



How to Get Started

## ADMISSIONS POLICIES AND PROCEDURES

Admission is open to anyone who is a high school graduate, has earned a GED or is at least 18 years old and can benefit from college-level instruction. Admission can be granted to others by the Coordinator of Admission Services (Board Policy 20-50). The college will not discriminate in its programs and activities on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, physical or mental handicap or disability (Board Policy 20-5).

Prospective students should apply to the Admissions office well in advance of their expected starting date. Applications are available online at [www.cod.edu](http://www.cod.edu), in this *Catalog*, or in the Admissions and Information Services office.

Students should submit official transcripts from high schools and colleges they have attended. Students should make a formal request to the Records office to have their transcripts evaluated to determine successful completion of prerequisites, to allow registration in COD courses and/or for evaluation of previous college credits earned for application toward a degree or certificate at COD. To request an evaluation, applicants should go online at [www.cod.edu](http://www.cod.edu), and click on "Records" and then "Transfer Evaluation," or call (630) 942-3829.

No tests are required for admission; however, test information is helpful to college advisors who assist students with their educational planning. Therefore, students are encouraged to take national college entrance tests such as the ACT. Placement tests in reading, writing and mathematics are required.

### FYI (For Your Information) and CVD (Campus Visit Day) Sessions

One-hour information sessions are provided for prospective or newly admitted students. Included is information about getting started at the College, programs of study, services available, transfer information and answers to your questions.

## COLLEGE DISTRICT RESIDENCY

Towns and villages in the College of DuPage district are:

Addison	Keeneyville
Argonne National Laboratory	La Grange
Aurora*	La Grange Park
Bensenville	Lemont
Bloomington	Lisle
Bolingbrook*	Lombard
Brookfield*	McCook
Burr Ridge	Medinah
Carol Stream*	Naperville
Clarendon Hills	Northwood
Countryside	Oak Brook
Darien	Oakbrook Terrace
Downers Grove	Plainfield*
Elk Grove Village*	Roselle*
Elmhurst	Villa Park
Eola	Warrenville
Fermilab	West Chicago*
Flowerfield	Western Springs
Glen Ellyn	Westmont
Glendale Heights	Wheaton
Hanover Park*	Willow Springs*
Hinsdale	Willowbrook
Hodgkins	Winfield
Indian Head Park	Wood Dale
Itasca	Woodridge

\*Only portions of these communities are in District 502. Call the Registration office at (630) 942-2377 for detailed information.

1. In-District Resident  
Students, excluding "International Residents" as defined below, who have occupied a dwelling within District 502 for at least thirty (30) days immediately prior to the beginning of the term will be classified as in-district residents.
2. Out-of-District Resident  
Students, excluding "International Residents" as defined below, who do not occupy a dwelling within District 502, but have resided within the State of Illinois for at least thirty (30) days immediately prior to the beginning of the term are classified as out-of-district residents.
3. Out-of-State Resident  
Students who have not occupied a dwelling within the State of Illinois for at least thirty (30) days prior to the beginning of the term are classified as out-of-state residents.
4. International Resident  
Students whose permanent residences are outside the United States and who wish to attend College of DuPage while on a valid student visa, other visa, or visa waiver program, that permits them to attend school while in the United States, are classified as international residents.
5. Exceptions to 1, 2 and 3  
Students who obtain residence within the College of DuPage district for reasons other than attending College of DuPage are exempt from the 30-day requirement if they provide documentation of a verifiable interest in establishing permanent residency. The Registration office makes the final determination of residency status.

Student residency classifications will be in accordance with provisions of the Illinois Community College Act and guidelines established by the Illinois Community College Board.

## CHARGEBACKS

Individuals who want to enroll in an Associate in Applied Science degree or certificate program not offered by their own community college or through the Cooperative Agreement program (described previously) may apply for a chargeback, which is financial assistance with the out-of-district portion of the tuition (Board Policy 25-50). Students should apply for a chargeback through the Admissions Office of their own community college at least 30 days prior to the beginning of the term for which they intend to enroll.

