

Fiber Optics Program

We are here to assist you with Anne Arundel Community College's Online Admissions Application, Registration and Distance Learning course processes.

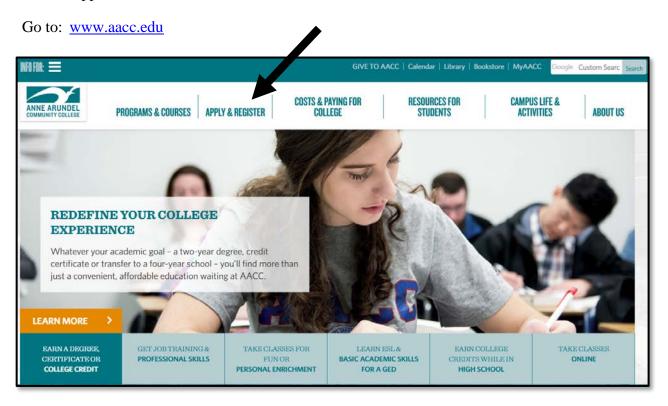
If, at <u>any time</u> you need help, you may call 410.777.2732 and ask for assistance. Please identify yourself as a Comcast employee so we can better assist you.

Please follow the directions below to complete your AACC Online Admissions Application. This is necessary so you may be enrolled as an Anne Arundel Community College Credit Student.

STEP 1: APPLY TO BECOME AN AACC STUDENT!

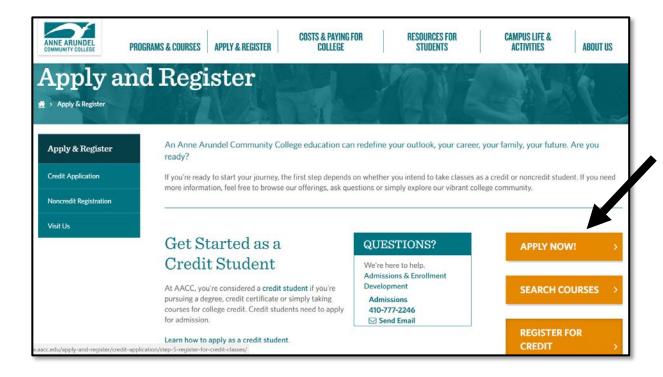
Complete an AACC online admissions application form. This is very important as it will allow the college to get your information into the system. You cannot register for a class unless you have applied first. Below are step-by-step directions with screen prints to help you.

AACC Online Application Process

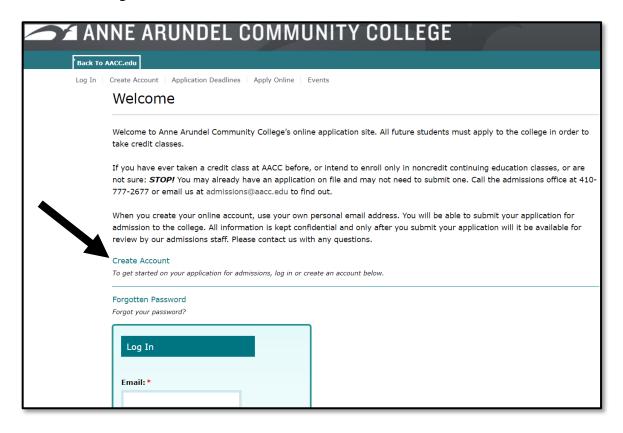




Click Apply Now!

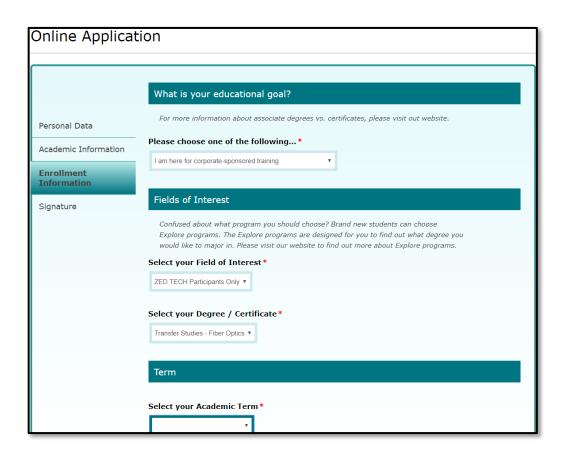


Click Create Account to get started.





As you progress through the Online Admissions Application you will be prompted to identify your academic Educational Goal and Field of Interest.



Choosing this option will identify you as part of the Comcast program and allow you to register for courses <u>WITHOUT</u> having to take AACC's placement tests in the areas of English and Reading for your first three courses in fiber optics.

You may change your Educational Goal and Field of Interest at a later date if you wish to pursue a different certificate or degree. At that time, you will need to meet the college's placement test requirements or provide documentation to show proficiency. For more information go to Take a Placement Test.



Identifying residency: If you are not a US citizen (Permanent Resident, International Student, etc.) you will need to provide proof of residence to the college.

After completing the application form: You will receive an email from Anne Arundel Community College confirming your application submission. Congratulations! You are now an official AACC student! Within that email will be your Student Identification Number.

Please note: You may receive further email information from AACC regarding additional college amenities used by face-to-face students. You may retain this information for your records; however, the registration process will be different for your program. Please proceed to step 2 in this guide.

STEP 2: COMPLETE AND SUBMIT THE AACC REGISTRATION FORM AND WAIVER

You will be given registration forms for the Fiber Optics course. Complete these forms, sign, and return to your current Educational Coordinator. The coordinator will fax or email these documents back to AACC.

AACC Course Registration Form -This form ensures you have a place in the Fiber Optics course. It is important that you complete the top section and sign/date (original signature! AACC does NOT accept esignatures). AACC will ensure the course information is correct. You do not need to include any payment information.

AACC Student Information Release -This release on the registration form is necessary for AACC to communicate and work with your Education Coordinator regarding your enrollment in AACC courses, as well as to provide your academic data to your employer. This release is required by law in order for AACC to work with your employer on your individual academic records. If you do not complete this form, you will not be able to participate in the program.

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

Once these forms are sent to AACC and processed, you will officially be registered in your first AACC course! Congratulations!



STEP 3: DROP/WITHDRAW

If you are unable, for any reason, to complete the requirements of the course for which you are registered, you may be able to drop or Withdraw from the course. This is very important as a 'failing' grade will be placed on your transcripts if course requirements are not met. Please refer to the <u>Fiber Optics Program</u> for specific dates associated with your course.

Students may submit a <u>Credit Registration Form</u> to drop or withdraw from the course to their Educational Coordinator.