

# ADMISSIONS REQUIREMENTS AND PROCEDURES



## Use the steps below to assist in the process of becoming a new student at Clinton Community College:

1. Complete CCC application and return to the Admissions Office.
2. Have applicant's High School forward their official transcript to the CCC Admissions Office. If applicant earned a General Equivalency Diploma (GED), forward a copy of their scores to the Admissions Office.
3. Request official transcripts from all previous colleges.
4. After receipt of Acceptance Letter submit \$50 fee of intent.
5. Apply for Financial Aid.
6. Provide documentation of immunizations. Questions may be directed to the College Nurse at (518) 562-4129.
7. Schedule an appointment to take a placement test. If transferring credit for college-level Math and English from another college and have a "C" or better, student is not required to take the placement test. In addition, based on student's ACT or SAT scores, student may not be required to take the placement test. Call (518) 562-4170 to schedule a test.
8. Schedule a Registration date with the Admissions Office. Call (518) 562-4170.
9. Obtain a Certificate of Residency within 60 days prior to the first day of the semester. Certificate must accompany tuition payment. Failure to provide Certificate of Residency will result in higher tuition costs. Certificate forms and information are available from the Bursar's Office (518) 562-4134.  
Clinton County residents may obtain a certificate from the Bursar's Office or Clinton County Treasurer's Office.  
Non-Clinton County residents must request an application for residency from the Bursar's Office and present completed and notarized application to their County Treasurer for issuance of Certificate of Residency.
10. Attend Orientation.

### STEP 1:

#### There are Two Ways to Apply For Admission:

1. Complete the free Clinton Community College Application. Obtain this application by calling the CCC Admissions Office, applicant's high school Guidance Office, or on the web at [www.clinton.edu](http://www.clinton.edu). Once the application is completed, return it to Clinton's Admissions Office.  
OR
2. Complete the SUNY APC application. This application will cost students \$50.00 for each college to which a student applies. This application is available at the applicant's high school Guidance Office. If a SUNY application is completed, it will first be sent to Albany and the Admissions Office will be notified in approximately three weeks after it is received by the SUNY Application Processing Center in Albany.

For assistance, call the CCC Admissions Office at (518) 562-4170 or 1-800-552-1160 or e-mail us at [admissions@clinton.edu](mailto:admissions@clinton.edu).

### STEP 2:

#### High School Transcripts or GED

An official copy of the applicant's high school transcript

showing all coursework completed to date is required. A final transcript indicating high school graduation is required upon graduation from high school. Faxed transcripts are not considered official documents. A GED will be accepted in lieu of high school transcript.

#### Home-Schooled Applicants

Home-schooled students will be eligible for consideration as applicants for admission to matriculated status if they can provide either:

1. A letter from the superintendent of the school district in which the student resides, attesting to the student's completion of a program of home instruction that is the substantial equivalent of a four-year high school course of instruction and meets the requirements of Section 100.10 of the Regulation of the Commissioner of Education, OR
2. A passing score on the general comprehensive examination for the state high school equivalency diploma (GED). Proof of high school equivalency may not be a homemade transcript or letter from a parent. If the student's home schooling experience was not monitored by a school district or accredited institution, he/she will be considered a student without a high school diploma or GED.

#### Applicants Without a High School Diploma

In order to be admitted to a degree program one must have a high school or general equivalency (GED) diploma. Applicants are advised to complete a GED course prior to reapplying to Clinton.

Without a high school or general equivalency diploma applicants may attend Clinton in non-matriculated status, limiting their access to financial aid. Students in this status who wish to graduate from Clinton must apply to the State Education Department for the GED upon successful completion of 24 credit hours. A nominal fee is required with the application. Please note that specific coursework is required to obtain the GED.

#### Applicants With an IEP Diploma

The New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indication of successful completion of high school study. Therefore, community colleges, including Clinton, are under no legal obligation to accept students under the terms of the New York State Full Opportunity Policy. Students who hold an IEP diploma will be referred to a GED program.

#### Admission of Known Ex-Offenders

Applicants who are ex-offenders must request and complete the Application for Ex-offender which is available at the Admissions Office. No application will be processed until this supplemental application is completed and returned. Once the supplemental application has been received it will be reviewed by the Admissions Review Committee.

Admission applicants who have disciplinary dismissals from a prior college must complete the Application for Disciplinary Dismissals. No application will be processed until this supplemental application is completed and returned.

### STEP 3:

#### Previous College Transcripts

If applicant previously attended other colleges, the official academic transcripts must be sent from those institutions. Often these requests must be in writing to the previous college's Registrar, and there may be a charge for the service. Failure to provide these transcripts could mean a delay in finalizing admission to Clinton and/or a delay in the release of financial aid.

#### ACT or SAT Test Scores

Clinton does not require these test scores. However, they are recommended for some degree programs as a guide for placement. Also, placement tests may be waived based on SAT and ACT scores (see information regarding College Placement Testing).

### STEP 4:

#### Acceptance to the College

Once an application is completed and all necessary documents have been received by the College, applicants are notified of their acceptance. Included with the acceptance letter is a request to pay a nominal fee of intent to enroll at the College. Currently the fee of intent is \$50. Upon receipt of this fee, the Admissions Office will send placement testing and registration information.

### STEP 5:

#### Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$4,958 (includes tuition, fees and books) per year to more than \$14,440 (including tuition, fees, books, room, board etc.)

#### In general, to be eligible for Financial Aid Programs a student must:

- For financial aid, students must have a high school diploma, or a General Equivalency Diploma.
- Be U.S. citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.

#### How to Start the Financial Aid Process:

1. File the FAFSA form using one of the following methods:
  - a. File electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - b. Complete the renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - c. If borrowing, complete the student loan offer, entrance interviews and electronic promissory note. Instructions and forms are available at the Financial Aid Office or at [www.clinton.edu](http://www.clinton.edu).

#### Maintaining Your Financial Aid

Students must meet satisfactory academic progress in order to continue to receive financial aid. There are three components to satisfactory academic progress: qualitative, quantitative and maximum time frame.

The qualitative component requires a student to achieve a certain grade point average based on the number of credit hours attempted.

The quantitative component requires that students earn a certain number of credits based on the number of hours attempted.

The charts on pages 8 outline the requirements of federal and state financial aid recipients. Students must meet all components in order to continue to receive their financial aid.

#### New York State Academic Progress Requirements

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Before this financial aid award:

1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6

This many credits must be accrued:

0 . . . . . 6 . . . . . 15 . . . . . 27 . . . . . 39 . . . . . 51

This grade point average must be attained:

0 . . . . . 1.30 . . . . . 1.50 . . . . . 1.80 . . . . . 2.0 . . . . . 2.0

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

#### Federal Financial Aid Academic Progress Requirements

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After this many hours attempted:

0 . . . . . 1-18 . . . . . 19-32 . . . . . 33-48 . . . . . 49-62 . . . . . 63-78 . . . . . 79-96

Percent of hours to be earned:

0 . . . . . 40% . . . . . 50% . . . . . 60% . . . . . 70% . . . . . 75% . . . . . 80%

This many hours must be accrued:

0 . . . . . 6 (min) . . . . . 16 . . . . . 28 . . . . . 43 . . . . . 58 . . . . . 76

### STEP 6:

#### Medical Reports

All students are required to complete immunization records upon admission. According to New York State College Immunization Law, students born on or after January 1, 1957 must provide proof of immunity against measles, mumps and rubella.

Proof of immunity consists of the following:

1. Measles – two doses of live measles vaccine given on or after first birthday, physician documented history of disease or serological evidence of immunity.
2. Mumps – one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.
3. Rubella (German Measles) – one dose of live rubella vaccine given on or after the first birthday, or serological evidence of immunity.

All students are required to complete a Meningococcal Meningitis response form. Students accepted for the Nursing Program must adhere to the standards of the program's affiliated agencies.

