

CENTRAL FLORIDA COMMUNITY COLLEGE

-an equal opportunity college-

APPLICATION FOR ADMISSION



3001 SW College Road
PO Box 1388
Ocala, FL 34478-1388
352-873-5801
www.CF.edu

Application fee is a one-time, non-refundable fee.

Application fee for Residents - \$20 Application fee for International students - \$50

GENERAL INFORMATION

Social Security Number: _____ - _____ - _____					
Name (Print)					
Last	First	Middle	Maiden/former		
Mailing Address					
Street/PO Box	City	State	Zip	County	
Phone: Home (____) _____ Work (____) _____ E-mail Address _____					

Gender: Male Female

Ethnicity: Hispanic/Latino Not Hispanic or Latino Not Reported or Unknown

If you selected Not Hispanic or Latino above please select one or more of the race categories with which you identify:

- American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Not Reported / Unknown

Date of Birth: ____/____/____

Country of Birth: _____

Country of Citizenship:

- U.S. Citizen
 Permanent Resident Alien/Refugee (Card Number: _____)

Copy of both sides of Resident Alien Card required.

- Student Visa (F ____) Country of Residence _____ Visa Number _____
 Other Visa Type (Specify) ____ Country of Residence _____ Visa Number _____
 Other (specify) _____

Is English Your Native Language? Yes No (Specify native language) _____

Semester and Year You Plan to Attend (Please check one and write in year):

- Fall (August) 20____ Spring (January) 20____ Summer A/C (May) 20____ Summer B (June) 20____

Program of Study or Area of Interest Intended: (Please check one & enter the program code. See insert for program codes.)

- A.A. – Associate in Arts Degree _____ A.S. – Associate in Science Degree* _____
 College Credit Certificate _____ Postsecondary Adult Vocational Program* _____
 Nondegree College Credit _____ * Some programs have additional admission requirements.

If you do not plan to pursue a CFCC degree or certificate, please state your objective:

- Transfer selected courses to another college or university Job improvement/advancement Other personal objectives

Has either of your parent(s) or guardian(s) ever earned a four-year college degree? Yes No

PREVIOUS EDUCATION VERIFICATION

Please provide names under which you were enrolled at previous educational institutions:

Maiden/Former Name(s)

High School Information:

High School presently attending or last attended:

Name

City

County

State

Country

Type of Diploma: (Please check one)

- Standard High School Diploma
 General Education Development (GED) Diploma
 College Ready Diploma
 Home School Affidavit*
 Certificate of Completion (CPT) **
 Certificate of Completion***
 Special Certificate of Completion***
 Special Diploma***

High School/GED

Graduation Date:

_____/_____/_____
Month Day Year

* The parent of a home-schooled student must complete the Home School Affidavit that can be found in the Enrollment Services Center of any CFCC campus.

** A student with a Certificate of Completion (CPT) may not be eligible for acceptance in certain programs of study. Contact the Enrollment Services Center on any campus for additional information.

*** A student with a special diploma, certificate of completion or special certificate of completion MUST earn a GED before pursuing an Associate in Arts degree, Associate in Science degree or any College Credit Certificate program that requires a standard high school diploma or GED, and is not eligible to receive Title IV federal financial assistance from the college if seeking a vocational certificate.

Applicants for all programs that require a high school diploma or GED must submit FINAL OFFICIAL transcripts from EACH postsecondary institution previously attended to the Office of Admissions and Records prior to the first term of enrollment as required by 837.06 F.S. Only transcripts sent directly from the issuing institution to CFCC or hand-carried in an unopened envelope sealed by that institution are OFFICIAL.

College and University Information: (List all colleges and universities previously attended. **DO NOT ABBREVIATE.**)

Name of College or University	City and State	Attended From	Attended To	Degree Earned	Date Earned	Eligible To Return?

FINANCIAL AID will not be awarded without proof of high school graduation or GED and official transcripts from each postsecondary institution that you have attended. Students applying for a vocational certificate program that does not require a high school diploma or GED may have other options.

RESIDENCY AFFIDAVIT

Florida Residents

This section must be completed in full if you claim Florida residency for tuition purposes.

ATTACH COPIES OF ANY DOCUMENTATION REQUIRED. (No single piece of documentation shall be conclusive.)

*A notarized copy of your and/or your parent's most recent tax return or other documentation may be requested to establish dependence/independence. A dependent is a person for whom 50 percent or more of their support is provided by another as defined by the Internal Revenue Service. An independent person is one who provides more than 50 percent of their own support.

