

# CHAPTER 2 —

## ADMISSIONS AND REGISTRATION PROCEDURES

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### APPLICATION FOR ADMISSION

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Admission to San José City College is open to a high school graduates or to those who are 18 years of age or older.

The first step for all persons desiring to enroll in classes at San José City College is to complete an Application for Admission. This application is available on our website, [www.sjcc.edu](http://www.sjcc.edu), or in the Office of Admissions and Records. If you wish an application and related information be mailed to you, call our Outreach Department at (408) 288-3708.

### SUPPLEMENTAL APPLICATION - COSMETOLOGY

Because of special department requirements or enrollment limitations for Cosmetology, this department has established screening procedures and supplemental applications for their candidates. Information regarding these applications is available in the Office of Admissions and Records, the Counseling Office, and the Cosmetology Department.

### RESIDENCY REQUIREMENTS

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1. Anyone who is a legal resident of the State of California (see Legal Residence) may attend classes in the San José/ Evergreen Community College District. See exceptions in #3.
2. Students who have completed three (3) or more years in a California high school and have earned a high school diploma, or its equivalent, may be exempt from non-resident tuition. Please check with the Office of Admissions and Records. **For more information, see page 14 – AB-540.**
3. Non-residents and undocumented students may attend, but must pay full tuition\*, enrollment, and health fees at time of registration. No personal checks are accepted in payment of tuition.
4. An international student who has met the special admission procedures and enrollment priorities may attend, but must pay full tuition, enrollment, and health fees at time of registration. No personal checks are accepted in payment of tuition.
5. Tuition for non-California residents is set annually by the District Board of Trustees. For the 2009-2010 academic year, tuition will be \$191 per unit.

\*excepted by #2 under "Requirements"

### LEGAL RESIDENCE

Individuals are legal residents of California if they fulfill one of the following requirements:



1. They are at least 19 and have been a legal resident of California for more than one year immediately preceding the day before the first day of instruction (residency determination date) for the semester/session they propose to attend San José City College.\*
2. Unmarried persons who are between 18 and 19 years of age shall have their residency classification determined by considering (a) the residency status of their parent or legal guardian while they are under 18 and (b) their own residency after they become 18. The total time (a plus b) must be more than one year as in number 1 above. (See Item #16 for exception).
3. Unmarried persons who are under 19 years of age and can prove they have been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident.\*
4. Military Personnel: A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident.\*
5. Dependent of Military Personnel: An undergraduate student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty and not assigned for educational purposes to state-supported institutions of higher education shall be entitled to resident classification for purposes of determining the amount of tuition and fees so long as the member remains stationed in California with the armed forces, and thereafter, for no longer than a one year period.
6. Parent was California Domiciliary Who Left: A student who remains in this state after his or her parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior to the residency determination date established residence elsewhere, shall be entitled to resident classification until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, the student maintains continuous full-time attendance at an institution.\*
7. Two-Year Care and Control: A student shall be entitled to resident classification if, immediately prior to enrolling at an institution, he or she has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident, so long as continuous full-time attendance is maintained at an institution.\*
8. Non-resident Employees and/or Their Dependents: A student who is a full-time employee of an institution or of any state agency (see definitions below), or a student who is a spouse or child of a full-time employee of an institution or of any state agency, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.\*  
  
"State Agency" as defined by this section means every office, department, division, bureau, board or commission of the state of California.  
  
"Institution" as defined by this section means any university or college of the California State University, the University of California, or any California Community College.
9. Employees of Public Schools: A student holding a valid public school credential authorizing service in the public schools of this state and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution shall be entitled to resident classification.\*
10. Students employed by a Public Agency: A student who has been hired by a "public agency" may be classified as a resident for enrollment in and completion of police academy training courses.  
  
