COMMUNITY COLLEGE OF ALLEGHENY COUNTY

SPRING 2020
ENROLL NOW

CLASSES BEGIN JANUARY 13 & 27

ccac.edu
OUR GOAL IS YOUR SUCCESS.
Spring 2020

MESSAGE FROM THE PRESIDENT
Thank you for choosing CCAC to access higher education or workforce training. As we implement our mission to provide affordable access to quality education, we want to ensure you have the essential support tools to succeed in your educational and career goals. Whether you plan to transfer to another institution after completing your degree, prepare to enter the workforce or just expand your skills, our goal is your success.

Dr. Quintin B. Bullock
President, CCAC

Spring 2020 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>16-WEEK</th>
<th>14-WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority registration for military/veteran students</td>
<td>October 11</td>
<td>October 11</td>
</tr>
<tr>
<td>Priority registration for current students</td>
<td>October 14–17</td>
<td>October 14–17</td>
</tr>
<tr>
<td>Open registration for new &amp; current students</td>
<td>October 18</td>
<td>October 18</td>
</tr>
<tr>
<td>Spring 2020 Tuition Due Date—Obtain financial clearance on your</td>
<td>January 8</td>
<td>January 8</td>
</tr>
<tr>
<td>student account to avoid being assessed a late fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes in person with 100% drop of charges</td>
<td>January 11</td>
<td>January 25</td>
</tr>
<tr>
<td>Classes begin</td>
<td>January 13</td>
<td>January 27</td>
</tr>
<tr>
<td>Summer 2020 registration begins</td>
<td>February 3</td>
<td>February 3</td>
</tr>
<tr>
<td>Last day to drop classes with 80% drop of charges</td>
<td>January 28</td>
<td>February 6</td>
</tr>
<tr>
<td>Deadline to be listed in the Commencement program for May 2020</td>
<td>March 2</td>
<td>March 2</td>
</tr>
<tr>
<td>graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm grades available on CCAC Central e-Services</td>
<td>March 5</td>
<td>March 12</td>
</tr>
<tr>
<td>Last day for students to complete “I” grade work from Fall 2019</td>
<td>March 6</td>
<td>March 6</td>
</tr>
<tr>
<td>Fall 2020 registration begins</td>
<td>March 27</td>
<td>March 27</td>
</tr>
<tr>
<td>Fall 2019 “I” grade change to “F” grade</td>
<td>March 28</td>
<td>March 28</td>
</tr>
<tr>
<td>Last day to withdraw with a “W” notation</td>
<td>April 13</td>
<td>April 14</td>
</tr>
<tr>
<td>Classes end</td>
<td>May 4</td>
<td>May 3</td>
</tr>
<tr>
<td>Reading/study day (no classes) 14-week only</td>
<td>May 4</td>
<td>May 4</td>
</tr>
<tr>
<td>Final examinations (Tuesday–Monday)</td>
<td>May 5–11</td>
<td>May 5–11</td>
</tr>
<tr>
<td>Commencement Exercises</td>
<td>May 14</td>
<td>May 14</td>
</tr>
</tbody>
</table>

Check dates with your campus for New Student Orientation programs offered on all campuses.

HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Jr. Observance</td>
<td>January 20</td>
<td>(Monday) CCAC closed</td>
</tr>
<tr>
<td>Classes resume</td>
<td>January 21</td>
<td>(Tuesday)</td>
</tr>
<tr>
<td>Spring break</td>
<td>April 6–12</td>
<td>(Monday–Sunday) No classes</td>
</tr>
<tr>
<td>CCAC closed</td>
<td>April 10–12</td>
<td>(Friday–Sunday)</td>
</tr>
<tr>
<td>Classes resume</td>
<td>April 13</td>
<td>(Monday)</td>
</tr>
</tbody>
</table>

Note: If the start and end dates of any of your classes do not match the start and end dates of one of these sessions, the deadlines for dropping and withdrawing will be different from the dates listed above. Check with Registration and Advisement to determine deadlines for these classes.
1. Complete your ADMISSIONS APPLICATION ONLINE available at ccac.edu. .............................................................4
2. Apply for FINANCIAL AID by submitting the FAFSA form, available online at www.fafsa.ed.gov .....................5–6
3. First-time degree, certificate and diploma seeking students are required to complete an online STUDENT ORIENTATION before they can register for classes.

ONLINE STUDENT ORIENTATION You can take this now! If you have applied, log onto the online student orientation using your student ID number. Visit ccac.edu/orientation .................................................................8
4. Schedule your PLACEMENT TEST(s).
Schedule an on site placement test. Go to discover.ccac.edu and select events. Your CCAC ID number is required to schedule.
Placement testing is required of all full-time, associate degree seeking students who do not have prior college experience. Please refer to page 4 of this document to determine if your program of study is a degree, certificate or diploma. Photo ID is required .................................................................7
Prepare for PLACEMENT TESTS ................................................................................................................................7
5. Meet with an ACADEMIC ADVISOR to discuss your education plan. New students and students in several other categories are required to meet with an academic advisor.
Schedule a meeting at ccac.edu/appointment-central .........................................................................................8
If you plan to transfer to another institution, we strongly urge you to make an appointment to meet with a COUNSELOR as soon as possible .................................................................................................................7
6. Register for CLASSES. Photo ID is required. (A registration form is available on page 12).........................10–12
7. Pay for CLASSES. Visit the Online Student Account Center (accessible via MyCCAC) to view your eBill statement, enroll in a payment plan and pay online via credit card or ACH (e-check) ........................................13–14
8. Even if you have submitted an earlier transcript, you need to submit your FINAL TRANSCRIPTS. Include high school/GED and any college transcripts. (Complete an application for transfer credit at your campus admissions office) .......................................................................................................................4
9. IMPORTANT INFORMATION FOR STUDENTS ...............................................................................................................15–17
HONORS PROGRAM ...........................................................................................................................................................18
ONLINE LEARNING INFORMATION ........................................................................................................................................19

ADMISSIONS • REGISTRATION • ADVISING • FINANCIAL AID • STUDENT ACCOUNTS
Make sure you get the classes you want. Courses fill quickly and offerings are limited.
All these offices are open to serve you at the times listed below (Last advising appointment begins 1/2 hour before closing):

<table>
<thead>
<tr>
<th>All 4 Campuses</th>
<th>Standard Enrollment Services Hours</th>
<th>Extended Service Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8:00 AM–7:00 PM</td>
<td>Friday, January 10, 2020</td>
</tr>
<tr>
<td>Friday (Except June &amp; July)</td>
<td>8:00 AM–4:30 PM</td>
<td>Saturday, January 11, 2020</td>
</tr>
<tr>
<td>Second Saturday of each month</td>
<td>10:00 AM–1:00 PM</td>
<td>Saturday, January 18, 2020</td>
</tr>
<tr>
<td>(February through May)</td>
<td></td>
<td>Saturday, January 25, 2020</td>
</tr>
</tbody>
</table>

| Martin Luther King Jr. observance: January 20 |
| CCAC offices closed |
| Spring break April 6–12 |
| No classes |
| April 10–12 CCAC offices closed |

TUITION DUE DATE FOR SPRING 2020
Spring 2020 tuition due date is Wednesday, January 8, 2020. Registration will be accepted after the tuition due date; however financial clearance/payment is due at time of registration.

SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC/STUDENT/COURSES
Select the **Associate of Arts** or **Associate of Science** degree program that supports your interests and educational plan.

**Associate of Arts and Associate of Science degrees** include specific coursework along with a core of general education courses in English, mathematics, science, social sciences and humanities. Many students enter the workforce with associate degrees. Others choose to work with a counselor to transfer to a four-year institution to pursue a bachelor’s degree—either by using articulation agreements between CCAC and nearly 30 other universities or by using certain degrees designed as templates for specialized programs. Associate degrees require at least 60 college credits and take 15 to 24 months of full-time study to complete (longer for part-time students).

