

Application for Admission Greenfield Community College

Our academic programs enable you to transfer to pursue a bachelor's degree or to enter a variety of careers upon graduation.

Associate of Arts Degree Programs

- ◆ Business Administration Transfer (BAT) ①
- ◆ Liberal Arts ①
All of the following are Liberal Arts Programs. You may earn only one degree from the list below. (Your diploma will read "Liberal Arts")
 - ◆ American Studies (LAS)
 - ◆ Art (LAA)
 - ◆ Computer Science (LCS)
 - ◆ Dance (LAD)
 - ◆ Economics (LES)
 - ◆ Education (LEO)
 - ◆ English (LAE)
 - ◆ Environmental Studies/ Human Ecology (LEH)
 - ◆ Environmental Studies/ Natural Resources (LEN)
 - ◆ Food Science (LFO)
 - ◆ General (LIB)
 - ◆ Healing Arts (LHA) ②
 - ◆ Health Fitness and Wellness (LHF)
 - ◆ Health Sciences (LAH)
 - ◆ Human Services (LHS)
 - ◆ International Studies (LIS)
 - ◆ Math-Science (LMO)
 - ◆ Music (LMU)
 - ◆ Peace and Social Justice (LPJ)
 - ◆ Renewable Energy (LRE)
 - ◆ Science-Math Education (LSM)
 - ◆ Social Sciences (LSS)
 - ◆ Theater (LAT)
 - ◆ Women's Studies (LWS)

Associate of Science Degree Programs

- ◆ Accounting (ACC)
- ◆ Art/Fine Art (AFA)
- ◆ Art/Fine Art (AFC) ①
- ◆ Art/Media Arts (AMP)
- ◆ Art/Media Arts (AMC) ①
- ◆ Computer Information Systems (CIS)
- ◆ Criminal Justice (CRJ)
- ◆ Criminal Justice (CJC) ①
- ◆ Early Childhood Education (ECE) ①
- ◆ Engineering Science (EGS)
- ◆ Fire Science Technology (FST)
- ◆ Management (MAN)
- ◆ Marketing (MKT)
- ◆ Nursing (NUR) ③
- ◆ Occupational Technology (OCC) ④
- ◆ Office Management (OMN)

Certificate Programs

- ◆ Digital Media (DME)
- ◆ Early Childhood Education (LEC) ⑤
- ◆ Environmental Studies/ Natural Resources (NRC)
- ◆ Entrepreneurship (ENT)
- ◆ Human Services (HSV)
- ◆ Massage Therapy (MTC) ③
- ◆ Office Assistant (OFF)
- ◆ Outdoor Leadership (OLP) ⑥
- ◆ Paramedic (PMC) ③
- ◆ Practical Nursing-L.P.N. (PNC) ③
- ◆ Real Estate (RST)
- ◆ Renewable Energy/ Energy Efficiency (REE)

Programs in Collaboration with Neighboring Community Colleges

- ◆ Pharmacy Technology
- ◆ Physical Therapy Assistant
- ◆ Radiologic Technology Program

- ① Meets Commonwealth Transfer Compact requirements.
- ② Applicants must be graduates of the Stillpoint Center School of Massage, Inc. or the MTC program at GCC.
- ③ Program requires a different admission process. Please call the Office of Admission at (413) 775-1802 for more information.
- ④ Program requires a different admission process. Please call the Office of Admission at (413) 775-1801 for more information.
- ⑤ These programs are not eligible for federal and state financial assistance.
- ⑥ Program requires a different admission process. Please call the Outdoor Leadership Program at (413) 775-1126 for more information.

Important Information

Application Guidelines

We will consider applications for admission until the semester for which you are applying begins, as long as vacancies remain in the program to which you seek admission. We strongly encourage you to submit your application as early as possible to insure that you will be considered for the program of study in which you are most interested and have the greatest selection of courses to choose from.

Please complete the Fee Card information below. Be sure to sign your name at the bottom and include your application fee with your application.

APPLICATION FEE

A one-time, nonrefundable fee is required of all applicants to cover application processing costs. One fee will cover your application for up to three Massachusetts community colleges. For Massachusetts residents the fee is \$10.00; for out-of-state residents it is \$35.00. A check or money order made out to Greenfield Community College must be returned with this card before your application will be processed. If you have paid an application fee to another Massachusetts community college, please indicate the name of that college on the line below:

- _____
- Due to financial hardship, I am requesting that the application fee be waived. I am willing to provide documentation regarding my financial status if requested. I understand that concealment of facts or untruthful statements may result in my application being withdrawn. The information I have provided is true and correct to the best of my knowledge.

Applicant's signature _____

Date _____

Acceptance to the College and Next Steps

Once you are officially accepted to GCC, you will receive an admission packet detailing your next steps. Please read all materials thoroughly and contact the appropriate offices for an appointment.

