Get ahead by earning college credit for free through City Colleges.

OLIVE-HARVEY COLLEGE
CITY COLLEGES OF CHICAGO
Early College at Olive-Harvey College

WHAT ARE THE BENEFITS?

- Earn college credit while in high school
- Start training for a high-demand career
- Access to great college professors
- Receive personalized advising help
- Develop important time management and study skills
- Courses are FREE

HOW TO ENROLL

- Begin with a conversation with your high school adviser and tell them you want to enroll. Next, contact the dual enrollment adviser at your nearest City Colleges of Chicago location.
- Must be a junior or senior in high school, who is at least 16-years-old
- Submit placement test scores: ACT, SAT, CCC Placement test
  Check CCC course catalogue for qualifying scores.
- Submit a Dual Enrollment application with parental and counselor signatures
  The Dual Enrollment application packet and checklist can be found online.

Visit us online at www.ccc.edu/earlycollege

www.ccc.edu/oliveharvey

@CCCOliveHarveyCollege  @OliveHarveyCollege  @OliveHarvey_CCC
Fuel your future at Olive-Harvey College. Here, you can earn an associate degree and be prepared to transfer to complete your bachelor’s degree. Or, you can earn a career-specific certificate that leads directly to an in-demand career.

**START YOUR COLLEGE JOURNEY**

**STEPS TO APPLY (NEW STUDENTS):**

1. **Complete an Online Application**
   
   at [ccc.edu/apply](http://ccc.edu/apply)
   
   You will need a valid email address to complete your application. Your student login and password will be sent to the email address that you provide.

2. **Log in to my.ccc.edu**
   
   Access the City Colleges Student Portal at [my.ccc.edu](http://my.ccc.edu) and complete the “Tell Us More” page.

3. **Take Placement Tests**
   
   If you need to take math and English placement tests, start in the Student Portal at [my.ccc.edu](http://my.ccc.edu).

4. **Attend New Student Orientation**
   
   After confirming your math and English placements, register for orientation via the Student Portal at [my.ccc.edu](http://my.ccc.edu).

5. **Register for Classes & Pay Tuition**
   
   Financial aid and payment options are available. Visit [ccc.edu/waystopay](http://ccc.edu/waystopay).

Returning students can register online at [my.ccc.edu](http://my.ccc.edu). For help, schedule an appointment with your advisor at [ccc.edu/vss](http://ccc.edu/vss).

**SUMMER AND FALL 2023 REGISTRATION DATES**

<table>
<thead>
<tr>
<th>Classes</th>
<th>Registration Deadline</th>
<th>Classes Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>June 3</td>
<td>June 7</td>
</tr>
<tr>
<td>Fall 16-Week</td>
<td>August 20</td>
<td>August 24</td>
</tr>
<tr>
<td>Fall 12-Week</td>
<td>September 21</td>
<td>September 25</td>
</tr>
<tr>
<td>Fall 8-Week</td>
<td>October 19</td>
<td>October 23</td>
</tr>
</tbody>
</table>

Once you have registered, you have three days to verify how you plan to pay for your classes. Learn more at [ccc.edu/waystopay](http://ccc.edu/waystopay).

**WE’RE HERE TO HELP**

Talk to an expert virtually at [ccc.edu/vss](http://ccc.edu/vss), or call 773-COLLEGE for additional support.
CYBERSECURITY

TUITION PER CREDIT HOUR: $146 (IN-DISTRICT)

PROGRAM OVERVIEW:
This program is situated to welcome students with all levels of prior knowledge. It sufficiently allows one with no knowledge in the area to grow in expertise, so career changes and those just starting out are welcome. It also affords the opportunity for those currently in the IT industry to pick up this additional skill-set in a structured fashion.

CAREER POSSIBILITIES:
• Information Security Analyst

DIESEL TECHNOLOGY

TUITION PER CREDIT HOUR: $146 (IN-DISTRICT)

PROGRAM OVERVIEW:
Olive-Harvey College’s Diesel Technology Program consists of a Basic Certificate, Advanced Certificate and Associate Degree Programs. Eligibility for English 101 and Math 90 or 98 are required for Advanced Certificate. Must be at least 18 years old at the time of registration.
• Advanced Certificate - 16 Courses (50 credit hours) : All DIESEL Courses, MATH 107 and 2 General Education Courses.
• Associates in Applied Science – 21 Courses (70 credit hours): All DIESEL Courses, MATH 170 and 5 General Education Courses.