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**Arts & Humanities**
- 089.2^ UP–General Studies
- 006.2^ UP–Liberal Arts & Sciences
- 026 Art
- 128.1 Film Technician
- 374.3 Graphic Communications
- 280.1 Industrial Art & Design
- 018.1 Music
- 140 Music Technology
- 025.2 Theatre

**Business**
- 004.2^ UP–Business
- 097 Business, CCAC & IUP
- 105 Accounting
- 340 Accounting Specialist
- 785.2 Administrative Assistant
- 378 Aviation Management
- 382.1 Aviation Technology
- 385.2 Business Management
- 327.4 Court Reporter
- 670.2 Culinary Arts
- 676 Hospitality Operations Management
- 604.3 Paralegal
- 423.3 Tourism Management

**Education, Social & Behavioral Sciences & Human Services**
- 915.3 American Sign Language–English Interpreting
- 600.6 Criminal Justice & Criminology
- 621.6 Early Education & Child Development
- 679.4 Education Paraprofessional
- 330.2 Fire Science Administration
- 020.3^ UP–Health & Physical Education
- 615 Homeland Security
- 053.4 Psychology

**Sciences & Human Services (continued)**
- 059.2 Social Sciences
- 630.4 Social Work Foundation
- 099.4 Teacher Education: Middle Level & Secondary

**Health**
- 462.P* Anesthesia Technologist
- 554.P* Diagnostic Medical Sonographer (Ultrasound)
- 590.P* Dietetic Technician
- 550.P* Health Information Technology
- 443.P* Massage Therapist
- 535.P* Medical Assistant
- 525.P* Medical Laboratory Technician
- 555.P* Nuclear Medicine Technology
- 575.P* Nursing
- 587.P* Occupational Therapy Assistant
- 533.P* Paramedic
- 518.P* Pharmacy Technician
- 628.P* Physical Therapist Assistant
- 565.P* Radiation Therapy Technology
- 558.P* Radiologic Technologist
- 540.P* Respiratory Therapy
- 530.P* Surgical Technologist

**Science, Technology, Engineering & Mathematics (STEM)**
- 003.2^ UP–Mathematics & Sciences
- 270.1 Architectural Drafting & Design Technology
- 031.3 Biology
- 416.6 Biotechnology
- 035.1 Chemistry
- 040.2 Civil Engineering Technology
- 422.1 Computer-Aided Drafting & Design Technology
- 784 Cybersecurity
- 050.4 Computer Information Systems
- 788.1 Data Analytics Technology
- 300.1 Electronic Engineering Technology
- 093.1 Engineering Science
- 094.1 Engineering Technology
- 783.4 Information Technology Support
- 705.5 Manufacturing Technology
- 276.1 Mechanical Drafting & Design Technology
- 722.2 Mechatronics Technology
- 108.1 Multimedia Programming, Simulation & Gaming
- 454 Nanotechnology
- 047.1 Physics
- 780.4 Software Development

**Trades**
- 507.3 ASE/P/Asset/CAP Manufacturer Automotive Technology
- 349.3 Automotive Technology
- 515.3 Building Construction Estimating
- 514.3 Building Construction Supervision
- 441.2 Building Construction Technology
- 608.2* Electrical Construction (JATC/IBEW) Technology
- 708.2 Electrical Distribution Technology
- 384.3 Facilities Maintenance Technology
- 313.4 Heating & Air Conditioning
- 722.2 Mechatronics Technology
- 379* Sheet Metal Worker Apprenticeship
- 731.1 Stationary Operating Engineer
- 316.4 Welding Technology

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^ UP–University Parallel Program. These programs are often used as templates when working with a counselor to design a transfer strategy for specialized programs at other colleges and universities.

* Applicants to these programs will be admitted to 089.2–General Studies. These programs have specific requirements for admission, and students must submit a separate application. For more information, speak to your advisor.

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SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC/STUDENT/COURSES
Select the **certificate** or **diploma** program that supports your interests and educational plan.

**Certificate and diploma programs** concentrate on specific skills, usually without general education coursework. Many students begin in one of these programs to move into the job market and then continue their studies in a degree program in the same field. A diploma is awarded for programs with fewer than 16 credits and can be completed in as little as one or two terms. A certificate normally requires from 16 to 48 credits. Most certificates are designed to be completed in one year of full-time study (longer for part-time students)—although some may require more credits and take more than one year—based on the program and industry requirements.

### Arts & Humanities

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>176</td>
<td>Digital Design</td>
</tr>
<tr>
<td>376.3</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>085</td>
<td>General Education</td>
</tr>
<tr>
<td>126.2</td>
<td>Film Technician</td>
</tr>
<tr>
<td>141</td>
<td>Music Technology</td>
</tr>
<tr>
<td>125.1</td>
<td>Technical Theatre</td>
</tr>
</tbody>
</table>

### Business

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>217</td>
<td>Accounting</td>
</tr>
<tr>
<td>216.1</td>
<td>Business Management</td>
</tr>
<tr>
<td>329.4</td>
<td>Court Reporting</td>
</tr>
<tr>
<td>671</td>
<td>Culinary Basics</td>
</tr>
<tr>
<td>221</td>
<td>E-commerce</td>
</tr>
<tr>
<td>219.1</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>677</td>
<td>Hospitality Operation's Management</td>
</tr>
<tr>
<td>491.1</td>
<td>Land Administration</td>
</tr>
<tr>
<td>605.3</td>
<td>Paralegal</td>
</tr>
<tr>
<td>718</td>
<td>Private Pilot</td>
</tr>
<tr>
<td>386.1</td>
<td>Supervision &amp; Leadership</td>
</tr>
</tbody>
</table>

### Education, Social & Behavioral Sciences & Human Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>912.5</td>
<td>American Sign Language</td>
</tr>
<tr>
<td>655.4</td>
<td>Child Care (diploma)</td>
</tr>
<tr>
<td>623.6</td>
<td>Child Development</td>
</tr>
<tr>
<td>624.5</td>
<td>Children with Special Needs</td>
</tr>
<tr>
<td>414.2</td>
<td>Drug &amp; Alcohol</td>
</tr>
<tr>
<td>654.3</td>
<td>Early Childhood Director Core (diploma)</td>
</tr>
<tr>
<td>622.5</td>
<td>Early Education &amp; Child Development</td>
</tr>
<tr>
<td>680.5</td>
<td>Education Paraprofessional</td>
</tr>
<tr>
<td>114.3</td>
<td>Ethnic &amp; Diversity Studies</td>
</tr>
<tr>
<td>130.1</td>
<td>Fire Science Administration</td>
</tr>
<tr>
<td>103.1</td>
<td>Global Studies</td>
</tr>
<tr>
<td>616</td>
<td>Homeland Security</td>
</tr>
</tbody>
</table>

### Education, Social & Behavioral Sciences & Human Services (continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
</table>

### Health

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>438.P*</td>
<td>Central Service Technician</td>
</tr>
<tr>
<td>445.P*</td>
<td>Computed Assisted Tomography (CAT Scanning) (diploma)</td>
</tr>
<tr>
<td>591.P*</td>
<td>Dietary Manager</td>
</tr>
<tr>
<td>446.P*</td>
<td>Magnetic Resonance Imaging (MRI Scanning) (diploma)</td>
</tr>
<tr>
<td>403.P*</td>
<td>Massage Therapist</td>
</tr>
<tr>
<td>419.P</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>595.P*</td>
<td>Medical Insurance Specialist</td>
</tr>
<tr>
<td>571.P</td>
<td>Medical Laboratory Assistant</td>
</tr>
<tr>
<td>560.P*</td>
<td>Nuclear Medicine Technology</td>
</tr>
<tr>
<td>534.P*</td>
<td>Paramedic</td>
</tr>
<tr>
<td>418.P*</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>513.P*</td>
<td>Phlebotomist (diploma)</td>
</tr>
<tr>
<td>566.P*</td>
<td>Radiation Therapy Technology</td>
</tr>
<tr>
<td>583.P*</td>
<td>Surgical Technology</td>
</tr>
</tbody>
</table>

### Science, Technology, Engineering & Mathematics (STEM)

### Science, Technology, Engineering & Mathematics (STEM) (continued)

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>299.2</td>
<td>Electronics, Basic</td>
</tr>
<tr>
<td>786</td>
<td>Cybersecurity</td>
</tr>
<tr>
<td>789</td>
<td>Data Analytics</td>
</tr>
<tr>
<td>490</td>
<td>Green &amp; Sustainable Building Design</td>
</tr>
<tr>
<td>242.5</td>
<td>Information Technology Support</td>
</tr>
<tr>
<td>706.2</td>
<td>Machine Technician</td>
</tr>
<tr>
<td>723.1</td>
<td>Mechatronics Technology</td>
</tr>
<tr>
<td>109</td>
<td>Multimedia Game Simulation</td>
</tr>
<tr>
<td>104.3</td>
<td>Multimedia Web Programming</td>
</tr>
<tr>
<td>709</td>
<td>Nanofabrication Technology</td>
</tr>
<tr>
<td>724</td>
<td>Plastics Manufacturing Technology</td>
</tr>
<tr>
<td>243.5</td>
<td>Software Development</td>
</tr>
</tbody>
</table>

### Trades

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>350.3</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>339.1*</td>
<td>Carpentry Apprenticeship</td>
</tr>
<tr>
<td>702.1</td>
<td>Electrical Distribution Technology</td>
</tr>
<tr>
<td>383.3</td>
<td>Facilities Maintenance Technology</td>
</tr>
<tr>
<td>312.3</td>
<td>Heating &amp; Air Conditioning Technology</td>
</tr>
<tr>
<td>740</td>
<td>* Heavy Equipment Operating Engineers Apprenticeship</td>
</tr>
<tr>
<td>289.1*</td>
<td>Ironworker Apprenticeship</td>
</tr>
<tr>
<td>723.1</td>
<td>Mechatronics Technology</td>
</tr>
<tr>
<td>389.1*</td>
<td>Plumber Apprenticeship</td>
</tr>
<tr>
<td>365.2</td>
<td>Plumbing (nonunion)</td>
</tr>
<tr>
<td>391.1*</td>
<td>Sheet Metal Worker Apprenticeship</td>
</tr>
<tr>
<td>730.1</td>
<td>Stationary Operating Engineer</td>
</tr>
<tr>
<td>319.1</td>
<td>Welding, Gas &amp; Oil</td>
</tr>
<tr>
<td>317.3</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>

^ UP—University Parallel Program. These programs are often used as templates when working with a counselor to design a transfer strategy for specialized programs at other colleges and universities.

