



CAPITAL COMMUNITY COLLEGE

950 Main Street • Hartford, CT 06103
www.ccc.commnet.edu

APPLICATION FOR ADMISSION

The application process differs, depending on whether you are a new student, transfer student or returning student. Choose the box below that best describes you, and follow the steps outlined in that box. If you have questions regarding the admissions process, please call 860-906-5140.

PLEASE NOTE: Communication from the Admissions Office will be via e-mail for most applicants. Please include an active e-mail address that is checked regularly.

NEW STUDENT

First-time college student

1. Complete this **Application for Admission** and submit it with the \$20.00 application fee. *(If you are or have a been a High School Partnership or College Career Pathways student, this fee is waived.)*
2. Submit **proof of high school** completion or GED completion (*diploma/transcript with graduation date*).
3. After receipt of your application, information will be sent about taking the computerized **Math and English Placement Test** required of all students prior to enrollment.
4. Submit **Immunization records**. Please go to the Admissions home page at www.ccc.commnet.edu for information on immunization requirements.

TRANSFER STUDENT

Have attended a college other than CCC prior to enrollment at CCC

1. Complete this **Application for Admission** and submit it with the \$20.00 application fee. *(If you applied to another CT Community College, this fee is waived.)*
2. Submit **proof of high school** completion or GED completion (*diploma/transcript with graduation date*).
3. Submit official **transcripts** of previous course work. *(If you are applying for a degree or certificate program and are requesting an official transfer evaluation, an official copy must be requested and sent from each previous college you attended, to Enrollment Services. You must also file a **Request for Transfer Credit Evaluation**, available in the Enrollment Services Office.)*

RETURNING STUDENT

Haven't been back to CCC in two or more years

1. Complete this **Application for Admission**. The \$20.00 application fee is waived.
2. Include the date of previous attendance on the application form.
3. Verify that Enrollment Services has all the records needed for you to register including:
 - Proof of high school or GED completion.
 - Immunization records.

DEGREE STATUS

In which Degree/Certificate program are you planning to enroll? _____
Refer to the list of majors/codes on back of application. Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

- No High School Diploma or GED (01)
- Undergraduate Certificate (05)
- Master's Degree (09)
- First Professional Degree (JD, MD, DDS, LLB) (12)
- High School Diploma or GED (02)
- Associate Degree (07)
- Other Advanced Degree (10)
- Sixth-Year Certificate (13)
- Some College (06)
- Bachelor's Degree (08)
- Doctoral Degree (11)

EDUCATIONAL GOALS

- Certificate (credit) (CT)
- Associate Degree (DG)
- Developmental (College Preparation) Education (DV)
- Fulfill other college's requirement (AC)
- Transfer with an Associate Degree (DT)
- Transfer without an Associate Degree (DN)
- Job Preparation/Retraining Course (JB)
- Improve English Skills/Proficiency (ES)
- Job Promotion (JP)
- Personal Development Course(s) (PD)
- Unsure at this time (UN)
- Other Goal (NL) _____

ACADEMIC BACKGROUND

Do you have a High School Diploma? Yes No Pending Graduation Year _____
 Name of High School _____ Town _____ State _____ Country _____
 Do you have a General Equivalency Diploma (GED)? Yes No Year _____ GED _____ Town/State _____
 Do you have an Adult High School Diploma? Yes No Graduation Year _____ Town/State _____
 Do you have a Home School Diploma? Yes No Graduation Year _____ Town/State _____
 Have you participated in the High School Partnership Program through the CT Community Colleges? Yes No
 Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges? Yes No

PREVIOUS COLLEGE BACKGROUND

College/University Name	State	Dates of Attendance	Graduation Date	Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an International Student who needs an I-20 form for an F1 Visa? Yes No
 Other Visa Holder (indicate type) _____ Visa Admission Number _____
 Visa Start Date _____ Visa End Date _____
 International Address _____

EMPLOYMENT INFORMATION

Employed Full Time Employed Part-time Unemployed
 Name of Employer _____ Address of Employer _____
 Title/Position _____ Does your Employer have a Tuition Reimbursement Program? Yes No

E-MAIL COMMUNICATIONS

I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.

