

Admission and Registration

REGISTRATION ENROLLMENT PRIORITY

Priority registration is designated specifically for students who enroll in Cabrillo College for the purpose of a degree or certificate attainment, transfer to a four-year college or university, or career advancement. Therefore, students who have completed orientation and assessment, developed an education plan, declared a major and maintained good academic standing will be granted higher priority for registration.

The Admissions & Records Office notifies students of their registration dates and times by email. The information is also available to students via WebAdvisor.

PRIORITY GROUPS:

A. Veterans, Foster Youth (and former foster youth), students in the following programs: Extended Opportunity Program and Services (EOPS), Accessibility Support Center, and CalWorks

B. Continuing students with 30-99.9 Cabrillo units who have completed orientation, assessment, an education plan, declared a major, and are in good standing

C. Continuing students with .01-29 Cabrillo units (Freshman) who have completed orientation, assessment, an education plan, declared a major, and are in good standing

D. Running Start participants

E. New students and re-entering students who have completed orientation, assessment, an education plan, declared a major, and are in good standing

F. Concurrent K-12 students who have completed orientation, assessment, an education plan, declared a major, and are in good standing

G. Applicants within the past year who did not enroll who have completed orientation, assessment, an education plan, declared a major, and are in good standing

H. Continuing, new, re-entering and personal development students who did not complete orientation, assessment, an education plan, declare a major, and/or are not in good standing, and/or have completed 100 or more Cabrillo degree applicable units

I. Concurrent K-12 students who did not complete orientation, assessment, an education plan, declare a major, and/or are not in good standing.

ADDITIONAL DETAILS

Allowed Exceptions Include the Following

An exception to the 100 unit limit is made for students enrolled in the high-unit majors listed below as long as they are making satisfactory progress toward their degree:

Astronomy: AS degrees

Biology: AS and AS-T degrees

Business: AA and AS-T degrees

Chemistry: AA and AS degrees

Computer Science: AS degrees

Dental Hygiene: AS degree

Engineering: AS degrees

General Science: AS degrees

Geology: AS and AS-T degrees

Mathematics: AS and AS-T degrees

Nursing: AS degree

Physics: AS and AS-T degrees

Radiologic Technology: AS degree

Foster youth and former foster youth who are 24 years or less are exempt from losing registration priority based on 100 units or more or for failing to meet minimum academic standards.

Units earned at other colleges and universities, from AP, Military, CLEP, etc., are not considered in determining registration priorities.

Options for Appealing

If a student loses priority registration based on exceeding the 100-unit limit, or being placed on academic or progress probation for any extenuating circumstances (verifiable accident, illness, or other circumstances beyond the control of the student), the student may appeal to have priority registration reinstated. The appeals process is as follows:

- Complete the Appeal Petition form and submit it to Admissions & Records,
- Provide a written statement as to why registration priority should be reinstated,
- Provide documentation as to the extenuating circumstance or significant academic improvement,
- Provide completed Academic Progress Report form, including signatures from instructors,
- Submitted appeals will be reviewed and a decision will be communicated to the student using the e-mail address listed in WebAdvisor.

OPEN ENROLLMENT

It is the policy of Cabrillo College that, unless specifically exempted by statute, every course, course section, or class that is reported for state apportionment, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites

and selection procedures as may be established pursuant to Title 5 of the California Administrative Code, commencing with Section 55200.

ADMISSION REQUIREMENTS

High School Graduates

Any high school graduate or person with a GED or high school equivalent certificate will be admitted to Cabrillo College.

Non-High School Graduates

A person 18 years of age or older who is not a high school graduate will be admitted to the College to pursue general education or to enroll in a specialized vocational program. A student may prepare for transfer to a four-year college or university without a high school diploma. All non-high school graduates should request special counseling from the Counseling Department.

Admission of Minor Students Without High School Diplomas–Dual (Concurrent) Enrollment

The Cabrillo College Governing Board authorizes the enrollment of eligible minor students each term on a space available basis, whom the Board determines would benefit from the educational enrichment opportunities of advanced scholastic or vocational work (courses numbered in the 200 series courses which are not advanced scholastic or vocational courses). Courses cannot be offered at the high school level. It is the intent of the Board to consider the enrollment of eligible minor students in compliance with the district priority admission mandates outlined in Education Code Section 76000 and in the district's fulfillment of its educational mission. Further, the Board may only authorize the acceptance of eligible minor students, when the work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the College.

