

# Tunxis Community College

## Application for Admission or Readmission

State of Connecticut Board of Governors for Higher Education  
Board of Trustees Connecticut Community Colleges



For college information,  
contact any of these  
campus offices:

Admissions: 860.255.3555  
Financial Aid Services: 860.255.3510  
Main Number: 860.255.3500

Mailing Address:  
Admissions Office  
Tunxis Community College  
271 Scott Swamp Road  
Farmington, CT 06032

Or visit our website at: [www.tunxis.commnet.edu](http://www.tunxis.commnet.edu)



## 1 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](mailto: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](http://www.tunxis.commnet.edu).

## 2 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.

## 3 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.

## 4 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](http://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.

## 5 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.



**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)
- Undergraduate Certificate (05)
- Master's Degree (09)
- First Professional Degree (JD, MD, DDS, LLB) (12)
- High School Diploma or GED(02)
- Associate's Degree (07)
- Other Advanced Degree (10)
- Sixth-Year Certificate (13)
- Some College (06)
- Bachelor's Degree (08)
- Doctoral Degree (11)

**EDUCATIONAL GOALS**

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

**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 \_\_\_\_\_ Town/State \_\_\_\_\_  
 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 (J11J) CODE**

- Business Administration.....A67
- Business Administration:Accounting Option..... B27
- Business Administration: e-Commerce Option..... B36
- Business Administration: Finance Option.....A57
- Business Admin.: Marketing Management Option ..... B28
- Business Admin.: Retail Business Management Option..... B29
- Business Office Technology.....A26
- Business Office Technology: Medical Option .....A79
- Computer Information Systems .....A95
- Honors Computer Science/Mathematics ..... B35
- CIS: Computer Programming Option.....A02
- CIS: Network Administration Option .....A04
- Criminal Justice..... B09
- Criminal Justice: Corrections Option.....A81
- Early Childhood Education..... B31
- Engineering Science ..... B15
- General Studies ..... B20
- Graphic Design .....A18
- Graphic Design: Interactive Media Option..... B30
- Human Services..... B21
- Human Services: Family Violence Intervention Option .....B25
- Liberal Arts and Sciences (AS) .....A75  
 (AA).....J12 JA75
- New Media Communication.....JA06
- Pathway To Teaching Careers (AA) .....J12JC35
- Technology Studies.....F11
- Technology Studies: Biomolecular Science Option..... F21
- Technology Studies: Computer-Aided Design Option ..... F15
- Technology Studies: Electrical Option.....F06
- Technology Studies: Engineering Technology Option..... F12
- Technology Studies: Technology and Engineering  
 Education Option ..... F13
- Visual Fine Arts.....A19
- Visual Fine Arts: Photography Option.....A01

**Selective Admission Programs**

- \* Dental Hygiene ..... B14
- \* Physical Therapist Assistant .....A31
- \* Dental Assisting.....J82

**CERTIFICATE PROGRAMS (J13J) CODE**

- Accounting.....J05
- Business Administration.....J42
- Communication .....J51
- Computer Programming.....J27
- Early Childhood Education.....J85
- Graphic Design .....J13
- Health Claims Processing.....J83
- Human Services.....J14
- Marketing Management.....J17
- Medical Transcription.....J18
- Microcomputer Processing.....J28
- Office Applications.....J24
- Retail Business Management.....J12

**Certificates NOT eligible for Financial Aid**

- Computer Aided Drafting (CAD) .....J29
- e-Commerce ..... JJ03
- 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.

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