN 301</td>
<td>Advanced Spanish I</td>
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<td>SPN 302</td>
<td>Advanced Spanish II</td>
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### Fine & Performing Arts continued

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>THR 119</td>
<td>Stagecraft</td>
</tr>
<tr>
<td>THR 203</td>
<td>Acting II</td>
</tr>
<tr>
<td>THR 204</td>
<td>Advanced Scene Study Studio</td>
</tr>
<tr>
<td>THR 205</td>
<td>Directing for Theater</td>
</tr>
<tr>
<td>THR 206</td>
<td>Acting the Song</td>
</tr>
<tr>
<td>THR 207</td>
<td>Acting on Camera</td>
</tr>
<tr>
<td>THR 211</td>
<td>Rehearsal and Performance</td>
</tr>
<tr>
<td>ART 284</td>
<td>Art in Spain</td>
</tr>
<tr>
<td>COM 100</td>
<td>Voice and Diction</td>
</tr>
<tr>
<td>COM 105</td>
<td>Survey of Mass Communication</td>
</tr>
</tbody>
</table>
### Natural Science
#### General Education Courses and Prerequisites

<table>
<thead>
<tr>
<th>New #</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC105</td>
<td>Fundamentals of Oceanography</td>
<td>MAT020</td>
</tr>
<tr>
<td>CHM106</td>
<td>Survey of Chemistry</td>
<td>MAT020</td>
</tr>
<tr>
<td>BIO105</td>
<td>Survey of Human Anatomy &amp; Physiology</td>
<td>MAT020, ENL020, ENL050</td>
</tr>
<tr>
<td>HOR101</td>
<td>Plant and Soil Science</td>
<td>MAT020, ENL020, ENL050</td>
</tr>
<tr>
<td>ENV118</td>
<td>Intro to Environmental Science</td>
<td>MAT020, ENL020, ENL050</td>
</tr>
<tr>
<td>PHY106</td>
<td>Survey of Physics</td>
<td>MAT030</td>
</tr>
<tr>
<td>BIO101</td>
<td>Concepts in Biology I</td>
<td>MAT030</td>
</tr>
<tr>
<td>CHM109</td>
<td>Chemistry for the Health Sciences I</td>
<td>MAT030</td>
</tr>
<tr>
<td>AST101</td>
<td>Fundamentals of Astronomy</td>
<td>MAT030, ENL020, ENL050</td>
</tr>
<tr>
<td>ESC101</td>
<td>Introduction to Earth Science</td>
<td>MAT030, ENL020, ENL050</td>
</tr>
<tr>
<td>BIO107</td>
<td>Human Anatomy and Physiology I</td>
<td>CHM109 or BIO101 or CHM101</td>
</tr>
<tr>
<td>PHY101</td>
<td>Physics I</td>
<td>MAT040</td>
</tr>
<tr>
<td>CHM101</td>
<td>General Chemistry I</td>
<td>MAT040</td>
</tr>
<tr>
<td>PHY211</td>
<td>University Physics I</td>
<td>MAT240 (may be taken concurrently)</td>
</tr>
<tr>
<td>BIO102</td>
<td>Concepts in Biology II</td>
<td>BIO101</td>
</tr>
<tr>
<td>BIO201</td>
<td>Microbiology</td>
<td>(CHM101 or CHM109) and (BIO101 or BIO107)</td>
</tr>
<tr>
<td>BIO108</td>
<td>Human Anatomy and Physiology II</td>
<td>BIO107</td>
</tr>
<tr>
<td>PHY102</td>
<td>Physics II</td>
<td>PHY101</td>
</tr>
<tr>
<td>PHY212</td>
<td>University Physics II</td>
<td>PHY211, MAT250</td>
</tr>
<tr>
<td>CHM102</td>
<td>General Chemistry II</td>
<td>CHM101</td>
</tr>
<tr>
<td>CHM110</td>
<td>Chemistry for the Health Sciences II</td>
<td>CHM109</td>
</tr>
<tr>
<td>CHM201</td>
<td>Organic Chemistry I</td>
<td>CHM102</td>
</tr>
<tr>
<td>CHM202</td>
<td>Organic Chemistry II (5 credits)</td>
<td>CHM201</td>
</tr>
</tbody>
</table>

Revised: 12/04
Cape Cod Community College

Course Placement Based on CPT Scores for Sentence Skills and Reading Comprehension

<table>
<thead>
<tr>
<th>CPT Test</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sentence Skills (SS)</td>
<td>112 – 120</td>
<td>ENL 101 English Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Potential exemption from ENL 101 based on writing sample or CLEP exam</td>
</tr>
<tr>
<td></td>
<td>100 – 111</td>
<td>ENL 101H English Composition I: Honors Section</td>
</tr>
<tr>
<td></td>
<td>99 – 102</td>
<td>ENL 101 English Composition I</td>
</tr>
<tr>
<td></td>
<td>88 – 98</td>
<td>ENL 101 English Composition I</td>
</tr>
<tr>
<td></td>
<td>0 – 87*</td>
<td>ENL 050 Foundations in Writing</td>
</tr>
</tbody>
</table>

Students with the following test score combinations (SS) 68 – 87 and (RC) 68 – 120 may take: **ENL 050/ENL 101 Intensive Course** 3 Non-degree credits and 3 credits