These students will receive Cabrillo College credit.

Dual Enrollment Policy:

- Students whose age or class level is equal to grades 9-12 may attend Cabrillo College as a special part-time student, a special full-time student, or a special summer session student for advanced scholastic or vocational courses in accordance with the following procedures. Dual Enrollment Students may NOT enroll in 200 level courses, or any basic skills/pre-collegiate courses.
- Students enrolled in K-8 grade districts may attend Cabrillo College for advanced scholastic courses, but only as part-time students. Those courses that are designed for students at that specific grade and age level (academic camps for young students' children's theater, etc.).
- Students wanting to enroll in a math or English course, must take the Assessment Test.
- Course prerequisites must be met prior to registering.

Student Responsibilities:

- You must register for approved classes listed on the front of your Dual Enrollment form only. Registering for non-approved classes may result in coursework not being accepted at your high school.
- Dual Enrollment students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

- You are responsible for reviewing and abiding by all academic policies as listed in the *Schedule of Classes* and *College Catalog*.
- If you are enrolled in more than 11 units, you are responsible for all fees associated with those courses.
- You are expected to meet all College deadlines such as dropping by established deadlines, as well as submitting any class assignments on time.
- Attendance is required. No one will call if you miss a class. It is important for students to adhere to College's Attendance Policy.
- You are required to request that your official Cabrillo College transcript be sent to your current school as needed. This is not an automatic process.
- You are responsible for purchasing any books or supplies that are required for each course.

Parent or Guardian Information:

- Dual enrollment students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
- Please note: Your child will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the K-12 Minor Student Statement of Understanding form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.
- Students will receive college credit for all courses taken and the grades will become part of their official college record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, eligibility for athletics, and academic probation.
- Parents are not allowed to be present in the classroom unless they are registered for that class.
- Instructors are not responsible to inform parents when classes are canceled at the last minute or when the class ends prior to the appointed time.

Rights of Access:

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age. In accordance with this regulation, a student's college record (including their Cabrillo transcript) will be released to the parents only with the written consent of the minor student.

Students can request official transcripts online and/or view on WebAdvisor.

OUT-OF-STATE STUDENTS

Out-of-state applicants may be admitted to the College on the same basis as California residents except that they will be required to pay tuition prescribed by the Governing Board to cover the costs of in-

struction. After an adult student who is eligible to be a California resident has been present in California and has manifested clear intent to become a California resident for at least one year and one day prior to the first day of the term, he/she may apply for reclassification as a California resident. State law requires consideration of financial independence for students seeking reclassification.

RESIDENCY REQUIREMENTS

All students not meeting the requirements below will be classified as “non-residents” and are subject to nonresident tuition and enrollment fees.

Students shall receive resident student classification if they qualify under one of the following conditions:

1. If the student (age 18) and the student’s parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver’s license to confirm that date.
2. If the student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver’s license to confirm that date.
3. If the student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver’s license to confirm that date.

In addition, 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 provide verification that he/she has applied for residency with the United States Citizenship and Immigration Services (USCIS) at least one year and one day prior to the beginning of the semester.

Beginning January 1, 2002, AB 540 required that certain nonresident students who have completed three years of high school in California and received a high school diploma or equivalent, be exempted from paying nonresident tuition.

CONFIDENTIALITY STATEMENT

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. Also, under federal law (Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age.

CALIFORNIA RESIDENCY STATUS CHANGE

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Residency documents should be submitted to Admissions & Records the semester prior to change of status. Out-of-state residency will not be changed automatically. State law requires consideration of financial independence for students seeking reclassification. For more information, please refer to the Admissions & Records website at www.cabrillo.edu.