CAREER POSSIBILITIES:
Associate Program: Diesel Mechanic, Service Mechanic, Truck Mechanic
Certificate Programs: Diesel Service Technician, Diesel Service Mechanic, Truck Mechanic

FORKLIFT OPERATOR TRAINING

TUITION PER CREDIT HOUR: $146 (IN-DISTRICT)

TRAINING INCLUDES:
• 3½ day training program prepares you to become a Forklift Operator certified by the National Safety Council
• Receive college-credit on transcripts

Competitive wage-based positions available – NOW!
Entry-level salary between $13-$17/hour

TRAINING PROGRAM REQUIREMENTS:
Applicants must meet the following criteria:
• Must be at least 18 years old at the time of registration
• Must have a valid State Identification Card or Driver’s License (Driver’s License not required for course)
• Must be able to read, write and understand the English language
• Must attend all 3½ scheduled days of class & pass the National Safety Council Exam to obtain course credit

SUPPLY CHAIN MANAGEMENT AND LOGISTICS

TUITION PER CREDIT HOUR: $146 (IN-DISTRICT)

PROGRAM OVERVIEW:
Olive-Harvey College’s Supply Chain Management and Logistics Program consists of a Basic Certificate, Advanced Certificate and Associate Degree Programs.
• Basic Certificate – 5 Courses (15 credit hours): SCML 150, 152, 154, 155 and 158
• Advanced Certificate - 9 Courses (30 credit hours) : All SCML Courses, 1 General Education Course, and CS 120
• Associates in Applied Science – 20 Courses (60 credit hours): All SCML Courses, and Business and General Education Courses

CAREER POSSIBILITIES:
Basic Certificate Program: Hand Laborers and Material Mover, Packer and Packager, Shipping, Receiving, and Traffic Clerks, Transportation, Storage, and Distribution Manager
EARLY COLLEGE BASIC CERTIFICATE PATHWAYS: SUGGESTED COURSE SEQUENCE
Starting Fall 2023

CRIMINAL JUSTICE

Public Police Services
(5 Classes = 15 Credit Hours)
*Courses subject to change

1ST SEMESTER
(Fall 2023)
CRM JUS 102
Administration of Criminal Justice
3 Credit Hours

2ND SEMESTER
(Spring 2024)
CRM JUS 114
Administration of Juvenile Justice
3 Credit Hours

(Summer 2024)
CRM JUS 202
Issues in Criminal Justice
3 Credit Hours

1ST SEMESTER
(Fall 2024)
CRM JUS 211
Introduction to Investigation
3 Credit Hours

2ND SEMESTER
(Spring 2025)
CRM JUS 234
Criminal Law and Procedure
3 Credit Hours
CRM JUS 256
Constitutional Law

CHOOSE - ONLY - ONE

Pre-School Education
(5 Classes = 16 Credit Hours)
*Courses subject to change

1ST SEMESTER
(Fall 2023)
CHLD DV 107
Health Safety and Nutrition
3 Credit Hours

2ND SEMESTER
(Spring 2024)
CHLD DV 101
Human Growth and Development I
4 Credit Hours

(Summer 2024)
CHLD DV 120 - Introduction to Early Childhood Education Group Care
3 Credit Hours

1ST SEMESTER
(Fall 2024)
CHLD DV 149
Creative Activities for Young Children
3 Credit Hours

2ND SEMESTER
(Spring 2025)
CHLD DV 262-1
Child, Family, and Community Relations
3 Credit Hours
BICYCLE MAINTENANCE & REPAIR

APRIL 19TH-JUNE 7TH
Wednesdays • 6:30pm-9pm

Course Fee: $99 • TDL Building

To register, go to https://forms.office.com/r/yfZEJjMKwt
call (773) 291-6580 or email mtrotman@ccc.edu for more info

CHAMPIONS DON’T JUST RIDE BIKES, THEY LEARN HOW TO REPAIR THEM.

