

# 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. To qualify for federal student aid, students must have a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or have completed a high school education in a homeschool setting approved under state law. Admission can be granted to others by the Manager, Admissions and Outreach (Board Policy 20-50). The College prohibits discrimination in its admission, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental handicap or disability (Board Policy 20-5).

Prospective students need to apply to the Office of Admissions and Outreach well in advance of their expected starting date. Applications are available online at [www.cod.edu](http://www.cod.edu) or in the Office of Admissions and Outreach.

Students should submit official transcripts from high schools and colleges they have attended. No entrance exams are required for admission; however, entrance exam information is helpful to college advisors who assist students with their educational planning. Therefore, students are encouraged to submit national college entrance tests such as the ACT. Placement tests in reading, writing and mathematics may be needed.

## REGISTRATION PROCEDURES

**New Student Registration Eligibility**—New student registration begins the day after returning student registration ends. For more information, call the Office of Student Registration Services at (630) 942-2377.

### Ways to Register

When eligible, students may register in one of three ways.

- 1. Online Registration** ([myaccess.cod.edu](http://myaccess.cod.edu))  
To use online registration, an individual must be an admitted or returning student with a Colleague Student I.D. The student I.D. number is sent in your College of DuPage Admission letter.
- 2. In-Person**  
Visit the Office of Student Registration Services in the Student Services Center (SSC), Room 2221 during office hours. The COD Centers will also provide registration assistance.
- 3. By Phone**  
Students may register by calling the Office of Student Registration Services at (630) 942-2377.

### Returning Students

The registration date will be based on the number of credit hours a student has successfully completed at College of DuPage. Check [myaccess.cod.edu](http://myaccess.cod.edu) and under Academic profile select “My Profile” for Priority Registration.

### Late Registration

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

### Auditing a Class

Intent to audit a class must be indicated at the time of registration and the audit tuition charge will be assessed. After the class begins, written permission from the instructor is required in order to audit a class and the audit cannot be revoked. Students may not request to audit a class after midterm. The audit grade of “X” is recorded on the student’s permanent academic record (transcript): No credit is earned, or will be applied to a degree or certificate, and the audit grade does not affect the student’s 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 from the dean or associate dean in the student’s academic area.

### 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 up to the second meeting of the class.

### Withdrawal from Credit Classes Procedure

The final day for a student to withdraw from any course will be equal to 75 percent of the time for the respective academic session. Withdrawal deadline dates can be found on the Registration calendar or on the student Class Schedule in myACCESS. Students will receive a grade of “W” for withdrawals made after the 100 and 50 percent refund periods. After the 75 percent of the term withdrawal deadline, students will be required to appeal for late withdrawal and provide appropriate documentation to Student Registration Services. Students whose petition to withdraw is approved will not be eligible for refunds of tuition or fees and will receive a ‘W’ grade on their transcript. Appeals must be submitted prior to the designated final exam period for 16-week classes and before the last class meeting for all other session classes.

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

Direct a request to withdraw from classes for a medical reason to the medical appeal specialist in the Office of Student Registration Services, Student Services Center (SSC), Room 2221, (630) 942-2377. Requests must 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 Office of Student Registration Services and online at [www.cod.edu/registration/refunds.aspx](http://www.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 of submitting the request to the Office of Student Registration Services, Student Services Center (SSC), Room 2221.

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

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

## COLLEGE DISTRICT RESIDENCY

Students who live within Community College District 502 for at least 30 days immediately prior to the beginning of the semester are classified as residents of the College of DuPage district. Those students are charged tuition according to the in-district tuition rate. Students who lived outside Community College District 502 that have changed residency to in-district must provide proof to receive the in-district tuition rate.

### Proof of Residency

Students must provide a valid Driver's License or State I.D. card with current address AND one other original item from the list below to change residency from out-of-district/state to in-district. The student's name, address and a current date, must be printed on each item. Printouts from the internet are not acceptable. The item must demonstrate an in-district address for at least 30 days prior to the beginning of the term. Students who obtain residency within the district for reasons other than attending College of DuPage are exempt from the 30-day requirement. No adjustments will be made after midterm of the current term.

