



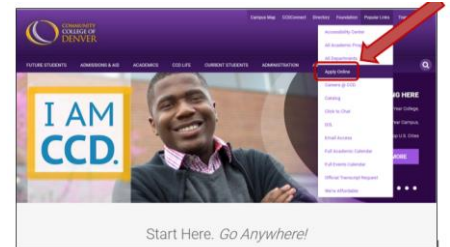
Community College of Denver

High School Student CCD Admissions Application Instructions

Screen shots show the first part of the application for each screen; not all portions of the application are shown. Be sure to fill out all parts when you complete the application.

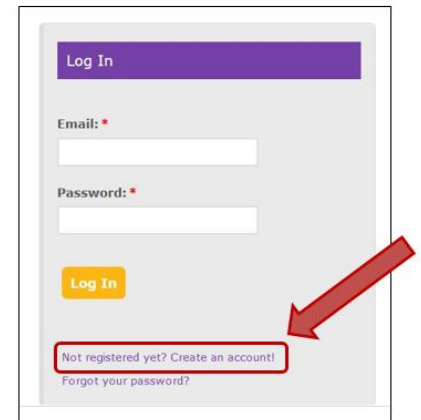
Access the CCD Online Admissions Application:

- Go to www.ccd.edu and click on "Apply to CCD Online" under the "Popular Links" menu at the top right of the screen. There are two parts to the process. You will first complete a Profile Account and then move to the CCD Admissions Application.



Profile Account Create a Profile Account:

- First time users will create a new account by clicking on the link at the bottom for "Not registered yet? Create an account."



Profile Account Contact Information:

- Be sure to use your full legal name, not a nickname, or a shortened version of your name.
- Be sure to use an email that you will have access to when you graduate from high school.** At the last step, use a password that you will remember! You may need this password again to sign up for orientation or other events. This password may be different from your CCD student portal account once you become a student.

A screenshot of the "Contact Information" form on the CCD website. The form has a title bar that says "Contact Information - To allow us to best serve you, please provide all information requested. Items marked with an * are required." The form contains several input fields: "Legal First Name *", "Legal Middle Name", "Legal Last Name *", "Former Last Name", "Preferred First Name", "Select Phone Type *" (with a dropdown menu showing "Mobile phone"), and "Enter Mobile Phone *". At the bottom, there is a disclaimer: "By providing a mobile phone number, I understand that my selected Community College may occasionally send me text messages related to official college business, such as recruitment."

Your Profile Account is created, but NOT your Application:

- You should see a screen that looks like this one once your profile account is created; however this is only the first step in the application process. If you see multiple tabs in grey, these are other applications you may have previously started or submitted. The tab in white is the application that you are currently working on. You will now complete the *CCD Admissions Application*. Click on create a new application below the yellow box to start a new application.

Summer 2019 - CCD Auraria Campus

Fall 2019 - Associate of General Studies/CCD Auraria Campus

Fall 2019 - CCD Auraria Campus

- ☒ 1. Create a Profile 6/11/2018 Created On
- ☒ 2. Start an Application 1/16/2019 Started On
- ☐ 3. Complete an Application

View Additional Applications

Create a New Application

- Click on "Start a new Undergraduate Application."

Application Listing

Start a new Undergraduate Application

Have you attended and/or applied during the past year?
If Yes, you are an Active student and do not need to re-apply.

My Applications

You will go to a page to confirm the semester when you will start taking CCD classes. You must correctly identify when you want to start attending CCD.

- If you are a concurrent enrollment student, choose the current semester.
- If you are a graduating high school student, choose the semester you will begin at CCD, typically in the Fall after you graduate.

Online Application

Select an application to complete

When do you want to start attending college? *

CCD Admissions Application Personal Information:

- You will now begin the CCD Application for Admissions. Your personal information from the Profile Account should automatically populate. Make sure it is correct and fill out any missing information.

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Please be sure to save your answers. Navigating between tabs without clicking "Save" at the bottom of the page may result in your answers not being saved.