### STEP 7:

#### Placement Testing

All matriculated students are required to take the placement tests or meet the exemption criteria listed below before they will be allowed to register for classes. There will be no exceptions to this policy. The placement test

results will be used to determine the level of English and mathematics at which the students begin their course of study. Placement test scores are used to determine the level of study a student should pursue during his/her first semester. Students whose placement tests scores indicate that they need assistance in reading, writing, or mathematics will be placed in the appropriate basic skills courses.

Students should contact the Admissions Office for information concerning placement tests and test dates. The placement test is free of charge and offered on campus at a variety of times for the student's convenience. Students may be exempted from placement testing if they have:

1. Successfully completed a college level writing and/or math course at another college.
2. Scored 500 and above on the Reading and Writing sections of the SAT or 21 and higher on the English section of the ACT exam. These students are exempt from the English section of the placement test.
3. Scored 85 or above on the NYS Math B Regents exam or the NYS Algebra 2/Trigonometry Regents exam, or scored 500 or above on the SAT math section or scored 20 or higher on the ACT math section. These students are exempt from the mathematics section of the placement test and their high school transcripts will be reviewed for placement into the appropriate math course.

### STEP 8:

#### Registration

Students who have been accepted to the College and have paid their fee of intent must attend a new student registration session. Course selection and registration occur at this time.

Call the Admissions Office at (518) 562-4170 to schedule an appointment to register.

Transfer students should contact the Counseling and Advising Office to schedule an appointment to register.

### STEP 9:

#### Certificate of Residence

To qualify for the in-state resident tuition fees, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes.

Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office at the time of registration.

#### Residency Definition

**Clinton County Resident:** A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

**New York State Resident:** A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

**Non-Resident:** Any student who does not fulfill the requirements in either of the above two statements.

### STEP 10:

#### Orientation

For more information, see page 41.

## Admission with Advanced Standing

### Transfer Credit

Degree/certificate candidates at CCC may receive credit for similar courses completed at other accredited colleges and universities. See Transfer Procedures/Credit Evaluation beginning on page 10 of this catalog.

### The College Board Advanced Placement Exam (AP)

The College recognizes credit for Advanced Placement Examinations of the College Entrance Examination Board for college level courses taken by students while still attending high school. Advanced placement scores of three and above will normally earn the student college credit for the corresponding courses required for a degree or certificate at Clinton Community College. Specific degree programs may require higher scores in order to receive credit.

### DANTES

CCC recognizes Educational Testing Services (ETS) Defense Activity for Non-Traditional Education Support (DANTES) exams. Consult the Registrar's Office.

### Armed Forces Credit

Credit may be awarded for courses evaluated for credit by the American Council on Education (ACE).

### College Level Examination Program (CLEP) Standardized Examinations

A student may have acquired knowledge through prior learning experiences, which can be validated by passing a standardized test. College Level Examination Program Services, Defense Activity for Non-Traditional Education Support and Regents College Examinations are testing services which offer college proficiency exams in many academic subjects. CLEP/DANTES/Regents College Exams have testing centers throughout New York State including one at Plattsburgh State University in the Center for Adult Learning Services (518) 564-2050. Questions concerning Regents College Examinations can also be directed to the central office: Regents College Examinations, Cultural Education Center, Albany, NY 12230 (518) 474-3703.

### International Students

Clinton welcomes students from countries other than the United States. Applicants who are not United States citizens, whether they are enrolled in school in the United States or another country, should request international student application forms from the Admissions Office ([www.clinton.edu/admissions](http://www.clinton.edu/admissions)). International applicants must meet the academic standards for admission, show proficiency in English, and certify that they will have the necessary amount of financial support needed for each year of study. Applicants who meet these three requirements are issued an I-20 form, Application for Student Visa. To certify English proficiency, international applicants whose native language is not English must submit an English language proficiency report along with their application. Clinton offers English as a Second Language courses at the intermediate and advanced levels; student should contact the Admissions Office for more information. Applicants should take the Test

of English as a Foreign Language (TOEFL) and submit those scores. Information about the TOEFL examination may be obtained at [www.toefl.org](http://www.toefl.org) or in writing: TOEFL, Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA. Students may also take placement tests in Math and English rather than submit TOEFL scores.

## Competitive Degree Programs

Nursing requires students to have previous coursework that makes these programs selective in nature. The Admissions Office handles acceptance into these programs separately. Also, additional applications and paperwork may be required in order to determine admission.

If a student does not have the required coursework for immediate admission to a competitive degree program, they will be offered the opportunity to enroll in the Health Studies Certificate or in a general course of study to prepare for admission into the competitive degree. Call or write the Admissions Office at (518) 562-4170 or [admissions@clinton.edu](mailto:admissions@clinton.edu) for more information about these programs.

### Nursing Program

Admission to this program is selective. Decisions will be made by the Nursing Admissions Committee. In addition to the general college admission procedures, applicants must file a separate nursing application directly with the Admissions Office. The process includes:

1. Completion of a college preparatory high school program which must include four (4) units of English, three (3) units of social science, two (2) units of mathematics and three (3) units of natural laboratory science (biology and chemistry required) OR satisfactory achievement in equivalent college level courses. An overall high school average of 80 or better is expected.
2. Completion of the college's placement test, unless the exemption criteria has been met.
3. Submission of ACT or SAT results if available.
4. Three letters of character reference from other than a relative.
5. Official transcript of a prior post-secondary education.
6. A personal interview may be required.
7. Ability to meet New York State statutory regulations which mandate persons licensed to practice nursing must be emotionally and physically sound.
8. Students who have attended other nursing schools must arrange to have a letter sent from that school concerning the reasons for withdrawal.
9. Credit for prior science courses (Anatomy & Physiology and Microbiology) will be recognized if course(s) have been taken within five (5) years of admission to Nursing and a grade of "C" or better was earned.
10. Must be eligible for MAT 101/103 or higher. Candidates admitted to the Nursing Program must provide a satisfactory health report, using a form provided by the College. Students enrolled in nursing are expected to abide by the rules and regulations listed in the Handbook for Students in the Department of Nursing, which is distributed to all new entering nursing students. All nursing students must attend Nursing Orientation and Registration sessions.

## Transfer Procedures

### Credit Evaluation

The amount of transfer credit accepted varies according to the curriculum requirements of the program being pursued; however, in every case a minimum of fifteen (15) credit hours must be completed at Clinton Community College to qualify for a degree or certificate. Transfer credits may be awarded, at the discretion of the Registrar, for the following reasons:

1. Academic credit earned at a post-secondary institution which is authorized by a state Department of Education to grant an Academic Degree. Grades of "C" or better will be transferred in to CCC. For grades less than "C", see policy on transfer of "D" grades below. "Pass" grades will be transferred in to CCC for credit, providing that the course and higher education institution in question meet transfer criteria.
2. Credit earned through military service schools, based upon the recommendation of the American Council on Education regarding collegiate level courses.
3. Credit earned through United States American Forces Institute (USAFI) courses, based on the recommendation of the American Council on Education.
4. Credit by examination through the College Level Examination Program (CLEP) when results meet the recommendations of the American Council on Education.
5. Credit by examination through the College Proficiency Examination Program with a minimum grade of "C".
6. The Science Department at Clinton Community College (CCC) will make available a list of science proficiency exams that students may successfully complete to earn science credit at CCC. Included in this list will be the proficiency exam title, the minimum passing score a student must earn to receive CCC science credit, the number of credits a student will be awarded and the course number and title that will appear on the CCC transcript. Only methods of evaluation on the list of approved proficiency exams will be honored by the CCC Science Department due to their known reliability/validity and increased transferability. This policy encompasses all CCC science courses listed. This information is available from the registrar, VPAA and/or department chairs.
7. The Science Department at Clinton Community College (CCC) will accept transfer of a science course from another institution only if the said class includes a laboratory component. This class will be transferred as equivalent to the appropriate science class at CCC. If the transferred class incorporates a laboratory class, with no equivalent class offered at CCC, this class will transfer as a science elective credits. In the case where the transferred class does not incorporate a laboratory component the class will transfer as "free elective" credits.