<table>
<thead>
<tr>
<th>Reading Comprehension (RC)</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90 –120</td>
<td>No Reading Course Required</td>
</tr>
<tr>
<td></td>
<td>68 – 89</td>
<td>ENL 108 Critical Thinking &amp; Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommended</td>
</tr>
<tr>
<td></td>
<td>51 – 67</td>
<td>ENL 020 College Reading &amp; Study Skills</td>
</tr>
<tr>
<td></td>
<td>0 – 50*</td>
<td>ENL 010 Preparation for College Reading</td>
</tr>
</tbody>
</table>

*SPECIAL NOTE:*

Students with the following test score combinations (RC) 0 – 35 and (SS) 0 – 87 must take **ENL 010 Preparation for College Reading** prior to taking **ENL 050 Foundations in Writing**
<table>
<thead>
<tr>
<th>CPT Test</th>
<th>Score</th>
<th>Course Placement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Math (CM)</td>
<td>103-120</td>
<td>MAT240 Calculus I</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td>86-102</td>
<td>MAT190 Precalculus II</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td>63-85</td>
<td>MAT171 Precalculus I</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td>40-62</td>
<td>MAT140 Survey of Math or MAT150 Elementary Statistics, or MAT160 Math for Business &amp; Management</td>
<td>3 College Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT110 Algebra for Precalculus* (For Engineering, Computer Science, Science, Business Transfers and students planning to take MAT 171 Precalculus Math I)</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Counts as college credit but does not satisfy math core.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0-39</td>
<td>See Elementary Algebra score</td>
<td></td>
</tr>
<tr>
<td>Elementary Algebra (EA)</td>
<td>82-120</td>
<td>MAT140 Survey of Math or MAT150 Elementary Statistics or MAT160 Math for Business &amp; Management</td>
<td>3 College Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT110 Algebra for Precalculus* (For Engineering, Computer Science, Science, Business Transfers and students planning to take MAT 171 Precalculus Math I)</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Counts as college credit but does not satisfy math core.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>58-81</td>
<td>MAT040 Intermediate Algebra.</td>
<td>3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT110 Algebra for Precalculus* (For Engineering, Computer Science, Science, Business Transfers and students planning to take MAT 171 Precalculus Math I)</td>
<td>4 College Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Counts as college credit but does not satisfy math core.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0-57</td>
<td>See Basic Arithmetic Score</td>
<td></td>
</tr>
<tr>
<td>Basic Arithmetic (AR)</td>
<td>58-120</td>
<td>MAT030 Elementary Algebra</td>
<td>3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td>33-57</td>
<td>MAT020 Prealgebra</td>
<td>3 Non-Degree Credits</td>
</tr>
<tr>
<td></td>
<td>0-32</td>
<td>MAT010 Fundamental Arithmetic</td>
<td>3 Non-Degree Credits</td>
</tr>
</tbody>
</table>

MAT 110 Algebra for Precalculus counts as college credit but does not satisfy math core.

Revised: 11/04
Cape Cod Community College

Course Placement Based on CPT Scores for Non-native speakers of English

<table>
<thead>
<tr>
<th>Assessment Instrument</th>
<th>Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic/Introductory Levels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT Sentence Skills (SS)</td>
<td>23 – 40</td>
<td>ACCESS or ESL 010</td>
</tr>
<tr>
<td>LOEP Language use /Sentence Meaning</td>
<td>23 – 55</td>
<td>ACCESS or ESL 010</td>
</tr>
<tr>
<td>SPL approximations</td>
<td>1 – 4</td>
<td>ACCESS or ESL 010</td>
</tr>
<tr>
<td><strong>Intermediate Levels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT Sentence Skills (SS)</td>
<td>41 – 69</td>
<td>CATESOL or ESL 102</td>
</tr>
<tr>
<td>LOEP</td>
<td>56 – 85</td>
<td>CATESOL or ESL 102</td>
</tr>
<tr>
<td>SPL approximations</td>
<td>[5] 6 – 7</td>
<td>CATESOL or ESL 102</td>
</tr>
<tr>
<td><strong>Advanced Levels</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT Sentence Skills (SS)</td>
<td>70 – 99</td>
<td>ESL 201</td>
</tr>
<tr>
<td></td>
<td>88 – 99 +screening</td>
<td>ENL 101</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 – 118</td>
<td>ENL 101</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>satisfactory completion of ESL 102</td>
<td>ENL 101</td>
</tr>
<tr>
<td>LOEP</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>SPL approximations</td>
<td>8 – 9 [10]</td>
<td>ENL 101</td>
</tr>
</tbody>
</table>

ESL 010 English as a Second Language (Basic)
ESL 102 English as a Second Language (Intermediate)
ESL 201 English as a Second Language (Advanced)

**ACCESS Program:** ACCESS provides educational services on Cape Cod and the Islands 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. Classes are offered year-round. For more information call (508) 778-2221

**CATESOL (College Adult Transition ESOL Program)** Provides career and financial aid workshops, academic assistance writing, reading, grammar and study skills, and computer training, for intermediate and advanced ESL students looking to transition to college. For more information call (508) 778-2221

05/28/02
### Math Courses

#### Developmental:
- **MAT010 (DE099)**  
  **Fundamental Arithmetic**  
  3 Non-Degree Credits  
  Pre-requisite: Arithmetic assessment score less than 32
- **MAT020 (DE051)**  
  **Prealgebra**  
  3 Non-Degree Credits  
  Pre-requisite: MAT010 or Arithmetic Assessment score 33-57
- **MAT030 (DE060)**  
  **Elementary Algebra**  
  3 Non-Degree Credits  
  Pre-requisite: MAT020 or Arithmetic Assessment score 58 or higher
- **MAT040 (DE061)**  
  **Intermediate Algebra**  
  3 Non-Degree Credits  
  Pre-requisite: MAT030 or Elementary Algebra test 58 or higher