Looking for a cost effective way to repair your bicycle? Save hundreds of dollars and learn how to do it yourself! Get hands on, comprehensive experience as you find out how to service and maintain your bicycle. You can also gain skills to work as a Bicycle Technician. Using bike maintenance tools, you’ll learn how to replace brake pads and chains, change a flat inner tube, and repair handlebars. Gain an understanding of how the parts of your bicycle function to keep it running efficiently. Loaner toolkit and bikes provided for class use!
Apply to become a STEM Ambassador! Through this internship, you will:

- Learn STEM content by serving others
- Advance awareness of STEM opportunities to other students
- Mentor high school Bridge Students
- Develop 21st century workforce readiness skills, including critical thinking, leadership and communication skills by supporting or leading STEM Center activities.

WANT TO BECOME A STEM AMBASSADOR?

Contact Information

OHC Admissions Office
📞 (773) 291–6732
✉️ ohcadmissions@ccc.edu

OHC Advising Office
📞 (773) 291–6150
✉️ ohc-advisors@ccc.edu

OHC STEM Department
📞 (773) 291–6550
✉️ ohc-stem@ccc.edu

Virtual Visit Us https://prepare.ccc.edu/ohvss/
Connect with Admissions or with an Advisor Virtually through Olive-Harvey Virtual Student Services!
PREDOMINANTLY BLACK INSTITUTIONS GRANT

The Olive-Harvey College (OHC) Predominantly Black Institutions Grant (PBI) STEM project aims to recommit, update and shift OHC’s focus to reposition the college to attract more African American students and prepare them for the 21st century STEM workforce. The grant supports the initiative to establish or strengthen programs in the following areas:

- Science, Technology, Engineering, or Mathematics (STEM)
- Health Education
- Internationalization or Globalization
- Teacher Preparation
- Improving educational outcomes of African-American Males

STEM CENTER FOR STUDENTS

The STEM Center for Students at Olive-Harvey College offers academic pipeline programs to the STEM workforce that recruits, promotes, prepares, and strengthens African American pre-college and college students. There is a severe lack of representation of African-Americans in the STEM workforce. The program’s main goal is to enrich the greater south side of Chicago by enhancing student ability to advance into higher levels of education, and ultimately prepare them for the 21st century workforce.
STEM CENTER FOR STUDENT ACTIVITIES

The Center provides practical, applied and hands-on problem solving and design-oriented projects. Its focus is on programs and activities driven by problem solving, discovery, exportation. Student actively engage in situations to find its solution. The Center supports study groups, tutoring, club meetings, academic bridge programs, workshops and career exploration for high school and OHC students. Our Center’s activities include:

- STEM Equipment & Software Usage
- 3D Printing/Laser Engraving
- Coding
- Drone/Aviation
- Gaming
- Catapults
- Circuits/Electronics
- Forensic & Environmental Science
- Virtual Reality SW & Equipment
- Robotics
- Vedic Math
- Creative and Critical Thinking
- Virtual Dissections
- Nutrition/Holistic Health
- And more!

These programs are offered to students starting at 5th grade up through college. For more information, or to register please email us at ohc-stem@ccc.edu.

STEM CENTER FOR STUDENTS EVENTS

Throughout the year the Center hosts a number of events for free! These events are for Chicago Public School students, and they include:

- STEMulate (STEM Competition for CPS Students)
- Girls Rock Science Conference
- Black Male Leadership Conference

OHC ACADEMIC & OTHER SUPPORT SERVICES

Olive-Harvey College offers several academic and support services for students:

- Supplemental Instruction Support
- Level UP (CCC College Test Prep)
- STEM Mentorship
- STEM Job Opportunities
- Transfer Opportunities
- Leadership Opportunities
Olive-Harvey College’s Academic Support - Tutoring Services provides **FREE** academic support to ALL students enrolled at City Colleges of Chicago through professional, peer and embedded tutoring. Our primary goal is to create an open, friendly atmosphere of learning for students. All students are assured confidential, courteous and respectful customer service.

