



# CAPITAL COMMUNITY COLLEGE

950 Main Street Hartford, CT 06103  
860.906.5000 www.ccc.commnet.edu

## APPLICATION FOR ADMISSION

Find the student type that best describes you, and then follow the easy steps to enrolling for college credit course work at Capital. If you have questions, please call 860.906.5140.

### NEW

First time college student

1. Complete the **Application for Admission** and submit it with the \$20.00 application fee. *(If you are or have been a High School Partnership or Tech Prep student, this fee is waived).*
2. Submit **proof of high school completion or GED completion** *(diploma/transcript with grad. 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** for measles and rubella if you were born after Dec. 31, 1956 *(waived for graduates of a Connecticut high school in 1999 or later).*

### TRANSFER

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

1. Complete the **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 grad. 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).*

### RE-ADMIT

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

1. Complete the **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.
  - Measles and rubella immunization records.

Connecticut  
Community  
Colleges



*Education That Works For a Lifetime*

## DEGREE AND CERTIFICATE PROGRAMS

- ◆ Enter the Program Name and Code of the Degree or Certificate you wish to pursue on the application.
- ◆ If you are not planning to pursue an Associate Degree or Certificate program at this time, enter “Non-degree/non-matriculated” (G15GZ99).
- ◆ If you are undecided of your choice, please use the code for General Studies (GA23).

### DEGREES

Accounting	GB74
Architectural Engineering Technology	GA22
BOT: Computer Applications Specialist	GA14
Communication Media	GA05
Computer Information Systems	GA95
CIS: Network Administrator Asst.	GB86
CIS: Web Publishing	GB87
Computer Support Specialist	GA01
Computer Support Specialist: Hardware Support Option	GA02
Criminal Justice	GA06
Early Childhood Education	GB76
Fire Technology and Administration	GF05
FTA: Emergency Management Response Option	GB94
General Studies	GA23
Insurance and Financial Services	GA08
*Liberal Arts and Sciences	GB36
Management	GB37
Management: Entrepreneurship Option	GB38
Medical Assisting	GB78
Medical Assisting: Medical Insurance Option	GB93
Social Services	GB70
Social Services: Gerontology Option	GB96
Social Services: Library Tech. Assistant Option	GB82
Social Services: Mental Health Option	GB83

#### Selective Admission Programs

Nursing – Special Application Required

**Application Deadline:  
February 1**

Paramedic Studies Degree

Paramedic Certificate

Paramedic Studies: EMS Instructor Option

Paramedic Studies: Emergency Management Response  
Option

**Deadline June 1 & November 1**

Physical Therapist Assistant

**Deadline: November 1**

Radiologic Technology

**Deadline: June 1**

Please consult the college catalog for selective  
admission requirements and criteria

### CERTIFICATES

Accounting: Basic	GJ05
Accounting: Advanced	GJ06
Business Office Technology: Computer Applications Specialist	GJ07
Business Office Technology: Computer Applications Specialist Accelerated	GJ07
Business Office Technology: Health Claims Processing	GK48
Computer and Information Systems: Network Administrator Asst.	GK45
Computer and Information Systems: Web Publishing	GK46
Computer Hardware Support Specialist	GJ09
Computer Software Support Specialist	GJ10
Computer Programming	GJ67
Computer Programming, Accelerated	GJ01
Early Childhood Education	GJ89
Emergency Medical Services-Instructor	GK44
Emergency Medical Technician-Emergency Management Response	GJ40
Fire Technology: Emergency Management Response	GB94
Gerontology	GJ20
Health Careers Pathway	GK55
Labor Studies	GK14
Library Technical Assistant	GK41
Management	GJ38
Management: Entrepreneurship	GJ04
Medical Assisting	GK20
Mental Health Assistant	GK42
Social Service Aide	GK34
Studio Art: Printmaking	GK35
Visual Communication	GK47

#### Connecticut Community-Technical College System Degrees & Certificates

##### **Degrees**

Computer Information Systems:

Distance Learning

Computer Support Specialist (online)

Physical Therapist Assistant - GB59

##### **College of Technology**

Engineering Science - GB17

Technological Studies - GB71

Technological Studies:

Wastewater Option

##### **Certificates**

Wastewater

Wastewater: Advanced

\* Requires completion of or placement into ENG 101 (English Composition)  
A Capital Counselor will determine your eligibility



# CAPITAL COMMUNITY COLLEGE

Enrollment Services  
950 Main Street  
Hartford, CT 06103  
860.906.5140  
www.ccc.commnet.edu

For Office Use Only	
Banner ID #@ _____	Date: _____
Received _____	Entered: _____
Entered by: _____	
Admit Type: _____	Student Type: _____
Ability to Benefit met: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Application Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Cash: _____	Check #: _____ Waived: _____
Credit Card: _____ Deferred: _____	

## APPLICATION FOR ADMISSION

A \$20.00 non-refundable application fee is required, except for those applicants who have previously attended a Connecticut Community College.