#### College-Level:
- **MAT110**  
  **Algebra for Precalculus**  
  4 credits (does not fulfill Math Core)  
  Pre-requisite: MAT030 or Elementary Algebra test 58 or higher
- **MAT140 (MA101)**  
  **Survey of Mathematics**  
  3 credits  
  Pre-requisite: MAT040 and ENL020 or Elem. Algebra test 82 or higher
- **MAT150 (MA106)**  
  **Elementary Statistics**  
  3 credits  
  Pre-requisite: MAT040 and ENL020 or Elem. Algebra test 82 or higher
- **MAT160 (MA111)**  
  **Mathematics for Business and Management**  
  3 credits  
  Pre-requisite: MAT040 and ENL020 or Elem. Algebra test 82 or higher
- **MAT171 (MA118)**  
  **Precalculus Mathematics I**  
  4 credits  
  Pre-requisite: MAT040 or MAT110 or College-level math test 63-85
- **MAT180 (MA115)**  
  **Business Calculus I**  
  3 credits  
  Pre-requisite: MAT171
- **MAT185 (MA116)**  
  **Business Calculus II**  
  3 credits  
  Pre-requisite: MAT180
- **MAT190 (MA119)**  
  **Precalculus Mathematics II**  
  4 credits  
  Pre-requisite: MAT171 or College-level math test 86 - 102
- **MAT240 (MA201)**  
  **Calculus I**  
  4 credits  
  Pre-requisite: MAT190 or college-level math assessment 103 - 120
- **MAT245 (MA210)**  
  **Linear Algebra**  
  3 credits  
  Pre-requisite: MAT240 or MAT185
- **MAT250 (MA202)**  
  **Calculus II**  
  4 credits  
  Pre-requisite: MAT240
- **MAT260 (MA203)**  
  **Calculus III**  
  4 credits  
  Pre-requisite: MAT250
- **MAT270 (MA205)**  
  **Differential Equations**  
  3 credits  
  Pre-requisite: MAT250
- **MTU200 (MA200)**  
  **Peer Tutorial Practicum (Math/Science)**  
  3 credits  
  Pre-requisite: Faculty Recommendations

Revised: 12/04
### English Courses

#### Developmental:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL010 (EB100)</td>
<td>Prep for College Reading</td>
<td>3</td>
<td>Reading Skills Assessment score 0-50</td>
</tr>
<tr>
<td>ENL020 (EB101)</td>
<td>College Reading and Study Skills</td>
<td>3</td>
<td>ENL010 or Reading Skills Assessment 51-67</td>
</tr>
<tr>
<td>ENL050 (EB103)</td>
<td>Foundations in Writing</td>
<td>3</td>
<td>ENL010 or Sentence Skills Assessment 0-87</td>
</tr>
<tr>
<td>ENL080 (EB104)</td>
<td>Developing Vocabulary</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>ENL081 (EB105)</td>
<td>Better Spelling</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>ENL082 (EB106)</td>
<td>Study Skills</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>ENL083 (EB107)</td>
<td>Basic Grammar Review</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>ESL010 (EL11)</td>
<td>English as a Second Language I: Basic</td>
<td>4</td>
<td>Basic Skills Assessment</td>
</tr>
</tbody>
</table>

