



LOCK DATE/CERTIFICATION DATE: WHAT IS THIS?

To be eligible for financial aid, your attendance in class must be certified by your instructor and you must be registered in your course(s) by the lock date.

At DCCCD, the Lock Date and the Certification Date sometimes fall on the same day.

Lock Date: This is the last date you can register for classes and still be eligible for financial aid. Registering after this date affects your financial aid eligibility. The Lock dates are always published on the academic calendar. They are the 12th (Fall/Spring) and 4th (Summer I & II) class dates of each semester.

Certification Date: Your instructors certify (verify) your course attendance on a certain date each semester. To be certified, you must attend the class at least once during the first 12 days it meets. Certification affects your financial aid eligibility. During the fall and spring terms, the certifying date is the 12th class day. During the summer terms, the date is the fourth class day. These dates are always published on the academic calendar. They are the 12th (Fall/Spring) and 4th (Summer I and II) class dates of each semester.

How do credit hours affect your financial aid?

We count the number of credit hours you have registered for to determine how much financial aid you are qualified to receive. That number is official on the lock date. That is the number of credit hours we use to figure how much Title IV funding you are eligible to receive.

Remember: You have to be registered and certified in a course by the lock date to be considered for financial aid.

Taking Flex Term or Distance Learning Classes?

You must register for flexible entry (Flex Term) and online courses no later than the lock date and be certified by your instructors in order for those classes to be counted as part of your enrollment level for financial aid purposes. (Flex Terms are shorter, more concentrated classes that often last only a month.)

If you register for Flex Term and online classes after the lock date, those classes will not be paid for by financial aid awards.

If you register for Flex Term and online classes by the lock date but are not certified by your instructors, those classes will not be paid for by financial aid awards.

Examples:

— If you register for 12 credit hours by the lock date and are certified in all 12 credit hours by your instructors, you are considered for financial aid eligibility of 12 credit hours. If your Pell entitlement is for full time (12 credit hours), you are eligible for Pell funding at full time status in that semester.

(continued on the next page)



(Page 2)

— If you register for 9 credit hours by the lock date, and then register for 3 more credit hours after the lock date, and are certified for all 12 hours, you are considered eligible for financial aid for only 9 credit hours. That's because the last 3 credit hours you registered for were after the lock date. If your Pell entitlement is for full time (12 credit hours), you are then eligible only for 9 credit hours of Pell funding in that semester.

— If you register for classes after the lock date, those classes will not be paid for by financial aid awards. If you register for classes by the lock date but are not certified by your instructors, those classes will not be paid for by financial aid awards.

Always Check the Academic Calendar

You can find lock dates and certification dates on the academic calendar:

<http://www.dcccd.edu/AcademicCalendar>.

Get More Details

For more information, please contact the Financial Aid Call Center at 972-587-2599 or email the Call Center at facc@dcccd.edu. Hours are Monday-Friday, 7 a.m.-7 p.m.