SPECIAL ADMISSIONS PROCEDURES

Certain programs require special admissions, and students must follow those admissions procedures following admission to the college. Such programs include Dental Hygiene, Nursing, and Radiologic Technology. Other special admissions are required for cohort studies, such as ACE, DBA, Honors, and Puente. Students admitted to any specialized programs must comply with program-specific rules and regulations as set forth in their program materials and handbooks. For more information, see the specific details for the respective programs in the course listings section of the *Catalog*.

CROSS ENROLLMENT*

UCSC AND CSU MONTEREY BAY

Cabrillo students may cross enroll at the University of California, Santa Cruz (UCSC) and California State University, Monterey Bay (CSU Monterey Bay). Students may take one course. Fees are set by the State Legislature and are subject to change. Enrollment will be on a space available basis. To meet eligibility requirements Cabrillo College students need to:

- have completed at least one term (as a matriculated student) at Cabrillo
- be simultaneously enrolled for at least 6 units at Cabrillo
- have earned at least a 2.0 grade point average at Cabrillo
- have paid appropriate fees at Cabrillo
- have completed appropriate academic preparation as determined by the host campus
- be a California resident (pay California resident fees).

Applications for cross enrollment for CSUMB are available at: csumb.edu/planning/take-class-uc-or-community-college and for UCSC at <http://registrar.ucsc.edu/forms/students/cross-enrollment.pdf>.

**Note: due to impactation, SJSU will no longer accept students for cross-enrollment programs.*

INTERNATIONAL STUDENTS

Admission

All applicants for admission with F-1 status must submit the following documents to the International Student Office by the application deadline. The application deadline for the fall semester is July 1. The deadline for the spring semester is December 1.

- Completed international student application form (available from the International Student Office or online at www.cabrillo.edu/services/international).
- \$60 non-refundable application fee.
- Transcripts of secondary (and post-secondary, if any) school or college work completed. These transcripts must be official and in English.
- Official TOEFL Test result with a score of 480 or higher PBT or 157 CBT, or 54 iBT. An official IELTS result with a score of 5.5 or higher is also acceptable. Students do not need to provide test results if English is their native language or if they completed at least two years of their high school education at a school where English was the primary language. Cabrillo has articulation agreements with some Intensive English Programs that would allow students to waive the English proficiency requirement.

- A financial statement for \$17,056 which indicates the student has the means to support his/her costs of attendance (meaning tuition and living expenses) either from personal, family, sponsor, or governmental sources.

**Exceptions: Students with B, H, or J visas need only submit the application and the \$60 application fee. This also applies to F-1 students with I-20s from other colleges who are studying part-time.*

Rules and Regulations

- **Payment of Tuition:** Tuition is due and payable within five days of registering for classes. Registration is not complete until the full tuition is paid.
- **English Placement:** Entering international students are required to take an Assessment Test administered by the Cabrillo College Assessment Center. The results of the test will determine the proper placement for each student in the English course sequence.
- **Medical Insurance:** All students with F-1 status are required to have adequate medical insurance. The College provides medical insurance to all F-1 students and the cost is added to their tuition invoice. Students are able to waive coverage if they provide proof of adequate medical insurance coverage from their home country within the first two weeks of the semester.
- **Study Load:** International students with F-1 status must enroll in and complete at least 12 units per semester. The College must report to the U.S. Department of Homeland Security if a student has withdrawn from college or is taking less than a full program. All new students are required to enroll in CG 51, Planning for Success for International Students, during their first semester at the College.
- **Employment:** F-1 students attending the College are not permitted to work without prior approval. Consult the International Student Office for details and procedures.
- **Change of Status:** Any change in immigration status must be discussed with the International Student Office.
- **Arrival:** Students admitted with F-1 status must report to the International Student Office by the date indicated on their I-20 form. Failure to do so may result in the revocation of the I-20 and loss of F-1 status. A mandatory orientation for new students is held 10 days before the beginning of each semester.
- **Change of Address:** Students must inform the International Student Advisor and the Office of Admissions & Records of all address and telephone changes. A current local address must always be on file at the College.
- **Illness:** Students must inform the International Student Office of any extended Document Renewal: It is the student's responsibility to maintain a valid, current passport and I-20 form.
- **Housing:** Cabrillo College does not offer dormitory housing. To locate satisfactory housing, students should arrive well before classes begin. The International Student Office maintains a limited list of available housing and homestay information.
- **Termination of Attendance:** The College reserves the right to terminate the enrollment of any international student whose academic progress, observance of college rules and regulations, or personal conduct falls below acceptable standards.

