

## GETTING STARTED IN 7 STEPS

### STEP 1: APPLY FOR ADMISSION

Applying for admission is free and the application is available under the Admissions tab online at

[www.cabrillo.edu/services/ar/](http://www.cabrillo.edu/services/ar/)

Visit the Admissions & Records [semester dates web page](#) for the application date for the semester for which you will be applying.

Allow two business days for your application to be processed. If we have questions about your application, we will contact you by e-mail. Upon completion, Admissions & Records will e-mail you a welcome letter to confirm your admission to the College and inform you of your Cabrillo Student Identification number. Keep this information in a safe place, as it is a number you will need to know while in attendance at the college.

If you require assistance applying online, we encourage you to contact the Admissions & Records office (in Aptos or Watsonville) so that we may help you. In addition to the general application for admission, some programs have specialized application requirements and procedures. Please refer to these specific programs for more details:

- ◆ Global Study Options/Study Abroad
- ◆ Dental Hygiene
- ◆ Nursing
- ◆ Radiologic Technology

### Returning Students

If you applied for admission or attended Cabrillo during the semester immediately prior to the one for which you are applying, you do not need to apply again and may register for classes as a continuing student. Otherwise, you do need to submit a new application.

### High School Students

If you are a high school student and have permission from your high school to attend Cabrillo while still in high school, you may register for classes at Cabrillo as a Dual Enrolled student. Each semester you will submit the online application for admission and the Dual Enrollment form. The Dual Enrollment form is available at your high school or by going to this link:

[www.cabrillo.edu/services/outreach/concurrent.html](http://www.cabrillo.edu/services/outreach/concurrent.html)

This form requires signatures from the principal or designee, parent or legal guardian and, in some cases, a Cabrillo counselor. Bring the Dual Enrollment form to the Admissions

& Records office where the form will be processed so that you may register through WebAdvisor on your registration date.

### International Students

International student applications are due on July 1 for the fall semester and December 1 for the spring semester.

International students may either download the International Student Application at [go.cabrillo.edu/is](http://go.cabrillo.edu/is) or request that one be mailed. Please refer to the International Student web page for further details on admission requirements. All international students with F-1 status are required to comply with U.S. immigration regulations.

### STEP 2: APPLY FOR FINANCIAL AID

**Paying for your classes?** You may be eligible for a BOG enrollment fee waiver and more!

Apply by completing a FAFSA online at:  
<http://www.fafsa.gov>

or the California Dream Application at:  
[www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

Think you don't qualify for Financial Aid? Apply anyway! ***The number one reason students do not receive aid is because they do not apply.***

You may get:

- ◆ Your enrollment fees waived
- ◆ Reduced cost on a parking permit
- ◆ Money for your educational costs to pursue your academic goal

For more information about financial aid, visit us online at <http://www.cabrillo.edu/services/finaid/> or come by and see us in the Welcome Center.

### REMEMBER:

You can't receive aid if  
you don't apply!  
If you have any  
questions, call us at  
(831) 479-6100

## GETTING STARTED IN 7 STEPS (continued)

### STEP 3: 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.

Orientation at Cabrillo is provided online by visiting <https://sirena.cabrillo.edu/> or by taking: Counseling and Guidance (CG) courses. The information provided 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/major.

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 through the Assessment Office or at

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

### STEP 4: ASSESSMENT

Assessment Center website:  
[www.cabrillo.edu/services/assessment/](http://www.cabrillo.edu/services/assessment/)  
or call (831) 479-6165

Assessment for course placement is one of the three required services for all first-time college students and is required before registering for classes. Orientation and educational planning are the other two. The assessment provides you with information about your skill levels in English, math, reading, and English as a Second Language. The purpose is to help you succeed by accurately placing you into classes at your demonstrated skill level. You are strongly urged to review the sample tests. Especially for math, studying beforehand gives you a better chance of placing into a higher-level math class. This can save you time and money and prevent the possibility of repeating course work that you've already taken.

After the assessment, you will receive your results and we explain your course placement. You may be advised to re-assess. You may also be advised to take the ESL assessment if you are a bi-lingual speaker, as your scores may indicate some specific needs. This does NOT suggest that you belong in the ESL program, but rather that you may benefit from a class that specifically focuses on writing issues for second language learners.