#### College-Level:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL102 (EL112)</td>
<td>English as a Second Language II: Intermediate</td>
<td>3</td>
<td>ESL010 and permission of the instructor or Basic Skills Assessment</td>
</tr>
<tr>
<td>ESL201 (EL113)</td>
<td>English as a Second Language III: Advanced</td>
<td>3</td>
<td>ESL102 and permission of the instructor or Basic Skills Assessment</td>
</tr>
<tr>
<td>ENL108 (EN108)</td>
<td>Critical Reading and Thinking</td>
<td>3</td>
<td>ENL020 or Reading Skills Assessment score 68-89</td>
</tr>
<tr>
<td>ENL101 (EN101)</td>
<td>English Composition I</td>
<td>3</td>
<td>ENL050 with a grade of C or better or Sentence Skills score 88-120 or ESL 201</td>
</tr>
<tr>
<td>ENL102 (EN102)</td>
<td>English Composition II</td>
<td>3</td>
<td>ENL101</td>
</tr>
</tbody>
</table>
**Business Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Accounting I (4 credits)</td>
</tr>
<tr>
<td>ACC102</td>
<td>Accounting II (4 credits)</td>
</tr>
<tr>
<td>ACC105</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>ACC106</td>
<td>Money Matters</td>
</tr>
<tr>
<td>ACC110</td>
<td>Personal Small Business Taxes</td>
</tr>
<tr>
<td>ACC205</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACC209</td>
<td>Tax Accounting</td>
</tr>
<tr>
<td>ACC221</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC222</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACC261</td>
<td>Accounting Cooperative Work Experience</td>
</tr>
<tr>
<td>BIN121</td>
<td>Principle of Property &amp; Liability Insurance</td>
</tr>
<tr>
<td>BIN122</td>
<td>Personal Insurance</td>
</tr>
<tr>
<td>BIN123</td>
<td>Commercial Insurance</td>
</tr>
<tr>
<td>BIT103</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>BIT111</td>
<td>Intro Information Technology</td>
</tr>
<tr>
<td>BIT113</td>
<td>Microcomputer Hardware</td>
</tr>
<tr>
<td>BIT115</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>BIT130</td>
<td>Introduction to Substantive Law</td>
</tr>
<tr>
<td>BIT131</td>
<td>Family Law</td>
</tr>
<tr>
<td>BIT133</td>
<td>Legal Research and Writing</td>
</tr>
<tr>
<td>BIT134</td>
<td>Real Estate, Mortgage &amp; Landlord-Tenant Law</td>
</tr>
<tr>
<td>BIT135</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>BIT136</td>
<td>Estate Planning, Wills, Trusts and Probate Procedures</td>
</tr>
<tr>
<td>BIT137</td>
<td>Contracts, Business Organizations &amp; Transactions</td>
</tr>
<tr>
<td>BIT171</td>
<td>Structured Programming in RPG/400</td>
</tr>
<tr>
<td>BIT172</td>
<td>COBOL Programming</td>
</tr>
<tr>
<td>BIT175</td>
<td>Visual Basic</td>
</tr>
<tr>
<td>BIT176</td>
<td>Graphical User Interface</td>
</tr>
<tr>
<td>BIT187</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>BIT202</td>
<td>Standard Office Procedures</td>
</tr>
<tr>
<td>BIT203</td>
<td>Medical Office Procedures</td>
</tr>
<tr>
<td>BIT204</td>
<td>Legal Terminology &amp; Office Procedures I</td>
</tr>
<tr>
<td>BIT205</td>
<td>Legal Terminology &amp; Office Procedures II</td>
</tr>
<tr>
<td>BIT206</td>
<td>Medical Coding</td>
</tr>
<tr>
<td>BIT220</td>
<td>Internet Multimedia Development</td>
</tr>
<tr>
<td>BIT221</td>
<td>Web Site Development Practicum</td>
</tr>
<tr>
<td>BIT223</td>
<td>Windows 2000 Professional</td>
</tr>
<tr>
<td>BIT226</td>
<td>Advanced Desktop Publishing</td>
</tr>
<tr>
<td>BIT234</td>
<td>Windows 2000 Server</td>
</tr>
<tr>
<td>BIT235</td>
<td>Network Management for Windows</td>
</tr>
<tr>
<td>BIT238</td>
<td>Internship In Paralegal Studies</td>
</tr>
<tr>
<td>BIT250</td>
<td>Database Design and Development</td>
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<td>BIT253</td>
<td>Advanced Topics in Database</td>
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<td>BIT260</td>
<td>Information Technology Field Project</td>
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<td>BIT261</td>
<td>Office Technology Coop Work Experience</td>
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<td>BIT263</td>
<td>Info Tech Coop Work Exp Certificate Option</td>
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<td>BIT270</td>
<td>Systems Analysis</td>
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<td>BIT273</td>
<td>Advanced COBOL</td>
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<td>BIT275</td>
<td>Visual Basic for Active X</td>
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<td>BIT277</td>
<td>Visual Basic for Database Development</td>
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<td>BIT283</td>
<td>Client and Server Side Web Development</td>
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<td>BIT285</td>
<td>Advanced Topics in Web Development</td>
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<tr>
<td>BIT288</td>
<td>TCP/IP</td>
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</table>

*June 2005*
BUS100  Introduction to Business
BUS103  Supervision
BUS107  Human Resource Management
BUS114  Introduction to E-Commerce
BUS120  Business Law I
BUS121  Business Law II
BUS201  Business Finance
BUS214  Management
BUS225  International Business: European Experience
BUS261  Management Cooperative Work Experience

CUL100  Introduction to Culinary Arts
CUL120  Culinary Lab I (4 credits)
CUL180  Baking
CUL210  Dining Room Operations and Service (4 credits)
CUL220  Culinary Lab II (4 credits)

ECO117  Principles of Macroeconomics
ECO118  Principles of Microeconomics
ECO119  Investments
ECO120  Economics of Aging
ECO155  Emerging Market Economies
ECO157  Global Economics
ENT108  Introduction to Entrepreneurship
ENT109  Business Plan Preparation
ENT110  Entrepreneurial Finance
ENT261  Entrepreneurial Work Cooperative Experience

GIT101  Typing I
GIT102  Computer Keyboarding
GIT105  Office Communications Systems
GIT106  Office Accounting
GIT108  Windows Operating Systems
GIT109  Introduction to Electronic Worksheets
GIT110  Microcomputer Application
GIT111  Advanced Microcomputer Applications
GIT120  Word Processing Concepts
GIT122  Presentation Graphics for Business Microsoft PowerPoint
GIT125  Spreadsheet Applications for Business
GIT126  Electronic Publishing
GIT131  File and Disk Management
GIT150  Database Applications
GIT180  Introduction to the Internet
GIT183  Web Site Design and Scripting
GIT184  Web Authoring and Graphic Tools
GIT185  Computerized Project Management
GIT220  Advanced Word Processing

HRM102  Intro Casino Management
HRM111  Foodservice Sanitation
HRM112  Foodservice Nutrition
HRM125  Dietetic Service Supervisor
HRM127  Dietetic Services Supervisor II
HRM128  Diet Service Supervisor Module II-Management of the Dietary Department
HRM130  Food and Beverage Management
HRM140  Introduction to Hospitality
HRM150  Fundamentals of Professional Cooking
HRM159  Culinary Arts Cert Coop Work Experience

