NEW STUDENT ORIENTATION GUIDE

WELCOME!
Your journey begins here

Links to Know:

KhanAcademy
http://www.khanacademy.org/

PayScale
http://www.Payscale.com

Bureau of Labor Statistics
Occupational Outlook Handbook
http://www.bls.gov/ooh/

Daley’s Satellite Campus—Arturo Velazquez Institute
2800 S. Western Ave

April 2015
New Student Checklist

Admissions
- Provide Residency Verification
- Submit Official Transcripts

Welcome Center
- Receive Pre-Advising
- Retrieve Username and Password
- Register for Orientation
- Date: _____ Time: _____

Financial Aid
- Financial Aid package is completed
- Self-Pay

Placement Exam
- Test Scores are given to Student

STOP
Is everything checked off before continuing?

Orientation
- Attend New Student Orientation

Academic Advising
- Speak to an advisor about goals
- Register for classes /Get Schedule
- A follow-up appointment has been scheduled

Business Office
- Make a payment/ set up a payment plan

Security Kiosk
- Get an ID card

Save your information here

Student ID # __________________________
Username ___________________________@student.ccc.edu

Notes

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Mission Statement

Richard J. Daley College provides high-quality education which leads to academic success, career development, and personal enrichment that fulfill diverse community needs.

Vision

Richard J. Daley will be the first-choice community college through which students’ educational, professional, and cultural expectations are exceeded.

Values

- The life-long learning process by helping students obtain, appreciate and use knowledge.
- Self-respect and responsible, accountable, ethical behavior in an atmosphere of open and honest communication.
- Creative challenges and the enthusiastic pursuit of new ideas and methods.
- The continuous improvement of programs and professional development in a collegial environment that encourages excellence through mutual goals and objectives.
- Diversity
- Partnerships with educational institutions, business, industry, government and the community.

City Colleges of Chicago does not discriminate on the basis of race, color, national origin, gender, age or disability in all educational and vocational programs, services, activities, and employment.
Residency Verification

Acceptable Residency Verification (p. 21-22, 2013 Student Policy Manual)

- Driver’s License
- State ID
- Voter Registration Card
- Mexican Consular ID (Matricula)
- Copy of Lease
- Current orders or letter from Command for military service persons
- Utility or Phone ("land-line") Bill
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter

Tuition

Per College Credit
In Chicago District: $89.00
Out of Chicago District: $202.01
Out of State: $249.71

Fees (per term)
- Registration fee: $30
- Activity Fee: $170 Full Time; $50 Part Time

EX: $89 X 15 credits = $1,335 Tuition
    $170 Activity Fee
    $30 Registration fee
    $1,535 Total

Additional Fees
- Lab Fee: $30
- CDL: $50
- Payment Plan: $30

*Tuition & Fees are subject to change without notice.*
Financial Aid

www.FAFSA.ed.gov

Complete the FAFSA every year as early as January 1st

School Code: 001649

Scholarships

Scholarship opportunities are administered through the City Colleges of Chicago Foundation. Scholarships will be awarded based on a student’s academic achievements, individual goals, and recommendations.

All applications and supporting documentation can now be submitted through the online scholarship portal.

http://www.ccc.edu/services/Pages/Scholarships.aspx

General Inquiries: scholarships@ccc.edu

SOME EXAMPLES:

Arturo Velasquez Scholarship
Richard J. Daley College Scholarship
One Million Degrees Signature Scholarship
Chicago STAR Scholarship

Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Number Room</th>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>773-838-7575</td>
<td>1111</td>
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<tr>
<td>Administration</td>
<td>773-838-7511</td>
<td>1107</td>
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<tr>
<td>Admissions/Records</td>
<td>773-838-7600</td>
<td>1408</td>
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<td>Adult Education</td>
<td>773-838-7800</td>
<td>Building 500</td>
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<td>Athletics</td>
<td>773-838-7784</td>
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<td>Bookstore</td>
<td>773-838-7818</td>
<td>2406</td>
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<td>Business Office</td>
<td>773-838-7539</td>
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<td>Disability Access Center</td>
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<td>Learning Resource</td>
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<td>Building 200</td>
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<td>Veteran Center</td>
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<td>Workforce (WIA) Center</td>
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<td>Building 100</td>
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<td>Welcome Center</td>
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</tr>
<tr>
<td>Wellness Center</td>
<td>773-838-7871</td>
<td>L315</td>
</tr>
</tbody>
</table>

WHERE TO...

Get a Student ID? Security Station Room 1114
Lost & Found? Security Station Room 1114
Pay a bill? Business Office Room 1403g
Get transcripts? Admissions Room 1408
Federal Satisfactory Academic Progress (SAP) guidelines define the academic performance standards students must meet to maintain their financial aid eligibility. SAP is cumulative in nature: it takes into account all classes attempted, not just the previous term.

