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 homescool setting approved under state law. Admission can be granted to others by the Coordinator of 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 or in the Office of Admissions and Outreach.

Students should submit official transcripts from high schools and colleges they have attended. Students are required to make a formal request to the Office of Student Records to evaluate their transcripts and colleges they have attended. Students are required to go online at www.cod.edu/registration/records and click on “Transcript Evaluation” or “Proof of Prerequisites” or call (630) 942-3829.

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 test results such as the ACT. Placement tests in reading, writing and mathematics may be needed.

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. Students are charged tuition according to the in-district tuition rate.

COLLEGE DISTRICT RESIDENCY

<table>
<thead>
<tr>
<th>Addison</th>
<th>Glendale Heights</th>
<th>Oak Brook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argonne Labs</td>
<td>Glen Ellyn</td>
<td>Oakbrook Terrace</td>
</tr>
<tr>
<td>Aurora*</td>
<td>Hanover Park*</td>
<td>Plainfield*</td>
</tr>
<tr>
<td>Bensenville</td>
<td>Hinsdale</td>
<td>Roselle*</td>
</tr>
<tr>
<td>Bloomingdale</td>
<td>Hodgkins</td>
<td>Villa Park</td>
</tr>
<tr>
<td>Bolingbrook*</td>
<td>Indian Head Park</td>
<td>Warrentville</td>
</tr>
<tr>
<td>Brookfield*</td>
<td>Itasca</td>
<td>West Chicago*</td>
</tr>
<tr>
<td>Burr Ridge</td>
<td>Keeneyville</td>
<td>Western Springs</td>
</tr>
<tr>
<td>Carol Stream*</td>
<td>La Grange</td>
<td>Westmont</td>
</tr>
<tr>
<td>Clarendon Hills</td>
<td>La Grange Park</td>
<td>Wheaton</td>
</tr>
<tr>
<td>Countryside</td>
<td>Lemont</td>
<td>Willowbrook</td>
</tr>
<tr>
<td>Darien</td>
<td>Lisle</td>
<td>Willow Springs —</td>
</tr>
<tr>
<td>Downers Grove</td>
<td>Lombard</td>
<td>Lyons TWP HS only*</td>
</tr>
<tr>
<td>Elk Grove*</td>
<td>McCook</td>
<td>Winfield</td>
</tr>
<tr>
<td>Elmhurst</td>
<td>Medinah</td>
<td>Wood Dale</td>
</tr>
<tr>
<td>Fermilab</td>
<td>Naperville</td>
<td>Woodridge</td>
</tr>
<tr>
<td>Flowerfield</td>
<td>Northwood</td>
<td></td>
</tr>
</tbody>
</table>

Proof of Residency Documents

Students must provide two of the documents from the list below to Student Registration Services, Student Services Center (SSC), Room 2221, OR fax to (630) 790-3785 in order to prove in-district residency. The student’s name, address and a current date must be printed on the documents.

1. Driver’s license or state I.D. card
2. Lease
3. Contract for sale of a home
4. Community library card
5. Current bills (utility, medical, insurance, credit card, cell phone) that have been mailed to you and are within a 30-day period. No printouts from the Internet are acceptable.
6. Automobile registration
7. Tax bill for District 502
8. Current paycheck stub

If an adjustment (from out-of-district to in-district fees) is requested, at least one of the two items must demonstrate an in-district address for at least 30 days immediately 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.

Questions can be directed to Student Registration Services at (630) 942-2377.

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 the Student Registration Services. No tuition adjustments are made after mid-term.

In order to be eligible for in-district tuition, please provide a letter to the Student Registration Services, Student Services Center, Room 2221, fax (630) 790-3785. The requirements for the letter are as follows:

How to Get Started

*Only portions of these communities are in District 502. Students residing in these communities will be marked as out of district and charged tuition accordingly. To determine district residency contact Student Registration Services (SSC 2221) at (630) 942-2377.*
1. Written on company letterhead with the company name, address and phone number included.
2. Written by someone who is able to verify full-time employment, such as owner, supervisor or representative of the Human Resources department.
3. Contain the name, birth date and Social Security number, if possible, of the student with a statement as to full-time employment.