Signature _____ Date _____

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the Community College System or to the System's administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.

Signature _____ Date _____

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Student Signature _____ **Date** _____

DEGREE & CERTIFICATE PROGRAMS AT CAPITAL COMMUNITY COLLEGE

- Enter on the application the Program Name and Code of the Degree or Certificate you wish to pursue.
- If you are not planning to pursue an Associate Degree or Certificate program at this time, enter “Non-degree/non-matriculated” (GZ99).
- If you are undecided about your choice, please use the code for General Studies (GA23).

DEGREES

Accounting	GB74	Medical Assisting	GB78
Architectural Engineering Technology	GA22	Medical Assisting: Medical Insurance Option	GB93
BOT: Computer Applications Specialist	GA14	Music Industry	GA90
Communication Media	GA05	Social Services	GB70
Computer Information Systems	GA95	Social Services: Community Change Studies Option	GB98
CIS: Network Administrator Assistant	GB86	Social Services: Gerontology Option	GB96
CIS: Web Publishing	GB87	Social Services: Library Technical Assistant Option	GB82
Computer Support Specialist	GA01	Social Services: Mental Health Option	GB83
Computer Support Specialist: Hardware Support Option	GA02		
Criminal Justice	GA06		
Early Childhood Education	GB76		
Fire Science and Emergency Medical Services	GA15		
Fire Science and EMS: Emergency Management Response Option	GA45		
General Studies	GA23		
Insurance and Financial Services	GA08		
Liberal Arts and Sciences — <i>Requires completion of or placement into ENG 101 (English Composition). A Capital counselor will determine your eligibility.</i>	GB36		
Management	GB37		
Management: Entrepreneurship Option	GB38		
		Connecticut Community-Technical College System	
		Computer Information Systems (Online)	GA95
		Computer Support Specialist (Online)	GA01
		College of Technology	
		Engineering Science	GB17
		Technology Studies and Pathway to Industrial Technology at CCSU	GF11
		Technology Studies: Engineering Technology Option	GF12
		Technology Studies: Technology and Engineering Education Option	GF13
		Technology Studies: Wastewater Option	GF04

CERTIFICATES

Accounting: Advanced	GJ06	Gerontology	GJ20
Accounting: Basic	GJ05	Health Careers Pathway	GK55
Business Office Technology: Computer Applications Specialist	GJ07	Labor Studies	GK14
Business Office Technology: Computer Applications Specialist Accelerated	GJ07	Library Technical Assistant	GK41
Business Office Technology: Health Claims Processing	GK48	Management	GJ38
Computer and Information Systems: Network Administrator Assistant	GK45	Management: Entrepreneurship	GJ04
Computer and Information Systems: Web Publishing	GK46	Medical Assisting	GK20
Computer Hardware Support Specialist	GJ09	Mental Health Assistant	GK42
Computer Programming	GJ67	Social Service Aide	GK34
Computer Programming, Accelerated	GJ01	Studio Art: Printmaking	GK35
Computer Software Support Specialist	GJ10	Visual Communication	GK47
Early Childhood Education	GJ89		
Emergency Management Response	GJ40		
Emergency Medical Services—Instructor	GK44		
Fire Science and EMS: Emergency Management Response	GJ40		
		Connecticut Community-Technical College System	
		Wastewater	GN03
		Wastewater: Advanced	GN11

SELECTIVE ADMISSION PROGRAMS

Nursing — Special Application Required Applications Accepted: November 1 – February 1		Physical Therapist Assistant Deadline: October 15	GB59
Paramedic Studies Degree Paramedic Certificate Paramedic Studies: Emergency Medical Services – Instructor Option Paramedic Studies: Emergency Management Response Option Deadlines: June 1 & November 1	GB73 GJ97 GB85 GB95	Radiologic Technology Deadline: June 1	GB60

Please consult the Capital Community College Catalog
for selective admission requirements and criteria.
Go to www.ccc.commnet.edu
Click on **College Catalog** under **Quicklinks**