- **GPA:** Maintain 2.0 or higher
- **PACE:** Successfully complete 67% of your course work
- **Timeframe:** Complete your degree within 150% of the length of your Program  
  **EX:** 62cr X 1.5 = 93cr

### Calculate GPA

#### Course Grade On The 4.0 Scale

- A = 4, B = 3, C = 2, D = 1, F = 0

#### Calculate Overall GPA On A 4.0 Scale

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit Hrs</th>
<th>Grade Pts</th>
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<tr>
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<td>(A)</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>(A)</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>MATH 118</td>
<td>(C)</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>CHM 310</td>
<td>(B)</td>
<td>3</td>
<td>9</td>
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</table>

Total = 13  
Total = 41  

\[
\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Attempted Units}} = \frac{41}{13} = 3.15 \text{ GPA}
\]
Testing

**COMPASS Placement Exam (Room 2103):** Computerized test that helps to evaluate your skills and place you into the appropriate courses.

Subjects: **Math, Reading & Writing.** Scores are valid for 1 year.

**ACT Scores:** 21 Math; 19 Reading; 21 English (if you scored at this level or above with in the last 2-years, you may be waived from taking the placement exam.)

Placement Levels: **College / Remedial / Foundational**

**Online Study Guide:**
http://www.ccc.edu/colleges/daley/departments/Pages/Testing-Resources.aspx

**COMPASS Placement Testing Hours**

Monday 10:00am/12:00pm/2:00pm
Tuesday 10:00am/12:00pm/2:00pm
Wednesday 10:00am/12:00pm/2:00pm/6:00pm (office closes 8pm)
Thursday 10:00am only

*Times are subject to change*

**College-Level Examination Program (CLEP) (Room 2103):**

Opportunity to receive credit for knowledge previously acquired. Submit paper application and schedule an appointment with testing.

Terminology

**Academic/Degree/Ed Plan:** Term-by-term road map, based upon your academic plan, that shows which courses will satisfy all completion requirements needed to earn a degree or certificate.

**Administrative Withdrawals (ADW)** - Students who fail to demonstrate active pursuit of course objectives will be administratively withdrawn at midterm.

**Book Voucher:** a credit based on the amount of financial aid on your account. Assuming you’re eligible, there will be a credit amount on your statement. You may use some of this credit amount to purchase your school books.

**Credit hour:** semester hour, a unit of academic credit; for every 1 credit hour you must attend 1 hour of lecture per week.

**Full time/ Part Time:** Full Time is enrolled in 12 or more credit hours during the fall or spring terms; or 6 or more in the summer term. Part Time is less than the stated hours above.

**No-Show Withdrawals (NSW)** - Students who do not attend the first two class sessions of any class, or the first class of a once-a-week class, for which they have registered will be marked as "No Shows".

**Prerequisite:** course required as a prior condition for another course or admission into a program.

**Student Initiated Withdrawals (WTH)** - It is the student's responsibility to officially withdraw from courses when it becomes necessary. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

**Syllabus:** A dated outline of the planned chapters & assignments in a course of study.
Textbook Options

- Purchase
- Rent
- Borrow

Check out these Sites:

<table>
<thead>
<tr>
<th>Website Name</th>
<th>Website Address</th>
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<tbody>
<tr>
<td>ABE Books</td>
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<tr>
<td>Valore Books</td>
<td><a href="http://www.valorebooks.com">www.valorebooks.com</a></td>
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</table>

DEI Program

Developmental Education Initiative (Building 200):
The Developmental Education Initiative (DEI) program assists students needing remediation to prepare for college level courses through a process of mandatory, supplemental instruction and socialization.

1. 8 modules of group tutoring 90-minute each.
2. 5 hours of online instruction.
3. 2 sessions of academic advising.

Remedial Level: English 098 or 100; Reading 099 or 125; Math 098 or 099

Student Responsibilities

It is the responsibility of each student to become knowledgeable of the policies, procedures, requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. For more information refer to the online Student Policy Manual.