* Applicants to these programs will be admitted to 089.2—General Studies. These programs have specific requirements for admission, and students must submit a separate application. For more information, speak to your advisor.

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$\text{SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT} \ SEFFSERVE.CCAC.EDU/STUDENT/COURSES$
As an open enrollment institution, CCAC provides learning opportunities for all students regardless of prior educational background. If you have a high school diploma, a General Education Development (GED) certificate or are 18 years of age or older with reasonably equivalent experience, CCAC can help you achieve your academic goals. If you are interested in completing the GED certificate program, visit ccac.edu/GED-information. Effective January 1, 2014, GED tests are administered at official GED testing centers ONLY. Allegheny County residents who obtain their GED Commonwealth Secondary School Diploma are eligible for one tuition-free, three-credit course at CCAC within six months of receiving their diploma. For further details and eligibility requirements, please visit ccac.edu/GED-information.

Note: CCAC requires your Social Security Number to apply.

Admission to CCAC does not guarantee admission to academic or career programs with special entrance requirements or those courses with specific prerequisites or competency levels.

FIRST-TIME OR VISITING COLLEGE STUDENTS

All new students must complete the admissions process and meet with an academic advisor before enrolling in classes. First time college students may be required to take college placement tests before meeting with an academic advisor. Students are strongly encouraged to participate in placement test preparation as described on page 7 prior to taking the test. If you are a new or visiting student and have completed previous college coursework at another college, you may be exempt from all or part of the placement tests. Check with the Registration and Advisement offices for exemption guidelines.

New Students
✓ Complete and submit a CCAC application for admission (available online at discover.ccac.edu).
✓ Apply for financial aid (the FASFA form is available at www.fafsa.ed.gov or in print, see page 5).
✓ Schedule CCAC placement tests at discover.ccac.edu. CCAC student ID is required to schedule placement testing.
✓ Submit a high school transcript and transcripts from any college(s) attended.
✓ Schedule a meeting with an academic advisor at ccac.edu/appointment-central/

Note: Attend an Open House day to complete all steps in one visit—become a college student all in one day.

Visiting Students
✓ Meet with your home institution advisor to select CCAC courses. You can also visit webapps.ccac.edu/mastersyllabi, click on Academics and then Programs & Disciplines to view descriptions and learning outcomes.
✓ Complete and submit a CCAC application for admission (available online at discover.ccac.edu).
✓ Submit your home institution's transcript or grade report.
✓ Take CCAC placement tests (if prerequisite(s) are not met at home institution).
✓ Meet with a CCAC academic advisor (optional, but recommended).
✓ At the end of the semester, request an official transcript for your home school.

FINAL TRANSCRIPTS
1. A final high school transcript and/or a copy of your GED test scores are required.
2. A transcript from any college, university or other post-high school institution of learning that you have attended is required. This document can be obtained by contacting the school and requesting that an official transcript be sent directly to the Admissions office at the CCAC campus you plan to attend. For advanced standing credit, complete an application for transfer credit and submit to the Admissions office at the CCAC campus you plan to attend. The Application for Credit Transfer is available at ccac.edu/advanced-placement. Students with prior learning may investigate CLEP testing (page 15).
3. High school transcripts may be obtained by contacting your high school and requesting that a final copy of your transcript be sent to the Admissions office at the campus you plan to attend. Please refer to the inside back cover of this publication for addresses.
4. If you do not have a copy of your GED test scores, contact the Department of Education of the state in which you were tested. Students who tested in Pennsylvania should write to: Commonwealth Diploma Program, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

Note: Transcripts are required for applications to all programs. They become the property of CCAC and will not be returned.

SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC.EDU/STUDENT/COURSES
FINANCIAL AID

If you are applying for financial aid, it is very important to start early. The CCAC Financial Aid program is designed to help you pay for your education. You may apply for grants, scholarships, loans and work-study.

Figuring out how much financial aid you might qualify for and receive is a complicated process. Throughout the process, it is very important to stay in touch with the Financial Aid staff to ensure a timely completion of your file. Each financial aid application is reviewed individually so that you are being considered for every type of financial aid available at the college.

HERE’S HOW TO APPLY

1. **Carefully complete your FAFSA application online at fafsa.ed.gov and submit electronically.** Deadline priority dates are important.

2. **Application Review.** Once your file is complete, the Financial Aid office will review your application and determine how much financial aid you are eligible to receive.

3. **Award Notification.** You will be notified through your CCAC email when your award is ready to view through FA Self-Service if you are eligible to receive financial aid. Carefully review any instructions you receive regarding your financial aid award notification. Remember that you must have a Net ID in order to access FA Self Service at my.ccac.edu.

   Students are responsible for all tuition and fee charges not covered by financial aid, that are adjusted due to non-attendance or due to lack of continued attendance.

   You can view adjustments and/or additions to your initial financial aid award at my.ccac.edu through CCAC Central e-Services. You can also print a revised award letter.

4. **Grant refunds** for individuals whose financial aid eligibility exceeds the cost of tuition and fees will be released after the 30th calendar day of the semester. Loan refunds are released beginning with the 60th calendar day of the semester.

   **MyCCAC PORTAL** • Visit MyCCAC on the web at my.ccac.edu.

   The MyCCAC portal provides access to college-wide information through a centralized, mobile-friendly online system. A CCAC NetID and password are required to gain access to MyCCAC. Once logged in, students have access to:

   • **Blackboard coursework**
   • **CCAC academic email** (required for all CCAC email communications)
   • **CCAC Central self-service** (view official grades, request transcripts, access financial aid, financial information, and much more)
   • **Online Student Account Center**
   • **Course search & registration**
   • **Academic deadlines, college events and other important college information**

   **TYPES OF AID**

   **Federal Pell Grant:**
   • Range: $845 to $6195 annually (subject to change)

   **Federal Supplemental Educational Opportunity Grant (FSEOG):**
   This grant is available to undergraduate students who have demonstrated exceptional financial need.
   • Up to $500 per academic year

   **Pennsylvania Higher Education Assistance Agency Grant:** This grant is available to Pennsylvania residents who have not yet earned a bachelor’s or professional degree and who demonstrate financial need according to the PHEAA needs analysis formula.
   • Range: $200–$1,884 yearly

   **Work-study:**
   This program is available to eligible students who have financial need and who wish to work part time while enrolled at CCAC.

   **William D. Ford Direct Federal Stafford “Subsidized” Loan:**
   Direct Federal Stafford Subsidized Loans are based on financial need as well as annual and aggregate limits. The federal government pays the interest on this loan until you enter repayment six months after you graduate or until you are no longer enrolled at least half time (six credit hours).

   **William D. Ford Direct Federal Stafford “Unsubsidized” Loan:**
   Direct Federal Stafford Unsubsidized Loans are based on annual and aggregate limits and are not based on financial need basis. Interest begins to accrue upon the first disbursement. The option does exist to pay interest on this type of loan while in school or you may delay payment by capitalizing the interest until repayment begins. Principal repayment begins six months after you graduate or you are no longer enrolled at least half time (six credit hours).

   **CCAC School Code for FAFSA Form**
   All Campuses: 003231-00

   **SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC.EDU/STUDENT/COURSES**
FINANCIAL AID & REFUND/REPAYMENT

FINANCIAL AID REFUND & BOOK CHARGE POLICY
Please note: Financial aid Grant funds will be credited to eligible students’ accounts on the 30th calendar day of the semester. Grant refunds will be issued within 14 days after the credit date. Federal Direct Subsidized and Unsubsidized Loan credits will be applied to students’ accounts beginning on the 45th calendar day of the semester. Each credit will represent 50% of the students’ approved loan funds for the semester minus the federally appropriated loan fee. These funds will be credited within 14 days after the published credit dates.

