

Malcolm X College New Student Checklist

This checklist is a guide to completing the registration process at City Colleges of Chicago for the Summer & Fall 2024 terms.

Summer Registration Deadline	F I Semester	Session	Registration Deadline	Classes Start	Payment Deadline
June 1, 2024		16/1st 8 week	August 18, 2024	August 22, 2024	Three (3) days after registering for each class
Summer Classes Start June 5, 2024	12 week	September 19, 2024	September 23, 2024		
	2nd 8 week	October 17, 2024	October 21, 2024		

New Students and those returning after 1 year may begin by visiting ccc.edu/apply to complete and submit your application.

- **Apply to City Colleges**
 - Please note that 15 minutes after applying, you should receive an e-mail from AccountManagement@ccc.edu with your CCC login credentials. Look for the subject line: "Your City Colleges of Chicago login information". Don't forget to check your junk folder.
 - If you do not receive an email with your **user-name and CCC student ID***, please visit us virtually or in person or you may email mxadmissions@ccc.edu with your full name and date of birth for help. ***Keep these handy!**
- **Visit the Student Portal at my.ccc.edu**

The student portal is your gateway to accessing your record and student tools during your entire journey at City Colleges of Chicago (CCC). Please explore and become familiar with all areas. Please be aware that your CCC Email address is primarily used for all communications. You may access & set it up your under the "Quick Links" tile.

 - [Instructions on how to forward](#) your CCC email to your personal email account can be found online.
 - To reset your password, go to passwordreset.ccc.edu, call our IT Help Desk at (312) 553-2600 or email cohelphdesk@ccc.edu.

- **Residency Requirement**

Please upload one of the following required document(s) via your student portal or submit via your CCC email to mxadmissions@ccc.edu along with your CCC ID number (found in your welcome email):

 - Valid/Current State ID or Driver's License
 - Voter's Registration Card
 - Consular ID Card
 - City Key Card
 - Current orders or letter from Command for military service persons
 - Bank Statement
 - Signed letter on letterhead from a homeless shelter confirming residency at the shelter
 - Utility bill (i.e. Gas, Light, Water or Home phone/internet/cable)
 - Lease or mortgage statement
 - (Students who are not on a utility bill or the lease/mortgage must also complete the Alternate Residency Certification form that may be found online.)

We recognize that students have different needs. Below find some important information for you to consider while completing the registration process.

- **ACCESS Center:** Students with a diagnosed disability seeking accommodations must submit documentation (IEP, psychological evaluation, medical documentation, etc.) to the ACCESS Center. This is highly recommended prior to taking assessments, completing Orientation and enrolling in classes. For additional information, please contact the ACCESS Center at (312) 850-7342 or mx-access@ccc.edu.
- **Veteran Services:** Veterans, Reservists, Active Duty, National Guard, and Veteran dependent students please contact Veteran Services Specialist John Kelly at jkelly119@ccc.edu.
- **Undocumented Student Resources:** Undocumented/DACA students needing additional support may contact mx-undocuhelp@ccc.edu for assistance.

○ Tuition

Category	Tuition Rate Per Credit Hour			
	In-District	Out of District	Out of State	International
Credit Courses	\$153	\$403	\$505	\$505
Selective Admission				
Nursing AAS	\$233	\$499	\$627	\$933
Practical Nursing	\$216	\$484	\$616	\$996
Basic Nursing Assistant	\$79	\$129	\$182	\$182
Dental Hygiene	\$169	\$268	\$448	\$685
Radiography	\$191	\$400	\$502	\$775

Payment Options

- ① If you are using financial aid, please be sure to complete the Free Application for Federal Student Aid (FAFSA) application at <https://studentaid.gov/> (MX code 001650) or the Alternative Application for Illinois Financial Aid (RISEAct) at <https://www.isac.org/Alternative-Application> as soon as possible. Remember, you are responsible for checking the status of your financial aid awards via the student portal under the Financial Aid tab then by selecting "Finances Overview". Your application may require the submission of additional documents which may take up to 10 business days for processing. You may also send an email to mx-fin-aid@ccc.edu if you have any questions regarding your status. As a reminder, always make sure to include your CCC student ID when sending any communication.

- ① If you are not applying for financial aid to pay for courses, you must set up a payment plan or pay in full. Payment arrangements can be completed via the Student Portal under "Student Finance Account."

Cash and check payments are accepted at any campus. To prevent being dropped for non-payment, credit students must have a verified payment within 3 days of registering for each class.