### APPLICANT INFORMATION

Applicant's Legal Name \_\_\_\_\_  
Last First Middle

Former Last Name(s) \_\_\_\_\_

Social Security Number (required by Federal Law) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MM DD YYYY

Mailing Address \_\_\_\_\_  
No and Street City State Zip

Permanent Address \_\_\_\_\_  
No and Street City State Zip

Telephone Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code Area Code

E-mail Address \_\_\_\_\_@\_\_\_\_\_ Gender Male  Female

Have you previously attended this college?  Yes  No If Yes, when? \_\_\_\_\_

Have you previously attended a CT Community College?  Yes  No If Yes, where? \_\_\_\_\_

For what semester are you applying?  Fall (Sept)  Spring (Jan)  Summer  Winter Year \_\_\_\_\_

### CITIZENSHIP

Are you a United States citizen?  Yes  No

If not, are you a Permanent Resident (green card holder)?  Yes  No

If no: Visa type \_\_\_\_\_ Country of birth \_\_\_\_\_

Please provide **ethnic** and **race** data. This information is requested on a **voluntary** basis by the U.S. Department of Education, National Center for Education Statistics (this information *will not* affect your admission to the College.)

### ETHNICITY

Hispanic/Latino  Non-Hispanic/Non-Latino  Choose not to respond (None)

### RACE (More than one race can be selected as applicable.)

White (10)  Black (20)  Asian (45)  American Indian or Alaskan native (50)  
 Native Hawaiian or Other Pacific Islander (80)  Other (90)  Choose not to respond (60)

### FAMILY EDUCATIONAL BACKGROUND

Does either of your parents hold a Bachelor's degree (four-year college degree) or higher?  Yes  No

### MILITARY STATUS

Are you a United States Veteran?  Yes  No Are you currently on active military duty?  Yes  No  
Are you currently a dependent of an active military family?  Yes  No

### CONNECTICUT RESIDENCY

Are you a legal resident of Connecticut?  Yes  No

Connecticut law requires that a student be a citizen or permanent resident living in Connecticut for 12 months prior to the beginning of the semester to be eligible to receive in-state tuition.

**DEGREE / CERTIFICATE PROGRAM**

In which Degree/Certificate Program are you planning to enroll? (Use list of majors/codes on page 2 of application)

Program Name: \_\_\_\_\_ Program Code: \_\_\_\_\_

**HIGHEST EDUCATIONAL LEVEL (check one only)**

- No High School Diploma or GED (01)       High School Diploma or GED (02)       Some College (06)
- Undergraduate Certificate (05)       Associate Degree (07)       Bachelor Degree (08)
- Master Degree (09)       Other Advanced Degree (10)       Doctoral Degree (11)
- Professional Degree (J.D., M.D., D.D.S., L.L.B.) (12)

**EDUCATIONAL GOALS (check one only)**

- Certificate (Credit) (CT)     Transfer without an Associate Degree (DN)     Improve English skills (ES)
- Associate Degree (DG)     Job preparation/retraining course (JB)     Developmental (college prep) education (DV)
- Fulfill another college's requirement(s) (AC)     Job Promotion (JP)     Unsure at this time (UN)
- Transfer with an Associate Degree (DT)     Personal Development course(s) (PD)     Other goal (NL)

**ACADEMIC BACKGROUND**

Do you have a high school diploma?  Yes  No  Pending    Graduation Year (anticipated or actual) \_\_\_\_\_  
 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    If Yes, Year \_\_\_\_\_ Town/State \_\_\_\_\_  
 Do you have a home schooled diploma?  Yes  No    If Yes, Graduation Year (anticipated or actual) \_\_\_\_\_  
 Have you participated in the *High School Partnership* program through the CT Community Colleges?  Yes  No  
 Have you participated in the *Tech Prep* program through the CT Community Colleges?  Yes  No

**PREVIOUS COLLEGE BACKGROUND**

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

Degree or Certificate students, who wish to have their credits transferred, must submit *official* transcript(s) to the Enrollment Services Office and file a Request for Transfer Credit Evaluation.

**INTERNATIONAL STUDENT INFORMATION**

Do you need an I-20 form to apply for an F-1 student visa?  Yes  No  
 International Visa Holder (indicate type) \_\_\_\_\_ Visa Admission Number \_\_\_\_\_  
 Visa Start Date \_\_\_\_\_ Visa End Date \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Check appropriate option:     Employed full-time     Employed part-time  
 Name of Employer \_\_\_\_\_  
 Town and State of Employer \_\_\_\_\_  
 Title/Position \_\_\_\_\_ Does your employer have a tuition reimbursement program?  Yes  No

**APPLICANT SIGNATURE**

*It is understood that the \$20.00 fee covers the cost of processing the application and that fee is not refundable for any reason. If admitted, the applicant is willing to abide by all rules and regulations of the College and recognizes that any misleading information given in the application may be cause for dismissal.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*If the applicant is a minor (under 18 years of age), a signature of a parent or guardian is required, approving the application and assuming financial responsibility for the student making this application in accordance with the conditions and terms contained in the College catalog.*

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Affirmative Action/Equal Opportunity**

Capital Community College adheres to the principles of affirmative action/equal opportunity in admission and employment. The College does not discriminate against any individual on the grounds of race, color, religious creed, sex, age, national origin, ancestry, mental status, mental retardation, learning disability, physical disability, sexual orientation, political beliefs, veteran status, or prior conviction of a crime, unless the provisions of sec. 46a-80(8) of the Connecticut general statutes are controlling.