

## **MATRICULATION SERVICES: Pathway to Success**

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Matriculation services are offered at all community colleges. Utilizing Matriculation services will support you from initial enrollment at Cabrillo College through the completion of your educational goal. We commit to provide the following services to you as a part of Matriculation:

- A clear and accessible **ADMISSIONS** process
- An **ORIENTATION** to the college, the services we provide, and policies in place that support you
- **ASSESSMENT** of academic skills through placement testing in math, English, reading, and English as a Second Language (ESL)
- **COUNSELING, ADVISING, AND EDUCATIONAL PLANNING** so that you enroll in the correct courses and complete your academic program in the shortest period of time
- **FOLLOW-UP SERVICES** when you are having academic difficulties and need some additional support

### **YOUR RESPONSIBILITIES ARE TO:**

- Apply for admission to the college
- Complete the orientation
- Complete assessment (placement testing)
- Declare an educational goal (A.A. or A.S. degree, certificate, transfer to a four-year college or university, etc.) in a reasonable amount of time
- Make reasonable progress toward your stated goal
- Meet with Cabrillo staff and utilize College support services when needed

## **Prerequisites and Corequisites**

Some courses may require that you read, write, or analytically compute at a certain level. These skills or knowledge are usually gained through a course called a prerequisite course or a corequisite course.

A prerequisite course needs to be successfully completed before enrolling in the desired course. The corequisite course is taken at the same time as the desired course. Successfully completing prerequisites and corequisites is required. See the *Catalog*, the *Schedule of Classes*, and the Cabrillo webpage, [www.cabrillo.edu/services/matriculation](http://www.cabrillo.edu/services/matriculation) for more information. A counselor can also assist you with information on prerequisites and corequisites.

If you believe you already have the skill level offered in the prerequisite or corequisite course, see the Challenge Process below.

## **The Challenge Process for Requisites**

Through the Challenge Process you can petition the related department for approval to skip a prerequisite or corequisite course by showing through documentation, academic records or other verifiable means that you have the skills and/or knowledge required by the prerequisite or corequisite course. See the following link for required form <http://www.cabrillo.edu/services/matriculation/>

We encourage you to take advantage of the services we offer. They will make a difference in your success at college. Call (831) 477-3242.

## **STUDENT SERVICES AND RESOURCES: SERVICES**

### **Student Affairs**

The Student Affairs Office is the operational hub of extracurricular activities on campus. This office offers a wide range of activities, events, and services including student club information, ASCC Student Senate, social and educational programming, leadership development, housing information, parking permit distribution, Student Activities Cards and other student-related information. SAC EAST, (831) 479-6378 (Aptos), (831) 786-4734 (Watsonville).

### **Student Activity Card-Photo Identification/Benefits Card**

The automatically assessed fee of the SAC Card (photo ID/Benefits Card, \$8.00) helps both the individual student and the college at large. The fees are budgeted by the Associated Students of Cabrillo College (ASCC) Student Senate to develop and support campus activities, educational programs, speakers, conferences, and cultural events. Cardholders also receive numerous on and off campus benefits including:

- Free admission to all regular season Cabrillo College athletic events
  - Community-wide discounts such as reduced movie admissions, restaurant discounts and local vendor discounts
  - Free bluebooks and scan-trons during finals week (limit, 5 of each, per student per semester) available at the Cabrillo College HawkShop (Bookstore) in Aptos and Watsonville, and at the Scotts Valley Center Admissions and Records Office
  - Student Discounts at museums locally, nationally and abroad (per the guidelines of each museum)
  - Student Identification Card
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Students may decline the benefits of the SAC (for an \$8 credit to their account) and can do so online through WebAdvisor or by completing a waiver form.

### **Student Senate at Cabrillo College**

The Student Senate is the official voice of Cabrillo's students. Through elected representation, student concerns are heard at the local and state level. The Student Senate also offers a variety of activities that make Cabrillo College a warm, lively, and exciting environment. SAC EAST, (831) 477-5677 (Aptos and Watsonville).

For a full list of student organizations go to the following link:  
[www.cabrillo.edu/associations/icc](http://www.cabrillo.edu/associations/icc)

For more information about the Student Senate, clubs, and all student activities, contact the Student Activities Coordinator at (831) 477-3508.

### **RESOURCES:**

#### **Alpha Gamma Sigma (AGS)**

AGS is the California Community College Honor Society. This campus club performs community service and fundraising for campus and community programs. SAC EAST, [www.agscabrillo.org](http://www.agscabrillo.org). (831) 477-5600.

### **Counselor Assistance**

Counselor assistance is available to help students select courses for specific majors, meet general education requirements, and prepare for transfer. Counselors are available by appointment and on a walk-in basis. Call for appointments and/or information: (831) 479-6274 or (831) 479-6385 (Aptos), (831) 786-4734 (Watsonville).