 Visit our Virtual Student Service for help. <https://prepare.ccc.edu/mxvss/>

○ Placement Testing

All new students are required to complete placement tests in the areas of English and math. Since the results of your placement test(s) will determine which course you are eligible to register for, you are encouraged to take the placement test(s) as soon as possible. **You can only access the first Math placement exam under "New Student Tasks-Placement Test" or "Academic Records" > "Placement Testing". The English Placement exam and any Math exam repeats must be taken in-person at your intended college.**

Seating Hours:
Monday, Tuesday, &
Thursday
9:00 a.m. - 2:00 p.m.

Closed
Wednesday, Friday,
& Saturday

Please contact
mxtesting@ccc.edu
or 312.850.7238
with any questions.

Placement tests may be waived by providing your score report to the Testing Center at mxtesting@ccc.edu:

- SAT Scores of 540 or above for English & 530 or above for Math. ACT Score of 21 for English & or Math. SAT and ACT Scores are valid for a period of four (4) years. You may download your full report at collegeboard.org or contacting SAT at (866)756-7346 or ACT at (319) 337-1000.
- Within one (1) year of the examination date, previous ADULT ED students may provide an official copy of score reports:GED Score of 165 or HiSET Language Arts reading score of 16, Language Arts writing score of 16 and a Writing (essay) score of 5.

Placement tests may also be waived by providing the Registrar Office with one of the below options:

- An equivalent college-level composition English and/or Math course from an accredited college or university, of which a grade of "C" or better was earned.
- An approved transitional math or transitional English course offered by Chicago Public School (CPS), of which was successfully completed (earning a C or better – or pass)
- Advanced Placement (AP), College-Level Examination (CLEP), or International Baccalaureate (IB) credit examination with results that would grant credit for college-level English and/or math.
- Submission of an official high school transcript displaying a cumulative grade point average (GPA) of 3.00 on an unweighted 4.00 scale from an accredited high school. May be 7th semester GPA or final high school GPA.

You must submit an official transcript. The transcript must come from the sending institution or an approved third-party vendor. They can be mailed to MXC Registrar's Office, 1900 W. Jackson, Chicago, IL 60612. Electronic transcripts are also accepted if received from the sending school or approved third party vendor."

Please contact mxregistrar@ccc.edu with any questions.

○ Register for Classes

Once you have completed and received placement scores and confirmed your payment option you may register for classes in your student portal. Please check your student email for "Course Recommendations." You may seek guidance from an Academic Advisor on the Virtual Student Services (details below).

○ New Student Orientation

All new students are required to complete a virtual or in-person New Student Orientation (NSO). The NSO introduces Malcolm X College and its academic programs, policies, and student support services. Please RSVP for a session through your Navigate icon. Log into my.ccc.edu and use the "Quick Access" tile to locate the Navigate icon. Instructions may be found on www.ccc.edu/Navigate.

○ CONNECT

All new students are enrolled in CONNECT, a first year community that supports successful navigation of the college environment inside and outside of the classroom. Check out all of the resources by logging into my.ccc.edu and use the "Quick Access" tile to locate CONNECT: First Year Community found within Brightspace icon.

○ Purchase Textbooks

At least 2 weeks before classes start, students should purchase materials through the CCC Online Bookstore via your student portal under the "Quick Access" or for more information visit ccc.edu/bookstore. To use financial aid to purchase books: log into my.ccc.edu > click financial aid > click book voucher > click yes. Instructions to enable FA Voucher may be found online.

○ Student ID Card

After registering, but before classes start, please visit Room 1414 to have your photo taken and receive your college ID. MXC Students will also gain access to the parking facility with your college ID.

○ Loaner Laptop Program

City Colleges of Chicago Credit students may borrow a laptop free of charge for a period of time during the term. Please review the requirements online. You may request a loaner when you login to my.ccc.edu.

○ Virtual Student Services

Department Name:	Email:	For Zoom App Use:
Admissions	mxadmissions@ccc.edu	Meeting ID: 404 491 4100
Advising	mxadvising@ccc.edu	Meeting ID: 320 420 1714
Business Office	mxc-bo@ccc.edu	Meeting ID: 403 601 7366
Financial Aid	mxc-fin-aid@ccc.edu	Meeting ID: 221 003 6957
Registrar Office	mxregistrar@ccc.edu	Meeting ID: 784 202 6631

<https://prepare.ccc.edu/mxvss/>



Access our virtual student services by using the Zoom App and typing in the Meeting ID, clicking the Department name listed or accessing the link above from your computer.