"Public agency" as defined by this section means the state or any city, county, district, or other local authority or public body of or within the state of California.\*
11. Apprentices: A student claiming resident status as an apprentice shall provide evidence such as a card or certification from the Joint Apprenticeship Committee or the student's employer, evidencing such apprenticeship status.\*
12. Adult Dependent Child of California Resident: A student who has not been an adult resident of California for more than one year and is the dependent child of a California resident shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident so long as continuous attendance is maintained at the college. Thereafter, the student must meet the requirements for establishing residency.\*
13. Graduate of School Operated by Bureau of Indian Affairs: A student who, prior to enrollment in a community college, graduated from any school located in California that is operated by the United States Bureau of Indian Affairs, is entitled to resident classification, so long as continuous attendance is maintained at the college.\*
14. Agricultural Employment: A district may classify a student as a resident if he or she lives with a parent (who is not precluded from establishing residence by Immigration and



Naturalization Service) who earns a livelihood primarily by performing agricultural labor for hire in California and other states and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, the parent lives within the district which maintains the community college attended by the student, and the parent claims the student as a dependent on his or her state or federal personal income tax returns if he or she has sufficient income to have a personal income tax liability.\*

A district may also classify a student (who is not precluded from establishing residence by Immigration and Naturalization Services) as a district resident if he or she earns a livelihood primarily by performing agricultural labor for hire in California and other states and he or she has performed such labor in California for at least two months per year in each of the two preceding years.\*

15. Non U.S. citizens: A student who is undocumented may establish his or her residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year prior to the residence determination date for the semester, quarter or other session for which attendance at an institution is proposed.\*

Non U.S. citizens — must bring Visas or Alien Registration cards to the Office of Admissions and Records when submitting applications. Persons holding the following visas are precluded from establishing residency: B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TD, and TN.\*

16. An Unmarried Minor Child of Undocumented Parents: who is a United States citizen, is eligible to establish residency.\*
17. All others shall be classified as nonresident students and will be required to pay the nonresident tuition at the time of registration.
18. Classifications are to be based on evidence presented in residence questionnaires and further evidence deemed necessary by the College. The student may be required to certify these residency statements under penalty of perjury or certify them under oath to an employee of the College who is authorized to receive oaths by the governing board.

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## **AB 540**

If the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must be able to certify that they have applied for some form of permanent immigration status at least one year and one day prior to the beginning of the semester. Beginning January 1, 2002, AB 540 required that certain nonresident and undocumented students who have completed three years of high school in California and received a California high school diploma or equivalent, be exempted from paying nonresident tuition.

California residency can also be exempted and or established in other ways. Please consult the staff in the Office of Admissions and Records for specific residency requirements.

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## **INTERNATIONAL STUDENTS**

It is the policy of San José City College to select a representative number of international students for admission each semester.

International Student Application forms may be obtained year-round; however, the application, application fees, TOEFL scores, official academic records for secondary and postsecondary education, previous college work, and other required documentation must be filed by April 15 for the fall semester and by October 15 for the spring semester.

International students are required to pay the non-resident tuition, enrollment fees, and health fees at time of registration. Students should purchase health insurance to cover their medical needs immediately after registration. Information about various health insurance plans can be obtained through the International Student Program Office. Students must pay tuition and all other mandatory fees at the time of registration. All international students must follow United States Citizenship and Immigration Services guidelines as well as SJCC's International Student Program policies.

Prospective students interested in attending San José City College should request an International Student Application form from the International Student Program Office located on the second floor of the Student Center at San José City College. For more information, call (408) 288-3149 or visit the Web site, <http://www.sjcc.edu/Reg/students/intlstudents.html>.

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## **TRANSCRIPTS FROM OTHER COLLEGES**

Transfer credit may be allowed for work done at other accredited post-secondary education institutions. To receive such credit at San José City College, the student must have official transcripts of the prior work sent directly to the Office of Admissions and Records, and must be on file six weeks prior to registration. These transcripts will be evaluated and acceptable credit included in the student's permanent records. Credit is granted in accordance with the recommendations in "Transfer Credit Practices" published by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Students whose transfer Grade Point Average is less than 2.0 on a 4.0 point scale will be admitted on probation.

