Complete & Submit an Application

New and transfer students interested in registering for classes at Tunxis Community College must complete the attached Application for Admission. Complete and return the application with the $20 application fee and required documents (see below) to the Admissions Office. Students who have been away from Tunxis for more than two years must submit an updated application, but do not have to pay the application fee. Students who have attended another Connecticut Community College must also submit an application and related documents, but do not have to pay the application fee.

NOTE: International students seeking a student visa (F-1) should contact our Assistant Director of Admissions/International Students at 860.255.3551, or by e-mail at astrack@txcc.commnet.edu for additional application details and for answers to your questions regarding the visa and college application process. Information is also available on our website, www.tunxis.commnet.edu.

Submit Proof of High School Completion & Immunizations

A. Submit proof of high school completion by submitting a copy of your high school diploma, transcripts that include your graduation date, or your GED certificate. Students who have a college or university degree may submit proof of their degree completion in lieu of a high school diploma. NOTE: Students currently in high school can submit the application prior to graduation but must submit proof of graduation prior to registering for classes.

B. Connecticut state law requires that students enrolled in a degree or certificate program, or those who are enrolling full-time must submit proof of immunization against measles, mumps, rubella and varicella (chicken pox); two doses of each immunization are required. This documentation must be on file with the College prior to registering for classes; you will not be able to register for classes until these documents are submitted. Exemptions to this requirement are detailed on our Immunization Form.

Take the College Placement Assessment

All students new to Tunxis Community College must take the college placement assessment, Accu-placer. You are exempt from this requirement if you have previously completed a transferable college-level English composition and math course; courses must have a grade of “C” or better. An unofficial transcript may be used for advising and prerequisite compliance purposes, but an official transcript is required if you wish to transfer coursework to Tunxis. Students may also be exempt from testing based on their SAT scores. To schedule your placement test, or to see if you are exempt from testing based on your SAT scores and to complete a testing waiver form, please contact the Academic Support Center at 860.255.3570. Your application must be on file with the College prior to scheduling your placement assessment.

Requesting Financial Aid

While it is optional, students are encouraged to apply for financial aid. To be eligible for financial aid you must enroll, either full-time or part-time, in a degree program or approved certificate. If you are interested in applying for financial aid, you should complete the online Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. The school code for Tunxis Community College is 009764. Please call the Financial Aid Office at 860.255.3510, or visit the College website for additional information.

Registering for Classes

As a new or transfer student, you will be contacted by the Admissions Office regarding course enrollment opportunities. Readmitting students (those away two or more years), can call the Academic Advising Center at 860.255.3540, to schedule an advising appointment. Readmitting students should have their application on file prior to scheduling an advising appointment.
APPLICATION FOR ADMISSION

Applicant's Legal Name

(Last)                      (First)                      (Middle)

(Social Security Number)    (Date of Birth)    (Gender: M/F)    Former Last Name(s)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some College services, accuracy of student records and other business purposes.)

Mailing Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Telephone

Home

Work

Cell

E-mail

(used for correspondence from the College)

Have you ever attended this college? Yes No

If yes, when?

Have you previously attended a CT Community College? Yes No

If yes, where?

For which semester are you applying? Fall (Sept-Dec) Spring (Jan-May) Winter (Dec-Jan) Summer (Jun-Jul) Year

CITIZENSHIP

Are you a United States citizen? Yes No

If no, are you a Permanent Resident? (Green Card holder) Yes No

ETHNICITY/ RACE

Please provide the following ethnicity and race data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino? Yes No

What is your race? Select one or more:

White(10) Black or African American(20) Asian(45) American Indian or Alaskan Native(50)

Native Hawaiian or Other Pacific Islander(80) Other(90)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor’s degree (4-year college degree) or higher? Yes No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? Yes No (ACTD)

Are you currently a member of the National Guard or Reserve? Yes No (NGRE)

Have you ever served in the U.S. armed forces? Yes No (VET1)

Are you a dependent of a member of the U.S. armed forces? Yes No (VETD)

If you answered “Yes” to any of these questions you may be entitled to benefits and you should meet with the College’s Veterans Certifying Official (VCO).