These Policies include:
- Students' rights and responsibilities
- Academic policies
- Appeal procedure for grading
- Academic dishonesty
- Student misconduct

http://www.ccc.edu/studentpolicymanual

If You are not willing to learn, No one can help you.
If You are determined to learn, No one can stop You.
**Benefits of a Community College**

1. Affordable Tuition
2. Small Class Sizes
3. Start working sooner
4. Time to define your major
5. Smooth Transition to a University
6. Save on the commute time

**Wise Choices Don’t have to be Tough Ones**

**Tips to Success**

1. Go to and participate in class
2. Get to know your professors and advisors
3. For every hour of class you should spend 2-3 hours outside of class studying.
4. Locate and use all Daley College Services
Student Organizations

- African American Culture Club (AACC)
- Fitness Club
- Latin American Student Organization (LASO)
- Phi Theta Kappa (PTK)
- Political Science Club
- Manufacturing Technology Student Organization
- Music Appreciation Club (MAC)
- Society of Hispanic Professional Engineers (SHPE)
- Student Government Association (SGA)
- Student Newspaper
- Student Veterans Association
- Success Ability Alliance
- Women’s Support Group

Athletics

Athletics is an integral part of our campus life.
Be a student athlete or a student fan.

Men’s Basketball
Women’s Basketball
Men’s Soccer
Women’s Soccer

-Quick Links-

Your own personal student email to stay connected online.
Expect to receive class and CCC announcements.

A great way to access your courses’ material: Assignments,
Discussion boards, Communications with Professors and classmates,
among others useful tools.

New online bookstore to purchase the required materials for your classes at affordable prices. A large selection of new, used and rental books are available.

GradesFirst allows you to check your Mid-term and Final grades. You can also schedule an appointment with your Academic Advisor.
5 Associate Degrees

TRANSFER DEGREES
1) Associates in Arts
2) Associates in Science
3) Associates in Engineering Science

College 2 Careers
4) Associates in General Studies
5) Associates in Applied Sciences
   • Accounting
   • Business Management
   • Child Development
   • Criminal Justice
   • Information Technology
   • Manufacturing
   • Networking Systems & Technology

Student Services

The Disability Access Center (DAC) in room 1401 is here to assist students with disabilities and provide services, resources and referrals to successfully complete their college program. Visit DAC to discuss specific services including:
   • Classroom Accommodations
   • Note Takers
   • Exam Proctors

Veterans Office in room L113- Available to all active military, veterans, dependents and family members.
Bring:
   • DD 214
   • Certificate of Eligibility
   • Other VA benefit paperwork

The Wellness Center in room L-315 provides mental health and other social services to support your personal well-being and academic success. All services are free and confidential.
Get Support With:
   • Personal Counseling
   • Support Groups
   • Stress and Time Management Coaching
   • Referrals to Community Resources

Earnings and unemployment rates by educational attainment

Unemployment rate in 2012 (%)   Median weekly earnings in 2012 ($)

2.5   Doctoral degree   1,665
2.1   Professional degree   1,750
3.5   Master’s degree   1,200
4.5   Bachelor’s degree   1,000
6.2   Associate’s degree   775
7.3   Some college, no degree   752
8.3   High school diploma   692
12.4   Less than a high school diploma   471

All workers: 6.8%   All workers: $115

Honors Program

If you have a 3.0 GPA (High School or College) and are in College Level Math & English you are eligible to apply to the Honors Program. You will need to complete an application and submit it to Prof. Powell in Room 2408.

**Benefits:**
- Small Class Size
- Scholarship Opportunities
- Looks good on your resume
- Letters of Recommendation for transfer

**Contact:**
Prof. Cassandra Powell
CPowell22@ccc.edu
Room 2411

Phi Theta Kappa (PTK)

Phi Theta Kappa (PTK) is an internationally recognized honor society that celebrates academic excellence and achievement. The honor society provides academic and personal services to assist in both classroom needs and career resources.

**Eligibility Requirements:**
- Be enrolled at Richard J. Daley College
- Completed a minimum of twelve (12) college credit hours
- Have a grade point average 3.25

**Contact:**
Prof. Cassandra Powell
CPowell22@ccc.edu
Room 2411

Basic Certificate (BC)

Accounting (17 cr hrs)
Management/Marketing (18 cr hrs)
Child Development—Pre-School Education (10 cr hrs)
Computer Information System (12 cr hrs)
Computer Numerical Control Machining (19 cr hrs)
Criminal Justice—Public Police (15 cr hrs)
Criminal Justice—Private Police (18 cr hrs)
Factory Automation (26 cr hrs)
Networking Systems & Technology (18 cr hrs)
Quality Assurance (16 cr hrs)
Welding (12 cr hrs)

Advanced Certificates (AC)

Accounting (30 cr hrs)
Business Administration—General Business (30 cr hrs)
Management/Marketing (35 cr hrs)
Child Development—Pre-School Education (32 cr hrs)
Computer Information System (30 cr hrs)
Networking Systems & Technologies (30 cr hrs)
Criminal Justice—Private Police Services (30 cr hrs)
Criminal Justice—Public Police Services (30 cr hrs)
Computer Numerical Control Machining (37 cr hrs)
Factory Automation (37 cr hrs)

*subject to change
Undecided?