All persons who plan to be candidates for the Associate in Arts or Science degree must file official transcripts from all colleges attended with the Office of Admissions and Records a minimum of eight weeks prior to graduation. These transcripts are to be sent directly from the former institutions to the Office of Admissions and Records and cannot be accepted directly from the student. All transcripts become the permanent property of San José City College.



At the time of graduation, the grade point average of all work attempted at all other accredited institutions of higher education is calculated into the grade point average at San José City College to determine eligibility for graduation.

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### **ASSESSMENT**

All students are required to take the Assessment in English and Math unless they submit official college transcripts showing completion of equivalent English and Math courses. See the above section on transcripts from other colleges.

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### **CREDIT BY EXAMINATION**

Department/Discipline Subject Examinations shall be comprehensive. Projects, term papers, reading reports, laboratory exercises and/or written examinations may be required as evidence that the student has performed to the extent and level of students regularly enrolled in the class.

Credit by Examination shall be granted to a maximum of 12 units.

Credit by Examination "may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college."

An Application to be examined for Credit by Examination must be approved both by the student's counselor and by the appropriate Dean.

A student is permitted only one attempt to challenge each course.

A full description of the regulations and procedures for Credit by Examination is available in the Counseling Office.

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### **COLLEGE ENTRANCE EXAMINATION BOARD ADVANCED PLACEMENT PROGRAM (CEEB) AND COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

College credit will be granted to students who provide the college with official test results showing minimum passing scores for either CEEB or CLEP examinations. Credit shall be posted on the college transcript when a student has completed 12 units of study in the San José/Evergreen Community College District.

#### **NON-COLLEGIATE COURSES**

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the Instructional Guide for Non-Credit

Courses published by the American Council on Education. The total number of units that can be earned through Credit for Military Service, Credit by Examination, CEEB, CLEP, and non-collegiate courses shall not exceed 30 units.

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### **LIMITS ON PRE-COLLEGIATE BASIC SKILLS UNITS**

"No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement."

"The following students are exempted from the limitation on remedial coursework described in subsection of the section:

- (1) Students enrolled in one or more courses of English as a Second Language (ESL);
- (2) Students identified by the district as having a learning disability...
- (3) ... any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses." Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

"A student who does not attain full eligibility status for college-level work...shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses."

"A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework." The request should be made to the Counseling Administrator on the campus.

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### **CREDIT AND MILITARY SERVICE**

Upon submission of a copy of the DD-214 (Discharge), persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service. Additional units, for certain military technical schools, may be granted upon evaluation of the DD-214. Veterans receiving V.A. benefits must file the DD-214 with the Office of Veterans' Affairs within the first eight weeks of the semester. Credit granted for military schools is based upon recommendation of the American Council on Education.



## **ADMISSION GUIDE**

### **New, First-Time College Student (reached 18 years of age or high school graduate):**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule and take the Assessment.
4. After you complete the Assessment, you will be directed to the Counseling Office for advisement.
5. Register for class(es) by calling (408) 223-0300, or visit <https://myweb.sjcccd.org>, or in person at the Office of Admissions and Records.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

### **Returning Student – Not on Probation or Dismissal:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule a required counseling appointment by calling (408) 288-3750.
4. Clear any holds you may have before registering.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

### **Returning Student – On Academic Probation and/or Academic Dismissal Status:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule a required counseling appointment by calling (408) 288-3750.
4. Obtain a registration date.
5. Clear any holds you may have before registering.
6. Register for class(es) by calling (408) 223-0300.
7. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

### **New Transfer College Student (student who has attended another college):**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Submit official transcripts to the Office of Admissions and Records.
3. Obtain a registration date.
4. Register for class(es) by calling (408) 223-0300.

Academic counseling is not required for transfer students. How-

ever, to avoid delay in registering for classes (**especially if you have taken the prerequisites at other colleges**) and the possibility of taking unnecessary classes, we strongly recommend that you make a counseling appointment. It is important that you bring unofficial transcripts to the counseling appointment. The counselor will determine if the required course prerequisites have been met and enter them in the computer system.