- ◆ First-time college students need to take the College's placement test before registering for courses. Please call the Testing Center at (413) 775-1147 or (413) 775-1821.
- ◆ Transfer students may need to take all or part of the GCC placement tests if they have not passed a transferable college level math class (within 5 years) and an English composition class (no time limit). Call (413) 775-1147 or 775-1821 for more information.
- ◆ Transfer students wanting to learn about their credit evaluation or test waiver should call (413) 775-1816.
- ◆ Contact the Academic Advising Center at (413) 775-1339 to make an appointment to register for courses or discuss academic majors.
- ◆ Please call (413) 775-1801 for general information about the College.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as the Clery Act), Greenfield Community College publishes an annual report that includes crime statistics and institutional policies concerning campus security and safety matters. The report is available at our Public Safety Department's website: <http://www.gcc.mass.edu/offices/safety/clery.html>. A printed copy of the report is available at the offices of Public Safety, Human Resources, Student Affairs, Admission, and at the Downtown Center. You may also have a copy of the report mailed to you by contacting Public Safety at 413-775-1212.

In accordance with application provisions of Chapter 15A of the General Laws, all education programs, college sponsored activities, college tuition, fees, and related charges are subject to change upon approval by the Board of Higher Education or the Greenfield Community College Board of Trustees.

It is the policy of Greenfield Community College to prohibit unlawful discrimination on the basis of race, ancestry, color, gender, religion, ethnic or national origin, age, personal disability, veteran status, social class, or sexual orientation. The college operates under an affirmative action plan and encourages underrepresented individuals to apply, both in terms of employment and to all the rights, privileges, programs, and activities generally accorded or made available to its students. This policy is in compliance with all applicable federal, state and local statutes, ordinances and regulations. All inquiries concerning the above should be directed to the College's Director of Admission at (413) 775-1801 or Dean of Student Affairs at (413) 775-1816.

Financial Aid

Applicants for financial aid must be accepted into an eligible degree or certificate program to receive federal and/or state financial assistance. Please contact the Financial Aid Office at (413) 775-1109 to request a GCC Financial Aid Application, a Free Application for Federal Student Aid (FAFSA), general information, and/or veteran information.

Health Occupations Applicants

Please enter in Item I on the application, the month and year of the semester that you want to begin classes. This date may differ from the date you enter your chosen program. You may need to complete some classes before you are eligible to enter your chosen health occupation program. You will receive specific information about the program application requirements for your chosen program when your Application for Admission is processed. If you would like to receive a packet detailing your health occupation program application requirements immediately, please call (413) 775-1802.

Health Immunization Requirements

Students in the following categories are required to submit proof of their immunization records to the College's Health Services Office: (1) all full-time students (12 or more credits), (2) students attending GCC on a student or other Visa, (3) all full or part-time health occupations students. Contact the Health Services Office at (413) 775-1430 for specific information.

International Students

If you are an international student, you should submit your completed application to the Office of Admission at least three months prior to the time you plan to attend. We recommend that you contact the admission staff at (413) 775-1840 as soon as possible to ensure that all necessary requirements have been met in sufficient time.

Transcripts-High School/College

If you are currently enrolled in high school or pursuing a GED or ATB at the time you apply for admission, your final high school transcript (with graduation date) or a copy of your official GED test result must be mailed directly to the Office of Admission. If we do not receive your high school transcript or your official GED or ATB test result, it will affect your ability to enroll and may affect your eligibility for financial aid. Please contact (413) 775-1809 if you have earned articulation credit from your high school. Official college transcript(s) must be mailed from previously attended college(s) only if you are requesting that your transcripts be evaluated for transfer credit and/or waiver for placement testing. Transfer credit evaluations are based on your chosen program of study.

Application for Admission—part I

Greenfield Community College

One College Drive • Greenfield, MA 01301-9739
PHONE (413) 775-1801 • FAX (413) 775-1827 • admission@gcc.mass.edu

Please refer to Application Instructions on the opposite page before completing this form.

1. I plan to enter GCC: September, _____ year January, _____ year

2. _____/_____/_____
Date of Birth

3. _____
Name Last First Middle (Former Last)

4. Telephone: (_____) _____ (_____) _____ (_____) _____
Home Work Cell

5. _____
Permanent Address Number and Street City/Town State Zip

6. _____
Mailing Address Number and Street City/Town State Zip

7. Gender: _____ 8. E-mail: _____
(For example male, female, transgender)

9. Who should we contact in case of an emergency?

_____ Name Last First Middle

Contact person's telephone number(s): first choice () _____ - _____ second choice () _____ - _____

Relationship to you: _____

10. Citizenship Status

- U. S. Citizen International Student (Please contact the Office of Admission at [413] 775-1840 for information and documentation requirements.)
 Permanent Resident or Refugee (Copy of Alien Registration card or I-94 required) Non-resident of the United States

11. Are you Hispanic/Latino? yes no

12. Please select one or more races:

- American Indian or Alaskan Native Asian
 Black or African American Cape Verdean
 Native Hawaiian or other Pacific Islander White

13. I have applied to GCC previously: yes no

14. I have attended GCC previously: yes no

15. If you have chosen a program of study, please select a three-letter program code from the application cover.

16. Many students are undecided about the program of study they plan to pursue in college. If you are undecided at this time, please check here.

