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Admissions

Admission to CCC is open to all high school graduates, anyone with documentation of successful GED completion, as well as to non-high school graduates, 18 years of age or older. Applications should be submitted to the Office of Admissions and Records at the campus of interest.

It is not necessary to enroll in a specific program to be admitted to the College. Students can enroll in as few as one or two courses to pursue a general interest or can enroll in a two-year program to prepare to transfer to a four-year college, or choose a two-year career/occupational program to prepare for employment.

The general admissions policy of the College does NOT INSURE ADMITTANCE TO A PARTICULAR COURSE OR PROGRAM. In some instances, certain courses may be restricted to program majors. Admission to a specific program may be competitive or require specific minimum qualifications. Some students may be requested to enroll in special courses to eliminate deficiencies in academic preparation.

Students are urged to begin their admission process at the start of the semester preceding the one in which they wish to enroll. High school students may apply in their senior year for entrance after their high school graduation.

Students may attend more than one campus or move from campus to campus, but should submit an application and pay fees at the campus where they expect to enroll for the majority of their courses. This will be the campus of record for student files.

If you wish to have your permanent records transferred from one campus to another, you should complete a CHANGE OF STUDENT RECORDS form in the Admissions and Records Office at the campus where your records are located.

Out-of-county residents may call our toll-free telephone number, 1-800-954-Tri-C, to request a form.

Phone numbers and addresses for our three campuses are:

- Eastern Campus, 4250 Richmond Road, Highland Hills, Ohio 44122, phone (216) 987-2024.
- Metropolitan Campus, 2900 Community College Avenue, Cleveland, Ohio 44115, phone (216) 987-4200.
- Western Campus, 11000 Pleasant Valley Road, Parma, Ohio 44130, phone (216) 987-5150.

How to Apply

- Submit a completed APPLICATION FOR ADMISSION/READMISSION form.
- Submit an official high school transcript and/or GED transcript. (Request the high school or GED office to forward the transcript directly to the Office of Admissions and Records.) GED transcript request forms are available in the Office of Admissions and Records.
- Submit official transcripts from all colleges and universities of attendance. (Request former college or university officials to forward these transcripts directly to the Office of Admissions and Records).
- Students wishing to attend CCC temporarily while attending another college or university (transient student) should submit a letter of permission from the college or university of current attendance if the enrollment is to continue at their home institution. (A letter of permission, which should be submitted before or at the time of registration, is necessary each time a transient student enrolls at CCC).
- The applicant should consult with a counselor before completing admission procedures if the applicant is 18 years of age or older and has not been awarded a high school diploma or a GED Certificate.

Post-Secondary Enrollment Options Program

The Post Secondary Enrollment Options Program (PSEOP) provides opportunities for eligible high school students to earn either college credit or both high school and college credit. This experience is the beginning of the official record (transcript) of their college studies. The PSEOP benefits students in several ways. Students take courses not available in their schools that complement their educational programs. This enriches the high school experience and encourages exploration of new fields through exposure to collegiate teaching methods, course content and procedures. The deadline for applying for the PSEOP is at least 30 days prior to the beginning of the semester. Refer to the semester schedule booklet, and consult with a high school counselor and a CCC Office of Admissions and Records representative for more information.

Program 60 Admission

Through Program 60, residents of Ohio aged 60 and older may register for regularly scheduled credit and non-credit classes on an instructor-approved, non-credit, tuition-free, space-available basis. Registrations are made through the Admissions Office on the date published for Program 60 registration in the semester schedule of classes.

Fees

CCC, supported by the taxpayers of Cuyahoga County and assisted by the State of Ohio, maintains modest instructional and general fees, both of which are subject to review during any academic year by the Board of Trustees and may be changed at its discretion with the approval of the Ohio Board of Regents.

Instructional Fee

Per Semester	Hour of Credit
Cuyahoga County Residents	\$ 56.70
Other Ohio Residents	\$ 76.85
Out-of-State Residents	\$158.20

General Fee

Per Semester	Hour of Credit
Cuyahoga County Residents	\$4.80
Other Ohio Residents	\$4.80
Out-of-State Residents	\$4.80

Refunds

Refunds of instructional, general and supplemental fees for courses of academic credit will be made when a program adjustment form is properly completed, authorized, and processed through the Office of Admissions and Records.