Personal Information

Academic Information

Residency Information

Demographic Information

College Opportunity Fund and Certification

Name

Legal First Name *

Legal Middle Name

Legal Last Name *

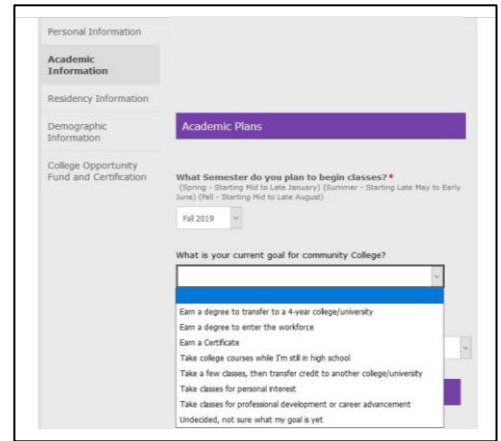
CCD Admissions Application Academic Information:

The semester for when you want to begin classes at CCD should autofill from your Profile Account. If this is incorrect, please fix this now.

- If you are a concurrent enrollment student, choose the current semester.
- If you are a graduating high school student, choose the semester you will begin at CCD, typically in the Fall after you graduate.

What is your current goal for Community College?

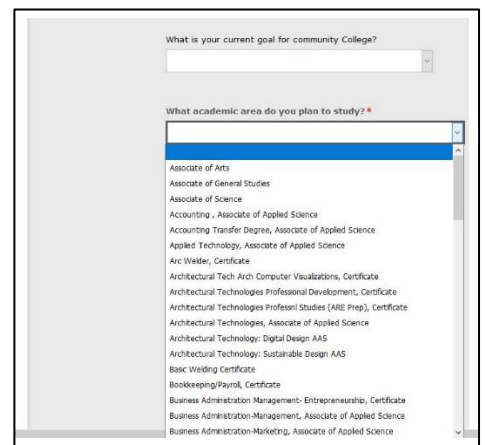
- If you are a concurrent enrollment student, choose "Take courses while I'm still in high school"
- If you will be graduating from high school, choose the option that fits your goals best.



CCD Admissions Application Academic Information:

What academic area do you plan to study?

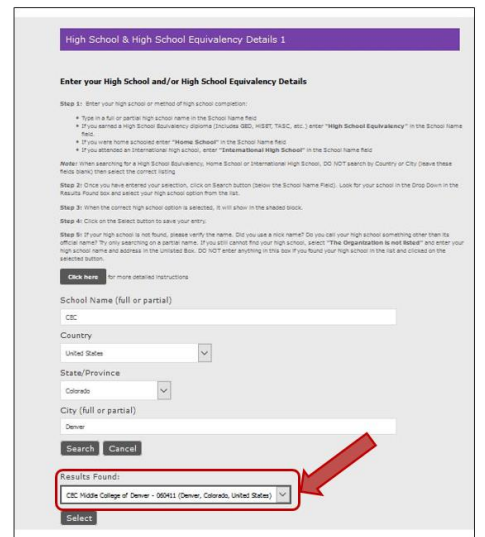
- Most concurrent enrollment students will choose **Associate of Arts or Associate of Science** (we do not recommend the Associate of General Studies), particularly if you are still deciding on what you want to focus at CCD. You can always update this to a specific plan of study when you meet with your CCD Advisor in the future. The last page has descriptions of plans of study that may help. Please do not leave this blank.
- If you know your specific plan of study, you can choose it here. This is best for students who are sure of their plan of study and are not just exploring.



CCD Admissions Application Academic Information:

High School Information

- To ensure that you select the correct high school, please begin by selecting United States and Colorado from the appropriate drop down menus and then type in Denver for the city. When you type in the name of your high school, it should then find the correct one in the drop down menu below.



- Please do not leave the high school section blank. Also, it would be best not to type in the name of your high school in the alternate field below. If you are having difficulty finding your high school with the method described above, please contact CCD at 303-556-2600.

Complete School Name and Address if you couldn't find your high school in the list above

Please complete this section if your high school cannot be found in the dropdown list above by typing in the information.

CCD Admissions Application Academic Information:

High School Information, Graduation

- Please answer the questions correctly about your high school graduation. Please note that this can be completed for a future graduation date.

Have you or will you earn a high school diploma or High School Equivalency?

Yes

Month you earned or anticipate earning your Diploma or High School Equivalency? *

May

Year you earned or anticipate earning your Diploma or High School Equivalency? *
(enter 4 digits for the year, YYYY)

2010

High School Information, Student Type

- Please be sure to select the correct response for either concurrent enrollment or if you are graduating high school.