*A copy of a marriage certificate is required in all cases of a spouse who is claiming their partner's residency.

- _____ I am an independent person and have maintained legal residence in Florida for at least 12 months.
- _____ I am a dependent person and my parent or legal guardian has maintained legal residence in the state of Florida for at least 12 months. (Required: copy of most recent tax return on which you were claimed as a dependent or copy of birth certificate.)
- _____ I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months. (Required: copy of tax returns on which you were claimed as a dependent or other proof of dependency.)
- _____ I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate, proof of physical presence, driver's license and student's driver's license.)
- _____ I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now establishing Florida legal residence.
- _____ According to the United States Immigration and Naturalization Service, I am a permanent resident alien, or other legal alien granted indefinite stay and have maintained domicile in Florida for at least 12 months. (Required: INS documentation and proof of residency status.)
- _____ I am a member of the armed forces of the United States and I am stationed in the state of Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. (Required: copy of military orders (or DD2058) showing home of record.)
- _____ I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, or I am the employee's spouse or dependent child. (Required: copy of employment verification required.)
- _____ I am part of the Latin American/Caribbean scholarship program. (Required: copy of scholarship papers.)
- _____ I am a qualified beneficiary under the Florida Pre-Paid Post-Secondary Expense Program, F.S. 1009.97 and F.S. 1009.98 (Required: copy of card.)
- _____ I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student's spouse or dependent child. (Required: copy of marriage certificate or proof of dependency.)
- _____ I am a full time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- _____ I am a full-time student participating in a linkage institute.

Person claiming residency should complete this section in full.

Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months immediately prior to the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification. Additional documentation other than what is required above may be requested in some cases. No single piece of documentation shall be conclusive.

Please Print:

1. Name of student: _____
2. Date of Birth: ____/____/____
3. Student Social Security number: _____ - _____ - _____
4. Name of person claiming Florida residency: _____
5. Claimant's relationship to student: _____
6. Claimant's permanent Florida residence: _____

- Street/PO Box _____ Apt. Number _____ City _____ Zip _____
7. Claimant's telephone number: _____
 8. Date claimant began establishing legal Florida residence and domicile: ____/____/____ County _____
 9. Claimant's voter registration: State _____ Number _____ County _____ Original Issue Date ____/____/____
 10. Claimant's driver's license: State _____ Number _____ Original Issue Date ____/____/____
 11. Claimant's Vehicle Registration: State _____ License Tag No. _____ Issue Date ____/____/____
 12. Non-U.S. citizen only: Resident Alien Number: _____ (copy of both sides of card required) Issue Date ____/____/____

I do hereby swear that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, F.S., and to 6C-6.001(6), F.A.C.

Signature (of person claiming Florida residency as listed in number 4 above)

Date

Non-Florida Residents

I understand that I do not qualify as a Florida resident for tuition purposes for the semester for which this application is submitted and that if I should qualify for some future semester, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature _____ Date _____

I resided in (State/Country) _____ Date moved to Florida _____

TEST SCORES

Have you taken the SAT, ACT, or CPT test in the past two years? Yes No

If yes, please have official scores sent to the Office of Admissions and Records, CFCC, PO Box 1388, Ocala, FL 34478.
If no, call the Testing Center at 352 - 854-2322, ext. 1564, or ext. 1395, to schedule an appointment for the College Placement Test.

Have you taken AP, IB, CLEP, Dante's or AICE examinations in the past? Yes No

If yes, please have official scores sent to the Office of Admissions and Records, CFCC, PO Box 1388, Ocala, FL 34478-1388.

VERIFICATION STATEMENT

IMPORTANT: Each applicant must read and sign the following statement.

Attendance at CFCC is a privilege, and in order to maintain the college's ideals of scholarship, character and personality, the college reserves the right to require the withdrawal of any student at any time for violation(s) of college policy, procedure, state board rules and State of Florida law. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and CFCC Code of Student Conduct. The Code of Conduct is outlined in the student handbook. Handbooks are available at various locations throughout the college.

Central Florida Community College is an equal access, equal opportunity, open-admission institution. Admission to the college is made without regard to age, gender, race, color, religion, national origin, disability, academic or economic status.

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency affidavit may result in disciplinary action, revocation or denial of admission or financial aid, and invalidation of credits or degrees earned pursuant to 837.06 F.S. I give my permission to release all my transcripts and test scores to Central Florida Community College including sending or receiving transcript(s) electronically. I also give permission for CFCC to verify all information contained in this application and residency affidavit.