BOOK CHARGING REQUIREMENTS
Students who will be eligible for a Financial Aid refund after tuition and fee charges are paid may charge books and required supplies at their CCAC campus and online bookstores during the published Bookstore Charging Period, provided their Financial Aid Award has been completed and generated prior to the end of the published Bookstore Charging Period. In order to charge mandatory books and supplies against anticipated financial aid for the term, students must register for spring 2020 classes AND have their Financial Aid Complete and awarded no later than February 7, 2020.

FINANCIAL AID & E-REFUND
SPRING 2020 • 16 week term
First day of classes: JANUARY 13
Bookstore Charging Period:
January 10, 2020 to February 7, 2020
Grant Credit Date: February 14, 2020
First Loan Credit Date: March 31, 2020
Second loan Credit Date: April 2, 2020

SPRING 2020 • 14 week term
First day of classes: JANUARY 27
Bookstore Charging Period:
January 10, 2020 to February 7, 2020
Grant Credit Date: February 14, 2020
First Loan Credit Date: March 31, 2020
Second Loan Credit Date: April 2, 2020

IMPORTANT: All Direct Loan credits will be issued in two installments per semester. Each credit will represent 50 percent of the student’s approved loan funds for the semester minus the federally appropriated loan fee. Financial Aid refunds will be adjusted to reflect a student’s enrollment status (full time, ¾ time, half time) at the time that the funds are credited to the student account. Students must be enrolled at least half time at the time the funds are credited to their student account in order to receive the Direct Stafford, Direct Unsubsidized Stafford or Direct PLUS loan. For more information about the revised refund policy, please visit ccac.edu/refund-policy/.

REFUND & REPAYMENT POLICY  Federal Financial Aid • Title IV Refund Procedures:
Students who receive federal financial aid and who completely withdraw or who stop attending classes up to the 60 percent period of enrollment will have federal financial aid adjusted. This adjustment will reflect the portion of federal financial aid that is unearned for the period for which the student was enrolled. If the student received a refund, some or all of the refund money may need to be repaid to the institution. In addition, if the student’s financial aid is adjusted, leaving an unpaid balance for tuition and fee expenses, the student is also expected to repay the institution for these charges.

eRefunds PLUS—CCAC eRefunds PLUS will enable you to have certain refunds deposited directly into your bank account and minimize problems with lost checks, old addresses, or waiting for the mail. Students may take advantage of eRefunds PLUS as a faster, more convenient method of receiving refunds from CCAC. Visit the Online Student Account Center and click on the Refunds tab for more information and to enroll!

ONLINE STUDENT ACCOUNT CENTER  (accessible via MyCCAC)
- 24 x 7 Student Account Access
- View eBill Statements and Online Payment Options
- Sign up for direct deposit of refunds
- Enroll in the CCAC Tuition Payment Plan
- Text Alerts
- Authorized User Access

SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC.EDU/STUDENT/COURSES
CCAC PLACEMENT TESTS

The college placement tests are given to first-time, associate degree seeking students and for students planning to enroll in courses with English, reading and/or mathematics pre-requisites (see The Registration & Advisement offices). Your student ID is required to schedule. Part-time, associate degree seeking students must complete their placement tests once they have achieved 12 credits. These tests are intended to assist you in selecting courses most appropriate for your current academic skill level. These are not admissions tests.

While the placement tests do not prevent an applicant from attending CCAC, the results of the test will determine the level of coursework for the first term and can increase the number of courses a student must take to complete a degree or certificate.

Schedule a Placement Test Today!

- On Site Placement Testing: The Accuplacer placement test is offered locally at most CCAC locations. You can schedule your test online.
- ADA On Site Placement Testing: Accommodations are available for students with documented disabilities. For details, Contact Supportive Services.
- EAL Placement Testing: If English is not your first language, it is strongly recommended that you complete the Accuplacer ESL Placement Test to better assess your English language reading and writing skills. If you would like to discuss your options, please call 412.237.2629 for more information.
- Remote Placement Testing: Remote placement testing is available to applicants outside CCAC’s geographic region. To learn how to sign up for a Remote Placement Test, please see the Remote Placement Testing page.

Visit discover.ccac.edu to schedule your placement tests and select events.

GET READY!

Entering CCAC students have the opportunity to refresh and prepare for placement tests by visiting the Math Cafés or Learning Commons at each of the campuses and Homewood-Brushton and West Hills Centers. Preparation for the placement tests is available using online software. Scoring higher on the placement test will help you complete your program of study more quickly, so it is to your advantage to be prepared before taking the test. Please visit the Math Café or Learning Commons centers to prepare for placement tests.

Visit CCAC’s Placement Test page at: ccac.edu/placement-tests on the web for a list of helpful tips and study resources to refresh and prepare for the placement tests. Sample test questions are also available.

This is an extremely important step in the enrollment process! Applicants should arrive at the testing site on time, well-rested and with a photo ID.

Placement Tests Exemptions

You may not need to take all or part of the placement tests if any of the following circumstances apply to you:

- Students who submit a high school transcript with an unweighted* cumulative (overall) GPA of 2.7 or better (or 80% for schools with a percentile grading system) are exempt from taking the English and Reading placement tests and will be placed in ENG 101, English Composition I. Transcript must include the grades from the first half of the senior year in high school or show high school graduation within 5 years of the date the transcript is submitted to be eligible. International, home school and GED documentation are not accepted under this exemption. (Effective Spring 2019)
- You already have a college degree.
- You have already taken college-level English and/or mathematics with a grade of “C” or better.
- You plan to register for a class or classes that have no specified skill requirements.
- Students with SAT or ACT Verbal test scores above the 50th percentile will be exempt from the reading placement testing, but still must take the English writing test (there is no SAT/ACT exemption for English.) Verbal and mathematics scores are reported separately.
- Students with SAT or ACT Math scores above the 50th percentile will be exempt from developmental math courses, but must complete the placement test if intending to take a course above the Intermediate Algebra MAT-108 level. Verbal and mathematics scores are reported separately.
- A student may re-test for placement out of a course in which he/she was enrolled after four years.
- Once a student has re-tested after four years and scores into the same course(s) for which he/she was enrolled, there is no further alternative, regardless of the results.

You will need to document these circumstances at the Admissions Office when you apply for admission to the College.

*For high schools that do not have an unweighted GPA, the weighted GPA will be used.
ACADEMIC ADVISORS

CCAC encourages students to meet with an academic advisor before enrolling in classes. The advisor will review your program of study and the best course selections for that program. However, certain categories of students are required to meet with an advisor before enrolling. They are:

- All new degree or certificate seeking students.
- Students who have not completed the developmental sequence.
- Students with grade point averages (GPA) below 2.00.
- Students who are changing their program of study.
- Students who will graduate at the end of the term.

The following students may register without seeing an academic advisor, but are always welcome to use this service:

- Visiting students from other colleges who have met the prerequisites to take specific courses. Students should bring an unofficial transcript or grade report at the time of registration.
- Non-degree seeking students (with previous college credit) who wish to take courses for professional or personal improvement.
- Continuing students making satisfactory academic progress.

VIRTUAL ADVISING

Students now have the ability to meet with an academic advisor using our Virtual Advising program. To determine if you meet the technical requirements for Virtual Advising and/or for additional information on the virtual advising process, go to ccac.edu/Virtual-Advising/.

STUDENT DROP OF TUITION & ELIGIBLE FEE CHARGES

Students are responsible for all tuition and fee charges at the time of registration. Even if your plans change and you no longer wish to attend, you remain responsible for dropping your class/es to protect your academic and financial records.

CCAC will drop charges as described in the timeline below.

1. For students who drop classes [before] the start of the term, CCAC will drop 100% of the tuition and eligible fees.
2. For students who drop from the first day of the term to the 14% point of the term**, CCAC will drop 80% of the tuition and 100% eligible fees.
3. From the 14% point of the term [forward]**, CCAC will not drop any tuition/fee charges; students can be awarded a “W” grade until the 80% point of the term.

See academic calendar (inside front cover) for 16-week and 14-week refund deadlines. Consult the Registration and Advisement office at your campus for drop dates for shorter classes.

If students are self-paying, the funds will be refunded by check or credited back to the credit cards used. For students who are funded by state/federal financial aid or various agency or employer sponsorship, the funds will be returned to that source and/or the student (if applicable).

Eight week classes cannot be added to replace 16 or 14-week classes at no charge after the 16-week term begins. These classes are added to your schedule at full price.

ATTEND A NEW STUDENT ORIENTATION

Attend a two-tiered Student Orientation program that will help you become familiar with your campus, understand how to register for classes, teach you about financial resources and so many more services and activities that are vital to your success. Take both the online student orientation as well as the traditional on-campus student orientation in order to get your education and career off to a great start. If you are a degree, certificate or diploma seeking student at CCAC, you must complete at least one tier before you can register for classes.