Student Type

Are you a student at another college and will only attend as a visiting summer student? *

No

Did/will you graduate or earn a high school equivalency before you plan to begin classes? *

Yes, I passed the high school equivalency exam (includes GED, HISET, TASC)

Yes, I am a high school graduate (includes home school)

Yes, I am a current high school student who will graduate prior to the semester for which I am applying

No, I am a current high school student who will not graduate prior to the semester for which I am applying (aka concurrent enrollment student)

No, I did not graduate high school; I will not graduate high school; I have not or will not complete the high school equivalency exam (includes GED, HISET, TASC)

Choose this if you are graduating high school prior to when you start at CCD.

Choose this if you will still be in high school as a Concurrent Enrollment

CCD Admissions Application Residency Information:

Citizenship Status

- ALL students are welcome at Community College of Denver! This includes U.S. citizens as well as DREAMer students - whether they are ASSET, DACA, or undocumented students.
- Students must complete their citizenship status correctly. If you hold a green card please choose "PR-Permanent Resident". If you have a Visa please choose "Visa Holder" followed by your specific Visa type. If none of these options apply to you please choose "Other" for more options.
- Other citizenship types will show below, choose from Refugee, Non-US citizen, or other (commonly used for DACA or visa types not listed in the option above). Please avoid choosing unknown, this will likely lead to the need for supporting documents regarding your status.

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Personal Information

Academic Information

Residency Information

Demographic Information

College Opportunity Fund and Certification

Citizenship Status

Citizenship Selection *

U.S. Citizen

PR-Permanent Resident

Visa Holder

Other

Security Number *
(the SSN (no dashes))

Citizenship Selection *

Other

Other Citizenship selection *

AS - RF - Refugee

N Non-U.S. Citizen

U Unknown

Other

Security Number *
for the SSN

CCD Admissions Application Residency Information:

Citizenship Status, Social Security Number

- ***If you are a U.S. Citizen or Permanent Resident or DACA recipient you must enter your valid Social Security Number to submit your application.*** False entries may be flagged and holds will be placed on your account so that you cannot register for classes.

Residency Information

Demographic Information

College Opportunity Fund and Certification

Citizenship Status

Citizenship Selection *

U.S. Citizen

Please enter Social Security Number *

Please enter 9 digits for the SSN (no dashes)

Your Social Security Number (SSN) will be treated as confidential and protected against unauthorized use or disclosure. Providing your SSN helps to identify your records within the Colorado Community College System (CCCS), and connect them to critical records including financial and Federal financial aid (FAFSA) records. Your SSN may be used by authorized college officials for positive identification, institutional research, and required state and federal reporting and compliance. It may also be used within the system to create summary data about college and CCCS programs.

1

CCD Admissions Application Residency Information:

In-State Classification

- If you have been or will be in a Colorado high school for at least three years, please choose "Yes" in the question to establish in-state classification.

Based on your previous answers, we have calculated that you are under 23. DO NOT change unless pre-selected button is incorrect! Changing this may affect your tuition classification.

☐ Over 23 ☒ Under 23

In-State Classification

Once you make a selection, if you wish to change your answer, you must blank/clear all answers by clicking the "Blank" option so that no answer shows.

Residency Question:

Have you attended a Colorado High School for three years and been admitted or will be admitted to a Colorado higher education institution within 12 months of your graduation/GED completion?

☒ Yes ☐ No

CCD Admissions Application Demographic Information:

- Please complete the following sections on Military Status, Gender/Selective Service, Ethnicity, Race Selection, and Supplemental Information.

The screenshot shows the 'Demographic Information' section of the CCD Admissions Application. It includes fields for Military Status (Choose a Military status), Gender/Selective Service (What was your gender at birth?), Ethnicity (This information is collected for federal reporting requirements), Are you Hispanic or Latino?, Race Selection (What is your race?), and checkboxes for American Indian or Alaska Native, Asian, and Black or African American.

CCD Admissions Application College Opportunity Fund and Certification:

- The College Opportunity Fund (COF) program provides a stipend for new and continuing in-state students attending college in Colorado. Students who do not authorize COF are responsible for the portion of tuition that would otherwise be covered through COF. More information can be found at <http://www.ccd.edu/cof>.
- Students who are U.S. Citizens may automatically apply and authorize the use of this stipend in the Application for Admissions.

The screenshot shows the 'College Opportunity Fund (COF)' and 'Certification' sections. It includes a section for 'Do you allow us to create a College Opportunity Fund Account?' with a 'Yes, apply on my behalf' button. Below that is the 'Certification' section with a 'Do you certify the following?' question and 'Yes'/'No' radio buttons. At the bottom, there is a 'Student Signature' field and a 'Signature Date' field.