### **High School Students planning to enroll at San José City College (SJCC) must do the following:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records (A & R), first floor of the Student Center. Please bring photo ID (high school student body card, California ID, etc.) when submitting the application.
2. Complete and submit an **Attendance Approval for Special Part-time High School Students form (R-40)**. The form is available online at: [http://www.sjcc.edu/Reg/Apply/forms\\_apply.html](http://www.sjcc.edu/Reg/Apply/forms_apply.html)
3. Schedule and take the Assessment for English, Math, or ESL by calling (408) 288-3170.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the Counseling Center or by calling 408-288-3750.
5. Register in person at A&R for class(es) listed on the **mandatory high school student R-40** form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in PE or basic skills courses.
6. Obtain a basic SJCC student ID card (free) or a SJCC student photo ID card for a small fee (payable at A & R) at the Information Desk, first floor of the Student Center. This card will be needed to check out books, make copies in the Library and Library computer lab, and for other services.
7. Attend the first class meeting. If the class is FULL or CLOSED, **ask the instructor for a 4 digit add code**, then take the add code to A&R and register in person.
8. Complete and submit a new Application for Admission for every term/semester of enrollment and a new Attendance Approval for Special Part-Time High School Students form (R-40). This information applies to new, returning, and continuing students.

### **Students who are either: under 18; not attending High School; have not passed the California High School Proficiency Exam or GED; or are Home-schooled and want to enroll at San José City College must do the following:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records (A & R), first floor of the Student Center.
2. Complete and submit the **Special Part-Time Student Admission (R-42) form**. This form requires a letter of recommendation from the principal of the school of record and indicating the student's level of maturity and ability to benefit from advanced scholastic or vocational work.



3. Schedule and take an assessment for English, Math or ESL by calling the Assessment Office at 408-288-3170 after submitting the college application to A & R.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the Counseling Center or by calling 408-288-3750.
5. Schedule an interview the Director of A&R by calling 408-288-3103 to approve special admissions to the College. At this time, submit all paperwork which includes the R-42 form, principal's letter, Hold Harmless Agreement (all found in the original packet received from A & R), the School District Affidavit for Home-schooled students, and college assessment results to the Director of A&R during the interview. If approved, a registration date and time will be assigned.
6. Register for class(es) in-person at A&R.
7. Obtain a basic ID card (free) or a photo ID card (small fee) at the Information Desk, first floor of the Student Center. This card will be needed to check out books, make copies in the Library and use the Library computer lab and other services.

**There are several factors that high school students and their parents/guardians should be aware of when registering for SJCC courses. High School students:**

1. They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Education Rights and Privacy Act (FERPA).
2. They are held to the same standards as regular students in terms of class conduct and course requirements.
3. They may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.) High school students approved to take more than 11 units may be charged all appropriate fees.
4. They may not enroll in PE or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools.
5. They may not register for courses not on a R-40 form. Additional R-40 forms may be required.
6. Courses completed at their high schools do not guarantee adequate preparation for college level courses, assessment and/or SAT/AP scores may be used to determine placement levels.

**Open Curriculum Class(es) only for students over 18 years of age or High School Graduates\*:**

1. Complete and submit an Application for Admission in the Office of Admissions and Records.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(es) by calling (408) 223-0300.
5. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.

**If you need assistance, call:**

College Information and Recruitment at (408) 288-3708.

**ASSESSMENT AND ADVISEMENT/COUNSELING INFORMATION**

1. New, first time college students are required to take the Assessment in Math, English or ESL prior to orientation and registering for class(es) after meeting with a counselor or academic advisor.
2. After taking the assessment, students should meet with a counselor or academic advisor to choose classes based upon assessment results. This can be done by calling the Counseling Center at (408) 288-3750.
3. Students who enroll in Open Curriculum classes ONLY or EMT classes ONLY are exempted from the Assessment and advisement.
4. All high school students (R-40), junior high and special admit students (R-42) are required to take the Assessment and attend an advisement/counseling session.
5. A student may be exempted from the Assessment if the student has one of the following:
  - A transcript indicating an A.A./A.S., B.A./B.S., M.A./M.S. or a higher degree.
  - A transcript indicating completion of college-level English or Math needed as prerequisites.
  - Life experience that requires basic skills, e.g., a journalist would not have to take a writing exam.
  - Occupational experience that would substitute for a course prerequisite, e.g., several years of tune-up experience might exempt you from certain automotive classes.