### **Disabled Student Program and Services (DSP&S)**

DSP&S helps students with disabilities to function independently in the educational environment. Room 810, (831) 479-6370, (831) 479-6379, hearing impaired (800) 735-2922, (831) 479-6421. Some assessment results may indicate the need for further testing for possible learning

disabilities. There are excellent resources for these services through the Learning Skills Program: (831) 479-6220.

### **Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOPS/CARE)**

Services for eligible students who are economically and educationally disadvantaged based on Title 5 Regulations. Rooms 907 & 910, (831) 479-6305.

### **Fast Track To Work (FTTW)**

FTTW provides intensive supportive services for students receiving cash aid (CalWORKs), students who are unemployed (WIA), and students who are interested in pursuing a career technical education teaching credential (CTE/TPP). Services can include academic counseling, help with book and registration fees, and referrals to community and employment resources. Room 802, (831) 479-6344.

### **Housing**

To assist students in housing, the Student Affairs Office provides a Housing Website at [www.cabrillo.edu/services/housing/](http://www.cabrillo.edu/services/housing/). Students, staff, and community members may advertise available listings.

The UCSC/Cabrillo Housing partnership is open to students on a first-come-first-served basis. Eligibility requirements: Enrollment in a minimum of 12.0 units at Cabrillo College; cumulative GPA of 3.0 from most recent educational institution; be a good judicial standing at most recent education institution. Call (831) 477-3584 for information.

### **Student Employment**

The Student Employment staff actively serves Cabrillo College students and graduates who are seeking employment in full or part-time positions off campus. This center is also the central office for all on-campus jobs including Work Study and Fast Track To Work positions. Room 804, (831) 479-6413.

### **Student Health Services**

Health services are available to all registered students and include care for minor illnesses and injuries, personal counseling, health education, preventive care (including many immunizations), and health advocacy. Room 912 (Aptos) and SRC (Watsonville). Appointments: (831) 479-6435. See [www.cabrillo.edu/services/health](http://www.cabrillo.edu/services/health) for hours and other information.

### **Student Open Access Computer Lab**

Any registered student may use the Open Access computer labs in the 1400 Building on lower campus or Room Wat4510 at the Watsonville Center. The library also has laptops for checkout for open access use. Ask at the front desk in any of these locations on how to look up your student network account. You will need to know your Cabrillo student ID number. Microsoft Office and Internet are available. Students have access to the computers on a first-come, first-served basis with no time limits on the use of the computers.

### **Transfer/Career Center**

Transfer/Career Center is open to both students and members of the community. The Transfer/Career Center offers transfer and career counseling, classes in career planning, workshops on transfer and career topics, career assessment, online application assistance, campus visits, university representatives, and a full resource library. Building 100, (831) 479-6385 (Aptos), Student Resource Center, (Watsonville) (831) 786-4734.

### **International Student Program**

Provides advising and academic counseling for international students with non-immigrant visas. Room 126, (831) 479-6200.

### **Library**

The Robert E Swenson Library's rich collection of services for students makes it the busiest learning center on campus. We have nearly 100 computers available for student use, a large online database collection for student research, a core book collection covering all campus instruction areas, a large course reserve collection of textbooks and materials required for many classes, and friendly librarians available to help with your information needs. Students may apply for a library card at the Library Circulation Desk, at the Watsonville Integrated Learning Center, or online at [libwww.cabrillo.edu](http://libwww.cabrillo.edu).

### **Mathematics, Engineering, Science Achievement (MESA)**

MESA Provides support for students who are working toward transfer in a mathematics, engineering, or physical or life science major. MESA Center, Room 714, (831) 479-6503.

### **Tutorial Services**

Tutorial services are available at a variety of locations on campus. Some of these locations are listed below. Students should contact each department directly for more information about how to obtain assistance.

- Reading Center . . . . . Room 1063
- Writing Center . . . . . Room 1055
- ESL Program . . . . . Room 1060
- Math Learning Center . . Room 1074
- Tutorial Center . . . . . Room 1080A
- Alpha Gamma Sigma . . . . SAC East
- MESA . . . . . Room 714
- Integrated Learning Center (Watsonville) . . . . . WatA210

### **Veterans**

All students receiving veterans' benefits must meet with the Veteran Affairs liaison in the Admissions and Records office (Aptos) to be certified. For more information, please go to Veteran Affairs in Building 100 or call (831) 477-5697.

### **GENERAL INFORMATION**

#### **Academic Freedom**

Academic freedom of instructors and students is essential to the mission of the college in order to stimulate intellectual curiosity and inquiry, self-questioning and to foster the search for truth. To this end, faculty academic freedom shall be assured, subjected to limitation imposed by law, by the academic standards of the college and the state, by the rights of students to be free from any reprisals, and by the students' rights to an objective presentation of the subject matter.

#### **Bikes, Skates and Skateboards**

Rollerblades, skates, and skateboards are prohibited on any roadway, path, service road or sidewalk at Cabrillo College. Bikes are prohibited on sidewalks. Students who violate this policy may be subject to discipline action under the Student Rights and Responsibilities Handbook.