June 2005
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>HRM161</td>
<td>Hotel Restaurant Certificate Cooperative Work Experience</td>
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<td>HRM162</td>
<td>Dining Room and Beverage Operations</td>
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<td>Foundations of Baking</td>
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<td>Advanced Baking</td>
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<td>HRM203</td>
<td>Special Culinary Events</td>
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<td>Hospitality Accounting</td>
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<td>Quantity Food Management</td>
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<td>Lodging Operations</td>
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<td>HRM230</td>
<td>Hospitality Marketing</td>
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<td>Advanced Culinary Topics</td>
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<td>Consumer Behavior</td>
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<td>Customer Service: Concepts</td>
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<td>MKT205</td>
<td>Marketing</td>
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<td>RES181</td>
<td>Principles of Real Estate</td>
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<td>RES182</td>
<td>Principles of Real Estate</td>
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<td>RES290</td>
<td>Real Estate Appraisal I</td>
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<td>RES291</td>
<td>Real Estate Appraising II</td>
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<td>CON130</td>
<td>Computer Aided Drafting I</td>
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<td>CON135</td>
<td>Computer Aided Drafting II</td>
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<td>ENV123</td>
<td>Site Evaluation</td>
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<td>ENV131</td>
<td>Physical Oceanography &amp; Coastal structures</td>
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<tr>
<td>ENV135</td>
<td>Coastal Zone Management Laws &amp; Regulations</td>
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<tr>
<td>ENV140</td>
<td>Intro to Water: Concepts and Technologies</td>
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<td>ENV142</td>
<td>Industrial Wastewater Treatment</td>
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<td>ENV144</td>
<td>Wastewater Treatment Plan</td>
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<td>ENV146</td>
<td>Water Supply</td>
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<td>Hazardous Waste Management</td>
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<td>OSHA thru Hazardous Waste Management</td>
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<td>Geographical Information</td>
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<td>ENV164</td>
<td>Geographical Information</td>
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<td>ENV170</td>
<td>Renewable Energy Sources</td>
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<td>GIT110</td>
<td>Microcomputer Application</td>
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<td>HOR101</td>
<td>Plant &amp; Soil Science</td>
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<td>HOR102</td>
<td>Entomology and Plant Diseases</td>
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<td>HOR103</td>
<td>Woody Plant Identification</td>
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<td>HOR104</td>
<td>Turf Management</td>
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<tr>
<td>HOR201</td>
<td>Herbaceous Plant Identification</td>
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</tbody>
</table>
Information Technology Electives

- BIT110: BASIC Programming w/Business
- BIT111: Intro Information Technology
- BIT113: Microcomputer Hardware
- BIT115: Operating Systems
- BIT171: Structured Programming in RPG/400
- BIT172: COBOL Programming
- BIT175: Visual Basic
- BIT176: Graphical User Interface
- BIT187: Networking Essentials
- BIT220: Internet Multimedia Development
- BIT221: Web Site Development Practicum
- BIT223: Windows 2000 Professional
- BIT226: Advanced Desktop Publishing
- BIT235: Network Management for Windows
- BIT250: Database Design and Development
- BIT253: Advanced Topics in Database
- BIT260: Information Technology Field Project
- BIT261: Office Technology Coop Work Experience
- BIT263: Info Tech Coop Work Experience Certificate Option
- BIT270: Systems Analysis
- BIT273: Advanced COBOL
- BIT275: Visual Basic for Active X
- BIT277: Visual Basic for Database Development
- BIT283: Client and Server-Side Web Scripting
- BIT285: Advanced Topics in Web Development
- CSC110: Computer Programming I: Java
- CSC120: Computer Programming I: C++
- CSC130: Computer Programming II: Java
- GIT108: Windows Operating Systems
- GIT109: Introduction to Electronic Worksheets
- GIT110: Microcomputer Applications Software
- GIT111: Advanced Microcomputer Applications
- GIT120: Word Processing Concepts
- GIT122: Presentation Graphics for Business: Microsoft PowerPoint
- GIT125: Spreadsheet Applications for Business
- GIT126: Electronic Publishing
- GIT131: Electronic File and Disk Management
- GIT150: Database Applications
- GIT180: Introduction to the Internet
- GIT183: Web Site Design and Scripting
- GIT184: Web Authoring and Graphic Tools
- GIT185: Computerized Project Management
- GIT220: Advanced Word Processing

Advanced IT Courses

Any course "200" level can be used as an "advanced IT" elective

IT Second Level Courses

- BIT 277: Visual Basic for Database Development
- CSC 130: Computer Programming II: Java
- BIT 275: Visual Basic for Active X and Database Development (no longer offered)

June 05
ADVISING GOALS

Cape Cod Community College’s advising program has several goals. A primary goal is assisting your advisee in the choice of courses appropriate to their program requirements and abilities. Students who feel connected and engaged with the College and understand the basic policies and procedures of the institution are more likely to have a positive experience here, and have a higher persistence rate.

Defining personal and/or career goals can be an important first step in determining the needs of the student to the office of Career Planning & Placement.

We must teach and encourage students to determine their academic goals and make informed choices. However, it is also important to remind advisees of prerequisite requirements as well as degree and program requirements when discussing program selection and course sequencing.