Required:

Valid driver's license, State I.D. card or TVDL (Temporary Visitor Driver's License) with current address AND one of the following:

1. Current lease (signed by both lessee and lessor with contact phone number for verification) along with copy of cancelled check used for rent payment.
2. Contract for sale of a home
3. Bank statement
4. Bills (utility, medical, insurance, credit card, cell phone) dated within a 30-day period. No printouts from the Internet are acceptable.
5. Automobile registration
6. Tax bill for District 502
7. Paycheck stub

All proofs of residency are subject to verification. Students should submit documentation to the Office of Student Registration Services, Student Services Center (SSC), Room 2221, Phone (630) 942-2377, fax (630) 942-2878.

### 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. Students are charged tuition according to the out-of-district tuition rate.

### 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. Students are charged tuition according to the out-of-state tuition rate.

### International Resident

Students whose permanent residence is outside the United States and wish to attend College of DuPage while on a student visa, other visa, or visa waiver program that permits them to attend college while in the United States, are classified as international residents. Students are charged tuition according to the out-of-state tuition rate.

## Special Residency Classifications

Employed Full Time in District

Students who reside outside the College of DuPage district, but are employed full time within the district, may be entitled to the in-district tuition rate. Final decisions on residency status are made by Student Registration Services. No tuition adjustments are made after mid-term.

To be eligible for in-district tuition, a student must provide a letter to the Office of Student Registration Services, Student Services Center (SSC), Room 2221. The requirements for the letter are as follows:

2. The letter must be written on company letterhead and include the company name, in-district address and phone number. It must be signed and dated by a supervisor, owner or representative of the Human Resources department of the company.
3. The letter needs to contain the student's name, Social Security number or student ID and start date with the company. The employment start date must be on or before the start of the term and must state that the student is a full-time employee working at least 35 hours per week.

A letter must be provided each semester and will be verified with the employer.

## CHARGEBACKS AND COOPERATIVE AGREEMENTS

### Outgoing Chargebacks

Students residing in District 502, who wish to enroll in an approved program of study not offered by College of DuPage, may be eligible for a chargeback or a cooperative agreement to attend another community college in Illinois that offers that curriculum. A student approved for a chargeback or cooperative agreement will be entitled to that college's in-district tuition rates. (Board Policy 25-50). Applications for chargebacks and cooperative agreements must be filed 30 calendar days prior to the start of term. Single courses, developmental courses, non-credit courses, and Associate in Arts or Associate in Science degrees do not qualify for chargebacks. For information on applying for a chargeback or cooperative agreement, please contact the Office of Student Registration Services, Student Services Center (SSC), Room 2221, or call (630) 942-2377.

### Incoming Chargebacks

Individuals who want to enroll in an Associate in Applied Science degree or a certificate in a Career and Technical Education program not offered by their own community college may apply for a chargeback or cooperative agreement. Students must apply through their own community college at least 30 days prior to the beginning of the term for which they intend to enroll at College of DuPage.

Chargebacks and cooperative agreements are available for community colleges within the State of Illinois. Most community college districts do not approve chargebacks for single courses, developmental courses or non-credit courses.

## 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, veterans or those with demonstrated need. Contact the Office of Admissions and Outreach at (630) 942-2380 for more information.

### 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 who reside outside the College of DuPage district, but are employed at least 35 hours per week within the district, may be entitled to the in-district tuition rate. Proper documentation must be provided to the Office of Student Registration Services before the mid-term date of the current term. For more information, contact the Office of Student Registration Services, Student Services Center (SSC), Room 2221, or call (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 need to contact their local community college at least 30 days prior to the start of a semester. The cooperative agreement or chargeback approval letter should be provided to College of DuPage, Student Registration Services, Student Services Center (SSC), Room 2221.
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. College of DuPage Online Courses  
Students who register for COD online courses are charged in-district tuition regardless of their residency.
5. Students who audit classes, i.e., (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 Policy

All students are required to pay their tuition and fees at the time of registration. Students may pay by cash, check or credit card. Students unable to pay in full must enroll in a convenient Payment Plan. Students receiving financial aid (i.e., grants and loans) must enroll in the College's deferred payment plan. Direct links to these payment options are found online.