The International Student Office is located in the Transfer and Career Center. Phone (831) 479-6200 or e-mail international@cabrillo.edu.

STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program at Cabrillo College is a series of services and activities that move a student towards completion and success: orientation to college, assessment for course placement, and educational planning in the form of career identification, identification of a program of study/academic major, and an education plan that moves a student from the first class through the completion of the degree or certificate. These services are required for incoming students per the Student Success Act of 2012.

Research shows that there is increased academic success and college completion by students that have completed these services. Research also shows that students that attend full-time (12+ units/semester) also complete college at a higher rate. Financial aid can help a student make that effort. Students who complete these initial core services (orientation, assessment, and educational planning) will receive priority registration as a continuing student. Those who do not complete these services will drop to the end of the registration schedule. This decreases the chances of registering for the courses needed to complete the education plan in the hoped-for time frame.

The Education Plan, both an initial Abbreviated Education Plan and the following Comprehensive Education Plan, will need to be completed by the end of the third semester or after completing 15 degree-applicable units.

Students will need to think about their career goals early in their college process. Assistance with this can be received through a career exploration class (CG 54) or through other online options.

Identifying a career goal will help the student identify an Educational Goal—an Associate in Arts or Associate of Science degree (A.A. or A.S.), transfer as a junior to a four-year university, either with or without an accompanying A.A./A.S. Degree, and a career/technical certificate.

After the career and educational goals are identified, students will need to develop an Education Plan based on their Course of Study or Major. The Education Plan will identify the road map on how and when to complete courses that lead to the degree/certificate and educational goal.

Staff in the Counseling and Transfer Center provides workshops on the components of an Education Plan so that when it is time for the development of the Comprehensive Education Plan with a counselor, the student is better informed, more focused, and can move to the next step.

Students will have a limit of 100 units before they lose their registration priority and certain types of financial aid. An A.A./A.S. Degree is 60 units. There are some higher unit degrees that have extra requirements and prerequisite courses (e.g., engineering, health sciences) which may require more than the traditional 60 units. Some students also change their major which can also lead to a higher total number of units. Working with a counselor to take the correct courses in the correct order will prevent a student from losing some of the college benefits such as priority registration and financial aid.

Follow-up services are another part of the College's commitment to student success. Successful students take advantage of these services: free academic tutoring, math, English and reading labs, office hours with the instructors, and a real understanding that students that study an average of two hours per each hour in class succeed and graduate at a higher rate.

Cabrillo College and its faculty and staff understand that some students are the first in their family to attend college. That reality sometimes brings additional challenges, as that experience can feel isolating and unfamiliar at times. That is even one more reason to become

involved and utilize the services the College provides to keep the student on track. College is an exciting and life-changing event. Work with us to support you in your success.

ADMISSIONS PROCESS See additional information in this *Catalog*, the *Schedule of Classes*, and the Cabrillo website, www.cabrillo.edu for methods of and locations for enrollment and registration.

PLACEMENT ASSESSMENT is the second of the three required services for new first-time college students. To a large degree, success in college is dependent upon enrolling in courses that match your abilities and skills. These are determined through different placement assessments in math, reading, English, and ESL. These assessments are taken in the Assessment Center's computer lab and are offered at the main campus in Aptos and the Watsonville Center. Additional considerations such as previous coursework, grades, and experience are included in the calculation of the score and course placement. These are referred to as multiple measures. If assessment has been completed at another college, provide official scores to the Admissions Office or to a counselor so that there is no need to retake tests already taken elsewhere.

Some scores on an assessment/placement test may indicate the need for further assessment for possible learning disabilities. There are excellent campus resources for these services through the Learning Skills Program in Room 1073 upstairs in the library or at (831) 479-6220. The Assessment Center is located in Student Activities Center West (SAC West), Room 200 on the Aptos Campus.