College Opportunity Fund

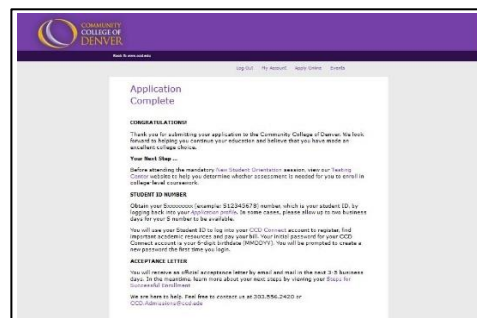
Concurrent enrollment students who are not U.S. citizens can still apply for and receive COF funds. Please go to <https://cof.college-assist.org/>.

- Concurrent enrollment students will choose "Apply Now" to start the process. The first screen will ask for a date of birth. On the next screen, you will select that they do not have or wish to provide their SSN. On the following screen, they will select that they are in a Concurrent Enrollment or ASCENT program. Follow the rest of the steps to complete the COF application.
- When the application is complete, you will be given a C-number which is used to authorize COF. Please share this with your high school and the CCD College Pathways office.

The screenshot shows the 'COF Online Student Application' form. It includes a 'Student Identification' section with a 'Do not have or wish to provide my SSN' button. Below that is a 'Note' section with important information about the application process. At the bottom, there is a 'COF Online Student Application' section with a 'I am currently a high school student applying for COF because I am or will be enrolled in a Concurrent Enrollment or ASCENT (5th year high school & college) program.' checkbox and a 'Yes' button.

When you complete your application, a couple of things may happen.

- If the system is able to automatically process your application, you will be given an **S-number**, which is your CCD identification number. This will be appear on the screen after you submit your application.
- If the system is not able to automatically process your application, it will go through a manual review that may take a few days. Please check your email that you used in the application each day for your welcome letter with your S-number.
- If you submitted your Admissions Application and you have not received an email with your S-number, please log back in to your account to ensure it was submitted correctly. Click on "My Account." If your application is still in progress, you may go back in to finish it. If you need more help, you may contact CCD at 303-352-3130.
- **Please save your S-number in a place, such as your phone, you can access later. Concurrent enrollment students will share this with your high school counselor or liaison.** We recommend printing a copy out for your high school.



- **Errors:** You must complete any field on the Admissions Applications with a red asterisk. If you are missing information, you will be alerted at the end of the application process. You must click on each error and it will take you to back to that page to fix the information that you were missing.

Errors

Please specify a value for First Name. ([Legal First Name](#))

Please specify a value for Last Name. ([Legal Last Name](#))

Please specify a value for Email Address. ([Email Address](#))

Please specify a value for Permanent Address Line 1. ([Mailing Address](#))

Please specify a value for Permanent Address City. ([City](#))

Please specify a value for Academic Program. (What academic area do you plan to study?)

Please specify a value for Guest Type. (Are you a student at another college and will **only attend as a visiting summer student**?)

You must certify the statement. (Do you certify the following?)

Please specify a value for Signature. ([Student Signature](#))

Additional Information for Students on Plans of Study at CCD

Certificates

CCD offers numerous certificates, which exist to either enhance your current employment skills or provide new ones and can be a great step into the workforce. Many of the certificates can be applied to an A.A.S. degree when you are ready to continue your education. Some of the certificates require prerequisites and selective entry so it is important that you read the catalog carefully to understand what is required.

Associate of Arts (A.A.) Degree

An Associate of Arts (A.A.) degree provides a learning foundation in communications, social sciences, arts and humanities. Some students work toward the A.A. for purposes of personal enrichment. Many others plan to transfer to four-year colleges and universities to continue their work toward baccalaureate degrees and pre-professional training in such fields as law, business, education, the arts, and social sciences.

Associate of Science (A.S.) Degree

The Associate of Science (A.S.) degree provides a learning foundation in mathematics and the sciences. Although some students work toward the A.S. degree for personal enrichment, many plan to transfer to four-year colleges and universities to continue work toward a baccalaureate degree and professional training in such fields as engineering, medicine, mathematics, biology, chemistry and physics.

Associate of Applied Science (A.A.S.) Degree

The Associate of Applied Science (A.A.S.) degrees prepare you for entry-level employment in your chosen career. They have all been approved by the State Board for Community College and Occupational Education and have a minimum of 60 credits. A.A.S. degrees are not specifically designed for transfer but some will transfer or have courses embedded within them that will transfer. It is important that you talk with your academic advisor or faculty mentor to get specific details about transferring the A.A.S.