The following schedule governs all refunds of instructional, general and supplemental fees for courses of academic credit:

Refund Period	Full Term
First Week	100%
Second Week	70%
Third Week	50%
Fourth Week	25%
Fifth Week & after	none

The refund schedule for all parts of term and the summer session will be determined in proportion to the Full-Term schedule.

Refunds of 100% instructional, general and supplemental fees are granted if the College cancels a course, or if the student withdraws during the 100% refund period (see preceding schedule).

No refunds are granted if a student is dismissed from the College for disciplinary reasons.

This refund policy does not apply to students who withdraw from all classes and are participating in one of the following federal financial aid programs (Federal Pell Grants, Federal Supplemental Opportunity Grants, Federal College Work-Study, Federal Perkins Loans or Federal Direct Loans). Refunds for these students are determined by federal regulations.

Program Adjustment (Drop/Add)

Any registered student who finds it necessary to make a schedule change can do so from the time of registration through the program adjustment period. The full fee will be charged for courses added. A full refund will be granted for courses dropped through the first week of class.

Student Financial Assistance

All students interested in attending CCC are encouraged to apply to the College regardless of their need for financial resources.

Aid consisting of scholarships, grants, loans and part-time employment is designed to supplement a student's own resources. Student Financial Assistance may be available for an entire academic year or for part of the year.

Primary considerations in selecting aid recipients are financial need and the potential to succeed in an academic program at the College. Some types of assistance are based on criteria other than financial need.

Application Procedures for Assistance

Students applying for financial assistance are required to complete an Application for Admission/ Readmission and the Free Application for Federal Student Aid (FAFSA) forms. All application forms for financial aid programs listed below are available in the Student Financial Assistance Office at each campus. Upon request, the Office of Student Financial Assistance at any CCC campus will forward a brochure explaining financial aid opportunities in detail.

Scholarships and Grants: Funds to support CCC financial aid programs are obtained primarily from various government sources. Additional Scholarship and Grants are received from individuals and groups through the Cuyahoga Community College Foundation. The College is committed to administering the Scholarship and Grant programs in accordance with the purpose set by those who provide the means for those funds.

In selecting financial aid recipients, consideration is given to the degree of need. Because scholarship and grant funds are limited, a student's entire need cannot always be met from any one source. Therefore, several types of awards may be combined into an aid package, which represents the most beneficial assistance the College can offer within the limits of existing student aid resources.

Financial assistance will be used solely for expenses related to initial or continued attendance at CCC.

Description of Financial Aid Options

Ohio Instructional Grants Program (OIG): This program provides financial assistance for full-time (12 credit hours or more) college students who are Ohio residents. Grants are awarded solely on the basis of financial need and cover all or part of the instructional fees. Students apply for an OIG by completing the Free Application for Federal Student Aid (FAFSA).

Part-Time Instructional Grants Program (PTIG) This program provides financial assistance for part-time (11 credit hours or less) college students who are Ohio residents. Grants are awarded solely on the basis of financial need and cover all or part of the instructional fees. Students apply for a PTIG by completing the Free Application for Federal Student Aid (FAFSA). Awards are contingent on availability of funds.

Federal Pell Grants: The federal government makes funds available for tuition and other college-related expenses to needy undergraduate students with financial need who are United States citizens or have permanent or immigration visas, and the capability of maintaining satisfactory progress in their course of study. Applications are available in the Student Financial Assistance Office at each campus. Students apply for Federal Pell Grants by completing the FAFSA once it is received.

Federal Supplemental Educational Opportunity Grants (FSEOG): the FSEOG Program provides grants to students who demonstrate exceptional financial need to help meet their costs of post-secondary education. FSEOG recipients are eligible to receive awards from this program for the period required to complete the first undergraduate bachelor's degree and are enrolled in a degree or transfer program. Students apply for FSEOG funds by completing the Free Application for Federal Student Aid (FAFSA). Awards are contingent on availability of funds.