**CLASSIFICATION OF STUDENTS**

While the minimum full-time program that will qualify a student for graduation in two years is 15 units each semester, the following classifications have been established:

- Freshman:** Fewer than 30 units completed.  
**Sophomore:** 30 or more units completed.

**Fall and Spring Semesters:**

- Full-time student — registered for 12 or more units.
- Part-time student — registered for fewer than 12 units.
- Half-time student — registered for 6 units or more but fewer than 12 units.

\*An Open Curriculum class is one that has no prerequisites of any kind. However, some courses such as ESL 342, 343, 344, READ 350 and MATH 310 may require that Assessment results be on file prior to the first day of class. Courses with prerequisites require assessment unless student meets one of the bullets in item #5 under Assessment and Advisement Information.



Summer Session:

- Full-time student — registered for 4 or more units.
- Part-time student — registered for fewer than 4 units.
- Half-time student — registered for 2 units or more but fewer than 4 units.

\* Intersession is a special session that is held before the regular Spring Semester. It is considered part of the Spring Semester.

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### **MINIMUM UNIT REQUIREMENTS**

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To maintain eligible status in the categories listed below, students must carry a minimum program of new work as shown below:

1. International students — 12 units per semester.
2. Social Security, California State Disability, and P.L. 674 — 12 units per semester.
3. Veterans' dependents, P.L. 634 — 12 units per semester.
4. Associated Students Officers — 9 units per semester.
5. Varsity athletes — 12 units per semester.

There is no minimum unit requirement for enrollment in the college; it exists only to qualify for benefits or special eligibility.

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### **MAXIMUM UNIT LOAD**

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Students are restricted to a maximum load of 18 units during the regular registration period for Fall and Spring semesters. The maximum number of units a student can carry during the Summer session is 7 units. The limit is applied to provide all students an opportunity to register for a full program and be successful as students. When space remains in classes during the drop and add periods, the Dean of Counseling and Matriculation may approve additional units.

Students, particularly first time college students, should avoid taking more than 18 units in one semester or 7 units during the summer.

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### **RETENTION OF STUDENT FILES**

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If a former student does not enroll for three consecutive years, the transcripts from other colleges are destroyed. Transcripts of work at San José City College are kept indefinitely.

Paper Applications for Admission and college transcripts from students who do not enroll are destroyed within 12 months after receipt.

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### **PARKING PERMITS**

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Semester Parking Permits are valid at both campuses and may be purchased online through MyWeb on any computer (from home, work, school) when paying by credit card. You must use

campus computers only (LRC, Registration Cove, Cyber Café) to order permits if you wish to pay with cash. After ordering online go to Admissions and Records for payment. The permits will be mailed to the address on file and a temporary permit will be issued to be displayed in the vehicle until the permanent permit arrives. Temporary permits are **not** valid in Staff lots. For parking permit fees, please see listing under Fees.

All automobiles must have the permit placed on the left-hand bottom corner of the front windshield. Violation of parking rules can result in citations ranging from \$37 to \$300. Disabled Person Parking spaces and red zones are enforced at all times. Please read the posted signs and follow instructions printed on parking permits. **Regulations are enforced in all lots beginning the first day of classes.**

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls. If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for BOTH vehicles. However, if students initially purchase a motorcycle permit for \$14, they may purchase an auto permit for an additional \$26 with proper documentation.

Purchase of a semester permit does not guarantee a parking space; it merely gives the student the convenience of not having to purchase a daily permit.