Assessment dates, times, locations, and other assessment-related information are on the Assessment webpage, as are practice tests for the different math tests. Also consider Math Plus, a week-long, free workshop that strengthens your math skills so that you can either test into a higher level or strengthen the skills you need for the course into which you placed.

See the Assessment Center website for non-Cabrillo assessment results that we will accept in lieu of our assessment. For more information call (831) 479-6165 or go online to:

<http://www.cabrillo.edu/services/assessment/>.

PREREQUISITES AND CO-REQUISITES

Some courses may require that you read, write, or analytically compute at a certain level to be successful. These skills or knowledge are usually gained through a course called a prerequisite or co-requisite. Some pre- and co-requisites can be satisfied by assessing at a certain level on the placement test. This is another reason to take the placement tests seriously. A prerequisite needs to be successfully completed before enrolling in the desired course. The co-requisite course is taken at the same time as the desired course. If you have already satisfied the required pre- or co-requisite through other documented means or successfully completed the pre- or co-requisite course at another college, you must submit an official transcript to Admissions & Records to have the verification entered onto your college record. See this *Catalog*, the *Schedule of Classes*, and the Cabrillo webpage: www.cabrillo.edu for more information. A counselor can also assist you with information about pre- and co-requisites. Some prerequisite classes are blocked in the computer and others are not. That means that until you have documentation that you have given to Admissions, you cannot register for the next class. Or, a staff member will contact you if you enroll in an unblocked class and ask you to provide documentation that you have met the requisite. If you believe you already have the skill level offered in the pre- or co-requisite course, see the Challenge Process below.

ORIENTATION

Orientation to college is one of three core services that are required of all first-time students. The remaining two are assessment for course placement and educational planning. All community colleges require and provide these services. Orientation is provided in several ways at Cabrillo: online through the College's website and through several Counseling and Guidance (CG) courses. The information in orientation familiarizes students with the many college services and programs that support ongoing academic success. Orientation additionally provides an introduction to the world of community college, which can be overwhelming and surprising to many students. College is very different than high school and students can make some serious mistakes in how they approach their new roles and responsibilities if they are unaware of these differences. Students who understand the college culture and its expectations have a much stronger chance of completing their educational goals and Program of Study. Students who have completed orientation at another college and can document completion of this requirement do not need to repeat orientation at Cabrillo. More information can be found at www.cabrillo.edu/services/matriculation or through the Assessment Office.

EDUCATIONAL ADVISING AND COUNSELING

After completing orientation and assessment, the placement test scores will be the beginning of the student's educational planning process and will result in an Education Plan or "Ed Plan." The basics of an Ed Plan can be acquired in an Ed Plan workshop offered through the Counseling Department and the Transfer and Career Center. After completing the workshop, the student will have an Abbreviated Ed Plan—one or two semesters of classes to get you started. You can also make a 30 minute appointment to see a counselor for your Ed Plan development.

The content of the Ed Plan workshop includes information on general education, courses for your major, elective courses, and the things to consider for transfer. It gets you started and allows for a more focused visit afterwards with a counselor. This is the road map, semester-by-semester, for completion of college in a timely and cost-effective manner. The expectation is that a Comprehensive Ed Plan will either be completed after 15 degree-applicable units have been earned or by the end of the third semester. An Ed Plan will allow the student to register for classes without needing to see a counselor, unless changes need to be made.

EXEMPTIONS FROM STUDENT SUCCESS AND SUPPORT SERVICES

Students that already have completed an associate's degree or higher are not required to complete these services again. If students are already in a math or English sequence of courses, they do not need to take the assessment tests. If a student is transferring to Cabrillo from another college and has completed these services at the former college then they are exempt from completing them here. Assessment scores or official college transcripts from a previous college are required for comparable course placement at Cabrillo. Students should bring those scores to a counseling appointment or to Admissions. Students are always welcome to participate in any of these services. Official Transcripts need to be sent to Admissions & Records for evaluation.