**WHO IS ELIGIBLE TO RECEIVE TUTORING?**  
Any enrolled City Colleges of Chicago Student

**HOW MUCH IS TUTORING?**  
FREE

**HOW OFTEN CAN YOU RECEIVE TUTORING?**  
As often as you need it

**WHY SHOULD I GO TO TUTORING?**  
Generally, students go to tutors for help with specific course content. However, many students come to the tutoring labs to stay on track and improve their mastery of course content and exam prep as well as study skills, organization, and time management. We recommend that students get into the habit of making regular visits to see a tutor from the beginning of each semester. Students assigned essays or research papers are also welcome to see a tutor for help throughout the writing process, from getting started with research to the final draft.

**OUR SERVICES**

- Test Preparation  
- Taking Notes  
- Time Management  
- College Placement Test Preparation Boot Camps  
- Academic Workshops  
- Assistance with personal statements and essays to 4-year universities  
- Getting Organized  
- Note Taking  
- Writing Papers  
- Reading a Textbook  
- Memorization Strategies  
- Presentations  
- Presentations

.. And more...

We look forward to serving you!!!

**FOR MORE INFORMATION:**  
Contact Academic Support Services at **OHC-Ask-A-Tutor@ccc.edu**  
or La Tonya Orange at **lorange@ccc.edu**
All students must comply with these requirements of CCC’s Dual Credit/ Dual Enrollment Process regardless of funding source or location of classes.

**Eligibility:**

- Students must provide current high school ID, valid IL state identification or IL driver’s license.
- Junior and senior students enrolled in high school are eligible for DC/DE course(s).
- Dual Enrollment students are eligible to take one class per semester at one CCC college. Students may not self-enroll into any course and must meet with their campus’s Early College Coordinator prior to course selection. Parents and students are responsible for tuition and fees for additional courses.
- Dual Credit students are eligible to take up to four dual credit classes per semester at their high school.
- Students can be enrolled in a DC and DE course concurrently.
- Home school students are permitted to enroll in DE courses. Home school students must have a valid form of ID to verify city of Chicago residency; be 16 years old and have parental permission.
- Students under age 16 enrolled must be enrolled in high school and obtain the approval of the College President or designated official to enroll in a DC/DE college credit course, per Academic and Student policy.
- Graduating seniors are not eligible for DE/DC courses in the summer following their senior year.
- High school graduates who enroll in an Early College Program course in the year of graduation are eligible to apply for a tuition waiver only if:
  - There are extenuating circumstances as determined by CCC staff
  - Students are enrolled at CCC in the semester following their HS graduation
  - The request for tuition waiver is submitted to the Early College Coordinator at the college before the student enrolls.
  - The request for tuition waiver is approved by the district office administration prior to enrollment.

**Qualifications:**

- Student must meet all prerequisites of the course prior to enrollment. If under the age of 16, students only qualify for enrollment in college courses that require Math or English course prerequisites and receive permission to enroll from the College President. (see Prerequisite Qualifications)
- Students must submit a Parental Permission form completed and signed by the parent/guardian.

**Chicago Public School Students**

- Must have a minimum cumulative GPA of 2.5 or higher on the high school transcript or most recent report card.
- 90% attendance rate.
- Recommendation letter is required if the GPA and attendance rate is below the CPS requirements.
- Signature from the CPS high school administrator/counselor.

**Requirements:**

- Students must pass the course with a “C” or better to remain eligible to participate in Dual Credit / Dual Enrollment.
- Students who receive a WTH (withdraw), ADW (administrative withdraw) and/or NSW (no show withdraw) is no longer eligible to participate in DC/DE.
- Students who elect to withdraw from a DC/DE course before the statistical date after the course begins will remain eligible to participate in DC/DE.
- A student whose Early College eligibility has been revoked may be reinstated into the Early College program by:
  - Repeating a previously enrolled Early College course in which he/she earned a final grade of “D” or “F,” received an NSW or ADW, or from which they withdrew (WTH). Students are responsible for paying the full cost of tuition and any other charges associated with the repeated course; and
  - Successfully completing the course with a final grade of “C” or higher.
**DUAL ENROLLMENT COURSES - FALL 2023**

A program that allows high school students (primarily juniors and seniors) to enroll in college courses for college credit while enrolled in high school. College credit is earned. Dual enrollment courses are generally taken at the College.