Chargebacks are available for community colleges within the State of Illinois. Most community college districts do not approve chargebacks for single courses within a curriculum, developmental courses, non-credit courses, and Associate in Arts or Associate in Science degrees.

## REGISTRATION PROCEDURES

New Student Registration Eligibility – New student registration begins the day after returning student registration ends.

For more information, call the Admissions office at (630) 942-2482.

### Returning Students

The registration date will be based on the number of credit hours a student has accumulated at COD. Check [myaccess.cod.edu](http://myaccess.cod.edu) for institutional completed credits earned.

If the returning student was not enrolled at College of DuPage for the previous term, go to [myaccess.cod.edu](http://myaccess.cod.edu) or call the Registration office, (630) 942-2377, for the registration eligibility date.

### **Late Registration**

Written permission must be obtained from the instructor to register for a class on or after the day the class begins. Registration is not permitted after the midpoint of the class.

### **Non-Credit Classes, Seminars and Workshops**

A student may register for non-credit classes, seminars and workshops anytime between the beginning of the registration period and up to the second meeting of the class.

### **Ways to Register**

When eligible to register, students may register in one of two ways.

1. Online Registration (myaccess.cod.edu)  
To use Online Registration, you must be an admitted or returning student with a Colleague Student I.D. The student I.D. number is sent in your COD acceptance letter.
2. In Person  
Visit the Registration office in the Student Resource Center (SRC), Room 2048, during office hours. The Regional Centers will also provide registration assistance.

### **Adding Courses**

A class may be added only up until the day before the first scheduled class meeting. Upon the day the class begins, written permission from the instructor is required in order to register. Credit classes cannot be added after midpoint of the class.

### **Auditing a Course**

Intent to audit a class must be indicated at the time of registration and the higher audit tuition charge will be assessed. After the class begins, written permission from the instructor is required in order to audit a class. Students may not request to audit a class after midterm. The audit grade of "X" is recorded on the permanent academic record: No credit is earned and the audit grade does not affect the grade point average (GPA).

### **Overload**

Students wishing to register for 20 or more credits during any term must have written permission from a counselor or advisor in Counseling and Advising Services, or the dean or associate dean in their academic area.

### **Withdrawal From Credit Classes**

A student may withdraw from a course up to the midterm date of the class. Withdrawal may be made by Online Registration or in person at the Registration office. After that date the student may withdraw only with written permission from the instructor, which must be brought to the Registration office or faxed to (630) 790-3785. If the student is not withdrawn through the Registration office before the end of the term, the grade will be recorded as an "F." Check the Registration schedule online (www.cod.edu) or the *Class Schedule* for information on dates for withdrawal.

### **Withdrawing From Credit Classes Due to a Medical Reason**

Direct a request for a medical withdrawal to the Office of the Dean of Admissions Services and Registrar, (630) 942-4284. Requests should be made in writing and accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset and estimated length of treatment. Medical withdrawal forms are available in the Registration office and online at [home.cod.edu/registration/refunds.aspx](http://home.cod.edu/registration/refunds.aspx). Requests for medical withdrawals are reviewed individually. Refunds are issued when appropriate within the guidelines of the College of DuPage refund policy. The student will receive written notification of the decision within three weeks from the Office of the Dean of Admissions Services and Registrar.

### **Withdrawing From Adult Non-Credit Classes, Seminars and Workshops**

A student may withdraw up until the end of the class, seminar or workshop.

## **TUITION AND FEES FOR CREDIT CLASSES**

### **Admissions/Recording Fee**

A \$20 non-refundable admission fee is charged the first time a student applies to the College for credit courses. The fee is not charged to district residents age 65 or older.