THE CHALLENGE PROCESS

The Challenge Process is a way to demonstrate that you have acquired the skills and knowledge needed for a particular level of academic work. You use the Challenge Process to skip a pre- or co-requisite course by showing through documentation, academic records, or other verifiable means that the skills and knowledge have already been acquired. The Challenge Process is not to be used because you are displeased with your assessment scores nor for classes that are in progress.

Forms for challenging pre- or co-requisites are available online at www.cabrillo.edu/services/matriculation/. Questions can be asked at (831) 477-3242.

PROBATION

There are two types of probationary categories that can impact your status at Cabrillo.

- Academic Probation is triggered when your grades fall below a 2.0 GPA. This moves you from satisfactory academic standing.
- Progress Probation is triggered when you have dropped courses with a W or I or have not completed courses (NC) for more than 50% of the total number of units in which you have enrolled as a student at Cabrillo.
- Dismissal is triggered after three semesters of academic or progress probation.

We want to work with you before you reach this point. Completion of a mandatory workshop is required in order to lift your registration "hold." See a counselor before you reach this point to learn about additional resources. See this *Catalog*, the *Schedule of Classes*, or the Cabrillo website, www.cabrillo.edu for more information.

REGISTRATION

Application for Admission

Applications for Admission are available on the Cabrillo College website, www.cabrillo.edu. New and re-entering students should submit applications early in the registration cycle to be eligible for early registration and to have the best opportunity to enroll in needed courses. Each full-time and part-time student must have a completed application on file. Applications are active for one year for college students regardless of whether the student registers.

Note: Concurrent high school students must submit an application each semester of attendance.

Registration

After an application has been submitted and processed by Admissions & Records, students are encouraged to participate in early registration. Early registration can be accomplished using Cabrillo College's online registration, WebAdvisor, at www.cabrillo.edu. All students must observe the registration, attendance, and withdrawal policies and procedures described in the *Catalog* and *Schedule of Classes*. Each *Schedule of Classes* has specific registration information.

Before attending any class, each student must have completed registration. Credit will not be given for courses in which a student is not registered. **Cabrillo's registration priority is outlined on page 16.**

Majors/Programs with Special Enrollment Requirements

Admission into Cabrillo College does not guarantee enrollment into certain programs. The following programs have enrollment prerequisites and procedures which must be completed independently from college admission: Dental Hygiene, International Student Program, Nursing, Radiological Technology, and the Honors Transfer Program.

Transcripts of Previous Education

Applicants who have attended high school within the past five years are required to send an official transcript. If the applicant has attended other collegiate institutions other than Cabrillo College, an official transcript showing all coursework is required. Students are allowed to register in some courses without transcripts on file, although official transcripts are required to award certificates of achievement, skills certificates, associate degrees, financial aid grade point average verification, and to verify that the student has met prerequisite requirements. All transcripts submitted are permanent property of Cabrillo College and copies of these transcripts cannot be sent elsewhere.

Advising

To assist students in attaining their educational goals, the College provides academic information and counseling services.

Add Period

Students may register for full-term courses during the Add Period, which occurs during the first two weeks of instruction in the fall or spring semester. Students may register for short-term courses until the day before the first class meeting. Consult the summer session *Schedule of Classes* for the late registration date for this term.

In order to add a course once the class has begun, students use the Add Code received from the instructor to register for the course in WebAdvisor. No addition of classes may be made after the last day to add indicated in the current *Schedule of Classes*.

A student who drops a fall or spring full-term course after the second week will receive an academic mark on his/her permanent record. Short-term and summer courses have much shorter deadlines. Consult the instructor or Admissions & Records for deadline dates.

Special Studies

Special Studies (Subject 80S, 80SB, 80SC) extends or deepens a student's knowledge of a particular field. Students should meet with a counselor to determine transferability of special study courses. See "Subject/Special Studies" section on page 318 of this *Catalog*.

CLASSIFICATION OF STUDENTS

A freshman has earned less than 30 semester units of credit.

A sophomore has earned 30 units of credit, or more, but has not completed all course and unit requirements for the Associate in Arts or Associate in Science Degree.

A degreed student has completed all courses and unit requirements for the Associate in Arts or Associate in Science Degree or higher.