Online Student Orientation—You can take this now! If you have been admitted to CCAC, log into the online student orientation using your student ID number. Visit ccac.edu/student-orientation.

On-campus Student Orientation—Use Appointment Central to schedule a session at your campus. Visit ccac.edu/appointment-central. The On-Campus orientation allows you to tour the campus, meet administrators, bring guests and get your IDs.
DO YOU PLAN TO TRANSFER?
At CCAC, your success is our priority. In fact, CCAC students have transferred credits to 520 colleges and universities. That is why we’re committed to working closely with students who plan to transfer from CCAC to four-year institutions. CCAC offers a variety of classes that can fulfill general education and major requirements at four-year colleges and universities and may even guarantee junior status at the transfer institution of your choice.

However, if you plan to transfer, you must choose your classes wisely. Four-year schools may change their curriculum requirements—which can result in a loss of credits. You must work with a CCAC counselor early to ensure that your CCAC classes will transfer to the four-year school of your choice.

CCAC has entered into 125 articulation agreements with 29 regional colleges and universities. These agreements provide a blueprint for students who wish to transfer with little or no loss of credit. Students should begin to take a comprehensive view of transfer by viewing these agreements shown in their entirety at ccac.edu/articulation.

PENNSYLVANIA TRANSFER & ARTICULATION AGREEMENTS

[Link to CCAC Transfer Profile]
Agreements allow students who graduate with specified associate degrees to transfer as juniors into bachelor degrees in similar fields of study at the PASSHE (Pennsylvania State System of Higher Education) universities as well as certain private institutions.

P2P agreements serve as pathways into undergraduate majors at those institutions and help minimize loss of credits when transferring from one institution to another.

Currently CCAC’s programs in Art, Biology, Business (University Parallel), Chemistry, Computer Information Technology, Criminal Justice and Criminology, Early Education and Child Development, Physics, Psychology, Social Work and Theatre are part of this statewide agreement. Review these programs in the CCAC catalog for specific program information.

For more information about these agreements visit:

Get on the right track, call a CCAC counselor.
Allegheny: 412.237.2565  North: 412.369.3614
Boyce: 724.325.6657  South: 412.469.6216

ACT 48 One CCAC credit is equivalent to 30 continuing education (CE) hours for Act 48. CCAC offers convenient and affordable credit classes for certified teachers. For information, visit ccac.edu/48.

INSTITUTIONS WITH CCAC AGREEMENTS INCLUDE:
Bethany College, California University of Pennsylvania, Capella University, Carlow University, Chatham University, Clarion University of Pennsylvania, Colorado State University (Global Campus), Drexel University, Duquesne University, Edinboro University of Pennsylvania, Gannon University, Grand Canyon University, Indiana University of Pennsylvania, LaRoche College, Lincoln University, Mount Aloysius College, Penn State University Commonwealth Campuses (including Greater Allegheny, New Kensington, Beaver & Fayette), Pennsylvania College of Technology, Pittsburgh Technical College, Point Park University, Robert Morris University, Salem International University, Slippery Rock University of Pennsylvania, Strayer University, Thiel College, University of Pittsburgh, University of Phoenix, Washington & Jefferson College, West Liberty University, Westminster College, Wheeling Jesuit University and Youngstown State University.

STUDENT IDENTIFICATION
Upon admission to CCAC, students will receive a unique student ID number that will be required to secure a campus student ID card. Every student needs to present some form of photo ID and his/her class schedule to the campus ID area. In addition, students will use their student ID number to secure a network ID and password for CCAC Central e-Services and student email.

SENIOR CITIZEN’S TUITION PROGRAM
Senior citizens who are Allegheny County residents and are 65 years of age or older by the start of classes may take two credit classes at no tuition cost but may be charged regular college fees. Senior citizens must purchase all books and materials and must supply a photocopy of a driver’s license or birth certificate or other appropriate documents.

CCAC will only process registrations for senior citizens during the week prior to the start of the term. Seniors who wish to register earlier must pay tuition and fees. They may be required to take placement tests for certain courses and are always encouraged to meet with an academic advisor when selecting classes. Senior citizens may choose to take course(s) for a grade or on a non-graded basis. Students must obtain instructor permission to audit a course. Students must obtain instructor permission to audit a course. The Senior Citizen Waiver does not apply to repeated courses.

If financial aid is received in addition to the senior citizen discount waiver, the senior citizen discount is considered funding of last resort.
WAYS TO DROP, ADD OR WITHDRAW

Students who present a valid photo ID may drop, add, or withdraw in the following ways:

• In person at the Campus Registration Office or Center during published business hours.
• By sending the completed Drop/Add form or Withdrawal form and a copy of a valid photo ID to the campus registration office by postal mail, email or fax.

Students receiving financial assistance through grants, loans, and veterans’ benefits should consult with the Financial Aid or Veterans Office before dropping, adding, or withdrawing from class. Students’ aid may be impacted by a change to the total number of credits in which the student is enrolled or by receiving a “W” grade in one or more classes.

Drop/Add forms sent by postal mail, email, or fax must be received by close of business before the deadline to drop with either 100% or 80% refund or the deadline to withdraw. Standard college refund procedures will apply.

Drop/Add forms sent by postal mail, email, or fax must be received by close of business on deadline date to drop/withdraw. Withdrawal forms sent by postal mail, email, or fax must be received by close of business on deadline date to drop/withdraw. Standard college refund procedures will apply. Note: There is no reduction of tuition and fees associated with a withdrawal.

See last page for mailing addresses.

DEADLINE TO DROP CLASSES WITH A FULL DROP OF CHARGES FOR SPRING 2020:

Classes beginning on January 13, 2020 In-person January 11, 2020 Online January 12, 2020
Classes beginning on January 27, 2020 In-person January 26, 2020 Online January 26, 2020

COLLEGE POLICIES CONCERNING WITHDRAWAL

It is important to be aware of college policy concerning withdrawal from all or some of your classes. Notifying the instructor of your intention to withdraw does not count as an official withdrawal from a course. You must complete a withdrawal form at the Registration and Advisement office at your campus or college center. Students can download and print this individual form online at ccac.edu/advisement-forms, but must process it at a campus or center. Failure to process this form at the Registration office may result in “F” grades and have financial consequences.

ATTENDANCE REPORTING

The Commonwealth of Pennsylvania requires community colleges to report on non-attending students during the first 20 percent of the term. Non-attending students may be dropped from class(es) and forfeit the tuition and fees for class(es) and their financial aid may be adjusted.

WAYS TO REGISTER—
IN-PERSON, ONLINE VIA THE CCAC WEBSITE, BY EMAIL OR BY FAX

Email or fax your registration to the campus at which you will take the majority of your classes.

TO EMAIL OR FAX REGISTRATION:

Allegheny: al-registration@ccac.edu or 412.237.4581
Boyce: bo-registration@ccac.edu or 724.325.6797
North: no-registration@ccac.edu or 412.369.4157
South: so-registration@ccac.edu or 412.469.6371

If you choose to mail, email or fax your registration form, please include a photocopy of your CCAC ID card or a copy of your current driver's license.
RESIDENCY STATUS

Residency (domicile*) requirements have been established for the purpose of assessing tuition and related fees. The requirements are set forth as follows:

* “Domicile will mean a person's true, fixed and permanent home, to which a person intends to return.
A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes will not of itself constitute domicile. The residency of a dependent student (as defined by the IRS) is determined by the parent's domicile.”

Students moving to Pennsylvania from outside the state must reside in Pennsylvania for one year before becoming eligible for in-state tuition and reside in the county by the first day of the term. Students must substantiate changes in status by appropriate documentation.

Exceptions may be made for students moving to Allegheny County if they can demonstrate an intent to remain in Allegheny County for purposes other than attending school. These exceptions may include a move for full-time employment and will require a written statement from the student's employer (or the parent's employer if the student is a dependent). All documentation for proof of residency must be received before the start of the term.

A student may also need to show financial independence as part of establishing residency.

OPEN HOUSE

Wednesday, Dec. 4, 2019 • 3:00PM–6:00PM
Wednesday, April 15, 2020 • 3:00PM–6:00PM
Saturday, May 9, 2020 • 10:00AM–1:00PM

Join us for CCAC’s free open house event, which provides the perfect opportunity to learn all you ever wanted to know about the educational options at CCAC, career and transfer programs, emerging careers, financial aid and scholarships, campus facilities, and student-centered services and more. Meet faculty, staff and current students and take a tour of the facilities. Ask questions and get answers on the spot. Photo ID is required.

Other sessions are held at each of the college’s four campuses and several centers—convenient dates and times found online at discover.ccac.edu or via telephone.