#### **Catalog Rights**

The Cabrillo College *Catalog* provides complete course descriptions, details of certificate and degree programs, admissions information, academic policies and procedures, and student services information. Your educational contract with *Cabrillo* for certificate and/or degree requirements is the *Catalog* in effect the first semester you register. If you interrupt your studies for more than one semester, you are responsible for the catalog requirements of the semester you return. View the *Catalog* online at [www.cabrillo.edu/publications/catalog/current](http://www.cabrillo.edu/publications/catalog/current) or purchase your *Catalog* at the College Bookstore, the College Bank, or review the *Catalog* at the Library Circulation Desk.

### **Drug-Free Campus**

It is the policy of the Cabrillo Community College District to maintain a campus free of the possession, manufacture, use, or distribution of controlled substances as listed in the federal Drug Free Schools and Communities Act (DFSCA). These include, but are not limited to, alcohol, cannabis (marijuana/hashish), hallucinogens, cocaine/crack, amphetamines, and heroin. More information about Cabrillo's policies, procedures, and resources is available at [www.cabrillo.edu/services/health](http://www.cabrillo.edu/services/health).

### **Nondiscrimination Policy**

Cabrillo College does not discriminate on the basis of ethnicity, national origin, religion, age, gender, sexual orientation, race, or physical or mental disability, or any other protected status category in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education programs.

For additional information regarding this policy and the procedures involved, contact Loree McCawley, Director of Human Resources (831) 479-6217 regarding Cabrillo employees or Sesario Escoto, Dean of Student Services (831) 479-6525 regarding Cabrillo students.

### **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 by Title 5 of the California Administrative Code, commencing with Section 55200.

### ***Parking Regulations and Citations***

The California Vehicle Code is enforced on campus. Students must have parking permits to park on campus in student lots. It is recommended that students select a parking permit when they register. A student who does not purchase a parking permit must pay \$4 (exact change only; some machines will accept debit/credit cards only) for a day permit in a student lot. The first week of the semester is a grace period in all of the student lots only. Tickets will be written the first week in all staff lots, specially posted areas and in the visitor parking meters. Ticketing will begin in all campus lots the second week of classes.

Parking citation rates may be adjusted at any time. Go to:

***[cabrillo.edu/services/studentaffairs](http://cabrillo.edu/services/studentaffairs)***  
for more information.

### ***Privacy rights for students***

Student information is confidential and not released to the public except for information designated as "Directory Information." Directory information is (a) student name, (b) participation in recognized activities and sports, (c) dates of attendance, (d) degrees and awards received, (e) the most recent previous educational agency or institution attended. Students who do not want Directory information released must notify Admissions & Records in writing. The Cabrillo College Catalog describes student record access and privacy rights as required by the Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) in more detail.

You can also access this information at: <http://www.cabrillo.edu/services/ar/family-support.html>

### ***Sexual Harassment Policy***

It is the policy of the Cabrillo Community District to provide an educational, employment, and business environment free of unlawful and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the workplace, or in the educational setting constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

For additional information regarding this policy and the procedures involved, contact Loree McCawley, Director of Human Resources (831) 479-6217 regarding Cabrillo employees or Sesario Escoto, Dean of Student Services (831) 479-6525 regarding Cabrillo students.

### ***Workshops on Sexual Harassment and Nondiscrimination Policies***

Workshops on the policies regarding nondiscrimination and sexual harassment are offered on the second Friday afternoon of the fall and spring semesters. All students interested in attending these workshops must sign up at least two days before the workshop is offered. Students may sign up by visiting or calling the Student Affairs Office at (831) 477-3584.

### ***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 and campus crime statistics to all current and prospective students. You can get more information at the following link: <http://srtk.cccco.edu/index.asp>

### ***Smoking Policy***

Smoking at Cabrillo College is permitted ONLY in designated areas of parking lots. There is a covered smoking area in parking lot "J" for use in inclement weather. Smoking in non-designated areas is subject to citation and college discipline.

### ***Student Rights and Responsibilities***

Cabrillo College is committed to the California Community College mission to promote high quality learning and teaching in a supportive environment for all students. To this end, the Student Rights and Responsibilities handbook was produced. It was originally developed with students, faculty, staff and administration in mind as a guide to protect the individual rights of all students when it is believed these rights may have been violated. This handbook also outlines students' responsibilities to the Cabrillo College community. As the needs of students change, we are committed to making sure we change with them. Therefore, the current edition was created to evolve with the updates to legislation and requests for clarification from our students and faculty.

For questions and/or comments, contact Sesario R. Escoto, Dean of Student Services, (831) 479-6525. To access the handbook online: From the Cabrillo home page ([Cabrillo.edu](http://Cabrillo.edu)) select Directories A-Z, then "Students Rights and Responsibilities Handbook."