### **In-District Tuition**

Students who meet the criteria of an in-district resident pay in-district tuition.\*

### **Out-of-District Tuition**

Students who meet the criteria of an out-of-district resident pay out-of-district tuition.\*

### **Out-of-State Tuition**

Students who meet the criteria of an out-of-state and/or international resident pay out-of-state tuition.\*

### **Special Tuition Categories**

1. Employed Full-Time In-District  
Students whose permanent residence is outside of College of DuPage district, but who work 35 or more hours within District 502, are charged in-district tuition upon presenting the proper documentation to the Registration office. For more information, contact the Registration office at (630) 942-2377.
2. Cooperative Agreements/Chargebacks  
Illinois residents whose permanent residence is outside of District 502 may be eligible to pay in-district tuition through a cooperative agreement or chargeback if their local community college does not offer a certificate or degree program offered at College of DuPage. For more information, students should contact the Admissions office of their local community college at least 30 days prior to the start of a semester.
3. Senior Citizens  
Senior citizens (age 65 or over) whose permanent residence is within District 502 pay a reduced tuition rate.\* Students 65 years of age and older may receive free tuition if their annual household income is less than the threshold amount in Section 4 of the Senior Citizen Tax Relief Act.
4. COD Online Courses  
Students who register for COD online courses are charged in-district tuition regardless of their residency, with the exception of F-1 international students, who are charged the regular international student rate.
5. Students who audit courses (taken for no credit) are charged a higher tuition rate.\*

### **Service Fee**

A service fee is included in the tuition for each semester credit hour.\*

### **Payment Plan Fee**

Students who choose the payment plan are charged a payment plan fee. An additional fee is assessed per semester should an automatic bank payment or credit card payment be returned.\*

### **Returned Check/Charge Card Fee**

Students are charged a fee for each check or charge card rejected by the bank.\*

**Course Fees**

Certain courses require the payment of course fees. Course fees are printed in the class listing of the *Class Schedule*.\*

\*Current tuition rates and fees are printed in the *Class Schedule* and are available online.

**REFUNDS**

Students seeking refunds for credit classes shall be reimbursed according to the procedure printed in the current *Class Schedule*. Refund dates are posted for each class on the student's class schedule at myACCESS.cod.edu.

**STUDENT FINANCIAL AID**

Financial aid programs strive to reduce financial barriers to a college education.

Most of the major financial aid programs are based on demonstrated financial need. Financial need is the difference between the resources of the student and/or family and the cost of attending college.

Financial aid is available to any eligible student enrolled in an eligible degree or certificate program. Grants, loans, on-campus employment and local scholarships are aid options available to help students meet their educational expenses.

All federal/state financial aid programs are subject to government review and control, and are subject to change.

The Free Application for Federal Student Aid (FAFSA) is available from high schools, public libraries, the College of DuPage regional centers and/or the Office of Student Financial Aid as well as on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students planning to attend College of DuPage in the fall may apply for financial aid in January of the same year. Those who apply and qualify before April 10 will be given first consideration. Others will be awarded funds according to the date of their completed financial aid file, financial need and fund availability.

In general, a student may qualify for most federal and state financial aid if the following conditions are met:

- The student must be enrolled at least half-time as a regular student in an eligible program.
- The student must be a U.S. citizen or an eligible non-citizen.
- The student must demonstrate financial need.
- The student must maintain satisfactory academic progress in his/her course of study.
- The student must not be in default on a Perkins, Stafford or PLUS/SLS loan.
- The student cannot owe a refund on a Pell Grant, a Supplemental Educational Opportunity Grant, or an Academic Competitiveness Grant.
- The student must have signed a Statement of Selective Service Compliance.

For additional information, contact the Student Financial Aid office, (630) 942-2251.

**Grants**

Federal Pell Grants help undergraduate students who have not earned a bachelor's or professional degree from either a U.S. or foreign college to pay for their education. The Pell Grant is the largest federal student aid grant. For many students, these grants provide a "foundation" of financial aid, to which aid from other sources may be added. Pell Grants may be used to pay for tuition, books and indirect educational expenses. Pell Grants do not have to be paid back.

**Illinois Student Assistance Commission Monetary Award Program**

is a need-based state funded program designed to assist undergraduate students. The Monetary Award Program pays only in-district tuition charges. Monetary award amounts vary depending on the student's demonstrated financial need.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is awarded to undergraduate students to help pay for educational expenses. Students can receive up to \$3,000 a year with priority given to students with exceptional financial need who receive the Pell Grant. FSEOG awards are also based on the availability of FSEOG funds. An FSEOG does not need to be repaid.