Allegheny Campus, SSC, Room 130, 412.237.2511
Boyce Campus, Room S563, 724.325.6614

North Campus, Room 1003, 412.369.3600
South Campus, West Mifflin, Room B320, 412.469.4301

SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC.EDU/STUDENT/COURSES
I agree that once I register I become legally bound by and agree to the terms of the Community College of Allegheny County Student Financial Responsibility Agreement, and as such become responsible for all charges incurred, unless I drop classes during the designated refund period. I understand that the college is extending credit to me and permitting me to register, enroll and attend classes in return for my promise to pay the college all tuition and fees incurred as a result of my registration, and that such extension of credit constitutes an educational loan or education benefit that is non-dischargeable under Section 523 (a)(8) of the United States Bankruptcy Code. I understand that failure to pay my student account or any monies due and owing CCAC may result in a financial hold placed on my account preventing registration for future classes, release of transcripts and diplomas, and additional college services. Additionally I understand that failure to pay my student account or any monies due and owing CCAC will result in a $15.00 late payment fee assessed to my account for each late payment and may result in my account being referred to a third party collection agency resulting in additional fees. Finally, I understand that all delinquent student accounts may be reported to one or more of the national credit bureaus.

The college is subject to provisions of and complies with the Family Educational Rights and Privacy Act of 1974. A statement of the college policy can be found in the student handbook and college catalog (online at ccac.edu).
IMPORTANT PAYMENT INFORMATION

TUITION DUE DATE FOR Spring 2020

Spring 2020 tuition due date is Wednesday, JANUARY 8, 2020

Registration will be accepted after the tuition due date; however financial clearance/payment is due at time of registration.

HOW TO PAY

The college tries to make paying your tuition and fees as convenient as possible and offers a number of payment options. Choose the option that is best for you. It is important that your student account is paid in full or you have obtained financial clearance through a financial aid award, third party sponsorship, or payment plan enrollment in order to avoid late payment fees. The College has instituted a monthly late payment fee on all student accounts carrying an unpaid balance. The late payment fee will be assessed at a rate of $15.00 each month a student account balance is unpaid.

PAYMENT OPTIONS

1. Online Payments:
   Visit the Online Student Account Center to make a payment by credit or debit card as well as ACH (eCheck) from a checking or savings account. Don’t wait in line... go online to make your payment. It is quick and convenient and available 24x7.

2. Cash: Pay by cash in person only. Do NOT mail cash.

3. Checks: Make all checks payable to CCAC.
   - Postdated checks are not accepted.
   - Stopped payments on checks are not an official “drop” or “withdrawal” from the college.
   - The college charges $25 for all returned payments.
   - If you write a check or process an ACH payment that is returned, your check writing/ACH privileges at the college may be revoked.
   - CCAC requires the student’s college ID to be on all checks since it is your college identification number.
   - Students who have been notified by the college that their check has been returned must pay by cash, money order, cashier’s check, Visa, MasterCard, Discover, or American Express.
   - The college places a hold of 15 calendar days on all check payments prior to releasing refunds and may restrict further services.

4. Credit Cards: Visa, MasterCard, Discover or American Express
   - Accepted online and in person with cash or by calling your campus Student Accounts office during normal office hours.
   - ALLEGHENY...........412.237.4641  NORTH.............412.369.3670
   - BOYCE.................724.325.6689  SOUTH.............412.469.6250
   - In accordance with regulations, registrations that are paid by credit card may be refunded back to your card if you drop a course or the college cancels a course.

5. Tuition Payment Plan:
   ONLINE TUITION PAYMENT PLAN NOW AVAILABLE!
   The CCAC Tuition Payment Plan helps families budget the cost of tuition and fees by spreading out the cost over smaller installments during the term. Enrollment is now available online and it’s fast, secure, convenient and inexpensive!
   - FAST – Enrolling in the CCAC Tuition Payment Plan is easy. Simply go to the online Student Account Center, choose the available semester plan, and enroll.
   - SECURE – Pay online using a credit card or electronic check, knowing your information is secured using industry leading security features. You can even schedule your payments in advance to avoid missed payments and unnecessary late fees.
   - CONVENIENT – Need to know if your plan has changed? Check your email. Our online payment plan will notify you anytime your installments increase or decrease. Want to make a payment during a study break at the library? No problem. Access your online payment plan on the online Student Account Center anywhere, anytime you have a web browser available – even on your mobile device! You can even add an authorized user to manage your CCAC student account and payment plan!
   - INEXPENSIVE – Enrollment in the CCAC Tuition Payment Plan is absolutely free, making it an inexpensive alternative to a student loan or high interest alternative loan. Spread the cost of tuition and fees over a term by enrolling in the CCAC Tuition Payment Plan. Visit the online Student Account Center today for more information and to enroll!

6. Third-party Sponsor or Company Check:
   Your company or organization may pay your tuition/fees to the college by two methods:
   - A company check for the amount due made payable to CCAC by the tuition due date.
   - Third-party authorization contract.
     - Blank third-party authorization forms for your sponsor to sign are available when you register by calling the Student Accounts office on your campus or by visiting ccac.edu.
     - Any agreements between the student and the company/agency have no bearing on this contract.
     - All sponsorship forms or company checks must be in the Student Accounts office by the tuition due date.
     - You need a new sponsorship form each semester.
     - If for some reason your sponsor fails to pay your charges upon receipt of the bill, you will become responsible for all charges.
     - If your sponsor pays for books, your books must be purchased within the established bookstore charge period (page 6) of the term in which you are enrolled. If you have a late start class, see your Student Accounts office.

7. Loans:
   - Electronically transferred loan monies (EFT) will be automatically credited to the student’s account.
   - Students for whom CCAC received a loan check must visit the Student Accounts office to endorse the check.
   - Any credit amount due to the student will be refunded in accordance with federal guidelines. The college does not release loan or financial aid refunds until after the beginning of the term. (See page 6 for more information.)

See ccac.edu/payment-options for more information.

CCAC centers including Braddock Hills, Homewood-Brushton, and Washington do not accept payments. Visit the online Student Account Center for the most convenient payment options which include debit card, credit card, and ACH payments. Students may also visit any campus Student Accounts office to make payments and obtain Student Account assistance.
TUITION

Tuition and fees are set annually by the CCAC Board of Trustees and typically made available by July 1st. Listed below is our current tuition and fees schedule as of the date of this publication. Specific courses and academic programs may require additional fees. For questions regarding tuition and fees, please contact any campus Student Accounts office.

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Tuition</th>
<th>Flat Rate</th>
<th>Capital Fee</th>
<th>Capital Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny County Residents</td>
<td>$116.00/credit</td>
<td>12 to 18 Credits 1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Pennsylvania Residents Outside Allegheny County</td>
<td>$232.00/credit</td>
<td>1–11 Credits 1</td>
<td>$6.50/credit</td>
<td>$7800/semester</td>
</tr>
<tr>
<td>Out-of-state &amp; Foreign Residents</td>
<td>$348.00/credit</td>
<td>12 or more Credits</td>
<td>$6.50/credit</td>
<td>$7800/semester</td>
</tr>
</tbody>
</table>

1 Loads of 19 credits or more is the flat rate plus the prevailing per-credit rate times the number of credits over 18 credits. Example: 21 credits for an Allegheny County resident would be $1,740.00 (flat rate) + $348.00 ($116.00 (per credit rate) x 3 (credits over 18)) = $2,088.00

REGISTRATION FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Fee: Full-time (12 or more credits)2</td>
<td>$72.00/semester</td>
</tr>
<tr>
<td>College Fee: Part-time (1-11 credits)2</td>
<td>$6.00/credit ($72.00 maximum)</td>
</tr>
<tr>
<td>Online Learning Fee3</td>
<td>$20.00/online learning course</td>
</tr>
<tr>
<td>Health Careers Course Fee</td>
<td>$20.00/credit (where applicable)</td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>Where applicable, amounts vary per course</td>
</tr>
<tr>
<td>Malpractice Insurance Fee3</td>
<td>$7.70/semester (where applicable)</td>
</tr>
<tr>
<td>Accident Insurance Fee3</td>
<td>$5.40/semester (full-time students only)</td>
</tr>
<tr>
<td>NCLEx Review Course Fee</td>
<td>$300.00/semester for course NUR-250</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$23.25/credit (no maximum)</td>
</tr>
<tr>
<td>Matriculation Fee4</td>
<td>$2500 (first-time registered students, nonrecurring, nonrefundable)</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$7.25/credit (no maximum)</td>
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MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>None</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>None</td>
</tr>
<tr>
<td>Credit by Examination4</td>
<td>$116.00/course</td>
</tr>
<tr>
<td>Late Payment Fee4</td>
<td>$15.00/occurrence</td>
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<tr>
<td>Returned Payment Handling Charge4</td>
<td>$25.00/return payment</td>
</tr>
<tr>
<td>Official Transcript of Academic Record4</td>
<td>$5.00/copy</td>
</tr>
<tr>
<td>Check Stop Payment/Reissue Fee4</td>
<td>$20.00/check</td>
</tr>
</tbody>
</table>

2 Non-credit students are exempt from the fee. 3 Nonrefundable after start of semester/term. 4 Nonrefundable

Once a student registers, he/she is responsible for payment of tuition and fees. Students dropping from a course(s), before the first day of the term shall be entitled to a 100% drop of tuition and refundable fee charges for the course(s) dropped. Students dropping from a course(s), from the first day of class and prior to the 14% point of the term, shall be entitled to a 80% drop of charges and 100% of refundable fee charges for the course or courses dropped. See the Academic Calendar for drop deadlines.