### **PARKING RESTRICTIONS**

- Parking is enforced from the first day of classes - there is no period of free parking at anytime.
- Daily and semester permits are NOT valid in other time-limit zones.
- Students must park in lots designated for students. Parking in Staff lots will result in a fine.
- Staff must park in one of the lots designated for staff parking or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call District Police immediately.

Students who lose or misplace their permit must report it to Admissions and Records immediately. Stolen permits should be reported to the District Police Department on campus. Additional fees are charged for replacement of lost or stolen permits. The College District is not responsible for damage or loss to your vehicle.

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### **FEES**

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**Please consult the current Schedule of Classes for the current fees schedule.**

**Checks or Money Orders should be made payable to San José/Evergreen Community College District (SJ/ECCD). The colleges also accept Visa and MasterCard.**



## ENROLLMENT FEES

All students who meet California residency status will be required to pay enrollment fees of \$26 per unit. \*

\* All fees are subject to change according to changes in the California Educational Code and the State Legislature. All information relative to enrollment fees and health fees is subject to change as mandated by the California Community College Board of Governors and California law.

## STUDENT ID CARD

All students will be issued a basic ID card (without photo) at no cost. If a student wants a photo ID card, a small fee will be assessed. The basic ID card and photo ID card are acceptable for access to the college libraries, Health Services, and other services provided. The small fee for the photo ID card is payable at the time of registration.

Students should retain this card for future semesters. There is a replacement fee for a photo ID card. There are no exceptions to the replacement fee.

## STUDENT ACTIVITIES FEE

Associate Student (AS) stickers are required of students who use the Student Accounts Office for loans or scholarships, intercollegiate athletes and all officers of clubs and organizations. This money is used in support of various activities: emergency loans, book loans, athletics, recreation, and community and social welfare. This activity program is a college-wide enterprise. Its operation is not only of direct benefit to each student; it also furnishes an organized representation for all students in various college and community affairs and activities.

All students will be billed a \$5 activities fee and issued an AS sticker to be affixed to their student ID card. Refunds may be requested through the Office of Admissions and Records as described in the class schedule.

## HEALTH SERVICES FEE

All students will be required to pay a \$17 health fee at the time of registration for Fall and Spring classes. Effective Spring 2009 the BOGFW will no longer cover the health fee. Current health fee is \$17.00, but it is subject to change. Health fees are mandatory with the following exceptions:

- Concurrently enrolled high school students with an approved R-40 and/or R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bona fide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus

- Students taking Friday evening, Saturday or Sunday classes only
- Students taking short-term classes which meet on campus seven times or less

Requests for waiver or refund of Health Fee are made at the Office of Admissions & Records. These requests should be made at the beginning of each semester.

## NON-RESIDENT/INTERNATIONAL STUDENT TUITION

Tuition for non-residents and international students for the 2009-2010 fiscal year is \$191 per unit. In addition, students must pay enrollment fees and health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers' checks, or Visa/MasterCard.

## MATERIALS FEE

Some classes require a materials fee. Please check the individual course offerings for the amount required. This fee is payable at registration. The division Dean may provide a waiver for students who wish to provide their own materials.

## PARKING FEE

- **\$40 for regular Fall and Spring Semester permit for automobiles**
- **\$20 for Regular Fall and Spring Semester Financial Aid recipients**
- **\$14 for Regular Fall and Spring Semester for Motorcycle permit**
- **\$8 for Summer Semester permit for Automobiles**
- **\$4 for Summer Semester permit for Motorcycles**
- **\$2 DAY permit**

## PARKING INFORMATION/TIPS

- Parking regulations WILL be enforced in ALL STAFF parking lots .
- There is no free parking during the Summer Session
- You must be a student to purchase a permit.
- You must go to MyWeb to order a parking permit, to verify address where the permit will be delivered, and to select payment method.
- You may use any computer (fr. home, work, campus when purchasing with a credit card VISA/MC (debit), AMEX, Discover, for faster delivery of permit.
- You must use campus computers (LRC, Registration Cove, Cyber Café) only to order permits if you wish to pay with cash. After ordering on-line go to A&R for payment. The College District is not responsible for damage or loss to your vehicle.



