

**REGISTRATION:  
FREQUENTLY ASKED QUESTIONS**  
*“I am having problems registering/adding.  
What could be the problem?”*

- Delinquent fees (registration fees, library fines, etc.): must be paid before you can register or drop courses
- Academic or progress dismissal: must meet with a Cabrillo College counselor
- More than the maximum number of units: you must meet with a Cabrillo College counselor
- Prerequisites not completed: either take an assessment test or show prior coursework to Admissions & Records
- Corequisites: you must register in a corequisite class as stated in the *Schedule of Classes*.
- Overlapping courses: you must obtain an “overlap petition” signed by the two instructors and returned to Admissions & Records
- Repetition of a course: you must submit a “repeat petition” and meet one of the requirements. Register in person at Admissions & Records
- Application or residency problem: you must see Admissions & Records staff
- Add Code not valid: See your instructor for a new add code

**“How do I register in late starting courses and Distance Education (online) courses?”**

You may register in late starting courses up until the day before class starts if there is room in the class. Refer to the question about waitlist in the section below if the class is full.

If a Distance Education course (online class) is full, you may get on the waitlist. If you are still on the waitlist when class starts, you must e-mail the instructor about getting an add code in order to register.

Deadlines for short-term courses are different for each course; ask your instructor or Admissions & Records.

**“The course I want to take has a prerequisite and/or a corequisite course listed. Do I have to take that course?”**

Yes. You must have satisfactorily completed the prerequisite listed before you can enroll in the following course. You must take the “corequisite” at the same time. You can meet this requirement in several ways: take the course listed, show a counselor proof of completion of the same course from another college, or “challenge” the pre- or corequisite course. The “challenge process” allows you to show a faculty committee that you have the knowledge and/or skills that

would have been acquired in the pre- or corequisite course. If successful, you may skip the pre- or corequisite course. There are forms and timelines you must follow.

Follow the process described at the Matriculation website <http://www.cabrillo.edu/services/matriculation/>, or call (831) 477-3242, or drop by SAC West 213 for more information.

**“The class I want to take is full. May I get on a waitlist?”**

Yes! If the class section you would like to take is full (closed) at the time you register, you may choose to be placed on the class section waitlist if there is space available. Be sure Admissions & Records has your correct e-mail address on file.

- You may add your name, without charge, to the waitlist
- If space becomes available in the wait-listed section, the first person on the waitlist will become eligible to register in that class section. You can do this by using the “Manage My Waitlist” feature on WebAdvisor to register for the class

**More information on the next page>>>**

**Use WebAdvisor to manage your waitlisted classes:**

**View your ranking**

*Register if a seat becomes available, or remove your name from the waitlist*

**Manage My Waitlist**

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Rank / Waitlist
<input type="button" value="▼"/>	Active		Fall 2010	MUS-57NS-68929 (68929) Music and Computers III	Main Campus	10/26/2010-12/16/2010 Lecture Tuesday, Thursday 09:30AM - 11:05AM, VAPA, Room VAPA5136 (more)...	J. Durland	1.50		7 / 7

*Be sure we have your current e-mail address and you are not blocking messages from Cabrillo through your spam filter for notification of seats available.*

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### Waitlist information continued:

- Every effort will be made to notify you by e-mail when a space opens up, but it is your responsibility to monitor your position on the waitlist and to register if a space becomes available to you
- You will have eight (8) calendar days to register from the time the space becomes available, or your name will be dropped from the waitlist
- Other students on the waitlist will move up and be allowed to register as space becomes available
- You can only be waitlisted on one section of a course at any one time

Students who are still on waitlists when classes begin must attend class the first day, obtain an add code, and complete the registration process by the deadline.

### ***“How do I add a class after the term has started?”***

Obtain an “Add Code” from the instructor of the class for which you want to register (either attend the first class meeting or for online classes contact the instructor or attend the orientation session).

“Add Codes” can only be used during the Add Period at the beginning of the term (after the class has started).

Each Add Code is a unique number that is specific to adding the course you have inquired about. This code, once entered on the registration screen in WebAdvisor, will authorize you to register for this course. If you have a hold on your account (due to outstanding fees, residency issues or other), you will have to take care of the hold prior to using your Add Code to register for the course.

### **Use WebAdvisor online at [www.cabrillo.edu](http://www.cabrillo.edu) to use your “Add Code” to add a class.**

- Go to “Search and Register”
- Select the section for which you have the Add Code
- Under Action, select “Register”
- In the Add Code field, type in the 4-digit code you were given
- Scroll down to the bottom of the page and click on the Submit button
- Payment for your tuition and fees is due and must be received by the college within five (5) business days from the day you registered for classes

### ***“How do I drop a class?”***


Use **WebAdvisor** online at [www.cabrillo.edu](http://www.cabrillo.edu) to drop a class.