### FALL 2023

#### Africana Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Section Type</th>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>33864</td>
<td>3</td>
<td>Intro To African-Amer Stds</td>
<td>P</td>
<td>03:45pm - 05:25pm</td>
<td>MW</td>
<td>9/25/2023 to 12/13/2023</td>
<td>TBA</td>
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<tr>
<td>33865</td>
<td>3</td>
<td>Intro To African-Amer Stds</td>
<td>OL</td>
<td>06:55pm - 08:35pm</td>
<td>TR</td>
<td>9/26/2023 to 12/13/2023</td>
<td>Angela Davis</td>
</tr>
<tr>
<td>33868</td>
<td>101 WW20</td>
<td>Intro To African-Amer Stds</td>
<td>OL</td>
<td></td>
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<td>9/25/2023 to 12/16/2023</td>
<td>Zoe Franklin</td>
</tr>
<tr>
<td>33869</td>
<td>102 WW20</td>
<td>Contemp Conver Africana Studie</td>
<td>OL</td>
<td></td>
<td></td>
<td>8/24/2023 to 12/16/2023</td>
<td>Zoe Franklin</td>
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#### Anthropology

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<th>Course Title</th>
<th>Section Type</th>
<th>Time</th>
<th>Days</th>
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<th>End Date</th>
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<tr>
<td>33870</td>
<td>202 Q</td>
<td>Cultural Anthropology</td>
<td>OL</td>
<td>05:30pm - 06:50pm</td>
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<td>8/24/2023 to 12/14/2023</td>
<td>Afsaneh Kalantary</td>
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#### Biology

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<tr>
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<td>107 SU</td>
<td>Nutrition-Consumer Educa</td>
<td>OL</td>
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<td>8/24/2023 to 12/14/2023</td>
<td>Elsie Hernandez</td>
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<tr>
<td>32975</td>
<td>114 GKM</td>
<td>General Education Biology</td>
<td>OL</td>
<td>02:05pm - 03:25pm</td>
<td>MW</td>
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<td>TBA</td>
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<tr>
<td>32977</td>
<td>114 MOU</td>
<td>General Education Biology</td>
<td>H</td>
<td>07:00pm - 08:40pm</td>
<td>T</td>
<td>9/26/2023 to 12/14/2023</td>
<td>James Norton</td>
</tr>
<tr>
<td>32978</td>
<td>114 MOUX</td>
<td>General Education Biology</td>
<td>H</td>
<td>08:45pm - 09:55pm</td>
<td>T</td>
<td>9/26/2023 to 12/14/2023</td>
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<tr>
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<td>OL</td>
<td>06:00pm - 06:50pm</td>
<td>MW</td>
<td>8/28/2023 to 12/13/2023</td>
<td>Erin O’Shaughnessey</td>
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<tr>
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<td>Environmental Biology</td>
<td>OL</td>
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<td>OL</td>
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<td>OL</td>
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<td>Jacqueline Krueger</td>
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<tr>
<td>32996</td>
<td>121 SU</td>
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<td>TR</td>
<td>8/24/2023 to 12/14/2023</td>
<td>Anthony Jenkins</td>
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#### Business

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<tr>
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<td>Entrepreneurship</td>
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#### Chemistry