Transfer credits do not affect the quality point average earned at Clinton Community College. Only credit hours are transferred, not grades or quality points.

### Exception to transfer procedures:

The Nursing program will accept transfer credit for BIO 226 — Anatomy and Physiology I, BIO 227 — Anatomy and Physiology II, and BIO 204 — Microbiology, if the course was taken within the past five years.

### Policy on Transfer of "D" Grades

Clinton Community College will accept for transfer credit, a maximum of three (3) courses (not more than twelve credit hours) for which a student has earned a grade of "D".

- The "D" grade course(s) from the transfer college must have been earned within five (5) years from the date of application for transfer of "D" credit AND either A or B below:
- A. The student has completed a minimum of twenty-four (24) credit hours of study elsewhere with a grade of "C" or better for at least twelve (12) of the twenty-four (24) hours; OR
  - B. The student has satisfactorily completed one full semester at Clinton Community College with the grade of "C" or better for at least twelve (12) credit hours of study.

### Undeclared Student Status

Students may choose to remain in the "undeclared major status" for a period of time upon entry to the College in order to allow them time to decide on a career path and major field of study. All students must declare a curriculum or major at Clinton Community College by the time they have completed 24 credits of study at the College. The major may be either one of the formal curricula listed in this catalog or an approved individualized studies degree program.

### Non-Matriculated (Non-Degree Seeking) Status

This status is reserved for students who are not seeking a degree or certificate at the time of admission, are not interested in receiving financial aid, and who wish to waive placement testing and academic advisement which would normally determine the suitability of their courses for degree fulfillment or transfer credit.

Because of these conditions, enrolling for classes under this status is streamlined. The Non-Matriculated Student Status is designed to allow any interested individual to attend college credit courses without declaring a major or seeking a degree.

Students who register under this status for a given semester may not matriculate until the following semester.

This status is most suited to students who wish to enroll in courses for the following reasons: personal enrichment, learning/upgrading job skills, fulfilling degree requirements for another institution.

### Direct Conversion Guidebooks

Nationally recognized guidebooks (American Council on Education or Program on Non-Collegiate Sponsored Instruction) have established recommended credit conversion for civilian or military jobs. To have potential credits actually evaluated (converted by guidebook and placed on college transcript), the student must make an appointment with the Registrar and provide documentation.

### College Proficiency Test

Faculty/department prepared proficiency examinations may be available for selected courses offered at Clinton Community College. A student can challenge any specific course if a faculty member makes an exam available. After paying the required examination per credit hour fee and passing the examination a student will earn credit for the course. The student should contact the Life Experience Credit Program Coordinator at (518) 562-4142.

### Senior Citizen Auditing

Persons who have reached the age of sixty may register free as auditors in credit or non-credit courses. Registrations for credit-bearing courses will be accepted on a space available basis. No credit will be granted to auditors, no examinations will be required, and no outside work will be assigned to them. Non-credit courses and workshops must have the required minimum of paying students, and senior citizen auditors cannot be counted when determining whether or not a course has the minimum enrollment. Lab fees or other fees may be charged.

### Special Notice for Veterans

Veterans with more than one year of active duty in the armed service may petition for two credit hours of Health/Physical Education (HPE) credit. This credit may be awarded on the basis of verified participation in a concentrated period of physical education activities (basic training) while on active duty in the U.S. Armed Forces. The Registrar's Office will need a copy of the Veteran's DD 214 form, AARTS transcript, or SMART transcript in order to award transfer credit for military experience.

# Online Learning

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The College offers credit courses and academic programs via the Internet in two different formats. Asynchronous courses are taught entirely on the web, and students can take the course without ever coming to campus. A hybrid course is taught almost completely online but will require some on-campus meetings per semester.

Online learning courses have the same content and standards as on-campus courses. The quality of teaching and learning online is as high as on-campus courses. Students take tests, write papers, complete homework assignments, ask and answer questions, and participate in discussions via the internet. Students can work on class assignments any time of night or day that is appropriate for them. Books and other class materials can also be ordered via e-mail.

Some good reasons to take courses on the Web:

- You live a long distance from campus.
- You work during the day.
- You have children that keep you at home.
- The course you need isn't offered at a time you can take it.
- You're a highly motivated student who wants to try something new.

## Technology Requirements

To take an online course at Clinton, you must first have easy and consistent access to a computer with a reliable Internet connection (preferably high speed). You also need to work with a compatible web browser to have full functionality within your online course. To find out which browser version you should be using for your course, please check the online learning web pages at [www.clinton.edu/onlinelearning](http://www.clinton.edu/onlinelearning)

Some instructors require students to use special software related to their course. This information will be provided to you after you register.

## College Policies

All college policies apply to online courses. Two additional policies apply: 1. The last day to register for an online class is the day before the regular semester begins. 2. Students are encouraged to log on to their online courses a week before the regular semester begins. During this orientation week, they can participate in a number of online activities to determine if the course is appropriate for them. Students can drop without penalty before the regular semester begins.

## Online Degrees

Over 90% of credits for the following degrees can be taken online at Clinton:

### Business Administration A.S. (Transfer)

This Associate in Science degree is intended for students who wish to transfer to a four-year college or university in Business Administration.

### Business Administration A.A.S. (Career)

The business administration career program is for students contemplating careers in the expanding field of marketing, sales, retailing, advertising, personnel, office management and other related fields.

### Liberal Arts: Humanities/Social Science

This Associate in Arts degree prepares students for transfer to four-year programs in many professional fields, including history, art, psychology, sociology, communications, and many others.

### Other Online Opportunities

You can complete most General Education Requirements for other CCC degree programs online. You can complete the first two semesters of most CCC degree programs online.

Current online course offerings are listed on CCC's website: [www.clinton.edu/onlinelearning](http://www.clinton.edu/onlinelearning)

For more information, call the Online Learning Coordinator at (518) 562-4381, or e-mail [onlinelearning@clinton.edu](mailto:onlinelearning@clinton.edu).

## MINIMUM TECHNICAL REQUIREMENTS FOR ONLINE COURSES:

### Windows:

- Windows XP
- Internet Browser: Explorer 7 or higher; Firefox 4.X or higher

### Macintosh:

- Mac OSX 10.4 or higher
- Internet Browser: Explorer 7 or higher; Firefox 4.X or higher

*Some courses may require additional software.*



## College Advancement Program (CAP)

The College Advancement Program exists to better serve the needs of the local high school student population. CAP enables high school students to simultaneously receive both high school and college-level course credit. The objective of this program is to provide high-performing high school students an affordable opportunity to experience college-level courses and as a result, improve their chances of being successful in their transition from secondary to postsecondary education. Students participating in CAP are non-matriculated (non-degree seeking) students of CCC. However, students enrolled in CAP must meet the same placement requirements as matriculated students.

CAP courses are taught at the high school by approved high school instructors and have the same academic rigor as our on campus courses.

**Admission to CAP is designed to ensure student success. Students who wish to enroll in CAP courses through their high school must:**

- Have completed their sophomore year of high school
- Be recommended for admission by a high school counselor, principal, assistant principal or superintendent
- Meet the same placement requirements as on-campus students (i.e. English, Math)

**As a result of participating in CAP, students will:**

- Get a head start on their college education
- Gain self-confidence in their ability to do college-level work
- Enrich high school curriculum
- Receive an official College Transcript verifying completion of college-level work

Credits will transfer to most other colleges and universities; however, each institution has its own policies and regulations concerning the transfer of credits. Students are advised to check with the college(s) they are considering regarding transferability.