Utilizing all of the college resources and providing a positive, accurate and friendly advising experience for your advisees will enhance their chances for success and the overall retention rate of our students.

FACULTY RESPONSIBILITIES

Academic advising is the process of helping students match needs and goals with the college’s resources and programs.

Accessibility: Faculty advisors are responsible for posting office hours during pre-registration periods and for making sure they are actually available during those hours.

Knowledge of the System: Faculty advisors should know and understand academic requirements, prerequisites, resources and procedures, or at least know where to find such information.

Consistent Monitoring of Student’s Progress toward program completion: Each semester, advisors should monitor their advisees’ progress (mid-term warnings, etc.) and contact those students that appear to be in academic difficulty.

Confidentiality: A student has a right to confidentiality in personal and academic matters. An advisor may, however, exchange relevant information with an instructor or college advisor/counselor in a professional and discreet manner. All advisors should abide by FERPA guidelines.

Understanding of Limits: Faculty advisors should be able to recognize when they have reached the limits of their knowledge and ability and should know when and how to refer students elsewhere.

Sensitivity to Diversity: Effective advising involves a cultivated sensitivity on the part of the advisor to the diverse needs and perspectives of students from different racial, ethnic, religious and gender backgrounds. Informed and sensitive advisors can serve as role models and resources for students to learn about living and working in a culturally diverse community.

Career advice: The advisor should be able to answer general questions concerning employment opportunities within their field but are encouraged to refer all students to Career Planning & Placement. (Contact: Kristina Ierardi, ext. 4688)

Academic problems: The advisor should be willing to assist the student in resolving academic problems; the advisor may need to refer the student to either a tutor or counselor or act as a fact finder, arbitrator, or advocate.
Educational advice: The advisor should encourage students to make their educational programs as broad and challenging as possible within their degree requirements. When appropriate, students should be urged to investigate subjects outside their majors and to take more challenging courses.

Personal problems: The advisor should be a good listener and informed about appropriate resources and referral procedures to assist students with personal problems beyond the scope of academic advising. When necessary, the advisor should be prepared to refer the student to sources of aid outside the department. (Contact: Rick Nastri, ext. 4528)

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 South Hall (room 111) ext.4352
  Mathematics Lab located in the Science Building (room 112) ext. 4626
  Writing Resource Center located in South Hall (room 108) ext. 4526

Advising & Counseling 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, 4:00 – 7:30. The Advising Center offers the following services:

  o academic advising
  o referral for personal counseling
  o transfer information
  o career planning and decision making
  o exit counseling prior to withdrawal or leave of absence

In certain situations, the counselors may refer students who have personal or psychological problems to local professional agencies. All individual counseling contacts with members of the Advising and Counseling Staff are strictly confidential. No information will be released without the student’s explicit authorization. However, in some instances if a student tells the advisor of certain intentions that would prove harmful to the student or possibly to others, such as the intention to commit suicide or the desire to harm another person, an obligation rests with the advisor to disclose such information to an appropriate party, such as parents, an intended victim, a school psychologist, or police.

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](http://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:** located in 221 South Building, 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.

**ACCeSS:** located at the Hyannis Center, for more information, call (508) 778-2221.

ACCeSS provides ESOL and GED services on Cape Cod and the Islands 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. Classes are offered on a rotating schedule during the year and people may begin taking them at any time. Other programs include Distance Learning and College Transition Courses.
TECHNICAL RESOURCES FOR ACADEMIC ADVISING

The following guidelines are outlined to assist you in the Advising process. Directions are provided below to access the following information. Advisors are strongly encouraged to make these “favorites” in their menu for quick and easy reference.

- Advisee List
- Student Course History
- Student Information
- Student Current Schedule
- Course Schedule Search for Pre-registration
- Transfer Credit Evaluation
- Advisee Mailing Labels

Advisee List: Includes the name, address, I.D. number, address, telephone number, major and concentration of your assigned advisees.

Click: “4C’s Link Live” and login
Click: Reports
Click: Advisee Lists
Confirm: Correct Semester
Enter: Your I.D. Number
Select: Printer or Preview  Click: OK

Student Course History: Provides detailed academic history of a student. This option provides demographic information, academic history, and CPT scores.

Click: Internet Explorer. On the Address line, back out “www” and type in “registrar.capecod.edu”. Hit Enter
Click: Advisor Login at the bottom of the left hand column
Login: Type in the username and password you use to login to your computer
Click: Student Transcript
Enter: Student I.D. number
Click: Enter. You can preview or print this document

OR http://registrar.capecod.edu/Advising_Data.cfm

Student Information: Provides individual student information (I.D. number search, address, telephone, advisor, degree information).

Click: “Jenzabar-Registration” and login.
Click: Icon with student wearing sunglasses
Enter: Student name or I.D. number. Select correct name.
Select: Appropriate Tab for a variety of useful information

Student Current Schedule: Provides the Advisor with the student’s current schedule. (If the student is not registered, no results will be seen).

Click: “Jenzabar – Registration” and login
Click: “Reports”
Click: “Student Schedule”
Enter: Student I.D. (or if by name, type in last name, click on arrow and select).
Hit: Enter and with your cursor, click on student I.D.
Hit: Enter
Select: Preview to view schedule; Print to print schedule.