Federal Direct Student Loan Program: These were previously known as Stafford Loans. Undergraduate first-year students may borrow up to \$2,625 per year. Second-year students may borrow up to \$3,500 per year. Students must be enrolled for at least six credit hours and maintain satisfactory progress in their course of study. During the in-school period and through the grace period after the borrower leaves school, all interest is paid by the federal government on eligible loans. Repayment, currently at a variable interest rate, begins six months after the student leaves school. Students must complete the FAFSA and notify the Student Financial Assistance Office of their interest in the Federal Direct Student Loan Program.

Federal Perkins Loans: Students registered for at least six credit hours who are maintaining satisfactory progress in their course of study and demonstrate exceptional financial need are eligible to apply for this need-based program. Repayment of the loan currently begins six months after a student graduates or leaves school. The current interest rate is 5 percent. Interested students should contact the Campus Student Financial Assistance Office. All loans are contingent on available funds.

Federal Work-Study Program (FWSP): This federal program provides part-time employment at the College or Community Services Agency. Students apply for FWSP funds by completing the Free Application for Federal Student Aid (FAFSA). Awards are contingent on availability of funds.

The Hope Scholarship Credit

Beginning January 1, 1998, taxpayers may be eligible to claim a nonrefundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for qualified tuition and related expenses of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse, or an eligible dependent) who is enrolled at least half time in one of the first two years of post secondary education and who is enrolled in a program leading to a degree, certificate, or other recognized educational credential.

Lifetime Learning Credit

Beginning July 1, 1998, taxpayers may be eligible to claim a nonrefundable Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for qualified tuition and related expenses of the students in the taxpayer's family (i.e., the taxpayer, taxpayer's spouse, or an eligible dependent) who are enrolled in eligible educational institutions. Through 2002, the amount that may be claimed as a credit is equal to 20% of the taxpayer's first \$5,000 out-of-pocket qualified tuition and related expenses for all students in the family. After 2002, the credit amount is equal to 20% of the taxpayer's first \$10,000 out-of-pocket qualified tuition and related expenses. Thus, the maximum credit a taxpayer may claim for a taxable year is \$1,000 through 2002 and \$2,000 thereafter. These amounts are not indexed for inflation.

An individual paying qualified tuition and related expenses at a post secondary educational institution may claim the credit. Students are not required to be enrolled at least half-time in one of the first two years of post secondary education. Nonresident aliens generally are not eligible to claim the Lifetime Learning Credit.

TANF (Temporary Assistance to Needy Families) Federal Welfare Reform.

TANF is a block grant of money from the federal government to the states to provide assistance to low income families. (TANF is not a program; it is a source of money). The new law:

- places a five-year lifetime limit on cash benefits
- requires people to work 20 hours per week to receive benefits

Under Ohio's Welfare Reform, after 36 months recipients must take two years off cash assistance (unless they can prove that special circumstances require continued assistance).

Workforce Development Fund (Tuition Assistance Voucher Program)

The fund will provide resources for education programs that prepare OCSEA/AFSCME bargaining unit members for work in the 21st Century. This program will cover college credit courses that count toward graduation and any course related to state unionized job.

Tech Prep

Cuyahoga Community College participates as a member of the North Coast Ohio Tech Prep Consortium. Tech Prep, a partnership among business, industry, labor, high school and higher education, is a primary strategy for systemic educational change in Ohio that prepares students for technology occupations of the future. Through the integration of academic, occupational and employability competencies verified by industry, students begin a seamless educational path in high school which leads to an associate degree with advanced skills. Tech Prep is an innovative educational reform effort which aims at meeting the challenges of tomorrow, today. At CCC the following Tech Prep occupational clusters are offered: Graphic & Electronic Imaging Technology; Automotive Technology; Business/Computer Technology; Electronics Technology; Engineering Technology. Scholarships are available to high school graduates who complete the entire Tech Prep program and enroll at CCC to continue their technical fields of study.