## Life Experience Credit Program

Clinton Community College recognizes that college level learning may be acquired outside the traditional classroom setting. Students may be awarded college credit for prior work experiences in which college level learning occurred. The most important point is that Life Experience Credit is awarded for learning, not for experience. Many students have prior learning experiences that are extremely valuable and worthwhile; however, these experiences may not convert into college credit. In order to be awarded Life Experience Credit, the learning outcomes must be shown to be equal to a similar college classroom experience. Awarding college credit for experience requires identifying and documenting the college learning gained outside the classroom.

There are four methods available for demonstrating prior learning experience equals college level credits and each method has its own special procedures and advantages/disadvantages. Interested students should schedule a meeting with the Educational Partnerships & Academic Services Coordinator (518) 562-4142 and should be ready to discuss any significant prior learning experiences. The coordinator can then advise the student whether or not to pursue Life Experience Credit, and which method is most appropriate.

## Independent Study

Independent Study is a vehicle for serving the special needs of the student body, complementing the regular programs of study with added educational and cultural experiences. Qualified students with particular interests may pursue them in greater depth than present courses provide or, in appropriate cases, may pursue honors level studies.

### Procedures

1. Independent study applications will be completed by the student in consultation with the appropriate faculty member. The student's signature will indicate that he or she fully understands the description of the material to be studied, the evaluation procedures to be used, the work to be produced, the time frame allowance, and the credits to be granted. The sponsoring faculty member(s) will sign and date the form and forward it to the appropriate Department representative.
2. The Department will review the proposed contract to assure that the study is appropriate to this College, and that the credits to be granted are commensurate with the study involved. The Department will forward the form to the student's advisor.
3. The student's advisor will review the proposed contract for the purpose of incorporating its content into the student's program. If the independent study contract is a substitution for a required course, the appropriate substitution form will be completed by the advisor and attached to the proposed contract for action by the Vice President of Academic Affairs. The fact that it is a substitution will be entered on the application by the advisor.
4. The Vice President of Academic Affairs will review the application and provide final administrative action on the contract. A lab fee may be charged as deemed necessary by the Vice President of Academic Affairs. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original contract application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
5. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.

## Directed Course Study

Directed study in a catalog course may be available to part or full-time Clinton students enrolled in a degree program when a scheduling conflict exists involving required courses or when a student is within fifteen (15) credit hours of graduation. There must be an exceptional reason for a student to take a regular catalog course as a directed study rather than in a scheduled class.

When a student feels that it will be necessary to take a course by directed study, the student should contact his/her advisor to see if an alternative course of study could be found. If a directed study seems to be necessary, then the student should:

1. Find an appropriate instructor at the College willing to conduct the course as a directed study.
2. Obtain the required form from the Registrar's Office. The



student should complete the part on the form that asks for the reason why the course is being taken as directed study. The instructor administering the directed study will complete the part asking for how the directed study will be given and how the student will meet the course requirements.

3. When the form has been completed, the student will bring it to the appropriate Department Chairperson or administrative head. The Department will review the proposed course of study to determine if it would meet the requirements of the course when taken in a regularly scheduled class.
4. If the proposal is approved by the Department, it will be forwarded to the student's advisor. If approved, the advisor will forward the proposal to the Vice President of Academic Affairs.
5. The Vice President of Academic Affairs will review the application and provide final administrative action on the proposal. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
6. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.

### **Basic Skills Program**

Students who succeed in college have strong reading, oral and written communication, mathematical, and reasoning skills. To provide the assistance that many new college students need to improve their skills in these areas, Clinton Community College offers six Basic Skills Program courses:

ENG 093	Reading and Study Skills
ENG 094	Fundamentals of Composition
ENG 100	College Reading
MAT 096	Arithmetic
MAT 098	Fundamentals of Mathematics
MAT 100	Introductory Algebra
COM 100	Communication and Life Skills

Students are placed in Basic Skills courses on the basis of placement test scores and previous educational experience. Some students are advised to take all of the Basic Skills Program courses, while other students may need one or two of the courses. Descriptions of the Basic Skills courses are included in the course-description section of this catalog.

Academic-support services, such as the following, are available to students in Basic Skills Program courses:

1. Tutoring in writing and mathematics.
2. Tutoring in most subjects taught at Clinton Community College.
3. Personal, academic and vocational counseling and advising.

Although some Basic Skills Program courses do not count toward students' degree requirements, these courses provide the opportunity for personal and academic development that many students need in order to reach their educational goals.

### **Honors Program**

The Honors Program at Clinton Community College provides students with an enriched learning experience through instruction and contact with some of CCC's finest instructors. Smaller classes, interdisciplinary topics and community service opportunities combined with the fellowship of other exceptional individuals allow students to achieve their specific goals. Courses in the program are designed to enhance students' research, writing and discussion skills while emphasizing creative thinking, participatory learning and originality. Students must meet specific admissions criteria to enter the program. In addition, students must maintain certain standards in order to retain their status in the program.

### **Adult Learning Community**

Designed to help adults transition into their college career, students aged 25 and older can register to take their first semester as part of an Adult Learning Community. Students will take three of their courses together, which will provide an opportunity for them to begin their college career with other students who are returning to (or entering) college after many years out of a classroom.

There is also a scheduled lunch hour for students to participate in campus events or activities, including guest speakers, presentations, clubs, or other special events.

# How to Register for Classes

Course registration is coordinated by the Registrar's Office, located in the Moore Academic and Administrative Building, Room 139. Registration dates are posted on the Clinton Community College website and the registrar homepage.

Certain procedures are necessary in order to register for courses. Students wishing to enroll should follow the process given according to their enrollment status.

## New First-Time and Transfer Students

Please refer to pages 7-11 for information.

## Continuing Students

Full-time or part-time students who plan to return to Clinton the next semester (no break in attendance) and are working towards a degree or certificate need to:

1. See their assigned advisor prior to the beginning of the registration period to complete a registration card.
2. Register for classes at the Registrar's Office. *Registration must be completed at the Registrar's Office in order to ensure that updated contact information is collected.*
3. Pay for classes by due date specified on bill.

## Returning Students

Full-time or part-time students who have had a break in their attendance at Clinton (excluding summer/winter sessions) and are working towards a degree or certificate need to:

1. Submit official college transcripts to the Admissions Office if another college(s) was attended since last attending Clinton Community College.
2. Complete the Re-Entry Form (available in the Counseling and Advisement Office)

3. Schedule and attend an appointment with an advisor in the Counseling and Advisement Office for course advisement.
4. Register for classes at the Registrar's Office.
5. Pay for classes by due date specified on bill.

## Non-Matriculated Students\*

Students who are not seeking a degree or certificate and are not interested in receiving financial aid (student loans included) need to:

1. Complete a non-matriculated registration card (available in the Registrar's Office or on the Registrar's Office website).
2. Register for classes at the Registrar's Office. *Students who are only taking online courses may fax registration cards to the Registrar's Office at (518) 562-4118.*
3. Submit immunization records to the College Nurse, if applicable. The nurse can be reached by calling (518) 562-4129.
4. Pay for classes by due date specified on bill.

\*NOTE: Non-matriculated students who are active-duty in the military, veterans, veteran spouses, or veteran dependents are strongly encouraged to contact the Veteran's Certifying Official located in the Registrar's Office prior to registration. See page 41 for more information about Veteran's Services.

## Questions?

Questions about the registration process should be directed to the Registrar's Office at (518) 562-4124. Additional information about registration can also be found on the registrar webpage at [www.clinton.edu/registrar](http://www.clinton.edu/registrar).

# Tuition and Fees

Tuition and Fees are subject to change, without notice, at the discretion of the College. Tuition and fees are set each year by the Board of Trustees and published in a separate document. Tuition and fee schedules are available at the Bursar's Office or the college website at [www.clinton.edu/bursar](http://www.clinton.edu/bursar).

**2011-2012 Rates** (Please check [www.clinton.edu/bursar](http://www.clinton.edu/bursar) for current rates.)

## Full-Time Students (per semester)

Students earning 12 or more credit hours are considered full-time.