Course Schedule Search for Pre-registration:

Click: Internet Explorer. On the Address line, back out “www” and type in “registrar.capecod.edu”. Hit Enter
Click: Course List (located in left column – third from top)
Confirm: Correct semester
Options: You may select courses by course prefix, department, day or time. Seat counts are provided and show seats remaining.

Transfer Credit Evaluation: Provides the Advisor with information as to how transfer credit was assigned in the event the transferred course is not offered at CCCC.

Click: “Jenzabar-Registration” and login.
Click: Student inquiry icon (telephone icon)
Enter: Student I.D. number (or if by name, type in last name, click on arrow and select).
Edit: Take out the year and term...they should both be blank
Hit: “Enter”. This will exhibit all of the student's academic information. Transfer Credits will appear at the top of the screen under “Adv Req” The equivalency will either match one of our existing courses or inform you if it meets a requirement (i.e. lang, arts, nat. science, elective, etc.).

Advisee Mailing Labels: To obtain mailing labels for your assigned advisees, complete the following. This is an excellent and easy method to forward a personalized letter to your student advisees.

Click: “Jenzabar-Advising” and login
Click: Task
Click: Reports
Click: Additional Reports and login again.
Click: Arrow and select “r”
Click: Additional Reports
Click: “AV”
Click: faculty.pbl.
Click: enrolled advisee labels
Enter: Term (F or S), Year and Your I.D. number Click: OK Use:5160 labels
CAPE COD COMMUNITY COLLEGE
SOURCES OF FINANCIAL AID

FEDERAL AID

Apply by completing the FAFSA each year after January 1.

Federal Pell Grant
Based on need and “EFC” (expected family contribution) number from Student Aid Report (the results of the FAFSA). Some students may receive Pell if taking less than 6 credits. Does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (SEOG)
Provided to those Pell Grant recipients who have the highest financial need. Does not have to be repaid.

Federal Work Study
Based on financial need. Requires at least 6 credits. Funds earned based on number of hours worked and are paid directly to the student biweekly. Does not have to be repaid.

Federal Stafford Loan (Subsidized and Unsubsidized)
Subsidized loan is need-based. Unsubsidized is not need-based, but does have restrictions. Both loans have limits based on student’s year in school and dependency status. Additional application (promissory note) and loan counseling required. Requires at least 6 credits per semester. Must be repaid once no longer in school at least half-time.

Federal Parent Loan for Undergraduate Students (PLUS)
Not based on financial need. Requires at least 6 credits per semester. Loan is in parent’s name and repayment begins immediately.

MASSACHUSETTS AID

Apply by completing the FAFSA each year after January 1.

Mass Grant
Based on need and “EFC” number from Student Aid Report (the results of the FAFSA). Must have FAFSA processed by May 1. Requires at least 12 credits per semester. 4 semesters maximum at 2 year schools. Does not have to be repaid.

MA Cash Grant
Based on financial need. Usually requires at least 6 credits. Cannot exceed tuition and fees. Does not have to be repaid.

MA Part Time Grant
Based on need and “EFC” number from Student Aid Report (the results of the FAFSA). Must have between 6 and 11 credits per semester. Does not have to be repaid.

MA Need-Based Tuition Waiver
Based on need. Available for course sections 01 to 39. Does not have to be repaid.

MA Categorical Tuition Waivers
Does not require a FAFSA. Not based on financial need. Available to Active Duty military, Veterans who served during conflict eras, Native Americans, Senior Citizens, DSS Foster and Adopted Children (to age 24), clients of Massachusetts Rehabilitation Commission or the Commission for the Blind, and Children/Spouses of 911 Tragedy Victims. No minimum number of credits required. Does not have to be repaid.

MA No Interest Loan
Based on “EFC.” Requires at least 12 credits per semester. Must be repaid once no longer in school at least half-time (6 credits).
ADDITIONAL SOURCES OF AID THAT MAY NOT BE ON YOUR LETTER

FEDERAL WORK STUDY

If your total awards are less than your demonstrated financial need, you may qualify for the Federal Work Study program. Work study allows students to obtain part-time jobs on-campus and in certain off-campus, community service positions. Students receive paychecks every other week according to the number of hours worked.

A complete listing of work study positions is available at the Financial Aid Office. The staff can also provide you with additional details about the work study program.

To find out if you are eligible for a work study job, contact the Financial Aid Office.

MASSACHUSETTS NO INTEREST LOAN

If you are taking at least 12 credits per semester, you may qualify for the Massachusetts No Interest Loan. Loans are available for $1000 to $4000 per year. The amount available depends upon your expected family contribution and the funds allocated to the College. No interest is charged while you are in school and no interest is charged during the repayment period. No fees are deducted from the amount of loan requested. Repayment begins six months after dropping below half time status.

To find out if you are eligible for this loan, contact the Financial Aid Office. The Financial Aid Office usually does not have the information needed to confirm your eligibility for this loan until late August. Funds for the fall semester may not arrive until mid-November.

FEDERAL STAFFORD STUDENT LOAN

The Federal Stafford Loan program allows you to borrow funds for educational expenses. The amount for which students are eligible varies by individual. However, the loan cannot exceed the estimated cost of attendance less all other sources of financial assistance. There are also maximum academic year limits established by federal guidelines.

Federal Stafford Loans require you be enrolled in at least 6 credits per semester. Subsidized loans are interest free while you are in school; unsubsidized loans accrue interest from the time of disbursement. The loans are issued in two disbursements and are reduced by 3% for origination and guarantee fees. Repayment begins six months after dropping below half time status.