**Retesting:** you can take each assessment twice in a six-month period, with a one-week waiting period.

**NOTE: If you have enrolled in a Cabrillo math class and received a grade or a "W", you are not eligible to take or retake the assessment for placement into a higher class level.**

Reservations are not taken for assessment sessions. Capacity is limited and is on a first-come, first-served basis for the scheduled assessment sessions; there is no late seating. See our website for the assessment calendar.

**Requirements for Assessment, no exceptions. Please arrive 30 minutes prior to the start time for check-in.**

- 1. Complete the Cabrillo online Orientation:** Log into the orientation through WebAdvisor. At the end of the orientation, click through to the "Certificate of Completion" page that displays your name. Print it and bring the certificate with you to Assessment, or take a screen shot and present it on your mobile device.
- 2. Cabrillo Student ID number**
- 3. A valid Photo ID**

### Testing Accommodations

We can provide extended time for assessment testing. To make special testing arrangements, contact the Accessibility Support Center at (831) 479-6379, Upstairs Library.

### Do I need to take an assessment test for ESL?

Yes! Assessment is required to register for ESL classes. The ESL assessment test will recommend the best class for your skills.

**You do NOT need to take the Cabrillo Assessment if you submit OFFICIAL documentation of ONE of the following to Admissions & Records:**

## GETTING STARTED IN 7 STEPS *(continued)*

What to submit:

**Transcripts:** Successful completion of a United States college degree or previous college level English, ESL, or math courses.

**Placement results:** from most other accredited colleges or universities. Score reports must include a clear course placement, not just a raw score. **Recency Policy: we do not accept assessment results that are more than two years old.**

**California Assessment of Student Performance and Progress (CAASPP)** results. Also known as The Smarter Balanced Assessment:

- English Language/Literacy: "standard exceeded" - overall score of 2682 and above = placement into English 1A
- Mathematics: "standard exceeded" - overall score of 2718 and above = placement into transfer level math courses

### AP, IB and CLEP results

For English only:

- Advanced placement (AP) test with scores of 3, 4, or 5 in English Language or English Literature
- International Baccalaureate (IB) test: English High Level with scores of 5, 6, or 7

For math only:

- Advanced Placement (AP) test: Calculus AB, Calculus BC, or Statistics with scores of 3, 4, or 5
- International Baccalaureate (IB) test: Mathematics (HL) High Level with score of 5, 6, or 7
- College-Level Examination Program (CLEP) tests: Calculus, College Algebra, College Algebra-Trigonometry, Pre-Calculus, or Trigonometry with a score of at least 50

**NOTE: It is strongly recommended that students reassess if their course preparation (either prerequisite course work or assessment scores) is more than 2 years old.**

How to submit documentation:

- In person: Aptos at the Welcome Center; Watsonville at Admissions & Records
- Scan and e-mail to: [evaluator@cabrillo.edu](mailto:evaluator@cabrillo.edu)
- Mail to: Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003

### **STEP 5: ATTEND AN EDUCATION PLAN WORKSHOP**

Developing an education plan is one of the three core services that are required of all first-time students. New students should attend an Education Plan Workshop before seeing a counselor. A schedule of the workshops is available at:

<http://www.cabrillo.edu/services/counseling/calendar.html>.

This workshop will give you a foundation for the more complicated planning you will need to reach your educational goal and complete your program of study within a reasonable and efficient timeframe. Contact (831) 479-6274 or (831) 479-6385 or visit the Counseling Office to sign up for one of the workshops.

### **STEP 6: REGISTER FOR CLASSES AND PAY TUITION AND FEES**

Students will receive notification by e-mail of their assigned registration date and time prior to the established registration period. After that, students may drop or add classes online seven days a week. Go online to [www.cabrillo.edu](http://www.cabrillo.edu), and click on WebAdvisor, or come to the Welcome Center in Aptos or the Admissions & Records office in Watsonville. Priority dates for registration are available on the Admissions & Records [semester dates web page](#).

Payment for your tuition and fees must be received by the college within five business days from when you registered for classes. Failure to pay fees in a timely manner will result in a hold on your account. If a hold is placed on your account, you will not be able to modify your schedule, receive transcripts, or your diploma.

### **STEP 7: MEET WITH A COUNSELOR**

Counselor assistance is available to help you choose a major, discuss career options, select courses for specific majors, meet general education requirements, and prepare for transfer. New students should plan to attend an Education Plan Workshop before seeing a counselor. Counselors are available by appointment and on a walk-in basis for quick inquiries. Call for appointments and/or information:

(831) 479-6274 (Aptos)

(831) 786-4734 (Watsonville)