



CAPITAL COMMUNITY COLLEGE

950 Main Street • Hartford, CT 06103
www.capitalcc.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 been a High School Partnership or College Career Pathways student, this fee is waived.)*
2. Submit **proof of high school or GED completion**. An official transcript or diploma with graduation date is acceptable.
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.capitalcc.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, GED completion, or proof of college graduation**. An official transcript or diploma with graduation date is acceptable.
3. Submit **Immunization records** (see #4 under "New Student" category).
4. 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 college transcript 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 or online.)*

RETURNING STUDENT

Haven't attended 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? _____

Please write major name and code above.
Refer to the list of majors/codes on back of application.

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)
- Job Promotion (JP)
- Personal Development Course(s) (PD)
- Improve English Skills/Proficiency (ES)
- 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** _____

Parent/Guardian Signature (if under 18) _____ **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	Liberal Arts and Sciences — <i>Requires completion of or placement into ENG 101</i>	
Architectural Engineering Technology	GA22	(<i>English Composition</i>). A Capital counselor will determine your eligibility.	GB36
Biotechnology	GA07	Management	GB37
Communication Media	GA05	Management: Entrepreneurship Option	GB38
Computer Information Systems (CIS)	GA95	Medical Assisting	GB78
CIS: Network Administrator Assistant	GB86	Medical Assisting: Medical Insurance Option	GB93
CIS: Web Publishing	GB87	Music Industry	GA90
Computer Support Specialist	GA01	Social Services	GB70
Computer Support Specialist: Hardware Support Option	GA02	Social Services: Community Change Studies Option	GB98
Construction Management: AS Degree	GA52	Social Services: Gerontology Option	GB96
Construction Management: AAS Degree	GA53	Social Services: Library Technical Assistant Option	GB82
Criminal Justice	GA06	Social Services: Mental Health Option	GB83
Early Childhood Education	GB76		
Fire Science and Emergency Medical Services (FS & EMS)	GA15		
FS & EMS: Emergency Management Response Option	GA45	College of Technology	
General Studies	GB23	Technology Studies and Pathway to Industrial Technology at CCSU	GF11
Health Information Management	GA60	Technology Studies: Engineering Technology Option	GF12
Insurance & Financial Services	GA08		

CERTIFICATES

Accounting: Advanced	GJ06	Gerontology	GJ20
Accounting: Basic	GJ05	Health Science	GK10
Computer and Information Systems: Network Administrator Assistant	GK45	Labor Studies	GK14
Computer and Information Systems: Web Publishing	GK46	Library Technical Assistant	GK41
Computer Hardware Support Specialist	GJ09	Management	GJ38
Computer Programming	GJ67	Management: Entrepreneurship	GJ04
Computer Software Support Specialist	GJ10	Medical Assisting	GK20
Early Childhood Education	GJ89	Mental Health Assistant	GK42
Emergency Management Response	GJ40	Social Service Aide	GK34
Emergency Medical Services—Instructor	GK44	Visual Communication	GK47
Fire Science and EMS: Emergency Management Response	GJ40		

SELECTIVE ADMISSION PROGRAMS

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

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