I understand that I am required to provide official high school transcripts (copy of diploma not accepted), GED (official GED test scores and diploma are required), home school affidavit or postsecondary transcripts to the Office of Admissions and Records prior to the first term of enrollment. (An official transcript is one that is sent directly from the issuing institution to CFCC or hand-carried in an unopened envelope sealed by that institution.)

I understand and agree to be bound by the college's policies and regulations as published in the college catalog, the student handbook, the college Web site, and posted at college sites.

I certify that I understand CFCC's Drug Free Policy requires that I pledge not to possess, sell, purchase, deliver, use, manufacture, or distribute illegal drugs or controlled substances while present on any CFCC campus or in attendance at any college-sponsored event.

Applicant's Signature

Date

Parent's or Legal Guardian's Signature (if student is under 18)

Date

FOR OFFICE USE ONLY

Date Application Received: _____

Fee Paid by: ___CK ___CA ___MO ___CC

Date Processed: _____

Initials: _____

Receipt No: _____

Admission/Records Initial: _____

ID Number _____

ACADEMIC PROGRAM CODE LISTING

Associate in Arts Degree

(Placement Test Required-ACT/SAT/CPT)

The Associate in Arts Degree program permits students to transfer into the junior year of a college or university. A student must select one area of interest from those listed below for advising purposes.

1051..... Advertising	1103..... Humanities
1013..... Agriculture	1104..... Interior Design
1000..... Allied Health (i.e.: Resp. Therapy, Radiologic Sci.)	1491..... Liberal Arts
1011..... Animal Science	1161..... Library Science
1021..... Architecture	1061..... Mass Communications
1101..... Art	1171..... Mathematics
1041..... Biology	1123..... Medical Technology
1022..... Building Construction	1124..... Medicine
1052..... Business Administration	1100..... Music
1191..... Chemistry	1125..... Nursing B.S.
1071..... Computer Science	1126..... Pharmacy
1132..... Consumer & Family Science	1105..... Philosophy
1222..... Criminal Justice	1127..... Physical Therapy
1122..... Dentistry	1195..... Physics
1102..... Drama	1211..... Political Science
1053..... Economics	1129..... Pre - LPN to ADN Bridge
1082..... Education - Elementary	1199..... Pre - Nursing AS to BS
1083..... Education - Music	1074..... Pre - Physical Therapist Assistant
1086..... Education - Physical	3000..... Pre - Radiography
1087..... Education - Secondary	1224..... Psychology
1088..... Education - Special	1062..... Public Relations
1091..... Engineering	1231..... Religious Studies
1151..... English	1227..... Social Studies
1009..... Environmental Studies	1225..... Social Welfare
1111..... Foreign Language	1226..... Sociology
1012..... Forestry	1063..... Speech
1223..... History	1172..... Statistics
1290..... Human Services	1128..... Veterinary Science

Postsecondary Adult Vocational (Workforce) Programs

(Placement Testing Required)

Workforce Certificate credit programs provide training for job-entry technical skills in the following areas:

7262..... Air Conditioning, Refrigeration, & Heating Technology	7267..... Cosmetology
7281..... Applied Welding Technology	7276..... Customer Assistance Technology
7263..... Automotive Collision Repair & Refinishing	7253..... Law Enforcement Officer*
7264..... Automotive Service Technology	7230..... Practical Nursing*+
7268..... Barbering	7224..... Surgical Technology*+
7270..... Commercial Vehicle Driving	
7244..... Correctional Officer*	

*Standard High School diploma or GED required

Applied Technology Diploma

(High School Diploma or GED Required. Placement Test Required-TABE)

This program provides entry-level courses in a specific area that can be applied toward an Associate in Science Degree.

5500..... Family Health Support
5510..... Dental Assisting*

All programs that are marked with a plus sign (+) are special admissions programs. A separate application must be filed with the respective department for these programs. **Admission to the College does not guarantee admission to these programs.**

Non-Degree College Credit

9250..... Adult Enrichment
9300..... Educator Preparation Institute
9260..... Teacher Certification
9270..... Transient (must have letter from home institution stating student is in good academic standing and listing courses student is allowed to take)

Associate in Science Degree

(Placement Test Required-ACT/SAT/CPT)

CFCC prepares students to enter the labor market with technical skills in specific program areas.