Career Planning & Placement Center

Career Services at Daley College supports students to explore their vocational interests, to select an appropriate major, and to prepare for a fulfilling future.

Contact: Dr. Julie MacCarthy
jmaccarthy@ccc.edu
773-838-7964
Room: 2405

FOCUS-2: Online Career Exploration Program

https://www.focuscareer2.com/Portal/Register.cfm?SID=907

Access Code: BULLDOGS

The online program will measure your work interests, values, personality type, skills and leisure activities interests and match your results to certain occupations and the related majors offered at Daley College.

International Students

Available to all international students with F-1 Academic Student Visas.

Steps:
• Complete the International Students Admissions Application
• Complete the transfer verification form
• Submit transcripts
• Pay the Form I-20 student processing fee
• Submit proof of English Proficiency (unless the applicant is from a country where English is the official language)

Academic Calendar

The regular academic year consists of two semesters. The summer semester is optional.

Fall Semester: August—December
Spring Semester: January—May
Summer Semester: June—July

Visit http://www.ccc.edu/colleges/daley/menu/Pages/Academic-Calendar-2014.aspx for registration deadlines, start dates and final exam schedules.

Wait List.

Need to get into a class that’s already full? Add yourself to a waitlist for the course and be automatically registered when a seat becomes available.

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DROP-RULE POLICY

Student Initiated Withdrawals & Refund (Student Manual pg. 27)

It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition, fees, and book charges, forfeiture of financial aid eligibility, and/or a failing grade. Refer to your study list for specific deadline dates (www.ccc.edu/viewmyschedule). Note: non-refundable fees and any book charges will not be waived once incurred. Financial Aid will be adjusted as appropriate for students who withdraw from classes.

Refunds –Credit Courses (Student Manual pg. 24)

Refunds for Student Initiated Withdrawals (WTH; see WTH—Student Initiated Withdrawals on page 44) are available at one hundred percent (100%) of tuition and applicable fees (see Non-Refundable Fees on page 24) only if processed during the first seven (7) calendar days from the start of class in a regular session during the Fall and Spring terms (or equitable time period for special sessions, including the Summer term). No refund will be allowed if a student withdraws after the first seven (7) calendar days of class. Refer to your study list for specific deadline dates (www.ccc.edu/viewmyschedule). Book charges are refunded per the policy of the college bookstore.

Non-Refundable Fees

The following fees associated with course registration are non-refundable. They include, but are not limited for:

- Registration fees
- Partial payment fees
- Activity fees (activity fees may be refunded if courses are dropped before the term begins)
- CDL licensing fees
- Non-sufficient funds fees
- Book charges

Financial Obligation

Students are required to make payment arrangements at the time of registration. Failure to make payment arrangements may result in the student being dropped from his/her courses.

Focus Areas

As a new student, you are responsible for choosing one of our ten focus areas—this helps you focus in on your major and make choices about your future career.

Liberal Arts

Sciences

Culinary Arts & Hospitality

Architecture & Construction

Business & Professional Services

Information Technology

Public & Human Services

Healthcare

Advanced Manufacturing

Transportation, Distribution, & Logistics
A Note to Daley College Students…

You’ve made an excellent decision to begin your college career at Richard J. Daley College, one of the City Colleges of Chicago. Over the next several semesters, you’ll have an opportunity, with proper planning, to earn college credits that meet the general education requirements for your bachelor’s degree at many colleges and universities in Illinois and across the country.

Will my course transfer?

We make exploring your transfer options easy. The transfer center helps students create a plan for a seamless transition to four year institutions:

1. Match your graduation plan with your transfer goals
2. Check or create an academic plan to ensure your classes are transferrable
3. Obtain up to 3 college application fee waivers (pending eligibility)

For more information visit the Transfer Center in room 1111 or The Illinois Transfer Portal at http://www.transferology.com

Partnerships

Articulation & Transfer

Partnerships between City Colleges of Chicago and four year institutions provide a smooth transition for City Colleges of Chicago students into the college or university of their choice. Below are some examples:

- **Chicago State University**
  - Guaranteed Admissions Agreement

- **DePaul University**
  - DePaul Admission Partnership Program (DAPP)

- **Dominican University**
  - Guaranteed Admissions

- **Governor State University**
  - Dual Degree Program (DDP)

- **North Eastern Illinois University**
  - General Admissions Agreement

- **Resurrection University**
  - RN to BSN (Nursing Program)

- **University of Illinois at Chicago (UIC)**
  - Guaranteed Admission Transfer (GAT)
    - RN to BSN