

Admissions

CCCCD operates with an “open door” admissions policy. Students 18 years of age or older with a high school diploma or equivalent are eligible for admission. Other students may be admitted under special admissions requirements. CCCCCD reserves the right to guide the placement of students, which may include assessments, interviews, and a review of past academic performance.

**Application for Admissions
Available on the Web**
www.ccccd.edu

SPECIAL ADMISSIONS

The following categories are considered special admits:

1. High school students who have exceptional ability, requesting early admission consideration.
2. Students under 18 years of age without high school diploma or equivalent.
3. Home school students under the age of 18.

See the CCCCCD Catalog for policies or contact the Office of Recruitment and Programs for New Students at 972.377.1750.

TRANSFER STUDENTS

Students must be eligible to re-enroll at all colleges and universities previously attended. **An official transcript from the college most recently attended and documentation of TSI status are required for admission.**

CCCCD STUDENTS NOT ENROLLED IN THE PAST ACADEMIC YEAR

- Submit completed application to the Admissions and Records Office.
- Submit an official transcript from the institution most recently attended.
- Submit TSI documentation (see p. 3).
- Submit residency documentation (see below).

INTERNATIONAL STUDENTS

All students holding F-1 and F-2 visas should contact the Coordinator of International Students at 972.516.5011 or via e-mail at rcrowell@cccd.edu.

Residency

STATUS

To be considered a Texas resident for tuition purposes, students must clearly establish that they have resided in Texas for the 12 months preceding enrollment. Documentation of Texas residency will be required. Students on certain types of visas are not eligible for in-state tuition. Permanent residents are eligible for in-state tuition once the 12-month requirement is met.

Students who do not document county or state residency prior to the census date will be charged the higher tuition rate. Students requesting a refund, due to a change in residency, must provide documentation to ARO within 12 months of the semester in which they are applying.

IN-COUNTY

Students who have established Texas residency and who reside in Collin County on or before the census day for the term will be classified as in-county.

OUT-OF-COUNTY

Students who have established Texas residency and who reside outside of Collin County on or before the census day for the term will be classified as out-of-county.

OUT-OF-STATE AND OUT-OF-COUNTRY

Students who have not resided in Texas for the 12 months preceding registration will be classified as out-of-state. Most students holding temporary visas will be classified as out-of-country. Contact the Admissions Office for visas eligible for in-state residency.

CHANGE OF ADDRESS

Changes of address, name, etc., must be reported promptly to the Admissions and Records Office. This enables students to receive registration and other information from college departments and programs. Changes of address affecting residency classification should be promptly reported, along with documentation of current address. Name and Social Security number changes require photocopies of the student's valid driver's license and/or Social Security card.

AD VALOREM WAIVERS

Students who have not lived in Texas for the 12 months prior to registration but own property in Collin County may be eligible for an ad valorem waiver. A copy of the deed is required if the property was purchased within the last year. A copy of the most recent tax statement is required if the property was purchased more than one year ago. If this waiver is based on the parents' property ownership, a copy of their most recent federal income tax return showing the student as a dependent is also required.

Once Texas residency has been established (12 months), a request for reclassification may be submitted, along with the supporting documentation, to the Admissions and Records Office on or before the census date (see p. 1 for calendar). Future ad valorem waivers will then be unnecessary. Property owners on most types of temporary visas are not eligible for the ad valorem waiver.