Student Right-To-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2012, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2012 to Spring 2015. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared.' Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2013 to

Spring 2015, are transfer students. Adding the completion and transfer rates together show that 37.31% of the cohort completed (25.59%) or transferred (11.72%) within three years. This information may be found at the following California Community Colleges Chancellor's Office site: <http://srk.cccco.edu/index.asp>.

CHANGE OF MAJOR

A student may change their major using WebAdvisor. A student who changes a major may need additional time to complete graduation requirements. Changing your major may cause changes to your financial aid, and may cause you to lose subsidy on existing loans. See a Financial Aid advisor and a counselor before changing your major in WebAdvisor.

STUDY LOAD/EXCESS UNITS

In order to meet graduation requirements in four semesters, the student must complete an average of 15 units of credit each semester. Students may register for up to 18.9 units without permission. A student registering for 19 to 23 units must receive permission. Twelve units qualify students for full-time status in fall or spring. Twenty-three units is the maximum in fall or spring semesters. See the *Schedule of Classes* for summer.

UNIT OF CREDIT

A standard college unit of credit represents a minimum three hours of the student's time each week: one hour of scheduled classroom lecture or recitation and two hours in outside preparation. A longer time is scheduled for laboratory or technical courses where more of the work is done under classroom supervision.

AUDITING COURSES

Students may audit specified courses. A student may audit a course under the following conditions:

1. The course is approved in advance as one of the credit courses for which auditing is permissible;
2. The student who wishes to audit the course has no other option available by which to enroll in the course;
3. The minimum course enrollment of regularly enrolled students has been met;
4. All regularly enrolled students have been given priority, so that the student who wishes to audit is not replacing a regularly enrolled student or causing the course enrollment to exceed the maximum announced class size;
5. The instructor of the course agrees to accept the student on an audit basis;
6. The instructor establishes with the student the minimum performance and attendance standards for participation in the course;
7. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

The Request to Audit form, with instructions, is available in division offices. Audit fees apply as well as possible instructional materials fee.

The option to audit a specific class is revocable at any time it is deemed to be in Cabrillo's best interest.

FEES

MANDATORY FEES

Enrollment Fees

Enrollment fees are set by the California Legislature for all community colleges and are subject to change. Enrollment fees are currently \$46 per unit for all California residents. For the current fee schedule, go to the Cabrillo website:

<https://www.cabrillo.edu/services/ar/fees-fallspring.html>.

Student Health Services Fee

All students will be charged a health services fee each semester. Student Health Services provides students with wellness and acute illness visits; first aid; health, personal, and crisis counseling; referrals to community resources; health education and information; low-cost TB, strep throat, STI, and pregnancy tests; low-cost immunizations and selected laboratory tests; free over-the-counter and low-cost selected prescription medications; blood pressure checks; free condoms; and low-cost work- or school-required physical exams.

California Education Code section 376355 allows exemption from this fee solely to those students who depend upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, or for students attending Cabrillo under an approved apprenticeship training program. BOG-waived students are required to pay the student health services fee.

Student Center Fee

The Student Center fee is required of all students and is designated solely for the purpose of funding services and activities sponsored by Associated Students of Cabrillo College. The fee is \$1 per unit for a maximum of \$5, per fall or spring semester, and will not exceed \$10 per student per academic year. Noncredit enrollees cannot be required to pay the fee, nor can recipients of Temporary Assistance to Needy Families, SSI/SSP, or General Assistance. Board of Governors' Waiver (BOG) students will be charged the Student Center fee. (California Education Code section 76375)

Student Representation Fee

In May 1989, the Associated Students of Cabrillo College elected to assess every student a mandatory \$1 fee. This mandatory fee is collected in the fall and spring semesters and is used to train and support student government representatives to lobby for student rights before local, state, and federal governing agencies or bodies. This fee may be waived for religious, political, financial, or moral reasons by submitting a written statement with the payment of registration fees. (California Education Code section 76060.5)

Transportation Fee

This \$40 fee was approved by a Cabrillo College student body election. The fee is charged to all students each semester and will provide each student with a bus pass valid seven days a week. Santa Cruz Metro provides service throughout Santa Cruz County with transfers to Monterey-Salinas Transit. Students should show their Cabrillo ID card with a current semester sticker to ride the bus. Semester stickers are available in the Welcome Center (SAC West). (California Education Code section 76361)

OPTIONAL FEES

Parking Fee

This fee is optional. A student may purchase a semester parking permit for \$40 (\$20 for BOG students). A student who does not purchase a semester parking permit can pay \$4 per day to park in a student parking lot.