*Fee of Intent (non-refundable deposit) . . . . .	\$50.00
**Tuition, New York State Residents . . . . .	1810.00
Tuition, Non-Residents . . . . .	4250.00
Student Activity Fee — \$6. per hour/max. of . . . . .	75.00
Alumni Fee . . . . .	10.00
Insurance, Accident . . . . .	15.50
Records/Portal Fee — \$10. per hour/max. of . . . . .	150.00
<i>*Full-time, first-time students admitted to selective admissions programs (e.g. Nursing)</i>	

## Part-Time Students (per credit hour)

Fewer than 12 credits per semester

**Tuition, New York State Residents . . . . .	\$151.00 pc hr
Tuition, Non-Residents . . . . .	350.00 pc hr
Student Activity Fee . . . . .	6.00 pc hr
Alumni Fee (per semester) . . . . .	10.00
Records/Portal Fee . . . . .	10.00 pc hr

## College Advancement Program

Tuition, New York State Residents . . . . .	20.00 pc hr
<i>**In order to qualify for New York State resident tuition rates, students must submit a valid Certificate of Residence along with their payment.</i>	

## Course Cancellation Policy

The college reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.

## Fees

Art Lab . . . . .	\$35.00
Biology Lab . . . . .	25.00
Chemistry Lab . . . . .	25.00
Computer Science . . . . .	25.00
Distance Learning . . . . .	20.00/cr hr
Electronics Technology Lab . . . . .	30.00
Environmental Science . . . . .	25.00
Geology Lab . . . . .	25.00
Industrial Technology Lab . . . . .	30.00
Language Lab . . . . .	12.00
Nursing Lab . . . . .	40.00-75.00
Nursing Malpractice Insurance 10.00/Year, 5.00/Semester	
Physics Lab . . . . .	25.00
Proficiency Examination or Portfolio Review . . . . .	50.00/cr hr
Wind Energy Lab . . . . .	30.00

*NOTE: A student whose records are on hold due to an outstanding obligation to the College will not be allowed to register and attend classes. (Examples of outstanding obligations include prior account balances, parking tickets, library fines, etc.)*

## Certificate of Residence

To qualify for the resident tuition fees, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions: Active Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes. Students admitted to the College who are not from Clinton County will be mailed the Application for Certificate of Residence approximately two months before registration. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office by the due date of the bill.

## Residency Definition

**Clinton County Resident:** A resident of the State of New York for one year and Clinton County for six months immediately prior to registration.

**New York State Resident:** A resident of the State of New York for one year and of a county, other than Clinton, for six months immediately prior to registration, who can present a Certificate of Residence from that county.

**Non-Resident:** Any student who does not fulfill the requirements in either of the above two statements.

## Payment

To be a registered student at Clinton Community College, the student must return their bill with full payment\* and a Certificate of Residence form to the Bursar's Office by the due date specified on the bill.

*\*The payment may consist of cash, check, VISA, MasterCard, financial aid awards, and/or completed promissory notes or payment plans.*

## Refund of Tuition and Fees

To obtain a refund, it is necessary for the student to complete the appropriate Add/Drop form and submit it to the Registrar's Office. Refunds will be received from 4 to 6 weeks after withdrawal.

**Section 602.11 of the Code of Standards and Procedures for Community Colleges Operating Under the SUNY Program States:**

**a) A student who is given permission to cancel registration shall be liable for payment of tuition and refundable fees in accordance with the following schedule:**

## Schedule of Student Tuition Liability

Liability	10-Week 8-Week Term		
	Semester	Term	or less
Prior to First Day . . . . .	0 . . . . .	0 . . . . .	0 . . . . .
During First Week . . . . .	25% . . . . .	50% . . . . .	75% . . . . .
During Second Week . . . . .	50% . . . . .	75% . . . . .	100% . . . . .
During Third Week . . . . .	75% . . . . .	100% . . . . .	100% . . . . .
After Third Week . . . . .	100% . . . . .	100% . . . . .	100% . . . . .

1. Approval of the cancellation with the date it becomes effective must be certified by the chief executive officer of the College or his duly designated representative. No money shall be refunded unless application for the refund is made within one year after the end of the term for which the tuition requested was paid to the College. The first day that classes are offered, as scheduled by the College, shall be considered the first day of the semester, quarter or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.
2. A tuition liability schedule for any term other than those listed in the schedule above shall be determined by the chief executive officer of each college subject to the approval of the Chancellor of State University.

**b) Exceptions:**

1. There shall be no tuition or refundable fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which he/she does not receive academic credit, provided the student submits proper certification of such military service from an appropriate military official.
2. A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.
3. Tuition and fees collected in error, or in amounts in excess of the required amounts may be refunded. The request for refund shall include the reason for and the amount of the refund.
4. A student who is receiving Veterans Administration benefits under the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), see subdivision (d) of this section, and is enrolled in a nonaccredited program may not be charged on withdrawal in excess of the approximate prorated portion of the total charges that the length of the completed portion of the program bears to its total length and shall be entitled to a refund of any amount paid in excess thereof.
5. A student who withdraws while receiving Federal financial assistance under Title IV of the Higher Education Act of 1965, as amended, under section 668.22 of title 34 of the Code of Federal Regulations (34 CFR 668.22), shall receive a calculation of earned vs. unearned financial assistance based on the withdrawal date and determined on a pro rate basis of completion of the enrollment period. If the student withdraws on or before the completion of 60% of the enrollment period and has received more grant or loan assistance than he/she has earned, the institution and/or the student is responsible for the return of the unearned funds to the Title IV program as the law specifies. This return may result in additional charges assessed to the student's account.
6. Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond his or her control, under conditions in which the denial of refund would cause undue hardship, the chief executive officer of the College may, in his or her discretion, determine that no liability for tuition and fees has been incurred by the student, provided the student has not received or will not receive academic credit for the term. Such action, including the reason therefore, shall be in writing.

- c) Military personnel withdrawing from any program or term because of changes of assignment beyond their control and upon proper certification of such change from a**

base education service officer or other appropriate military official shall be deemed to have incurred no liability for tuition and fees due from such personnel, as opposed to tuition and fees paid by the Federal government in their behalf.

- d) Section 668.22 of title 34 of the Code of Federal Regulations, revised as of July 1, 1997, the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), and sections 1070, et seq. of title 20 of the United States Code, as amended by Pub. L. No. 105-33, 111 Stat. 648 (1997), which have been incorporated by references in this section are on file in the Office of the Secretary of State of the State of New York, 41 State Street, Albany, NY 12231-0001. They are also available for public inspection and copying in the State University of New York Office of the Vice Chancellor for Finance and Business, State University Plaza, Albany, NY 12246. The Code of Federal Regulations and the United States Statutes at Large are published by The National Archives and Records Administration's Office of the Federal Register. The United States Code is published by the Office of the Law Revision Counsel of the United States House of Representatives. Copies of the publications may be obtained from the United States Government Printing Office Superintendent of Documents Sales Service, Washington, DC 20402.**

**Return of Federal Title IV Funds Policy**

Section 484B of the Higher Education Act of 1965 as amended by the Higher Education Amendments of 1998 (Public Law 105-244) requires a return of Federal Title IV funds for students who withdraw from school on or before the completion of 60% of the payment period.

The institution will make a determination of the percentage of grant or loan assistance earned for the period the student attended during the payment period. If the student has received more grant and/or loan assistance than the amount earned, the institution, the student or both are responsible for returning the unearned funds as the law specified.

The amount of unearned Title IV aid due from the institution will be calculated by multiplying the percentage of Title IV aid unearned times the institutional charges for the payment period.

The student, or parent for a PLUS loan, is responsible for returning the difference between the unearned aid disbursed and the amount the institution will return. Loan funds that a student must return, or parent for a PLUS loan, are repaid in accordance with the terms of the promissory note. In the case of grants, PELL and FSEOG, the law provides that the student's responsibility for returning funds is reduced by 50%. Arrangements can be made for returning grant overpayments by contacting the Department of Education.