17. If you are an applicant to the NUR program, and have already completed your LPN certification, please check here.

If you are planning on taking classes at GCC in anticipation of transferring to a Pharmacy Technology, Physical Therapy Assistant, or Radiologic Technology Program, please check here

Office Use Only

Source _____ Date _____

Date Rec'd _____ Init _____

Fee Rec'd \$ _____ Date _____

CK CA WAIVED

Status:

Readmit _____ Previous Applicant _____

Previously Non-Matriculated _____

Dear Prospective GCC Student

Dear Prospective GCC Student:

You have made the right choice by applying to GCC. From our scenic main campus at the foothills of the Berkshires, to our dedicated faculty and small class sizes, the reasons to further your education at GCC are many.

Greenfield Community College has been opening doors and changing the lives of people for more than 40 years. Here are just a few reasons GCC is a unique place to further your educational goals:

Small class sizes that allow for personalized advising and academic support, ranging from peer tutoring to career counseling;

A **strong sense of community** that you will not get from a larger school; our campus and community are small enough to find your way around and engage in meaningful discussion and faculty interaction, yet large enough to offer diverse academic tracks and student support services;

Transfer programs that help you make a smooth transition to a baccalaureate degree granting school, including specialized degree coursework in education with the Massachusetts College of Liberal Arts and in art with the Massachusetts College of Art and Design;

Low-cost, high-quality courses that readily transfer to other programs;

Evening, weekend and online learning options for students who need more **flexibility** in their schedules;

Unique degree and certificate programs you won't find at other community colleges such as Outdoor Leadership and Peace and Social Justice.

The College charges tuition per credit for every credit course. Tuition for credit courses taught during the day is based on your residency status. Massachusetts residents pay the lowest tuition rate. Residents of Connecticut, Maine, New Hampshire, Rhode Island and Vermont may qualify for the New England Board of Higher Education Regional Student Program tuition rate, which is 150% of the Massachusetts resident tuition rate. Residents of states outside of New England or of countries other than the United States pay the highest tuition rate. **To qualify for the lowest tuition rate, you must complete the Tuition Eligibility form to the right of this page.** Tuition for credit courses taught during the evening or on the weekends is the same for all students, regardless of your residency status.

If you do not complete the Massachusetts Community Colleges In-State Tuition Eligibility Form and return it to the GCC Office of Admission you will be charged the out-of-state tuition rate. Please return this form as soon as possible to:

Greenfield Community College
Office of Admission
1 College Drive
Greenfield, MA 01301

Should you have questions regarding this form please call (413) 775-1801. Thank you for choosing Greenfield Community College.

Sincerely,

Herb Hentz, Director

In-State Tuition Eligibility Form

Massachusetts Community Colleges In-State Tuition Eligibility Form

Last Name _____ First Name _____ MI _____

Street Address _____ City _____ State _____ Zip Code _____

SSN# or Student I.D. Number _____ Date of Birth _____

Are you a U.S. Citizen? Yes No. If not please complete the following:

Are you a Permanent Resident? Yes No. (If yes, list alien registration number: _____)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: _____

Please check the in-state or reduced tuition eligibility category that applies to you:

I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. **Please check-off those documents you possess as proof of your intent to remain in Massachusetts.**

- | | | |
|---|--|---|
| <input type="checkbox"/> Valid Driver's license | <input type="checkbox"/> Utility bills* | <input type="checkbox"/> Employment pay stub* |
| <input type="checkbox"/> Valid Car registration | <input type="checkbox"/> Voter registration* | <input type="checkbox"/> State/Federal tax returns* |
| <input type="checkbox"/> Mass. High School Diploma | <input type="checkbox"/> Signed lease or rent receipt* | <input type="checkbox"/> Military home of record* |
| <input type="checkbox"/> Record of parents' residency for unemancipated person* | <input type="checkbox"/> Other _____ | |

I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission, or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____
(Applicant is Under 18 Years Old)

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

- IS eligible for the in-state tuition rate.
- IS NOT eligible for the in-state tuition rate.
- I am unable to make a determination at this time. The following additional information has been requested from the applicant: _____

Authorized College Personnel: _____ Date _____