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. Yes No

2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. Yes No

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

3. Check here if applying under the New England Regional Student program (NEBHE).

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for in-State or NEBHE Tuition” for review and determination of eligibility.
DEGREE STATUS
In which degree/certificate program are you planning to enroll? 

Use list of majors/codes included in this application. Please write major name and code above. Select from enclosed list.

HIGHEST DEGREE LEVEL (check one only)
☐ No High School Diploma or GED(01) ☐ High School Diploma or GED(02) ☐ Some College (06)
☐ Undergraduate Certificate (05) ☐ Associate’s Degree (07) ☐ Bachelor’s Degree (08)
☐ Master’s Degree (09) ☐ Other Advanced Degree (10) ☐ Doctoral Degree (11)
☐ First Professional Degree (JD, MD, DDS, LLB) (12) ☐ Sixth-Year Certificate (13)

EDUCATIONAL GOALS
☐ Certificate (credit) (CT) ☐ Transfer without an Associate’s Degree (DN) ☐ Improve English Skills/Proficiency (ES)
☐ Associate’s Degree (DG) ☐ Job Preparation/Retraining Course (JB) ☐ Unsure at this time (UN)
☐ Developmental (College Preparation) Education (DV) ☐ Fulfill other college’s requirement (AC) ☐ Other Goal (NL) ______
☐ Transfer with an Associate’s Degree (DT) ☐ Job Promotion (JP)
☐ Personal Development Course(s) (PD)

ACADEMIC BACKGROUND
Do you have a High School Diploma? ☐ Yes ☐ No ☐ Pending ☐ Graduation Year___________
Name of High School __________________________ Town/State/Country _________________
Do you have a General Equivalency Diploma (GED)? ☐ Yes ☐ No ☐ Year______ GED Number___________
Do you have an Adult High School Diploma? ☐ Yes ☐ No ☐ Graduation Year___________
Town/State/___________
Do you have a Home School Diploma? ☐ Yes ☐ No ☐ Graduation Year___________
Town/State/___________
Have you participated in the High School Partnership Program through the CT Community Colleges? ☐ Yes ☐ No
Have you participated in the College Career Pathways/Tech Prep Program through the CT Community Colleges? ☐ Yes ☐ No

PREVIOUS COLLEGE BACKGROUND
College/University Name __________________________ State ______
Dates of Attendance __________________________ Graduation Date ________________
Degree Awarded __________________________

INTERNATIONAL STUDENT INFORMATION
Are you an international student who needs an I-20 form for an F-1 Visa? ☐ Yes ☐ No
Other Visa Holder (indicate type) __________________________ Visa Admission Number
Visa Start Date __________________________ Visa End Date __________________________
International Address __________________________

EMPLOYMENT INFORMATION
☐ Employed Full-time ☐ Employed Part-time ☐ Unemployed
Name of Employer __________________________ Address of Employer __________________________
Title/Position __________________________ Does your Employer have a Tuition Reimbursement Program? ☐ Yes ☐ No

E-MAIL COMMUNICATIONS
I request the College forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from College records that are protected by FERPA.

Signature: __________________________ Date: __________________________

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS
I understand that to maintain accurate student records, including the records pertaining to my attendance at the College, and for other necessary business purposes, the College may need to release or provide access to personally identifiable information in its records pertaining to me to another College in the Community College System or to the System’s administrative office. Accordingly, I hereby authorize the College to release or allow access to such information to those indicated for the purposes described.

Signature: __________________________ Date: __________________________

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the College. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Student Signature __________________________ Date: __________________________
Parent/Guardian Signature (if under 18) __________________________ Date: __________________________
Please check the degree or certificate program listed below in which you plan to enroll.