Funds are required to be returned to the Title IV programs, up to the total net amount disbursed from each source, in this order:

1. Unsubsidized FFEL/Direct Stafford Loan\*
2. Subsidized FFEL/Direct Stafford Loan\*
3. Perkins Loan\*
4. FFEL/Direct PLUS\*
5. Federal PELL Grant
6. FSSEOG
7. Other Title IV programs

*\*For students and parents, loan amounts are returned in accordance with the terms of the promissory note.*

The school will advise the student, or the parent in the case of a PLUS loan, in writing, if they are eligible for a post-

withdrawal disbursement for grant or loan assistance earned and not credited to outstanding charges on the student's account.

The student, or parent in the case of a PLUS loan, may accept or decline some or all of a post-withdrawal disbursement. To accept all or some of the post-withdrawal disbursement, the student or parent, in the case of a PLUS loan, must respond to the institution's notification within 14 days of the date that the institution sent the notification. If a student, or parent in the case of a PLUS loan, does not reply within 14 days of the date that the institution sent the notification, the school will assume that the post-withdrawal disbursement has been declined and no further disbursements will be made.

### Workshop Refunds

Before First Class .....100%  
 After First Class .....0%

Refunds should be received within four to six weeks after a reported withdrawal.

### Tuition Appeals

A Tuition Appeals Committee reviews requests for refunds not meeting the Refund Policy criteria. The student must officially withdraw from the course(s) being appealed prior to submitting the Tuition Appeal. Appeals must be submitted to the Tuition Appeals Committee, utilizing the form available at the Bursar's Office and the Center for Community & Workforce Development. Request for refunds must be made within one year after the end of term for which the tuition was paid.

### Course Cancellation Policy

The College reserves the right to cancel a scheduled course. When this occurs, every effort is made to inform students in a timely manner. In the case of a canceled course, all tuition and fees related to the course will be refunded in full.

## Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and CCC Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$4,842 (includes tuition, fees and books) per year to more than \$13,980 (including tuition, fees, books, room, board etc.)

### Sample Annual Budgets 2011/2012

	Commuter	Residents in CCC Housing
Tuition & Fees*	\$4,108	\$4,108
Room & Board	1,500	7,950
Transportation**	1,894	600
Books	850	850
Miscellaneous	928	932
Totals	\$9,280	\$14,440

\*Based on in-state tuition. \*\*May vary based on distance.

Students wanting to be considered for financial aid at CCC (including student loans) must complete the Free Application for Federal Student Aid (FAFSA) annually. The FAFSA not only determines student eligibility for all federal aid including the PELL Grant program, but it also is the generating document for the New York State Tuition Assistance Program (TAP). A student who lists a NYS address on the FAFSA and at least one college located in NYS will be directed to the web to complete the TAP application. Financial aid at CCC is awarded based on student eligibility, need and the availability of funds.

### Steps for Filing for Financial Aid:

- File the FAFSA form by one of the following methods:
  - file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - complete the renewal FAFSA
  - Clinton's code for the FAFSA form is 006787
- Complete the TAP on the web application.
  - Clinton's code for TAP is 2036
- If borrowing, request a student loan by contacting the Financial Aid Office.

### Federal Aid

In general, to be eligible to receive federal aid students must:

- Show financial need based on the information provided on the FAFSA.
- Complete the verification process with appropriate corrections (if required) prior to aid being processed.
- Have a high school diploma or General Equivalency Diploma (GED) for access to Federal Financial Aid.
- Be U.S. citizens or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not owe any refunds on a PELL Grant or other federal funds received.
- Not be in default on federal student loan.

Clinton Community College participates in the following Federal Financial Aid Programs:

- Federal Pell Grants
- Federal Direct Stafford, subsidized and unsubsidized, Federal Direct Parent Loan for Students
- Federal Supplemental Educational Opportunity Grant – FSEOG
- Federal Work Study – FWS
- Aid to Native American Students

### Federal Pell Grant

The Pell Grant is designed to provide financial assistance to full and part-time students. Amount: During the 2010/2011 academic year the awards will range between \$555 and \$5,550 for eligible students.

**How to Apply:** Complete the Free Application for Federal Student Aid (FAFSA) on the web at [www.fafsa.gov](http://www.fafsa.gov).

**Notification:** Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then calculate the PELL award based on that document, or request more information as needed. Eligible students will be notified in writing of their awards.

The Federal PELL Grant will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

## Campus Based Aid

Students are evaluated for campus based aid on the basis of information provided on the Free Application for Federal Student Aid (FAFSA). Awards are based on student financial need as well as availability of funds.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

**Eligibility:** Recipients must have exceptional financial need and be in an approved program.

**Amount:** FSEOG awards at Clinton range from \$300-\$1,000 per year depending on financial need and the availability of funds.

**How to Apply:** Complete the Free Application for Federal Student Aid (FAFSA). The established cutoff date for consideration of FSEOG funds is May 1st. All applications received/processed prior to this date will be considered for these funds. Applications received/processed after this date will only be considered if funds are still available.

**Notification:** Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will then award aid as indicated, or request more information as needed. Applicants awarded FSEOG will be notified in writing of their awards.

FSEOG awards will be credited to the student's account and will be disbursed according to the College's disbursement policy. Disbursements are issued by the Bursar's Office.

## Federal College Work Study Program (FCWS)

**Eligibility:** Recipients must be enrolled at least half-time and have financial need as determined by the FAFSA.

**Amount:** Federal Work Study positions pay not less than minimum wage and average 6-10 hours per week.

**How to Apply:** Complete the Free Application for Federal Student Aid (FAFSA).

**Notification:** Clinton will automatically receive an institutional copy of the Student Aid Report for all students who indicated on the FAFSA that Clinton was one of their college choices. The Financial Aid Office will determine if the applicant is eligible for Federal Work Study, or request more information as needed. Eligible students select a job from a list of eligible positions. Once the student has been interviewed by the job supervisor, and hours have been set, the student returns to the Financial Aid Office to pick up their student appointment form. The student is then sent to the Payroll Office to complete payroll paperwork.

Federal work study will be disbursed in accordance with the College payroll schedule, based on approved time sheets submitted.

## Federal Direct Student Loans Program

The loan program allows students to borrow money from the Federal Government. Applicants must complete the FAFSA, a Master Promissory Note, and sign their student loan offer. Instructions for completing a Master Promissory Note are available at the Financial Aid Office or [www.clinton.edu](http://www.clinton.edu). Each first time student loan recipient will be required to complete an electronic entrance interview prior to receiving their student loan disbursement. In addition, first time borrowers at Clinton will have a 30 day

delayed disbursement of their loan. All borrowers must attend an exit interview when graduating or withdrawing from school.

The Federal Direct Student Loan will be credited to the student's account. Loan proceeds will be applied against outstanding tuition, fees, and authorized charges and the remaining student loan proceeds will be refunded to the student, in accordance with the College's disbursement schedule available at the Bursar's Office. Refund payments are made by check and must be picked up in person with identification.

## Federal Subsidized Stafford Loan

This is a subsidized loan with the interest being paid by the government until 6 months after a student leaves college or attends less than half time.

**Eligibility:** Eligibility is determined using the following: cost of attendance, other financial aid, and expected family contribution as determined by the FAFSA.

**Amount:** A first year student (less than 30 credit hours towards their degree) may borrow up to \$3,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$4,500 per year. Both first and second year students may be eligible for an additional \$2,000 unsubsidized loan based on need. Undergraduate students may borrow an aggregate limit of \$23,000.

**Interest:** Depends on date of first disbursement. Visit [www.direct.ed.gov](http://www.direct.ed.gov).

**Notification:** After processing the loan application, the Financial Aid Office notifies the student as to the amount of the loan and the approximate disbursement date.

