

CONTRA COSTA COLLEGE

Your Steps to Success for Spring 2009

New Student Orientation & Assessment Information

Step 1 – Complete an Admissions Application (Student Service Center 115)

You must file an application for admissions online at www.contracosta.edu click on **ENROLL NOW** and then click on the **ONLINE ADMISSIONS** link which will take you directly to the application. Limited paper copies are available in the Office of Admissions and Records (SSC-115). Please note: YOU MUST have an application on file PRIOR to taking the assessment and attending orientation. Note: If you attended CCC in the past, but you did not enroll in a class last year you must reapply.

Step 2 – Apply for Financial Aid (Student Service Center 102)

Complete the FAFSA www.fafsa.ed.gov and the Board of Governor’s (BOG) Fee Waiver by clicking “Fee Waiver Assistance” icon on the top of the www.contracosta.edu home webpage.

Step 3 – Take the Assessment (Student Service Center 104)

Assessment of new students is required in the areas of reading, writing, and math (see exemptions on the back page). Contra Costa College uses COMPASS, a computerized assessment, for placement into English, reading, math and ESL (English as a Second Language) courses. The test is un-timed and is only open to students who have submitted their application and intend to enroll at Contra Costa College. COMPASS is available to take on a drop-in basis at the Assessment Center (SSC-104). Students taking the COMPASS/ESL assessment must also complete a timed writing assessment.

Students must bring photo ID and their student ID number to the lab. Please note: Children are not allowed in the lab.

Assessment Center **HOURS** (No Appointment Required)

JANUARY	FEBRUARY
Monday 9am-6pm	Monday 9-2
Tuesday 9am-2pm	Tuesday 9-2
Wednesday 9am-6pm	Wednesday 1pm-8pm
Thursday 9am-2pm	Thursday 9-2
Friday 9am-12pm	Friday CLOSED
Please allow enough time to complete your test: English: 1 – 1.5 hrs. ESL: 1.5 – 2 hrs. Math: 45 min. – 1 hr.	

Step 4 – Complete the New Student Orientation (Online or In-person)

Orientation is designed to provide you with a wealth of information on Contra Costa College policies, procedures, programs, and the support services that will assist you in setting up a path to success. The orientation takes approximately one hour. To complete the online orientation go to www.contracosta.edu and click on **ONLINE SERVICES** and then click on the link for **ONLINE ORIENTATION**. You can complete the online orientation at home or in the Assessment Center—if space permits. You are required to answer a few questions, print and sign the certificate of completion to verify your successful completion of the on-line orientation. This verification **must** be delivered to Counseling in SSC 108 ; faxed to (510) 235-5819, or mailed to 2600 Mission Bell Drive (COUNSELING) San Pablo, CA 94806.

In Person Orientations will be offered on a limited basis. Please contact the Counseling Office ext. 7255 or Assessment Center ext. 4301 for the specific dates, times and locations.

Step 5 – Sign-up to meet with a Counselor (Student Service Center 108)

All new students **must** complete steps 1 thru 3 prior to meeting with a counselor for assessment placement and an education plan. Sign-up for a counseling appointment after completing your assessment, by using the SARS TRAK System located on the counter in the Counseling Office SSC 108 or calling (510) 235-7800 ext. 7255.

During the counseling session you will:

- A) Receive your COMPASS/ESL assessment results;
- B) Learn how to use the catalog & schedule, and
- C) Select courses for the upcoming semester

Note: During the peak registration period most counseling will be conducted in a group format.

See Reverse

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Step 6 – Complete Registration (On-line or by Phone)

(Registration Assistance also available in the Student Services Lab. (SSC-108) -during assessment hours listed above or on the front page)

New students must complete steps 1 thru 4 (unless exempt) prior to enrolling in classes. There are two ways to register for classes: online or by phone.

Registration Date for New Students beginning Spring 2009:

- December 15, 2008 to midnight one day prior to the first class meeting.

After these dates you **MUST** attend the first class and obtain an add code and form from the professor; if a prerequisite or HS Concurrent Enrollment form is **not** required you may enroll on the express registration section of Web Advisor; using the four digit Late Add Code issued by the professor-otherwise you must take all required forms to Admissions & Records.

To register online or by phone you must know your:

Student ID Number & Six digit birthday e.g. Sept. 05, 1985 is 090585

Your Web Advisor username is the first initial of your first name, your last name and the last three digits of your Student ID number and your **initial** password is your six digit birthday (mmddyy). You will be prompted to change your password after your initial log-in. The new password should consist of 6-9 characters (including at least one number and/or one letter)

Example: *jsmith567* username *080282* password

For **online registration** go to www.contracosta.edu -click on **ONLINE SERVICES** and then click on the link for **ONLINE REGISTRATION**.

For **phone registration** call the automated telephone registration system available from 6:00 a.m. until 12:00 a.m. at (866) 455-8734. *Telephone registration is available in English and Spanish.*

In Person Registration Exception- in person registration is only available for students providing documentation to waive a prerequisite block **or** students currently attending high school.

Other Important Information

Matriculation Exemptions (Forms available in Student Service Center 108, 110 or 115)

All new students working toward a degree, certificate, transfer, or are undecided about their career goals are expected to participate in the matriculation process (**assessment, orientation, and counseling/program planning**) unless exempt for one of the following reasons:

- You have completed at least 15 units of coursework at another college and have taken English and math courses (must provide transcript).
- You hold an Associate Degree or higher.
- You are taking 6 units or less of coursework with no prerequisites, and *for personal enrichment only*.
- You have completed the matriculation process at another college and you wish to waive your right to participate.
- Students taking the ESL Assessment are not required to take the math assessment, though we recommend it.

Waiver forms are available through the Offices of Admissions and Records, Matriculation or Counseling, and must be signed by appropriate college personnel.

Parking: **Campus parking** regulations are enforced Monday-Friday during the regular terms. If you plan to park on campus during this time, you must purchase a parking permit or a daily parking permit for \$2.00 to park in any student lot.

No Classes/Campus Closed: December 23-January 4, Jan. 19, Feb. 6, 7, 15 & 16, April 11-17 and May 26

Campus Tour: Campus tours are offered by the Student Life Center. For more information about tour dates and times, please call the Student Life Center at (510) 235-7800 extension 4237. Tours will only take place if there are sign-ups at least 24 hours in advance, they are not offered during rainy weather.

Financial Aid (510) 235-7800 ext.4508 or 4509 / Childcare: (510) 235-7800 ext. 4575 / PACE (510) 235-7800 ext.4332