Letters must be provided twice a year—once before summer and fall registration and once before spring registration.

For Programs Not Offered by College of DuPage
If College of DuPage does not offer a particular program of study, students may be eligible for a cooperative agreement or chargeback which allows them to enroll in the program at an out-of-district community college and pay their in-district tuition rates.

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 may apply for a chargeback, which is financial assistance with the out-of-district portion of the tuition (Board Policy 25-50). Students must apply for a chargeback 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 are available for community colleges within the State of Illinois. Most community college districts do not approve chargebacks for single courses within a program of study, 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 Office of Student Registration Services at (630) 942-2377.

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

1. Online Registration (myaccess.cod.edu)
   To use online registration, an individual must be an admitted or returning student with a College Student I.D. The student I.D. number is sent in your College of DuPage acceptance letter.

2. In-Person
   Visit the Office of Student Registration Services in the Student Services Center (SSC), Room 2221 during office hours. The Regional 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 and select “Unofficial Transcript” for institutional completed credits earned at the College.

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.

Adding Classes
A class may be added 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 to a student’s schedule 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: No credit is earned 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 12-week and 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 Director of Enrollment Services and Registrar. (630) 942-4284. 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. 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 the Director of Enrollment 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, 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 whose permanent residence is outside of College of DuPage district, but work 35 or more hours within District 502, are charged in-district tuition upon presenting the proper documentation to the Office of Student Registration Services. For more information, contact the Office of Student Registration Services 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 need to contact 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. College of DuPage 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 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. Student 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. 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 will be reimbursed according to the procedures 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 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 available from high schools, public libraries, the College of DuPage regional centers and/or the Office of Student Financial Assistance as well as on the web at 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 10 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 in his/her program 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 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.

### Dependent Undergraduate Students

<table>
<thead>
<tr>
<th>ACADEMIC LEVEL</th>
<th>COMBINED SUBSIDIZED AND UNSUBSIDIZED LOAN LIMITS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$5,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

### Independent Undergraduate Students

<table>
<thead>
<tr>
<th>ACADEMIC LEVEL</th>
<th>ADDITIONAL LOAN LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$3,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

* 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 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
- Post 9/11 Bill – Chapter 33
- Survivors and Dependent Educational Assistance – Chapter 35
- Montgomery G.I. Bill Selected Reserve – Chapter 1606
- Reserve Educational Assistance Program – Chapter 1607
- Vietnam Era Veterans Educational Assistance – Chapter 32
- Veterans Vocational Rehabilitation – Chapter 31
- Veterans Retraining Assistance Program – VRAP
- ROTC
- Tuition Assistance
- MyCAA

### State Benefits
- Illinois Veterans Grant
- Illinois National Guard Grant
- MIA-POW

Apply for federally funded benefits through the Department of Veteran Affairs:
(888) 442-4551
www.gibill.va.gov
Apply for state benefits through the Illinois Department of Veterans Affairs:
(800) 437-9824
www2.illinois.gov/veterans/benefits/Pages/default.aspx

Illinois State Assistance Commission
(800) 899-4722
www.isac.org/students

Scholarships
Scholarships do not have to be repaid and are not limited to student athletes or high-achieving high school graduates. In addition to scholarships administered by the Office of Student Financial Assistance, scholarships are also available from private sources, such as community agencies, foundations, banks, churches, civic and cultural groups, and area businesses. Local scholarship requirements vary widely. Eligibility requirements may include financial need, academic achievement, 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 Assistance and at www.cod.edu/scholarships.

Scholarship information can be reviewed in the Scholarship Source Book available in Counseling and Advising Services, Office of Admissions and Outreach, College Library, Learning Commons, Student Financial Assistance, and other College offices and locations.

Institutional Employment Program
A variety of on- and off-campus jobs are available to students at College of DuPage. A student currently enrolled for a minimum of six credit hours and has a cumulative college GPA of 2.0, or a new student currently enrolled in six credit hours, may apply for a job through the Human Resources office. Due to the immigration and naturalization reform act of 1986, a student will be required to prove identity and eligibility for employment. If a student is interested in an on-campus job, please contact the Human Resources office, in the Student Resource Center (SRC) at (630) 942-2460.