2210..... Accounting Technology
2299..... Agribusiness Management-Horticulture/Equine Specialization
2301..... Agribusiness Management - Golf Specialization
2282..... Automotive Service Management Technology
2156..... Business Administration - Career Ladder Model A.S. to B.S.
2305..... Business Management, Marketing and Administration
2295..... Computer Information Technology - Hardware Track
2257..... Computer Information Technology - Software Track
2277..... Criminal Justice Technology
2323..... Dental Assisting - Dental Practice Management+
2324..... Dental Assisting - Education+
2325..... Dental Assisting - Marketing+
2279..... Drafting and Design Technology - Architectural
2270..... Drafting and Design Technology - Mechanical
2259..... Early Childhood Education
2234..... Emergency Medical Services (EMS)
2298..... Engineering Technology - Quality Specialization
2292..... Equine Studies - Business Management Specialization
2309..... Equine Studies - Equine Exercise Physiology
2310..... Equine Studies - Therapeutic Riding Management
2272..... Fire Science Technology
2372..... Fire Science Technology - FESHE Compliant Track
2233..... Health Information Technology
2294..... Human Services
2291..... Instructional Services Technology
2260..... Landscape & Horticulture Tech - Horticulture Specialization
2269..... Landscape & Horticulture Tech - Landscape Design Option
2139..... LPN to ADN Nursing Bridge+
2137..... Nursing AS to BS (after acceptance into program)+
2250..... Office Administration - Legal Office Specialization
2247..... Office Administration - Medical Office Administration
2249..... Office Administration - Office Management
2289..... Office Administration - Office Software Applications
2278..... Paralegal
2232..... Physical Therapy Assistant+
2300..... Radiography (Joint program with CTAE)

College Credit Certificate

(High School Diploma or GED Required)

These programs provide a set of technical skills in a specific area of study. Each certificate applies toward an Associate of Science or Applied Science Degree.

6201..... Child Care Center Management
6205..... Child Development: Early Intervention
6245..... Accounting Applications
6301..... Agribusiness Management - Golf Course Technician
6241..... Business Administration - Business Management
6269..... Business Administration - Finance Management
6270..... Business Administration - Small Business/Entrepreneurship
6282..... Business Management - Event Planning
6246..... Business Management - Marketing Specialization
6271..... Business Operations
6286..... Drafting
6288..... Information Technology Support Specialist
6237..... Emergency Medical Technician - Basic*
6285..... Engineering Technology - Quality Specialist
6287..... Engineering Technology - Support Specialist
6278..... Equine Assistant Manager
6248..... Food and Beverage Management
6272..... Horticulture Technician - Horticulture Specialization
6273..... Horticulture Technician - Landscape Specialization
6264..... Legal Office Management
6242..... Medical Information Coder / Biller
6240..... Office Management
6263..... Office Software Applications Management
6232..... Paramedic+

* Prerequisite for Paramedic program

This document may not reflect new or modified programs of study or regulations. Information is subject to change without notice.

ADMISSION PROCEDURES

Please take a few minutes to read over the application and procedures before completing it

All Applicants:

Submit CFCC application with a **non-refundable, one-time fee** of \$20 for residents and \$50 for international students. Applications may be submitted to the Enrollment Services Center on the Ocala and Citrus County Campuses, and the Levy County Center main office.

Before Beginning, Identify What Kind Of Student You Are:

- A *new student* is someone who has no previously earned college credits and has never attended CFCC.
- A *re-admit student* is someone who has not attended CFCC in more than 1 year.
- A *transfer student* is someone who is entering CFCC and has completed previous college-level coursework at another college or university.
- A *transient student* is someone who is seeking a degree from another college or university and would like to take a class toward that degree at CFCC (must have transient form or letter from the degree seeking institution to register).
- A *vocational student* is someone who enrolls in courses to prepare for employment in a variety of occupational areas, often in 1 year or less.
- An *adult enrichment student* is someone who wants to enroll in selected courses with no intent of earning a CFCC degree or certificate.

First-Time, Degree-Seeking Students:

1. Complete a college credit application.
2. You must submit an official standard high school diploma, a home school affidavit, a GED or other type of diploma that is equivalent to an official standard high school diploma. These must be on file **before** you may register for your second term.
3. Submit placement test scores (ACT, SAT, or CPT). To schedule a test, call (352) 854-2322, extension 1564 or 1395, or go to www.cf.edu/departments/sa/assessment/tests
4. Instructions for online orientation, advisement, and registration will be mailed along with the acceptance letter.

Returning Students:

1. If you are returning after more than a 1 year absence, you must resubmit an application (no fee required). We recommend that you schedule an appointment with an advisor before registration, especially if you have changed your major. Advisors may be reached at (352) 854-2322, extension 5802 – Ocala campus, (352) 249-1202 – Citrus campus, or (352) 493-9533 – Levy campus.
2. If it has been more than 5 years since you completed orientation, we recommend that you go through the online orientation process, as so many policies and requirements have changed (you will need to follow the current catalog requirements).