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<th>Course Code</th>
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<td>121 QSUX</td>
<td>Basic Chemistry I</td>
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<td>George Nwahizu</td>
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<td>Basic Chemistry I</td>
<td>H</td>
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<td>OL</td>
<td>02:20pm - 06:20pm</td>
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<td>9/11/2023 to 12/11/2023</td>
<td>Rajashree Sen</td>
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<tr>
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<td>9/13/2023 to 12/13/2023</td>
<td>Rajashree Sen</td>
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<td>Course Code</td>
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<td>End Date</td>
<td>Instructor</td>
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<tr>
<td>33023</td>
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<td>Child Development: Human Growth &amp; Develop II</td>
<td>OL</td>
<td>05:30pm</td>
<td>06:50pm</td>
<td>Mario Wright</td>
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<td>8/24/2023 to 12/14/2023</td>
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<td>9/26/2023 to 12/14/2023</td>
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<td>Apr 10, 2023 (Mon) - April 11, 2023 (Tue)</td>
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<td>Aug 20, 2023 (Sun)</td>
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<td>Aug 20, 2023 (Sun)</td>
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<td>Sept 21, 2023 (Thu)</td>
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<td>Oct 19, 2023 (Thu)</td>
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<td>Late registration period</td>
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<td>Aug 21, 2023 (Mon) – Aug 23, 2023 (Wed)</td>
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<td>Aug 21, 2023 (Mon) – Aug 23, 2023 (Wed)</td>
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<td>Sept 22, 2023 (Fri) – Sept 24, 2023 (Sun)</td>
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<td>Sept 25, 2023 (Mon) – Sept 28, 2023 (Thu)</td>
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<td>Nov 19, 2023 (Sun)</td>
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<td>Veterans Day Observed (Holiday)</td>
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<td>Nov 25, 2023 (Sat)</td>
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<td>Thanksgiving Holiday (Thursday &amp; Friday)</td>
<td>Nov 23 – 25, 2023 (Thu – Sat)</td>
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<td>Fall term ends (last day of classes)</td>
<td>Dec 16, 2023 (Sat)</td>
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1. College Credit Academic Calendar is subject to change. Please contact the college for details.
2. Sessions and course offerings: not all courses are offered each session, nor are all sessions offered at each college. Please contact the college for details.
3. New Students: all new students are strongly encouraged to complete the Admissions and Registration processes as early as possible, preferably by mid-July for fall entering students. The Admissions process for new students includes placement testing, new student orientation, financial aid processing, career advising and academic program selection, and initial course selection. Please see your Academic Advisor to begin.
4. Continuing Students: continuing students are strongly encouraged to complete the registration process as early as possible to ensure the best course and schedule availability. Please see your Academic Advisor prior to registering to discuss your career and education goals, academic program, graduation requirements and your progress toward graduation, course selection, and, if applicable, transfer.
5. Priority Registration: students who have between 24 credits left to complete their credential, student athletes, and student veterans are eligible for priority registration. Please review your enrollment appointment on the student portal for confirmation of registration period.
6. Late Registration Deadline: students registering during this time must follow the required payment deadline due date.
7. Schedule Revision Period: college credit students who have enrolled in at least one class prior to the start of the semester are permitted to make changes to their 16-week classes during the first week of class. See Schedule Revision Period guidelines.
EARLY COLLEGE OPPORTUNITIES:

Dual Enrollment (DE)
High school juniors and seniors can take a college class at one of the City Colleges of Chicago for FREE! Students can enroll in the Fall, Spring and Summer semesters. Students in Dual Enrollment frequently enroll in English, Mathematics, Foreign Languages, Science, and Literature. Students can also enroll in career pathway courses including Automotive, Business, Early Childhood Development, Logistics, and Information Technology.

Eligibility
Students must be at least a junior or senior in high school by the time they start a Dual Credit or Dual Enrollment class. If student is younger than 16 and not a high school junior, the student must demonstrate college readiness in Math, Reading and Writing as well as obtain permission from the College President to participate.

Most courses require that students be college-ready as demonstrated by the ACT, SAT, or the CCC Placement Test. (See cutoff scores below). Before taking the test, make sure you prepare.

Placement Testing
Placement tests results are required for all high school students enrolling in college credit courses based on the requisites of the course. If a CCC credit course does not require a Math or English placement test, high school students are not required to submit a placement test result or take the CCC placement test. However, any subsequent courses that require testing will be subject to test results prior to enrollment.

Scenario:
Student A wants to enroll in BUS 111 Introduction to Business for the fall 2020 term. Student A does not need a placement test result. Student A passes his or her business course with an A. Now, Student A wants to enroll in English 101 in spring 2021. Student A must provide a placement test result to become eligible for the English course.