NOTE: TUITION AND FEES SUBJECT TO CHANGE. For the most up-to-date information regarding tuition and fees, visit ccac.edu/payment/

SATISFYING PAYMENT

Once you register for classes you become financially responsible for all charges incurred, unless you officially drop during the designated refund period(s). Financial aid (grants, scholarships and anticipated loans) and sponsorship may not cover the full amount. The student then becomes responsible for the balance.

To see if your financial aid has been applied to your account, check your account summary on the Online Student Account Center. If you have questions about financial aid, call your campus Financial Aid office.

Students often have a combination of funding and may be unsure of the amount that they must pay for their tuition and fees. If unsure of the amount, they should check with a Student Accounts staff member for that dollar amount.

If you decide not to attend after you have registered, you must drop your classes during the designated refund periods or you will incur charges for which you will be held responsible.

Payment may be defined as financial aid (grants, scholarships and anticipated loans), self-payment in full, tuition payment plan or sponsorship.
DUAL ENROLLMENT
The Dual Enrollment program at CCAC provides high school juniors and seniors with the opportunity to take college courses while still in high school. Students wishing to take advantage of the Dual Enrollment program must have the approval of their high school official and their parents. The number of courses, as well as the type of courses taken, will be determined through a joint approval process. In some cases, students may be required to take the CCAC placement tests before being approved to take certain courses at the college. To apply to CCAC’s Dual Enrollment classes go to ccac.edu. Click APPLY today, complete and attach “supplemental items” listed with the application.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)
CLEP tests provide opportunities for adults to earn college credit at CCAC and other institutions for knowledge attained through nontraditional sources. The tests are offered at centers nationwide. You can learn more about the tests at: www.clep.collegboard.org. For information about CCAC’s CLEP Credit-Granting Policy, please visit ccac.edu/advanced-placement. If a student has registered for a course, then earns CLEP credit for that course, it is the student’s responsibility to drop the course within the designated refund period.

CROSS-REGISTRATION
As a full-time student, you may, under certain circumstances, cross-register for courses at other universities/colleges in the area. These include: Carlow University, Carnegie Mellon University, Chatham University, Duquesne University, La Roche College, Point Park University, Robert Morris University and the University of Pittsburgh. Detailed information is available in the Registration and Advisement offices. This option is not available during the summer term.

GRADUATING FROM CCAC
If you plan to graduate at the end of the semester, you should fill out an application for graduation when you register or no later than March 2 for Spring 2020 graduation. All students applying for graduation must meet with an academic advisor.

STUDENT SUCCESS COACHES
CCAC student success coaches provide for students’ essential learning support services and serve as an individual mentor to students, monitor the progress of students and provide the encouragement and support necessary to enable students to complete their course of study at CCAC.

SPRING 2020 COURSE SCHEDULE IS AVAILABLE ONLINE AT SELFSERVICE.CCAC.EDU/STUDENT/COURSES
IMPORTANT INFORMATION FOR STUDENTS

CCAC Mobile App | Download the CCAC Mobile app from the Apple App Store or Google Play Store using the keywords “CCAC Mobile.”

The Mobile app will provide access to college-wide academic related information at your fingertips! After downloading this free app, students will enter their CCAC NetID and password to gain access to academic information. Once logged in, students have access to:

- Department and faculty contact information
- NetID password reset
- MyCCAC
- Campus maps

CCAC OFFICE OF MILITARY & VETERANS SERVICE IS HERE FOR YOU

CCAC’s Office of Military & Veterans Services (OMVS) provides personalized and caring support for CCAC’s military and veteran students as they pursue their college education. We help the military & veteran students navigate CCAC and provide assistance with Military Tuition Assistance, VA educational benefits, as well as give them the tools to succeed academically and personally. We value the skills, assets and experiences military and veteran students bring to the CCAC community, and are committed to helping them achieve to their educational goals. OMVS also increases campus awareness of military and veteran student issues, advises the student veterans club and fosters a sense of camaraderie, community and well-being for all student veterans on campus.

Military & Veterans Services is here for you. Services provided include, but are not limited to:

- Providing information on VA benefits specific to a student’s situation
- Referring students to the appropriate campus or community resources
- Helping students navigate the campus and all the various departments
- Sending out invitations to social events and workshops throughout the year
- Connecting students with other student veterans at CCAC
- Helping students make the transition from military to student life at CCAC

New and returning student must complete the CCAC Veterans Enrollment Certification Request form each semester; it is available at any campus OMVS location or online at ccac.edu/veterans.

Please contact us at 412.237.6503 or at veteransservices@ccac.edu

CAREER SERVICES

Career Services delivers quality career and job search assistance to students and alumni, assisting them in all phases of their career path from discovery to finding their place in the job market.

As part of the learning-centered environment, Career Services provides students with a four-point, career-planning path to success. Students and alumni may:

Discover a Career Path
- Identify career goals and objectives
- Prepare for job shadowing

Learn Resume Building & Job Interview Skills
- Receive individual and group assistance
- Use print and online resources

For more information, visit ccac.edu/job-placement.

Gain Work Experience
- Prepare for internships
- Explore work-study employment
- Find co-operative education coursework

Get Job Placement Assistance
- Attend on-campus job fairs and other recruiting events
- Access exclusive student/alumni job website at www.collegecentral.com/ccac

ATTENTION
Veterans and their Dependents!

The Community College of Allegheny County provides in-state, in-county tuition rates to all military member/veterans of the U.S. Armed Forces and their dependents.

Students who are out of state who wish to claim in-state, in-county status via military, veteran or dependent status must verify their affiliation with U.S. Armed Services with the Military and Veterans Services office on their campus. Verification must be received prior to the first day of the term for consideration.
INTERNATIONAL STUDENTS

To apply for admission to CCAC, international students must submit the following:

1. A CCAC admissions application completed and digitally signed by you, the applicant.
2. Official high school transcripts, with proof of graduation, translated into English.
3. Official transcripts from all colleges and universities you have attended in the US.
4. Official transcripts from non-US colleges or universities you have attended translated into English and evaluated for US coursework.
5. An original and notarized Affidavit of Support completed by the individual who will be paying for tuition, fees, books and living expenses.
6. Four months of bank statements that document your sponsor’s ability to cover CCAC’s educational costs.
7. A minimum TOEFL paper score of 347, computerized score of 63 or internet score of 19.
8. Transfer report (for students transferring to CCAC from another US college or university).

Send all materials to international@ccac.edu

Once all documents are approved, an acceptance letter will be issued from the college and you will be sent an I-20 A/B. Students will not be considered for admission until all documents are on file.

WAITLISTING

You are able to join a waitlist for most course sections if the section is full. You can elect to waitlist for a section when attempting to register in person or online for a full section. Some important information to know:

- You may not request to be waitlisted in more than one section of the same course.
- If a space opens in the course, the first person on the waitlist will receive an email (Sent to the personal email address we have on file) notifying you that a spot has been reserved. You will have until midnight on the following day to enroll in the course; if no action is taken by that deadline, your spot on the waitlist will expire and the next student on the list will be notified with permission to enroll.
- You can manage your waitlist online in Self Service under plan & schedule. You can remove yourself from the waitlist or enroll in the section when and if given permission to enroll.
- If you are not eligible to register online (new students, probation/suspension, etc.), you will need to email or visit one of the registration offices to make changes to the waitlist or enroll when notified and given permission.
- You will be responsible for paying tuition for waitlisted classes once you actually enroll in the section.

BOOKSTORE INFORMATION

<table>
<thead>
<tr>
<th>BOOKSTORE</th>
<th>PHONE NUMBER</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>412.237.2532</td>
<td>8:30AM–6:00PM</td>
</tr>
<tr>
<td>Boyce</td>
<td>724.325.6612</td>
<td>8:30AM–6:00PM</td>
</tr>
<tr>
<td>North</td>
<td>412.369.3694</td>
<td>8:30AM–6:00PM</td>
</tr>
<tr>
<td>South</td>
<td>412.469.6261</td>
<td>8:30AM–6:00PM</td>
</tr>
<tr>
<td>West Hills</td>
<td>412.788.7524</td>
<td>8:00AM–6:30PM</td>
</tr>
</tbody>
</table>

All CCAC Bookstores are open Monday through Friday and may offer extended evening and Saturday hours at times throughout the academic calendar year. For most current posted hours visit ccacshop.com.