Parking Permit Regulations

1. Each student must have a parking sticker attached to his/her vehicle if parking on campus.
2. Parking is allowed in any lot except red curb zones, staff and visitor reserved zones.
3. Parking spaces reserved for people with physical disabilities may only be occupied by vehicles with properly displayed Disabled Person Placards or license plates.
4. Citations are issued for parking violations.
5. Park in marked spaces only.
6. Parking permits are valid for both day and evening.
7. Parking permits should be displayed in the bottom driver's side of the front windshield.
8. Motorcycles parking in designated motorcycle spaces need not possess or purchase a parking permit. Motorcycles parking in spaces otherwise designated for cars/trucks, must purchase a parking permit.

Children's Center Fund

An optional \$2 fee was approved by student government to assist Cabrillo College students with campus childcare. Every \$2 collected provides direct childcare assistance to students who might otherwise be unable to enroll in classes at Cabrillo College.

Student Activity Card (SAC) Fee

Students are members of the Associated Students of Cabrillo College. The Student Activities Card (SAC) fee of \$10.00 is automatically charged to each student. The cost to attend and participate in ASCC activities is free or discounted to those who pay the SAC fee. The Student Activity Card can be picked up at the Student Affairs Office in the SAC East building on the Aptos campus or the Student Learning Center at the Watsonville Center. The SAC fee is not mandatory and students can decline payment of this fee when they register for classes on WebAdvisor, or after they register by submitting a SAC Fee Refund request at the Student Affairs Office.

Out-of-State Students/Nonresident Student Fees

Students who have not established California residency are charged an additional nonresident or international student tuition fee. The fee amount is determined each year by the Cabrillo Governing Board, according to the provisions of California Education Code section 76140. For academic year 2017-2018, students from other states pay nonresident tuition of \$280 per unit; nonresidents who are citizens and residents of a foreign country pay \$286 per unit (\$280 nonresident tuition plus \$6 capital outlay fee), in addition to all other fees listed for California residents, including enrollment fees. The capital outlay fee may be waived for economic hardship, or for victims of persecution or discrimination in their home countries.

Fee Refunds

Students may claim a refund or reversal of charges for:

1. Classes canceled by the College.
2. A reduced unit load of full-term courses dropped by the deadline date. For current semester dates and deadlines dates, go to the Admissions and Records website: www.cabrillo.edu/services/ar/calendar-ar.html.
3. A reduced unit load within the 10% deadline for short-term courses (deadlines are available from Admissions & Records at Aptos or Watsonville, or the instructor). All summer courses are short-term courses.
4. Fees collected in error.

If a student is eligible for a refund and the fees were paid by a federal or state financial aid program, the refund will be returned to the appropriate financial aid program.

A \$10 processing fee will be charged for all refunds, except for canceled classes. If the refund is \$10 or less, it will be applied to the processing fee.

Note: Only students who officially drop their courses by the appropriate deadlines will receive refunds or reversals of charges. Students dropped by faculty will not receive refunds or reversals of charges.

Delinquent Balances: Students with delinquent balances will not be able to add/register or drop courses, or receive transcripts. Students with delinquent balances may also be reported to the California Franchise Tax Board.

Instructional Materials Policy

Cabrillo College may require students enrolled in credit and noncredit courses and programs to buy certain materials, including but not limited to textbooks, tools, equipment, and clothing, if:

1. The instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom, or
2. The instructional and other materials required for the class have continuing value to the student outside of the classroom.

Textbooks and Supplies

Students must furnish their own textbooks, workout clothes for physical education classes, locks, and supplies.

Laboratory Breakage

Students are responsible for any breakage or loss of equipment assigned to their use.

Returned Check Service Charge

All returned checks are subject to a service charge of \$25.