

CCAD OFF-CAMPUS LEARNING APPLICATION

FACULTY-LED TRAVEL: CORE3800.01 ECODESIGN – SUSTAINABLE SOLUTIONS

STUDENT NAME: _____

MINIMUM ELIGIBILITY REQUIREMENTS FOR ALL CCAD OFF-CAMPUS LEARNING PROGRAMS

- Cumulative GPA of 3.0 or above
- Class standing varies by course. Please refer to specific course information.
- Students must have completed 30 credit hours at CCAD
- Be in good standing at CCAD (no academic probation, billing issues, or disciplinary actions)

REQUIRED APPLICATION MATERIALS (TO BE SUBMITTED TOGETHER)

- Completed application with appropriate signatures
- Statement of Intent
- Link to online portfolio (10–15 images of your best work), on Digication, Behance, personal website, or other.

PLEASE NOTE:

- This application is one step in a multiple-step process. If you are approved to enroll in this course via this application, you will need to complete further paperwork and adhere to deadlines.
- Federal financial aid will continue to be available to you while you are enrolled in a CCAD approved Off-Campus Learning course, but CCAD scholarship money may or may not be available. As part of this application you are required to visit Financial Aid to learn more about your award and what parts of it are eligible for Off-Campus Learning.
- If accepted into a program traveling internationally, it is mandatory that you will be enrolled in and charged for CCAD's designated off-campus health insurance plan regardless of possible enrollment in any other personal, parental, or private health insurance plans.

RECOMMENDATIONS

- Have a trusted faculty member critique the portfolio (link) that you submit with this application.
- Schedule appointments with the CCAD writing tutor to assist with writing and proof reading your statement.

APPLICATION AND OTHER DEADLINES

- To apply for consideration to be enrolled in CORE3800.01: October 12, 2018
- Notice of acceptance or decline: October 19, 2018
- Deadline to turn-in participation paperwork and course deposit: October 31, 2018

***Please submit your complete application with all required materials to the Academic Affairs Office
Incomplete applications will not be accepted.***

PART I – DEMOGRAPHIC INFORMATION

STUDENT INFORMATION:

LEGAL NAME: _____
LAST NAME FIRST NAME MI

PREFERRED NAME: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: () - CCAD GO-MAIL: _____@go.ccad.edu

STUDENT ID #: _____ MAJOR(S): _____

MINOR(S): _____ CONCENTRATION(S): _____

DATE OF BIRTH (MONTH /DAY/YEAR): _____

EMERGENCY CONTACT INFORMATION:

LEGAL NAME: _____
LAST NAME FIRST NAME MI

RELATIONSHIP: _____

PERMANENT ADDRESS: _____

(If different from the address you printed above)

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: () - EMAIL: _____

PART II- APPROVAL SIGNATURES

All financial/account matters must be settled with the Bursar's and Financial Aid offices—as indicated by the required signature below —before your application for Off-Campus Learning will be approved.

Financial Aid packages vary by student. Arrange an appointment with a Financial Aid Staff Member (financialaid@ccad.edu) to talk about your specific award package and learn what parts of your award package are eligible to be used for your particular Off-Campus Learning program.

Financial Aid Staff Members, please verify, complete, and sign the following:

1. I talked with the student about their account responsibility, fee, and payment and confirm the following statement by checking the appropriate answer:

This student's account is in good standing: Yes or No

2. I talked with the student about what parts of their financial award are eligible, expenses, and deadlines by signing below.

Signature: _____ Date: _____

PART III- STATEMENT OF INTENT

Off-Campus Learning courses require just as much time, if not more, than a typical course at CCAD would require. Students are expected to demonstrate a high level of motivation and work that is above average quality to pass the course(s). In addition, a student should be able to demonstrate the importance of an Off-Campus Learning course as it relates to their current work and goals.

Please attach a *typed* Statement of Intent that addresses each of the following questions:

- Why are you interested in studying off-campus with this particular course?
- How will this experience influence your work and goals, both at CCAD and beyond?
- How will you share your experience to benefit the CCAD community?

NOTE: Your Statement of Intent must be typed, printed separately, and included in your complete application. Please proofread your work. Your statement should be a 2-3 paragraph statement that addresses each of the topics above. Off-Campus Learning recommends scheduling appointments with the CCAD writing tutor to assist with and proof your essay.

PART IV- ACADEMIC INFORMATION

ONLINE PORTFOLIO: http://_____

COURSE EVALUATION AND APPROVAL

Meet with your Academic Advisor to review your Academic Plan and remaining requirements. Identify remaining requirements that may be fulfilled by study abroad courses and/or courses required to stay on-sequence in your major.

Academic Advisors, please verify, complete, and sign the following:

Student's major: _____

_____ Total credit hours completed/enrolled at CCAD

_____ Current GPA

I, _____ (academic advisor), verify the above information provided and have talked with this student about the approved courses and where these courses fit into their academic plan.

Consult your Academic Advisor about how CORE3800.01 fits into your academic plan.

Academic Advisor: After identifying remaining requirements and/or required courses for the student to stay on sequence in their major which may be fulfilled by CORE3800.01 through Off-Campus Study, please e-mail a summary of these requirements/courses to the appropriate program chair/ department head and include the student and Off-Campus Study advisor.

Please place this form and any additional material in a sealed envelope addressed to Jessica Moses, Academic Affairs