Pay by MasterCard, Visa, Discover or American Express; cash or check (made payable to “Follett” is also accepted). Financial Aid may be used during the bookstore charging period. Please keep all sales receipts. Order textbooks online by visiting ccacshop.com.

PAT BUS SCHEDULE CHANGES

The Port Authority of Allegheny County continues to change and/or eliminate some bus routes. If you take the bus or “T” remember that you may have to schedule your classes around the new route changes. Consult the Port Authority website at www.portauthority.org for additional information.
CCAC HONORS PROGRAM

Honors at CCAC provides an academically challenging and enriching learning experience for highly motivated, academically prepared and intellectually curious students. The program attempts to nurture the development of global citizens through the following practices: collaborative, active learning; creative and critical thought; independent investigation; leadership development; cultural enrichment and sensitivity; and service to others. Honors students earning 15 Honors credits are awarded an Honors degree.

Benefits of Honors Program Membership:
• An opportunity to take Honors courses with other Honors students at CCAC
• An opportunity to direct your own learning and engage in independent inquiry through Honors contracts
• In-county tuition reimbursement for all successfully-completed Honors classes and contracts for students not fully funded by another source
• Priority registration for Honors students
• Study abroad courses
• An opportunity to apply for full-tuition Leadership in Honors scholarship at CCAC
• Enhanced probability of acceptance and scholarship at transfer institutions
• Honors Resource Room on each campus—space for studying, gathering, and collaborating
• Extracurricular enhancements, such as field trips, social and cultural events, and regional and national Honors conferences
• Notation of Honors credits and Honors degree on transcript
• Low student-teacher ratio in Honors classes

Interested students should submit an application, available at ccac.edu/honors or from the CCAC Honors program office at CCAC–South Campus, Room L-462, 1750 Clairton Road, West Mifflin, PA 15122. Find more information at 412.469.4303, by emailing honorsprogram@ccac.edu or online at ccac.edu/honors.

Looking for Honors courses? Go to Self-Service, Course Catalog, Advanced.

HELP FOR CAREER PROGRAM STUDENTS

Are you a career program student—one who plans to enter the workforce directly after graduating with a certificate or associate degree? Did you know that college staff members are here to help you fulfill your goals?

The Perkins Career and Technical Education Grant is a federally-funded program designed to help career program students boost grade point averages, graduate and find employment. Grant services include study groups, workshops on study skills, time management and job searching skills. Support for students with special needs and referrals to other existing college academic resources are also provided as needed. The Perkins Grant provides support for students pursuing careers in all areas, including those considered nontraditional. To find out how the Perkins Grant staff can help you, visit ccac.edu/perkins. The Perkins Grant does not provide funds directly to students, but instead provides funds for college programs designed to help CTE students succeed.
ONLINE LEARNING
Start your degree from home—online

If you find yourself struggling to balance school, work and family responsibilities then explore Online Learning (OL). If you are self-motivated and willing to work hard, OL courses may make your goal of earning an associate's degree more accessible than ever.

Internet courses: require use of a computer with Internet access, proficient computer skills, self-discipline, a CCAC-provided email account and other computer hardware and software.

Hybrid (formerly web-enhanced) courses: combine a percentage of classroom attendance at one of CCAC's campuses or centers with online learning and collaboration. These courses require computer skills and Internet access, a CCAC-provided email account and other hardware and software.

On-campus Exams: Any Internet course or Telecourse may require testing for some or all student evaluation. On-campus tests, when required, take place at one of our four campus Learning Assistance Centers or at a location designated by the student with the course instructor’s approval. Please visit ccac.edu Online Learning link at the top of the homepage for more information regarding the test proctor approval process. If you are unable to come to a campus, please contact the course instructor for additional course-specific details.

Remote placement testing is available to applicants outside our geographic region. Students may take the Placement Test at any authorized testing site. For more information go to: ccac.edu and search for “remote placement testing.”

Free online tutoring is available to CCAC students
Connect with a tutor and interact in real time. Submit your writing for any class to our Online Writing Lab. Submit a question and receive a reply from a tutor.

Log into your FREE online tutoring account:
1. Go to ccac.edu.
2. Click on Student Services link and then click on Tutoring Services.
3. Scroll down the page and click on the Smarthinking login link.
4. Enter your NetID and password (your NetID must be preceded by “ccac\”, e.g., “ccac\myNetID.”)

Minimum Technical Requirements for Online Learning Courses

<table>
<thead>
<tr>
<th>Browser:</th>
<th>Recommended:</th>
</tr>
</thead>
</table>
| • Firefox 48 or higher, Safari 9 or higher (Mac OS X 10.11-10.13)  
• Chrome 49 or higher, Edge 20 or higher  
• Microsoft Internet Explorer 11 or higher | • Microsoft Office Suite 2013 or higher (Word, Excel, Access and PowerPoint). Office 365 is as a free download for CCAC students. Search "Office 365 software" for more information in the My.CCAC.edu portal  
• Printer  
• Broadband internet connection |
| Internet connection: | Internet connection: |
| • Account with an Internet Service Provider (additional fees may apply) | • Account with an Internet Service Provider (additional fees may apply) |

Go to ccac.edu and search “Online Learning Technical Requirements” for the most current technical requirements. Some courses may have additional hardware or software requirements. Contact the instructor for additional information.

For more information and full technical requirements, please visit ccac.edu/online-getting-started.

Note: Students receiving PHEAA funding need to review PHEAA restrictions for online learning classes.
CCAC LOCATIONS

Allegheny Campus • 412.237.2525
email: al-registration@ccac.edu
808 Ridge Avenue, Pittsburgh, PA 15212-6097

Homewood–Brushton Center • 412.371.1600
For classes at this center location, send mail-in registration form to Allegheny Campus.
701 North Homewood Avenue, Pittsburgh, PA 15208-1806

Boyce Campus • 412.371.8651 Or 724.327.1327
email: bo-registration@ccac.edu
595 Beatty Road, Monroeville, PA 15146-1396

North Campus • 412.366.7000
email: no-registration@ccac.edu
8701 Perry Highway, Pittsburgh, PA 15237-5372

Energy Innovation Center • 412.788.7534
For classes at this center location, send mail-in registration form to North Campus.
1435 Bedford Avenue, Pittsburgh, PA 15219-3675

West Hills Center • 412.788.7500
For classes at this center location, send mail-in registration form to North Campus.
1000 McKee Road, Oakdale, PA 15071-9910

South Campus • 412.469.1100
email: so-registration@ccac.edu
1750 Clairton Road (Route 885), West Mifflin, PA 15122-3097

Braddock Hills Center • 412.271.0201
For classes at this center location, send mail-in registration form to South Campus.
250 Yost Boulevard, Braddock Hills, PA 15221-4818

Washington County Center • 724.223.1012
For classes at this center locations, send mail-in registration form to South Campus.
Washington Crown Center Mall, 1500 West Chestnut Street, Washington, PA 15301-5864

QUESTIONS? CALL:

Allegheny Campus
Admissions 412.237.2511
Registration 412.237.2700
Advisement 412.237.2744
Student Accounts 412.237.4641
Financial Aid 412.237.2589

North Campus
Admissions 412.369.3600
Registration 412.369.3700
Advisement 412.369.3740
Student Accounts 412.369.3670
Financial Aid 412.369.3656
TTY 412.369.4110

Boyce Campus
Admissions 724.325.6614
Registration 724.325.6674
Advisement 724.325.6739
Student Accounts 724.325.6689
Financial Aid 724.325.6602
TTY 724.325.6733

South Campus
Admissions 412.469.4301
Registration 412.469.6203
Advisement 412.469.6238
Student Accounts 412.469.6250
Financial Aid 412.469.6241
TTY 412.469.6005

CCAC Nondiscrimination Policy
The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, sexual orientation, disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus that they will be attending. This publication is available in alternate formats. Questions may be addressed to the Civil Rights Compliance Officer.

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.

The credit schedule is searchable on ccac.edu. Online application, registration and payment capabilities are also available.

This publication was created by the CCAC Public Relations & Marketing Department.

ACCREDITATION

The Community College of Allegheny County is accredited by the Middle States Association of Colleges and Schools.

The college curricula are approved by the Pennsylvania Department of Education.

Community College of Allegheny County (CCAC)
Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of every three adults in the Greater Pittsburgh metropolitan region.

Every year, more than 25,000 students enroll at CCAC, taking advantage of nearly 160 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and five neighborhood centers, as well as other off-site locations, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and other health-related professions.

CCAC graduates have transferred to the nation’s most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit ccac.edu to learn more.