**Student-to-Student Grant (STS)**

Student-to-Student awards are offered to assist undergraduate students at state-supported colleges. Students must demonstrate exceptional financial need and must be concurrent Pell Grant recipients. Students who receive an FSEOG are not considered for the STS grant. STS grants are based on available funds and do not have to be repaid.

**Silas Purnell Illinois Incentive for Access (IIA) Grant**

The IIA Grant provides assistance for freshmen who have a zero Expected Family Contribution (EFC) based on their Federal Financial Aid application. The maximum grant is \$500 paid in disbursements of \$250 per term for two terms.

**Federal Work Study**

Federal Work-Study provides students with financial need the opportunity to earn money to assist them in meeting their education expenses. A variety of jobs are available to students both on and off campus.

**Loans**

The William D. Ford Federal Direct Loan Program, provided by the federal government, offers low-interest, long-term educational loans to qualified students.

This Program includes both subsidized and unsubsidized loans.

Subsidized loans are made to students who demonstrate financial need, as determined by a federal needs test. In contrast, eligibility for unsubsidized loans is not based on financial need.

The primary difference between the two loan types is that the borrower is responsible for paying the interest on the unsubsidized loan from the date the funds are disbursed. Interest on subsidized loans is paid by the federal government while the borrower is in school at least half-time, throughout the grace period and during periods of deferment.

**Loan Limits**

The following charts indicate the Federal Stafford loan limits that apply to a combination of both subsidized and unsubsidized loans at the time of this writing.

**Dependent Undergraduate Students**

Academic Level	Combined Subsidized and Unsubsidized Loan Limits*
Freshman .....	\$5,500
Sophomore .....	\$6,500

**Independent Undergraduate Students**

Academic Level	Combined Subsid. and Unsubsid. Loan Limits	Additional Unsubsidized Loan Limits	Total Limits
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500

\* These loan maximums will be lower for some undergraduate programs less than a year's duration.

**Federal Direct PLUS Loan** (Parent Loans for Undergraduate Students, provided by the federal government, offers long-term educational loans to qualified persons. PLUS loans made for periods of enrollment beginning on or after July 1, 1987, have a variable interest rate. Under the PLUS Program a parent or legal guardian is eligible to borrow on behalf of dependent undergraduate students.

The maximum loan amount that a parent may borrow per academic level on behalf of each dependent student cannot exceed the cost of attendance minus any financial aid received.

A borrower is obligated to repay the full amount borrowed (including the insurance premium and any origination fees), plus interest. The repayment period begins on the day the loan is disbursed, and interest begins to accrue on that day. The first payment is due within 60 days of the disbursement date.

These loan programs are governed by federal regulations and are subject to change.

### **Veterans Financial Aid**

The Illinois Veterans Grant (IVG) is administered by the Illinois Student Assistance Commission (ISAC). IVG will pay for tuition and certain fees for qualified veterans attending ISAC-approved Illinois state universities and community colleges.

A qualified applicant shall be any member of the Armed Forces of the United States, a reserve component of the Armed Forces, or the Illinois National Guard who:

- served at least one year of federal active duty service and whose separation from such service has been characterized as honorable provided he/she
- was a resident of Illinois at the time of entering federal active duty service or within six months prior to entering the service; or
- was a student at an Illinois public university or community college at the time of entering federal active duty service;
- established or plans to establish Illinois residency within six months after leaving federal active duty service;
- is not in default on any student loan nor owes a refund of any state or federal grant; and
- is maintaining an acceptable grade point average as determined by the institution pursuant to a published policy.

Recipients may use their grant assistance up to a maximum of 120 eligibility units.

Applications for the Illinois Veterans Grant are available in the Office of Student Financial Aid.

Montgomery G.I. Bill – Federal Education Benefit  
Phone (630) 942-2444 Fax (630) 858-9390  
Records Office  
Student Resource Center (SRC), Room 2015

Applications and Certifications are processed through the:  
St. Louis Regional Processing Office  
Veteran Affairs Regional Office  
P.O. Box 66830  
St. Louis, MO 63166-6830  
Phone: (888) 442-4551

All benefit inquiries regarding entitlement should be directed to Veteran Affairs at (888) 442-4551 or the VA web site:  
[www.gibill.va.gov](http://www.gibill.va.gov).