Prerequisite Qualifications
1) Certain CCC courses require students to meet college-readiness standards. Students who wish to take these courses must meet the college-readiness standard prior to enrolling by satisfying either the SAT/ACT benchmarks or the required placement test score.
   a. To meet college readiness standards by SAT scores, students must score a 480 or above on the evidence-based Reading and Writing portion of the SAT and a 530 for Mathematics.
   b. To meet college readiness standards by ACT scores, students must score a 19 or above in English and a 21 or above in Math.

2) If students do not meet the placement standards based on SAT or ACT scores, students will take City Colleges of Chicago (CCC) Placement Exams. For more information on CCC Placement Exams, please see read section City Colleges of Chicago Placement Exams and visit CCC Placement Exams.
   a. ENG 101 and courses requiring ENG 101 eligibility require a score of 6 on the Read-to-Write English placement exam.
   b. College-level math requires a score of 46 or higher on the ALEKS Math placement exam.

<table>
<thead>
<tr>
<th>CCC Placement Test</th>
<th>Score</th>
<th>Placement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading To Write (RTW) Exam</td>
<td>6</td>
<td>English 101</td>
</tr>
<tr>
<td>ALEKS</td>
<td>46+</td>
<td>Math 118</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT &amp; SAT English Placement Scores</th>
<th>SAT</th>
<th>Placement Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English Score</td>
<td>Spring 2019 and previous: 540+ Beginning Summer 2019: 480+</td>
<td>English 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT Math Score</th>
<th>SAT Math Score</th>
<th>Mathematics Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-23</td>
<td>530-570</td>
<td>Math 118, Math 121, Math 125, Math 140, Math 143</td>
</tr>
</tbody>
</table>

Articulation - Credit for Prior Learning
High school students may be able to receive college credit for work that was completed in high school. The City Colleges of Chicago is working with Chicago Public Schools to create articulation agreements in Career and Technical Education (CTE) areas. Upon successful completion of their high school course work, students may receive college credit upon enrollment at the City Colleges of Chicago.
Greetings Scholar,

WELCOME TO OLIVE-HARVEY COLLEGE!

The current world climate presents challenges to every aspect of our lives, including traditional higher education systems. Whether you are new or returning to Olive-Harvey College you may have many questions. With that in mind, I want to make sure that you are fully aware of how to access your classes and the resources available to you as a student.

1. Where will classes take place?
This semester classes will take place either through a remote/virtual platform, online, and a very select number of classes will take place on campus. At Olive-Harvey College, the classes that will take place on campus for a portion of the class times are: Auto Technology, Diesel Technology, Forklift and CDL/Truck Driving courses. All other classes will take place through the remote/virtual platform. Your schedule will indicate how your class(es) will take place. Please check your schedule through your student portal.

- REMOTE/VIRTUAL: These classes will be held remotely with no scheduled instructional time spent on the College campus. The instructor may ask you to Zoom for some or all sessions at the days and times listed in the schedule.
- ONLINE: These courses will be offered online through Online Learning at Harold Washington College. Students enrolled in online courses must be verified residents of Illinois prior to the first day of the semester or risk being dropped from their online courses. You can access your online course by logging into my.ccc.edu using your ccc username and password. Classes will be available in Brightspace the first day of the semester. It is strongly recommended that students attend an Online Learning new student orientation at: www.ccc.edu/onlinelearning.

    • Students can purchase all course material through the CCC online bookstore at: http://www.ccc.edu/departments/Pages/Bookstores.aspx.
    • Should you have further questions or concerns, please visit this site: http://www.ccc.edu/services/Pages/CDL-FAQ.aspx
    • On Campus: These classes require that you go physically to the College campus for some of the sessions, and some sessions will be virtual (Zoom) at the days and times listed in the schedule. In the syllabus and Brightspace announcements, your instructor will let you know when you need to come to the College campus.

2. How do I access BrightSpace?
Go to my.ccc.edu > Click on “Quick Access” > Click on “BrightSpace” > Click on the title of your class

“HELP! I need help understanding BrightSpace” > WATCH THIS VIDEO https://www.youtube.com/watch?v=wPUuC4AF3Ok#action=share

3. How will I receive the zoom link to join my class?
Your professor(s) will send zoom links through YOUR STUDENT EMAIL.

Go to my.ccc.edu > Click on “Quick Access” > Click on Student or through BrightSpace.