## ASSOCIATE’S DEGREE PROGRAMS (J11)

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>A67</td>
</tr>
<tr>
<td>Business Administration: Accounting Option</td>
<td>B27</td>
</tr>
<tr>
<td>Business Administration: E-Commerce Option</td>
<td>B36</td>
</tr>
<tr>
<td>Business Administration: Finance Option</td>
<td>A57</td>
</tr>
<tr>
<td>Business Administration: Marketing Management Option</td>
<td>B28</td>
</tr>
<tr>
<td>Business Administration: Retail Business Management Option</td>
<td>B29</td>
</tr>
<tr>
<td>Business Office Technology</td>
<td>A26</td>
</tr>
<tr>
<td>Business Office Technology: Medical Option</td>
<td>A79</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>A95</td>
</tr>
<tr>
<td>Honors Computer Science/Mathematics</td>
<td>B35</td>
</tr>
<tr>
<td>CIS: Computer Programming Option</td>
<td>A02</td>
</tr>
<tr>
<td>CIS: Network Administration Option</td>
<td>A04</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>B09</td>
</tr>
<tr>
<td>Criminal Justice: Corrections Option</td>
<td>A81</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>B31</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>B15</td>
</tr>
<tr>
<td>General Studies</td>
<td>B20</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>A18</td>
</tr>
<tr>
<td>Graphic Design: Interactive Media Option</td>
<td>B30</td>
</tr>
<tr>
<td>Human Services</td>
<td>B21</td>
</tr>
<tr>
<td>Human Services: Family Violence Intervention</td>
<td>B25</td>
</tr>
<tr>
<td>Liberal Arts and Sciences (AS)</td>
<td>A75</td>
</tr>
<tr>
<td>Health Career Pathways</td>
<td>J12</td>
</tr>
<tr>
<td>Early Childhood Administration</td>
<td>A75</td>
</tr>
<tr>
<td>New Media Communication</td>
<td>J06</td>
</tr>
<tr>
<td>Pathway to Teaching Careers (AA)</td>
<td>J12</td>
</tr>
<tr>
<td>Technology Studies</td>
<td>J35</td>
</tr>
<tr>
<td>Technology Studies: Biomedical Science Option</td>
<td>F11</td>
</tr>
<tr>
<td>Technology Studies: Computer-Aided Design Option</td>
<td>F21</td>
</tr>
<tr>
<td>Technology Studies: Electrical Option</td>
<td>F06</td>
</tr>
<tr>
<td>Technology Studies: Engineering Technology Option</td>
<td>F12</td>
</tr>
<tr>
<td>Technology Studies: Technology and Engineering Education Option</td>
<td>F13</td>
</tr>
<tr>
<td>Visual Fine Arts</td>
<td>A19</td>
</tr>
<tr>
<td>Visual Fine Arts: Photography Option</td>
<td>A01</td>
</tr>
</tbody>
</table>

## CERTIFICATE PROGRAMS (J13)

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>J05</td>
</tr>
<tr>
<td>Business Administration</td>
<td>J42</td>
</tr>
<tr>
<td>Communication</td>
<td>J51</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>J27</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>J85</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>J13</td>
</tr>
<tr>
<td>Health Claims Processing</td>
<td>J38</td>
</tr>
<tr>
<td>Human Services</td>
<td>J14</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>J17</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>J18</td>
</tr>
<tr>
<td>Microcomputer Processing</td>
<td>J28</td>
</tr>
<tr>
<td>Office Applications</td>
<td>J24</td>
</tr>
<tr>
<td>Retail Business Management</td>
<td>J12</td>
</tr>
</tbody>
</table>

### Certificates NOT eligible for Financial Aid

- Computer Aided Drafting (CAD)                | J29  |
- E-Commerce                                  | J03  |
- Early Childhood Administration               | J90  |
- Electrical                                   | N12  |
- Electronics Technology                       | J30  |
- English as a Second Language/ESL             | J10  |
- Family Violence Intervention                 | J86  |
- Health Career Pathways                       | K55  |
- Lean Manufacturing                           | J31  |
- Network Administration                       | J01  |
- Photography                                 | J02  |

## UNDECLARED MAJOR

Non-Degree (JZ99) No selection at this time.

**NOTE:** If you intend to apply for financial aid you **CANNOT** select this option; you must select a program. Also, College policy requires that all students enroll in a degree or certificate program at the completion of 12 credits.

* Selective admissions. Special application required. See College catalog for details.