To receive a Federal Stafford Loan, you must attend in-person “Entrance Counseling.” Loan counseling for the Fall semester will begin in June. Call the Financial Aid Office for an appointment at 508-362-2131, extension 4393.
The information provided below is intended as an overview to assist you with financial aid procedures and policies. If you have additional questions or need more information, please call or stop by the Financial Aid Office. You also may schedule an appointment to meet with a financial aid counselor.

How and when do I apply for financial aid?
You should apply by April 1 to receive financial aid for classes that start in September. You may apply after this date, but the Financial Aid Office may not be able to prepare your award before your tuition bill is due. If so, you may still pay your bill and later receive financial aid as a reimbursement. If you will begin school in January, you should apply by November 1.

When will I hear from the Financial Aid Office?
Application processing takes about a month. First your FAFSA is processed at the federal "Central Processing Center." This takes about four weeks if you apply by mail or about two weeks if you apply on-line. The processing center sends the results of your application to the Financial Aid Office. After the Financial Aid Office receives your application, you will receive a written notice if any additional paperwork is necessary (for example, taxes). Once your file is complete, you will receive an award letter telling you exactly what types and how much financial aid you will receive. The Financial Aid Office usually begins mailing notices in May.

Do I have to apply for admission to the College?
All students who plan to receive financial aid (including student loans) must be admitted to a degree or approved certificate program at the College. This process is called "matriculation." You must also have a high school degree or GED in order to receive financial aid.

How can I use financial aid to pay my tuition bill?
The amount of any grants or loans you are receiving will be coded in the CCCC computer. The Business Office uses this information to automatically defer charges for tuition and fees until the actual financial aid funds arrive in mid-semester. If your financial aid is later reduced, you will still be responsible for paying any tuition and fees that you owe.

Is there financial aid available for books?
The Financial Aid Office, Business Office, and Book Store may be able to assist you with a Book Voucher. Vouchers are available to students whose financial aid exceeds their charges for tuition and fees. You may apply for this credit either at the Business Office or the Financial Aid Office starting approximately two weeks before classes begin.

Does financial aid help pay for the student health insurance fee?
Financial aid must first pay for your tuition and fees. If your aid will exceed these charges, you may fill out an authorization form in the Financial Aid Office to have your excess aid help pay your insurance. Since financial aid payments do not occur until mid-semester, your insurance will not be paid and you will not receive a confirmation of your insurance until that time.

What happens if my financial aid exceeds my charges at the College?
After the drop period ends (about six weeks into the semester), the Financial Aid Office will disburse your financial aid funds based on the number of credits you are still taking. The funds will first pay your tuition, fees, books, and any other outstanding charges. If you still have additional aid, the College will mail a check to you. These funds are to be used toward educationally related expenses such as rent, food, and transportation costs such as gas or bus fare.
FINANCIAL AID FACTS
FOR NEW STUDENTS

BOOKS

If your total financial aid package is more than your bill for tuition & fees, you may request a Book Store Credit at either the Business Office or the Financial Aid Office. The credit allows you to receive an advance on your excess financial aid so that you may purchase books at the College Book Store.

FINANCIAL AID DISBURSEMENT

After the “add/drop” period ends, your financial aid eligibility will be re-evaluated if you have added or dropped classes. Once this is complete, the actual funds will begin to arrive. The funds will first pay your tuition, fees, and books. If there are extra funds remaining, you will receive a check. This excess money is for educationally related expenses. Fall checks will be mailed to you in late October. Spring checks will be mailed to you in late March.

ATTENDANCE

You must attend classes to receive financial aid. If you no longer plan to attend a class, you must submit a drop slip to the Registration Office. Student loans require you be enrolled in at least 6 credits per semester. Mass Grant requires at least 12 credits per semester.

DROPPING CLASSES

Dropping some classes, but not all of them:

- If you drop a class on or before October 7 (February 24 in Spring 2006), your financial aid will be reduced to reflect your new enrollment. You will receive notice of this adjustment in mid-October.

- If you withdraw from a class after October 7 (February 24 in Spring 2006), your financial aid may or may not be reduced to reflect your new enrollment. If your financial aid has not been disbursed, it will be reduced before disbursement. If your financial aid has been disbursed, your aid will not be reduced.

- An audit is considered the same as dropping a class for financial aid purposes.

Dropping all of your classes:

- If you plan to withdraw from all of your classes, you must complete an official withdrawal or leave of absence with Advising & Counseling Services. Your financial aid will be reduced based on the number of days you attended school. In most cases, you will owe money back to the College after your withdrawal is processed in the Financial Aid Office. If you stay in school through at least 60% of the semester, you may keep all of the financial aid you have received.

SATISFACTORY ACADEMIC PROGRESS

In order to continue receiving financial aid each semester, you must meet minimum standards of academic progress. In general, you must complete at least 2/3 (67%) of all classes you attempt each semester. For example, if you are taking 12 credits, you must earn passing grades in at least 8 credits. Audit, repeat, incomplete, and absent grades are not considered passing grades for financial aid purposes. You must also earn a cumulative grade point average that is above the College’s probation guidelines. The complete policy is in your Student Handbook and is available in the Financial Aid Office.

WHEN TO REAPPLY

Financial aid applications are based on an academic year. Your current financial aid is for Fall 2005/Spring 2006. Apply for next fall beginning in January 2006. We recommend you apply for Fall 2006 by April 1, 2006.