

Guide for New Students

Admissions Office

(518) 562-4170 or 1-800-552-1160

E-mail: admissions@clinton.edu

Website: www.clinton.edu/admissions

Use the steps below to assist in the process of becoming a new student at Clinton Community College:

1. Complete Clinton application and submit to the Admissions Office.
2. Have applicant's High School forward their official transcript to the Clinton Admissions Office. If applicant earned a General Equivalency Diploma (GED/now TASC), forward a copy of their GED/TASC certificate and scores to the Admissions Office.
3. Request official transcripts from all previously attended colleges.
4. Apply for Financial Aid at studentaid.gov.
5. Provide documentation of immunizations. Questions may be directed to the College Nurse at (518) 562-4129.
6. New, first-time full-time students may schedule an appointment to take a placement test and register with our Admissions Office. New, transfer or part-time students schedule an appointment to take a placement test and register with our Counseling & Advisement Office.
7. Obtain a Certificate of Residency within 60 days prior to the first day of the semester.
8. Attend Orientation.

STEP 1:

There are Two Ways to Apply For Admission:

1. Complete the free Clinton Community College Application. Obtain this application by calling the Clinton Admissions Office, or applicant's high school Guidance Office, or click on the "Apply Now" link on the Clinton homepage at www.clinton.edu. Once the application is completed, return it to Clinton's Admissions Office.
OR
2. Complete the SUNY APC application. This application will cost students \$50.00 for each college to which the student applies. This application is available at the applicant's high school Guidance Office. If a SUNY application is completed, it will first be sent to Albany and the Clinton Admissions Office will be notified after it is received by the SUNY Application Processing Center in Albany.

For assistance, call the Clinton Admissions Office at (518) 562-4170 or 1-800-552-1160 or e-mail us at admissions@clinton.edu.

STEP 2:

High School Transcripts or GED/TASC

An official copy of the applicant's high school transcript showing all coursework completed to date is required. A final transcript indicating high school graduation is required upon graduation from high school. Faxed transcripts are not considered official documents. A GED/TASC will be accepted in lieu of a high school transcript.

Home-Schooled Applicants

Home-schooled students will be eligible for consideration as applicants for admission to matriculated status if they can provide either:

1. A letter from the superintendent of the school district in which the student resides, attesting to the student's completion of a program of home instruction that is the substantial equivalent to a four-year high school course of instruction and meets the requirements of Section 100.10 of the Regulation of the Commissioner of Education, OR
2. A passing score on the general comprehensive examination for the state high school equivalency diploma (GED/TASC). Proof of high school equivalency may not be a homemade transcript or letter from a parent. If the student's home-schooling experience was not monitored by a school district or accredited institution, he/she will be considered a student without a high school diploma or GED/TASC.

Applicants Without a High School Diploma

In order to be admitted to a degree program one must have a high school or general equivalency (GED/TASC) diploma. Applicants are advised to complete a GED course prior to reapplying to Clinton. Applicants without a high school or general equivalency diploma may attend Clinton in non-matriculated status, limiting their access to financial aid.

Applicants With an IEP Diploma

The New York State Education Department has ruled that an IEP diploma is different from a high school diploma in that it is not an indication of successful completion of high school study. Therefore, community colleges, including Clinton, are under no legal obligation to accept students under the terms of the New York State Full Opportunity Policy. Students who hold an IEP diploma will be referred to a GED/TASC program.

Admissions Review Committee

The Admissions Review Committee discusses applicants who have disciplinary dismissals from a prior college. These applicants must complete the Application for Disciplinary Dismissals. No Admissions application will be processed until this supplemental application is completed and returned.

STEP 3:

Previous College Transcripts

If applicant previously attended other colleges, the official academic transcripts must be sent from those institutions. Often these requests must be in writing to the previous college's Registrar, and there may be a charge for the service. Failure to provide these transcripts could mean a delay in finalizing admission to Clinton and/or a delay in the release of financial aid.

ACT or SAT Test Scores

Clinton does not require these test scores. However, they are recommended for some degree programs as a guide for placement. Also, placement tests may be waived based on SAT and ACT scores (see information regarding College Placement Testing).

STEP 4:

Acceptance to the College

Once an application is completed and all necessary documents have been received by the College, applicants are notified of their acceptance. Later, the Admissions Office will send placement testing and registration information.

STEP 5:

Financial Aid

The Financial Aid Office at Clinton Community College assists students in applying for Federal, State and Clinton Foundation scholarship money in order to help them meet their education costs. However, the first responsibility for financing a student's education rests with the student.

The cost of attending college begins with tuition, fees, books and supplies. Depending upon individual circumstances and place of residence, additional costs such as living accommodations, board, transportation and a variety of personal expenses may have to be considered. Total costs at Clinton Community College may range from \$7,856 (includes tuition, fees and books) per year to more than \$23,858 (including tuition, fees, books, room, board etc.)

In general, to be eligible for Financial Aid Programs a student must:

- Have a high school diploma, or a General Equivalency Diploma.
- Be a U.S. citizen or an eligible non-citizen.
- Be matriculated and enrolled in an approved program.
- Be making satisfactory academic progress.
- Not have a federal student loan in default status.
- Be registered for the Selective Service (if male and over the age of 18).