Any documentation submitted directly to the St. Louis office should be copied and submitted to the certifying official in the Records office as well.

### **Covered Programs**

Chapter 30 Montgomery G.I. Bill for Active Duty  
Chapter 31 Veterans Vocational Rehabilitation which is handled in the Office of Financial Aid  
Chapter 32 Post-Vietnam Era Veterans Education Assistance (VEAP)  
Chapter 33 Post 9/11 Montgomery GI Bill  
Chapter 35 Survivors and Dependent Educational Assistance Program  
Chapter 1606 Montgomery G.I. Bill (Selected Reserve)  
Chapter 1607 Reserve Educational Assistance Program (REAP)

Required Documentation to be submitted with applications:

- Duty Discharge 214 (DD 214)
- Leave of Earning Statement (LES) or kicker
- Notice of Basic Eligibility (NOBE)

### **MIA/POW Scholarships**

Legal dependents of Illinois veterans who have been declared by the Department of Defense or Veterans Administration to be missing in action or prisoners of war (MIA/POW), or who died or were permanently disabled (with 100 percent disability) from service-connected causes are eligible for scholarships.

Children must begin using the scholarship before their 26th birthday; spouses must begin prior to 10 years from the effective date of a veteran's eligibility.

The scholarship will pay for in-district tuition and certain fees for four years of study at Illinois state-supported schools. Students have 12 years to complete a course of study from the initial term of study. Applicants should contact the Student Financial Aid office for an application form.

### **Illinois National Guard/Illinois Naval Militia Scholarships (ING/INM)**

are for active members of the guard or militia who have served at least one year. The scholarships pay in-district or out-of-district tuition and matriculation fees at state-supported schools. Benefits under this program will be terminated if the recipient ceases to be a member of the guard or militia. Eligible scholarship recipients are entitled to payment of tuition and fees for eight semesters or 12 quarters or the equivalent at Illinois state-controlled universities or public community colleges, for either full-time or part-time undergraduate or graduate study. Applications are available in the Office of Student Financial Aid.

### **Vocational Rehabilitation (Chapter 31)**

Veterans with service-connected disabilities of at least 20 percent and more as rated by the Veterans Administration may be eligible for in-district or out-of-district tuition and matriculation fees, books and supplies, and a monthly allotment depending on marital status, dependents and number of hours enrolled. A DD214 or separation paper is required. Apply to Veterans Administration, P.O. Box 8136, Chicago, IL 60680. For information, call (312) 353-4015.

### **Scholarships**

Scholarships may be difficult to find but are worthwhile. It is often necessary to search all possible sources to obtain financial aid to help pay for educational expenses.

Local scholarships are available from a number of private sources, including community agencies, foundations, banks, churches, civic and cultural groups, and area businesses. Local scholarship requirements vary depending on the donor. Eligibility requirements may include financial need, but may also consider academic achievement, honors, religious affiliation, community activities, artistic talent, athletic ability, career plans and special interests.

Detailed information about the scholarship requirements, awards and application process is available in the Office of Student Financial Aid and in the Financial Aid section of [www.cod.edu](http://www.cod.edu).

Scholarship information can be reviewed in the Scholarship Source Book available in the Advising Assistance Center,

Admissions and Information office, the College Library, the Center for Independent Learning, the Office of Student Financial Aid, other College offices and locations or the financial aid section of the College website at [www.cod.edu](http://www.cod.edu).

### **Institutional Employment Program**

A variety of on- and off-campus jobs are available to students at College of DuPage.

If you are enrolled for a minimum of six credit hours and have a cumulative GPA of 2.0, or if you are a new student currently

enrolled in 6 credit hours, you may apply for a job through the Human Resources office. Due to the immigration and naturalization reform act of 1986, you will be required to prove identity and eligibility for employment. If you are interested in an on-campus job, please contact the Human Resources office, Student Resource Center (SRC).