## Federal Unsubsidized Stafford Loan

This loan has all the same terms as a Federal Subsidized Stafford Loan except: the student is responsible for the interest while in school and does not need to prove financial need to receive the loan.

**Eligibility:** Eligibility is determined using cost of attendance and other financial aid.

**Amount:** A first year student (less than 30 credit hours towards their degree) may borrow up to \$5,500 per year. Second year students (30 or more credit hours towards their degree) may borrow up to \$6,500 per year. Independent undergraduates are eligible for additional amounts. Check with the Financial Aid Office to determine your eligibility. Undergraduate students may borrow an aggregate limit of \$31,000 for dependent students and \$57,500 for independent students.

**Interest:** Depends on date of first disbursement. Visit [www.direct.ed.gov](http://www.direct.ed.gov).

**Notification:** Loans are subject to the approval of the Federal Government. Students will receive an official approval from the Federal Government.

## Federal Direct PLUS (Loans for Parents)

**Eligibility:** A parent of a dependent student must apply, must be a U.S. citizen or eligible non-citizen, may not be in default on any educational loan or owe a refund on an educational grant, and is subject to a credit check.

**Amount:** Cost of attendance minus financial aid.



**How to Apply:** Loan process and procedures are available online at [www.clinton.edu/financialaid/loans.cxml](http://www.clinton.edu/financialaid/loans.cxml).

**Interest:** The interest rate is fixed at 7.90%.

**Repayment:** Begins 60 days of last disbursement for loan Period, unless deferment is requested.

**Notification:** Loans are subject to the approval of the Federal Government. Parent will receive notification of approval from the Federal Government.

## Financial Aid Requirements

### To Maintain Federal Financial Aid

Students must meet satisfactory academic progress in order to continue receiving federal financial aid. Satisfactory academic progress for Federal Financial Aid Programs (Pell, SEOG, Work Study, Stafford Loans, and PLUS) includes qualitative and quantitative components.

#### Qualitative component

Students must achieve a certain grade point average based on the number of credit hours attempted.

#### Quantitative components

**Passing Grades:** Students must earn a certain number of credits based on the number of hours attempted.

**Maximum Time Frame:** Students must complete their degree after they have attempted semester hours equal to 150% of the published time frame for their program. Non-credit course work (during the first semester) is not considered when calculating hours attempted for the 150% of maximum time frame.

The chart below outlines satisfactory academic requirements for Federal Financial Aid recipients. Students must meet the qualitative and both parts of the quantitative components in order to continue receiving their Federal Financial Aid.

### Federal Financial Aid Academic Progress Requirements

*After this many hours attempted:*

0 . . . . 1-18 . . . 19-32 . . . 33-48 . . . 49-62 . . . 63-78 . . . 79-96

*Percent of hours to be earned:*

0 . . . . 40% . . . 50% . . . . 60% . . . 70% . . . . 75% . . . 80%

*This many hours must be accrued:*

0 . . . 6 (min) . . . 16 . . . . . 28 . . . . . 43 . . . . . 58 . . . . . 76

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

### NYS Financial Aid

In general, to be eligible for New York State Financial Aid Programs a student must:

- Have a high school diploma, General Equivalency Diploma or pass a test approved by the U.S. Department of Education. Clinton will test students prior to being admitted.
- Be a U.S. citizen or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not be in default on federal student loan.
- Be a NYS resident.

Clinton Community College participates in the following NYS Financial Aid Programs:

- Tuition Assistance Program (TAP).
- Aid for Part-Time Study (APTS).
- State Special Scholarships such as Children of Deceased or Disabled Veterans, Child of Deceased or Disabled Police Officers or Firefighters etc. For more information on New York State special scholarships contact: New York State Higher Education Services Corporation (NYSHESC) Office of Grants and Scholarships, Albany, NY or check their website at [www.hesc.org](http://www.hesc.org).

### New York State Tuition Assistance Program (TAP) (Full-Time only)

**Amount:** A student's award is limited to the maximum award from the applicable award schedule or tuition, whichever is less.

**How to Apply:** Complete the FAFSA on the web listing a NYS address and indicating at least one college in NYS for which to send the information. Apply online at [www.hesc.com](http://www.hesc.com), TAP on the web, which is prefilled with your FAFSA data, and if applicable historical data from HESC's system

**Notification:** NYS Higher Education Services Corporation will notify student of their award. The Tuition Assistance Program is subject to the final passage of the New York State Budget.

### Part-Time TAP for Student with Disabilities

**Eligibility:** Same as TAP eligibility except students do not have to be full-time and must have a documented disability under the 1990 Federal Americans with Disabilities Act. Students will need to have eligibility verified by CCC's Disability Specialist.

**How to Apply:** Complete the FAFSA on the web listing a NYS address and indicating at least one college in NYS for which to send the information. Apply online at [www.hesc.com](http://www.hesc.com), TAP on the web, which is prefilled with your FAFSA data, and if applicable, historical data from HESC's system.

**Notification:** NYS Higher Education Service Corporation will notify the student of their full-time Tap Award. The Certifying Official at Clinton will notify HESC of the student's status as part-time with documented disability. HESC will issue an official award notice based on part-time attendance.

### Aid for Part-Time Study (APTS)

**Eligibility:** The student must:

- Be working toward an undergraduate degree as a part-time student enrolled for 3-11 credit hours per semester.
- Have completed 6 credit hours at Clinton Community College with at least a 2.0 GPA.
- Retain good academic standing (students must maintain a minimum 2.0 GPA at Clinton).
- Be a resident of New York State.
- Be either a U.S. citizen, or eligible non-citizen.
- Meet income limits as set forth by NYS.

**Amount:** Awards will vary based on available funding.

**How to Apply:** Applications may be picked up at the Financial Aid Office, completed, and returned to the office with a copy of the appropriate NYS tax return.

**Notification:** The Financial Aid Office will notify the student of their approval or denial of APTS Awards. New York State Financial Aid (TAP & APTS) will be credited to the student's account and disbursed according to the College's disbursement policy.

**Financial Aid Requirements To Maintain New York State Financial Aid**

Students must meet satisfactory academic requirements in order to continue receiving state financial aid. Satisfactory academic progress for New York State programs includes Pursuit of Program and Academic Progress.

Pursuit of Program requires a certain percentage of earned credits to be accrued vs. attempted credits (including transfer credit).

Academic Progress requires that the student achieve a certain grade point average based on the number of semesters attended. The chart below outlines satisfactory academic requirements for NYS financial aid recipients. Students must meet both Pursuit of Program and Academic Progress requirements.

**New York State Academic Progress Requirements**

*Before this financial aid award:*

1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6

*This many credits must be accrued:*

0 . . . . . 6 . . . . . 15 . . . . . 27 . . . . . 39 . . . . . 51

*This grade point average must be attained:*

0 . . . . . 1.30 . . . . . 1.50 . . . . . 1.80 . . . . . 2.0 . . . . . 2.0

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog. Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college, unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

Students who do not have documented, extenuating circumstances and who have not been academically dismissed from Clinton Community College may attend at their own expense until they have reached the minimums listed in the above chart.