- See page 1 for the deadline to drop a full-term course and receive a refund or fee reversal
- To avoid a “W” grade, you must officially drop the class. See page 1 for the specific date
- To avoid an “F” or “NP” grade you must officially withdraw from the class. See page 1 for the specific date

**It is your responsibility to drop a class. Do not assume that you are automatically dropped from any class, or that your instructor has dropped you from the class.**

Students receiving financial aid who plan to completely withdraw should file an Intent to Withdraw Form with the Financial Aid Office.

## Register/Drop Previously Selected Sections

1) Choose “Register” Action				2) Enter Unique Add Code				
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail Capacity /Waitlist	Units	Add Code
	Summer 2010	KIN-20-67349 (67349) Swimming	Main Campus	06/21/2010-07/28/2010 Lab/Activity Monday, Wednesday 12:00PM–01:20PM, Aptos Campus, Room POOL	C. Smith	18/18/0	0.50	<input type="text"/>
<input type="text"/>	Summer 2010	PHILO-10-67298 (67298) Ethnic	Main Campus	06/21/2010-07/15/2010 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM–12:15PM, Forum, Room 450	R. Smith	50/50/0	3.00	<input type="text"/>

**“How can I get a refund or reversal of charges for a class?”**

Refunds or reversal of charges apply only if you officially drop a full-term class on or by the deadline as indicated on page 1. If the class is canceled, your tuition and fees will be refunded. Different deadlines apply for short-term courses.

The Admissions & Records Office WILL NOT drop you for unpaid fees, and fees remain payable, even if you do not attend, unless you officially drop the class before the refund deadline. If you decide not to continue in a class, drop the class yourself. If you wait for the instructor to drop you, you will not receive a refund or reversal of charges.

All refunds or disbursements are available through the Cabrillo Access Debit MasterCard.

Go to **CabrilloAccessCard.com** to select the refund or disbursement option that is best for you. Make sure your mailing address is current by keeping it updated on WebAdvisor to ensure receipt of your CabrilloAccessCard.

**“How can I pay for my tuition and fees costs?”**

You can pay your tuition and fees using Cash, Visa/MasterCard, Check, or a Money Order.

There are several ways to pay your fees. You can use WebAdvisor, the College Bank, Secure Drop Boxes at each of the Cabrillo College locations, Watsonville or Aptos, or by mailing your payment to:

**Cabrillo College Bank**  
**6500 Soquel Drive**  
**Aptos, CA 95003.**

For more information visit: [go.cabrillo.edu/fees](http://go.cabrillo.edu/fees) for more details or see the fee section of this class *Schedule*.

**“What is the deadline for refund/reversal of charges for parking permits?”**

See deadline for parking permit reversals, page 1.

**“What if my fees are paid by an Agency?”**

If an agency or program is paying your fees, a voucher or "authorization to bill" must be sent within five days of registration (instead of a payment). Remember to keep a copy of the voucher or authorization. Cabrillo will send a bill to the agency or program. Fee-paying agencies or programs include (but are not limited to): CareerWorks, Summer Migrant Program, E.D.D., Disability Compensation, Veterans Programs, Employers.

**“Oops. My check bounced.”**

A \$25 service fee will be charged for all checks and credit card transactions returned to the college for account difficulties. If your check or credit card transaction is returned, you will be notified by mail. Your registration and transcripts will be held until all delinquencies are cleared. Returned check delinquencies may not be paid with another personal check, but must be paid with cash, money order or cashier's check.

**“What are residency requirements for Cabrillo College?”**

To qualify as a California resident, you must meet the following criteria:

1. You have lived in California for at least one year and a day before the beginning of the semester.
2. You can demonstrate your intent to establish California residency. The list of approved documents is available online at [www.cabrillo.edu](http://www.cabrillo.edu) and in Admissions & Records.

***In addition to the above, if you are:***

1. 18 years old and one of your parents has lived in California the required time.
2. Under 18 years old and your parent has lived in California the required time.
3. Not a United States citizen you must be able to verify that you have applied for residency with the United States Citizenship and Immigrations Services (USCIS) at least one year and one day immediately preceding the beginning of the semester, OR that you have a visa that allows you to establish California residency.

AB 540 allows certain nonresident students who have attended three years of high school in California and received a high school diploma or its equivalent exemption from paying nonresident tuition.

**Remember:** If your residency status changes from nonresident to resident while you are enrolled at Cabrillo, you must submit a new application for admission with a statement of legal residence and documentation to Admissions & Records to change your status. We will not make retroactive changes.