



ACADEMIC PLANNING PACKET

- 2 Academic Registration Checklist
- 3 Steps to Successful Enrollment

ACADEMIC REGISTRATION CHECKLIST

Complete the attached Academic Registration Packet by following the instructions on the following page.

Documents to be submitted to CLE	Completed	Mailed to CLE*
Recent test scores (ACT,SAT, or Accuplacer)	<input type="checkbox"/>	<input type="checkbox"/>
Unofficial transcripts from other colleges previously attended	<input type="checkbox"/>	<input type="checkbox"/>
A copy of student's ID card or Drivers License	<input type="checkbox"/>	<input type="checkbox"/>
Information on previous accommodations received	<input type="checkbox"/>	<input type="checkbox"/>
Documents that need to be submitted to the college directly		
Official test scores sent directly from the testing office	<input type="checkbox"/>	
Official high school transcripts	<input type="checkbox"/>	
Official college transcripts	<input type="checkbox"/>	
Submit online application and fee if any	<input type="checkbox"/>	
All financial aid documents including FAFSA and scholarship applications	<input type="checkbox"/>	

*All documents need mailed back to CLE-Denver:

College Living Experience

C/O Academics
1391 Speer Blvd., Suite 400
Denver, CO 80204



STEPS TO SUCCESSFUL ENROLLMENT

APPLY TO COMMUNITY COLLEGE OF DENVER (CCD) AT WWW.CCD.EDU

- The online application will ask application type: New First Time Student, Transfer Student and Re-admit. If you are a transfer student, please send your official transcripts and a transcript review form to the Community College of Denver.
- Contact Academic Coordinator at CLE with Student ID and password.

ACTIVATE CCD EMAIL ACCOUNT

- Your CCD student e-mail account is the only official means of communication between you and the college. You must activate your account to receive official documents or notifications from the college. Log on to CCDConnect located at www.ccd.edu, go to personal information tab, select Click Here to activate your new account and proceed with the steps.

BE ASSESSED

- Go to the Testing Center at Auraria or one of CCD's other locations to take the basic skills assessment test. You may not have to take the test if you have adequate ACT/SAT scores or prior college experience. Submit your test scores or transcripts from another college to the testing center be exempted from your assessment test. CCD Testing Center • 303-556-3810
- Get course advising and complete course registration with Academic Coordinator at CLE.

PROVIDE PROOF OF IMMUNIZATION OR GET IMMUNIZED

- Currently, all new and continuing students MUST provide the Student Health Center proof of immunization against Measles, Mumps and Rubella (MMR).

PAY TUITION

- Pay your tuition and fees by the deadline using a check, cash, financial aid, credit card, promissory notes and FACTS Tuition Management. It is your responsibility to pay your tuition and fees by the deadline or you will be dropped from your classes. If you expect to receive Financial Aid, it is YOUR responsibility to check with the Financial Aid Office to make sure your payment is arranged. CCD Cashier's Office • 303-556-2075

ATTEND CLASSES AND BE SUCCESSFUL!

OTHER SCHOOLS CLE WORKS WITH IN DENVER

Arapahoe Community College
Emily Griffith Technical College
University of Colorado

Red Rocks Community College
Metropolitan State University of Denver
Denver University of Denver