### Payment Plan Fee

Students who choose the payment plan are charged a payment plan fee. An additional fee is assessed per semester if an automatic bank payment or credit card payment is 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.

\*Current tuition rates are available online.

## REFUNDS

Students seeking refunds for credit classes will be reimbursed according to the procedures located on the Registration Calendar at [www.cod.edu](http://www.cod.edu). Refund dates are posted for each class on the student's Class Schedule at [myACCESS.cod.edu](http://myACCESS.cod.edu).

## STUDENT FINANCIAL AID

Financial aid programs strive to reduce financial barriers to a college education. Most federal and state 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 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 on the web at [www.fafsa.gov](http://www.fafsa.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 will be given first consideration. After this date, funds will be awarded according to the date of a student's 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.
- The student must not be in default on a Perkins, Stafford or PLUS/SLS loan.
- The student cannot have an overpayment on a Federal Pell Grant or a Supplemental Educational Opportunity Grant.
- The student must have signed a Statement of Selective Service Compliance.

For additional information, contact the Office of Student Financial Assistance, (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.

**Monetary Award Program**

The Illinois Monetary Award Program (MAP) is a need-based, state-funded program designed to assist undergraduate college 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)**

The FSEOG is awarded to undergraduate college students to help pay for educational expenses. Students can receive up to \$1,500 a year with priority given to students with exceptional financial need who receive the Pell Grant. The FSEOG awards are based on the availability of FSEOG funds and do not need to be repaid.

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

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

**Federal Work-Study**

Federal Work-Study provides students with financial need the opportunity to earn money for meeting their educational expenses. A variety of jobs are available to students both on- and-off campus. Contact the Human Resources office for more information at (630) 942-2460.

**Loans**

The 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 complete the FAFSA and demonstrate financial need. Eligibility for unsubsidized loans is not based on financial need and does not require a FAFSA.

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. As of July 1, 2012, students are responsible for interest accrued on their Subsidized Stafford Loan while entering the grace period before repayment of their subsidized Stafford Loan begins.

**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 printing this publication.

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

\* Maximum loan eligibility depends upon actual enrollment and other aid received, therefore, a student’s loan eligibility may be less than the maximum.

**Federal Direct PLUS Loan**

Parent Loans for Undergraduate Students (PLUS) are long-term educational loans provided by the federal government for qualified individuals. A parent or legal guardian is eligible to borrow on behalf of dependent undergraduate students and the loan has a variable interest rate. 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 PLUS borrower is obligated to repay the full amount borrowed, including origination fees and interest. The repayment period begins on the date the loan is fully disbursed, as there is no grace period. Check with your loan servicer for your loan repayment schedule.

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

**Veterans, Dependents and Military Personnel Educational Benefits**

The most common Veteran and Military Educational Benefits accepted at College of DuPage include but are not limited to:

**Federal Benefits**

- Montgomery G.I. Bill – Chapter 30
- Veterans Vocational Rehabilitation - Chapter 31
- Post 9/11 Bill – Chapter 33
- Survivors and Dependent Educational Assistance – Chapter 35
- Montgomery G.I. Bill Selected Reserve – Chapter 1606
- Reserve Officers’ Training Corps (ROTC)
- Military Tuition Assistance
- My Career Advancement Account Scholarship (MyCAA) for spouses of military members

**State Benefits**

- Illinois Veterans Grant
- Army and Air Force Reserve Officers’ Training Corps (ROTC)
- Illinois National Guard Grant
- MIA-POW Scholarship

Apply for federally funded benefits through the Department of Veteran Affairs: (888) 442-4551 | [www.gibill.va.gov](http://www.gibill.va.gov)

Apply for state benefits through the Illinois Department of Veterans Affairs: (800) 437-9824 | [www2.illinois.gov/veterans](http://www2.illinois.gov/veterans)

or Illinois State Assistance Commission (800) 899-4722 [www.isac.org/students](http://www.isac.org/students)

For questions on any military program, contact Veterans Services at (630) 942-3814 or visit [cod.edu/admission/veterans](http://cod.edu/admission/veterans).