Transfer, Degree-Seeking Students:

1. Complete a college credit application.
2. Have high school/GED and every college/vocational school you have attended send an **official transcript** to the Ocala Campus address. **Each transcript MUST come directly from your school to CFCC.** Missing transcripts may prevent registration.

Transfer Students (continued):

3. If you have not successfully completed a college-level English or math course, you will need placement test scores (ACT, SAT, or CPT) to register for classes in these areas. To schedule a test, call (352) 854-2322, extension 1564 or 1395, or go to www.cf.edu/departments/sa/assessment/tests
4. Instructions for online orientation, advisement, and registration will be mailed along with the acceptance letter. If all transcripts have not been received and evaluated, you will not be able to web register. If you have an unofficial copy of your transcript(s), an advisor **MAY** be able to assist you with registration (please call for an appointment). If you feel your transcript has been evaluated incorrectly, you can bring descriptions for courses you took at other institutions into the Enrollment Services Center and we will request that your transcript(s) be re-evaluated (please come into the Enrollment Services Center if you have any questions about this process).

Transient Students:

1. Complete a college credit application.
2. Register in-person only during the add/drop period (refer to current term schedule).
3. No transcripts required, but you must bring a copy of the transient letter from your current college/university to register.

Vocational Students:

1. Complete a college credit application.
2. Orientation is not required, but encouraged. Guidelines for advising & registration are sent with the acceptance letter.
3. An official standard high school diploma, a home school affidavit, a GED or other type of diploma that is equivalent to an official standard high school diploma is required for some vocational programs.

Adult Enrichment:

1. Complete a college credit application.
2. You will be able to register during the add/drop period (refer to current term schedule).
3. No transcripts required. Registration limited to nine credit hours and courses with no prerequisites.

Audit Students:

1. Complete a college credit application.
2. Students may only register during the add/drop period (refer to current term schedule) for a credit course on a no-credit (audit) basis. This is not an option for Health Occupations, Criminal Justice, college prep courses or science labs.
3. No transcripts required.

Teacher Certification:

1. Complete a college credit application.
2. You will be able to register using the Web registration system at www.GoCFCC.com.
3. No transcripts required.

Any student with a disability who wants to request accommodations should contact Access Services at (352) 854-2322 ext. 1580 or (352) 873-5854 (TDD).

Central Florida Community College

Notification of Social Security Number Collection, Usage, and Release

Florida Statute 119.071(5), and Sections 483 and 484 of the Higher Education Act of 1965 authorizes the collection, usage, and release of your social security number by Central Florida Community College (CFCC).

CFCC collects, uses, and releases your social security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College will secure your social security number from unauthorized access, strictly prohibits the release of your social security number to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number will then be used for all associated employment and educational purposes at CFCC. Specifically, CFCC collects, uses, or releases your social security number for the following purposes:

Admissions

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for community colleges to collect the social security number of every student. A student may refuse to disclose his or her social security number to CFCC, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Continuing Education, Corporate Training

Because of Florida State Education Reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their social security numbers.

Financial Aid

The Office of Financial Aid at CFCC requires students and parents of dependent students to submit their social security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

Human Resources

The social security number is used for legitimate business purposes for completing, processing, or distributing the following:

- Employment Application/Packet
- Federal I-9 (Department of Homeland Security)
- Federal W4, W2, 1099 (Internal Revenue Service)
- Federal Social Security taxes (FICA)
- Federal W2 (Internal Revenue Service)

- Unemployment Documents (Florida Department of Revenue)
- Florida Retirement Documents (Florida Department of Revenue)
- Workers Comp Claims (FCCRMS and Department of Labor)
- Federal and State Employee and Educational Reports
- Direct Deposit Files (Bank of America, ACH)
- 403b and 457b contribution reports
- Group health, life, and dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports
- Background checks
- Payroll documents

Workforce Programs

These programs use your social security number as an identifier for program enrollment and completion. Also, it is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

MISCELLANEOUS

Identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting.

RELEASE STATEMENT

Release of social security numbers held by the College may be disclosed only pursuant to Florida Statute 119.071 (6a – 6h).

INDEPENDENT CONTRACTORS

The College collects contractor social security number information in order to file the required information returns with the Internal Revenue Service, as required and authorized by federal law.

DATE: September 28, 2009