## RECORDS FEES

### Transcripts

On request, students are provided with two copies of their official transcript free of charge; thereafter, there is a small fee per copy. Transcript requests normally take 7 to 10 days to process. If the students need a transcript immediately, an emergency/rush transcript may be requested for a set charge. Copies of transcripts from other colleges are not provided.

### Student's Schedule

Students are provided with a free copy of their current semester schedule at the time of registration and when classes are added; thereafter, a fee will be assessed per copy.

### General Education Certification or the Intersegmental General Education Transfer Curriculum (IGETC) Certification

Upon request, students are provided with two free copies of their General Education Certification or the Intersegmental General Education Transfer Curriculum (IGETC); thereafter, there will be a fee per copy.

### Verification of Enrollment

Upon request, students are provided with two copies of their official verifications of enrollment free of charge; thereafter, there is a small fee per copy.

## FEE WAIVER

- Students may file a Board of Governors Fee Waiver (BOGW) in the Financial Aid Office. Approval is based on low income and numbers of dependents.
- Board of Governors Fee Waivers are good for one year. (summer, fall, and spring).

## FEE DEFERRAL

- Indentured apprentices fulfilling related instruction are exempt from enrollment, health fees, and nonresident tuition for apprentice-related classes.
- Working students may be eligible to have their college fees reimbursed by their employer. Students are advised to contact a Human Resources representative at their place of work. The college **will not** send a bill to the student's place of work and does not accept second party checks.
- California resident high school students taking classes for high school credit and/or college credit will NOT be required to pay enrollment and health fees.
- Non-resident high school students taking courses for college credit are not exempt from the non-resident tuition.

## REFUND OF FEES

Any student eligible for and requesting a refund of an enrollment fee, will be refunded any material fee associated with the class.

Students who drop classes before a specified deadline (see schedule of classes) are entitled a refund of fees for those courses. **Refund of fees is not automatic.**

Students must complete and submit the Refund Request form to the Office of Admissions and Records by the appropriate deadlines. Deadlines are published in the Schedule of Classes each semester. Fees may not be transferred or credited from one semester/session to another. Refunds for the AS sticker require that the sticker be returned with the refund form.

Fees for classes dropped after the refund deadline cannot be applied to any additional classes added to the student's schedule. Instead, the student will be charged per unit enrollment fee and/or per unit fee for non-resident tuition. Students who officially add a class after the refund deadline date are not entitled to a refund.

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refunds normally take 4 to 6 weeks after the deadline to process; they are mailed to the student.

Students may choose to donate refunds to the District Foundation for student scholarships or college support. Such donations are tax deductible.

Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees "related to refund requests are limited to enrollment fees only." The fee is \$10.

- Short Term Credit and Irregularly Scheduled Courses (not 16 week, or late-starting courses)

Upon written request, refunds for Short Term Credit courses (those that are scheduled to meet fewer than five days) and Irregularly Scheduled Credit courses (those that generally begin after the official start date of the term), will be granted if the student officially drops AND submits the completed refund request form in the Office of Admissions and Records on or before 10% of the class meeting times has elapsed. Completed refund requests must be received in the Office of Admissions and Records on or before the 2<sup>nd</sup> meeting of the class.

Students may request in writing a refund for a canceled class any time during the semester/session in which the class was canceled. Monetary credit WILL NOT be transferred to the next semester/session. There is no processing fee for classes.

- Processing Timeline for Refunds

The refund process usually begins the week following the refund deadline and takes approximately 6 to 8 weeks to be processed and mailed to the student.



### **PARKING PERMIT REFUND**

Refunds for Parking Permits will be accepted, provided the student completes and submits the Refund Request form within the first 10 class days of the semester to the Campus Store. The original Parking Permit must be returned at the time the refund is requested. Refund Request forms are available in the Office of Admissions and Records. There is a \$3 Parking Permit refund processing fee.

### **RETURNED CHECKS**

A processing fee of \$10 is charged for each returned check.

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