When in doubt, review your syllabus (found in BrightSpace).

4. How are online classes taught/structured?
Online Class General Information https://www.ccc.edu/departments/Pages/Online-Learning.aspx
Online Class FAQ https://www.ccc.edu/services/Pages/OL-FAQ.aspx
Online Learning Orientation https://www.ccc.edu/services/Pages/OL-Student-Orientation.aspx

5. I do not have a laptop, what can I do?
Request a laptop through the Laptop Loaner Program by clicking on this link https://apps.ccc.edu/LoanerLaptop/login

6. How do I order my books?
Bookstore FAQ https://www.ccc.edu/departments/Pages/Bookstores.aspx
Brightspace Student Quick Guide

**Logging In**

**Accessing Brightspace**

There are two ways to access Brightspace:
1. Go to [brightspace.ccc.edu](http://brightspace.ccc.edu)
2. Login with your CCC username and password.

Alternatively, login via my.ccc.edu
1. Go to [my.ccc.edu](http://my.ccc.edu)
2. Login with your CCC username and password.
3. If your Summer or Fall course will be taught with Brightspace, you will see a note with a link to Brightspace.

**Getting Around**

Once you log into Brightspace, you will see a list of your courses on the homepage, along with some icons at the top, and navigation links below.

1. The **minbar** icons are quick links to your courses, notifications, alerts and personal settings.
2. The **Navbar** will change depending on where you are in Brightspace. Once inside a course, you’ll use the nav bar to get around your course.
3. The **My Courses** section is where your courses will appear. You can pin or unpin courses and access them from the course selector icon on the minbar instead.

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**Accessing a Course**

To access a course, click on the course image from the homepage, or choose the course from the course selector dropdown.

From the homepage, click on the course image to access the course.

Alternatively, click on the “course selector” icon to select from a list of courses.

**The Course Homepage**

The course homepage is the landing page of a course. It includes announcements, updates, and other information for that course.

This is the first page you will see when you access a course, however, the majority of your time will be spent in **Content** which you will access from the Navbar link.

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CCC Helpdesk Phone: (312) 553-2600
Email: cohelpdesk@ccc.edu
Brightspace Student Quick Guide

**Announcements, Updates, and Calendar**

**Announcements**
Announcements from the instructor appear on the course homepage below the course banner image.

**Updates**
To the left of Announcements, are your Updates. View and jump to new items from here, such as new discussion board posts.

**Calendar**
The calendar displays upcoming assignments and due dates. Click on the Calendar link to view the entire course calendar, or click on the event to jump to those items.

**Content**
All of your course content and materials are located in Content. Click on the Content link on the navbar to access course content.

![Course Home](#)

The Table of Contents presents a view of the entire course. Navigate through the course by clicking on the modules underneath the Table of Contents. The orange number signifies how many items are in that section.

The course content within modules is represented by icons and text:

- Word Document
- PowerPoint Presentation
- Web Page
- Link
- Assignment
- Quiz
- Discussion Topic

**Assignments, Quizzes, and Discussions**

**Submit an Assignment**
1. Click on the assignment link to access the submission page.
2. Below the instructions, click on Upload and browse your computer for the file you wish to attach.
3. Click Submit

**Take a Quiz**
1. Click on the quiz link to access the test or quiz.
2. Below the description, quiz details and instructions, click on the Start Quiz button.
3. Once you save all your responses, be sure to click “Go to Submit Quiz”.

**Respond to a Discussion Topic**
1. Click on the assignment link to access the submission page.
2. Below the instructions, click on Start a New Thread to add your submission.
3. Add a subject and your message, and click Post

**View Grades**
Stay informed by viewing your Grades or Progress
1. Click on Grades on the navbar (under Assessments)
2. You can also view your class progress by clicking on your name in the upper right hand corner and selecting Progress

**Setup Notifications**
In order to be notified when changes happen in a course, setup your notifications:
1. Click on your name in the upper right corner
2. Select Notifications
3. Select your Summary of Activity option
4. Check off your desired instant notifications
5. Click Save

CCC Helpdesk Phone: (312) 553-2600
Email: cohelpdesk@ccc.edu
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Admissions
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