# List of Financial Aid

Federal Pell Grant	Students who take at least 3 credit hours a semester and demonstrate financial need. Up to \$5,550 depending on cost of attendance. Use FAFSA to apply.
New York State Tuition Assistance Program (TAP)	Students who have to pay at least \$200 a year in tuition and attend full time (at least 12 credits). Students must have a "C" average after receiving 2 annual payments. Graduate and professional students are also eligible. \$500-\$5,000 for first-time recipients (undergraduates), depending on their family's NYS net taxable income, the tuition amount, type of school attended, and other factors. Use FAFSA and TAP Application to apply. Apply as soon as possible, but no later than May 1 of the academic year for which aid is needed. <i>Part-Time TAP</i> Students taking 6 to 11 credits who in the previous academic year have earned two consecutive semesters of 12 credits each (24 credits total) and maintained a "C" average. Available beginning in 2007-08 for students who have completed requirements as first-time freshmen in 2006-07.
Federal Subsidized Direct Loan (Subsidized)	Eligibility based on financial need. Graduate and professional students are also eligible. For undergraduates, up to: \$3,500 (1st year) – \$4,500 (2nd year) – \$5,500 (each remaining year). Maximum undergraduate total: \$23,000. U.S. government pays all the interest while recipient is enrolled at least half-time (plus the grace period after student leaves school or drops below half-time attendance). Apply using FAFSA and e-Master Promissory Note.
Federal Direct Loan (Unsubsidized)	Student must use their maximum eligibility for subsidized Stafford Loans first. For financially independent undergraduate students. Graduate and professional students are also eligible. No financial need requirement. For independent undergraduates, additional amounts are available with unsubsidized loans: \$4,000 (first 2 years) – \$5,000 (each remaining year). Recipients are responsible for the interest while in school; interest payments can be made or added to the principal balance. Apply using FAFSA and e-Master Promissory Note.
Federal PLUS Loan	Applicant must: be the natural or adoptive parent or stepparent of a dependent student, not have an adverse credit history, not be in default on any educational loan, or owe a refund on any educational grant. (This rule also applies to applicant's child.) Cost of attendance minus any financial aid that the dependent student is expected to receive. Fixed interest rate of 8.5%. Repayment begins within 60 days after the full loan amount is disbursed.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Priority is given to: Students with exceptional financial need and students who receive federal Pell Grants. For undergraduates up to \$4,000 a year, with a maximum total grant of \$20,000. Use FAFSA to apply.
NYS Aid for Part-Time Study (APTS)	NYS residents who: attend a NYS college, take 3-11 credits per semester, pay at least \$100 a year in tuition. Up to \$2,000 depending on NYS net taxable income. Awards determined by College. Contact the college financial aid office for an APTS application. FAFSA may also be required.
New York Lottery Leaders of Tomorrow Scholarship	U.S. citizen and a graduate of a NYS high school. Have maintained a "B" average for 7 semesters of high school. Demonstrate leadership skills and document experience in extracurricular and community activities. Must attend a NYS college full time and maintain a "B" average. Each high school principal will recommend 2 seniors. One senior from every private and public high school will be selected. Awards are \$4,000 payable in increments of \$1,000 per year. Must complete studies within 5 year period. Contact high school guidance office for information. Apply no later than March of the academic year for which aid is needed.
NYS Scholarship for Academic Excellence	Students who are enrolled for 12 credits or more at a NYS college. Awards are: \$1,500 to the top graduating senior of each high school in NYS. \$500 to other academically gifted students. Contact high school guidance office for information.
Federal College Work Study	Schools give priority to students with exceptional financial need. Graduate students are also eligible. Varies according to school policy. FAFSA required.
NYS Tuition Tax Credit Deduction	New York State resident taxpayers may claim a deduction or a refundable credit for allowable undergraduate tuition paid for themselves, their spouses, or dependents enrolled in qualified institutions. The deduction or credit may be taken for attendance at colleges in or outside of New York State. Visit <a href="http://www.hesc.org">www.hesc.org</a> for more information.
Aid to Native Americans	Members on the official tribal roll of a NYS tribe: children of those members \$2,000 a year for 12 or more credits per semester; prorated amounts available for students taking fewer than 12 credits. Native American Education Unit, NYS Education Department, Education Building Annex, Room 475, Albany, NY 12234 – (518) 474-0537. Apply by July 15 for fall semester, December 31 for spring semester, May 20 for summer session.

Aid to Native American Indians	Needy applicants who are: at least one-quarter American Indian, Eskimo, or Aleut; an enrolled member of a federally recognized tribe; attending college full-time. Bureau of Indian Affairs/Education, South & Eastern States Agency, MS2559-MIB, 1849 C Street NW, Washington DC 20240, (202) 208-3478.
AmeriCorps Education Award	Members of AmeriCorps programs who have completed their community service. \$4,725 after completing 1,700 hours of service; \$2,363 upon completing 900 hours. Living allowances, health insurance, and child care may be included. Visit <a href="http://www.nyscnscs.org">www.nyscnscs.org</a> , or contact NYS Office for National and Community Service, Division of Budget, State Capitol, Albany, NY 12224.
Flight 587 Memorial Scholarship & Flight 3407 Memorial Scholarship	Children, spouses and financial dependents of individuals killed in American Airlines Flight 587 crash in Queens, New York on Nov. 12, 2001 and Continental Flight 3407 crash in Buffalo, NY on Feb. 12, 2009. Must be full-time undergraduate student in an approved program in NYS. Students already enrolled in undergraduate institutions outside New York on Nov. 12, 2001 are also eligible. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required.
NYS Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers and Emergency Medical Service Workers.	Children or spouse of a police officer, firefighter, or emergency medical service worker who died as a result of injuries sustained in the line of duty. Students must attend full-time. Actual tuition costs or SUNY undergraduate tuition, whichever is less. Also provides for nontuition costs in combination with other programs. Call the Higher Education Services Corporation at 1-888-NYSHESC (1-888-697-4372). FAFSA required. Apply by May 1 of the academic year for which aid is needed.
NYS Volunteer Recruitment Service Scholarship	Active volunteer recruits who join volunteer fire departments and ambulance squads in NYS. One scholarship application per organization. A limited number of scholarships are selected from all applications submitted. Up to \$4,350 a year for eligible candidates to attend a public or private college in NYS. For more information, visit <a href="http://www.hesc.org">www.hesc.org</a> .
NYS World Trade Center Memorial Scholarship	Children, spouses and financial dependents of deceased or severely and permanently disabled victims of the Sept. 11, 2001 terrorist attacks on the United States or the subsequent rescue and recovery operations. This includes victims at the World Trade Center site, Pentagon or on flights 11, 77, 93 or 175 and in the rescue and recovery operations. New York State residency and U.S. citizenship not required. Up to the published cost of attendance at a SUNY or CUNY college or an equivalent amount at a private/independent college. Apply using form at <a href="http://www.hesc.org">www.hesc.org</a> , or contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372).
Children of Veterans Award	Students whose parents served in the U.S. armed forces during specified time periods and died as a result of such service, were discharged honorably and suffer 40% or more disability as a result of service, are deceased and suffered 40% or more disability as a result of service, are former POW's or are MIA. \$450 per year. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Military Service Recognition Scholarship	Children, spouses and financial dependents of those who while NYS residents serving in the U.S. armed forces or state militia on or after 8/2/90 died, became severely or permanently disabled or were classified MIA. Contact the HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Veterans Affairs	Programs for: eligible veterans; dependents and spouses of veterans and military personnel (living or deceased); children of service-connected disabled veterans. Call 1-800-827-1000, or contact any regional Department of Veterans Affairs office or visit <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> . Also contact Clinton Community College's Veterans Affairs Office at (518) 562-4266 or on the web at <a href="http://www.clinton.edu/VeteransAffairs/">www.clinton.edu/VeteransAffairs/</a> . Disabled veterans call 1-800-827-1000, or contact any regional Department of Veterans Affairs office or visit <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> .
Veterans Tuition Award	Eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved NYS vocational training program. Up to \$1,000 per semester for full-time study or \$400 per semester for part-time study. Contact HESC Scholarship Unit at 1-888-NYSHESC (1-888-697-4372) or e-mail <a href="mailto:militarycorner@hesc.org">militarycorner@hesc.org</a> .
Vietnam/Persian Gulf/Afghanistan Veterans Tuition Awards	Vietnam veterans, Persian Gulf veterans and veterans who served in Afghanistan during designated periods, take at least 3 credit hours, and meet other requirements. Graduate students and students in vocational programs are also eligible. \$1,000 per semester for full-time study, \$500 per semester for part-time study. Call HESC at 1-888-NYSHESC (1-888-697-4372). Apply by May 1 of the academic year for which aid is needed.