How to Start the Financial Aid Process:

1. File the FAFSA form using one of the following methods:
 - a. File electronically at <https://studentaid.gov>.
 - b. If borrowing, accept the student loan offer through the student portal and complete entrance interviews and a promissory note. Instructions and forms are available at the Financial Aid Office or at www.clinton.edu.
2. Apply for NYS Aid (TAP, Excelsior). Go to www.hesc.ny.gov.
3. Apply for scholarships through the CCC Foundation and other sources.

Maintaining Your Financial Aid

Students must meet satisfactory academic progress in order to continue to receive financial aid. There are three components to satisfactory academic progress: qualitative, quantitative and maximum time frame

The qualitative component requires a student to achieve a certain grade point average based on the number of credit hours attempted.

The quantitative component requires that students earn a certain number of credits based on the number of hours attempted.

The following charts outline the requirements of federal and state financial aid recipients. Students must meet all components in order to continue to receive their financial aid.

TAP 1:

New York State Academic Progress Requirements

(GPA and coursework completion)

*Must have 6 hours of completion before your second award.

BEFORE this Award	1	2	3	4	5	6
This many credits must be accrued.	0	6	15	27	39	51
This grade point average must be attained.	.00	1.30	1.50	1.80	2.00	2.00
Number of TAP points student currently has.	0	*6	12	18	24	30

TAP 2:

1st Award Prior to Fall 2010 or Remedial Students

*Must have 6 hours of completion before your second award.

BEFORE this Award	1	2	3	4	5	6
This many credits must be accrued.	0	3	9	18	30	45
This grade point average must be attained.	.00	1.0	1.50	1.75	2.00	2.00
Number of TAP points student currently has.	0	*6	12	18	24	30

Students who fall below these minimums may apply for a waiver based on stringent, documented, extenuating circumstances beyond the student's control. Waivers are not automatically approved. All decisions of the Appeals Committee are final. If granted an appeal, students must maintain progress thereafter as outlined in this catalog.

Students are allowed only one (1) waiver during their academic career, regardless of where the student attends college unless the waiver is received for not maintaining a 2.0 cumulative GPA after four semesters of TAP.

Federal Financial Aid Coursework Completion Requirements

*Must have 6 hours of completion before your second award.

After this many hours attempted.	0	1-18	19-32	33-48	49-62	63-78	79-96
Percent of hours to complete successfully.	0	40%	50%	60%	70%	75%	80%
Accrued credits (for max. number of attempts).	0	*Min of 6	16	28	43	58	76

STEP 6:

Health Records

All students are required to complete immunization records upon admission. According to New York State Department of Health Law for post-secondary institutions, students born on or after January 1, 1957 must provide proof of immunity against measles, mumps and rubella.

Proof of immunity consists of the following:

1. Measles– two doses of live measles vaccine given on or after first birthday, physician documented history of disease or serological evidence of immunity
2. Mumps– one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.
3. Rubella (German Measles) – one dose of live rubella vaccine given on or after the first birthday, or serological evidence of immunity.

All students are required to complete a Meningococcal Meningitis response form and provide a copy of their COVID-19 vaccination card or apply for an exemption through the Health Office. Students accepted for the Nursing Program must adhere to the standards of the program's affiliated agencies.

STEP 7:

English and Math Placement

All matriculated students must be placed into Math and English courses based on a placement test or evaluation before they will be allowed to register for classes. There will be no exceptions to this policy. The placement test results will be used to determine the level of English at which the students begin their course of study. Math placement will be determined based on multiple measures evaluation by the Learning Skills Coordinator. Placement process is used to determine the level of study a student should pursue during his/her first semester. Students whose placement indicates that they need assistance in reading, writing, or mathematics will be placed in the appropriate basic skills courses. Students should contact the Admissions Office for information concerning placement tests/evaluations.

English Placement

The English placement test is free of charge and offered online for the student's convenience. Students may be exempted from placement testing under the following conditions:

Exempt from the English placement test:

- Successfully completed a college level writing course at another college with a grade of C or better.
- SAT exam: scored 560 and above on the Reading and Writing sections of the SAT
- ACT exam: scored 31 and above for the Reading section and 10 and above on the Writing section of the ACT exam.

Math Placement

Students will be placed into math coursework based on the following:

- CAP and transfer math coursework
- AP math scores
- High school math course scores and GPA
- Math Regents exam scores
- SAT/ACT exam scores (math portion)
- TASC/HSE/GED exam scores (math portion)

STEP 8:

Registration

Students who have been accepted to the College must attend a new student registration session. Course selection and registration occur at this time. Call the Admissions Office at (518) 562-4170 to schedule an appointment to register. Transfer students and part time students should contact the Academic Advising and Student Support Office at (518) 562-4199 to schedule an appointment to register.

STEP 9:

Certificate of Residence

To qualify for the resident tuition rate, a student is required by law to present once each academic year, on or before registration, a Certificate of Residence indicating that he/she has been a legal resident of the State of New York for one year and of the county in which he/she resides for six months. Exceptions:

Active-Duty Military personnel, spouses and dependents stationed in New York are considered New York State residents for tuition purposes. The application must be completed, notarized, and presented to the County Treasurer of the county in which the student resides. The County Treasurer will then issue a Certificate of Residence to the student. This Certificate of Residence must be presented to the Bursar's Office at the time of payment.

Step 10:

Orientation

For more information see Student Services section.