

## Admissions Application Instructions



1. Go to [www.cerrocoso.edu](http://www.cerrocoso.edu).
2. Select **ADMISSIONS AND RECORDS**.
3. Select **APPLY TO CERRO COSO**.
4. Select the blue button: **CERRO COSO APPLICATION**.
5. You will be re-directed to CCCApply.
6. Create a **CCCAPPLY ACCOUNT**. Please fill in your CCCApply login details in the spaces provided below:
  - a. **CCCID Number:** \_\_\_\_\_
  - b. **CCCApply User ID:** \_\_\_\_\_
  - c. **CCCApply Password:** \_\_\_\_\_
  - d. **CCCApply PIN:** \_\_\_\_\_
7. Under **MY CCCAPPLY APPLICATIONS**, click on **START A NEW APPLICATION**.
8. **When your CCCApply application is complete, you're not finished yet! You still need to create your Cerro Coso college account.**
9. Click on **CREATE YOUR COLLEGE ACCOUNT NOW**. This will take you to the Cerro Coso website where you will assign yourself a Cerro Coso email address, password and security question/answer. Please fill in your Cerro Coso login details in the spaced provided below:

**Cerro Coso Email:**

\_\_\_\_\_.\_\_\_\_\_@email.cerrocoso.edu  
(First Name) (Last Name & 4 Digits)

**Cerro Coso Password:** \_\_\_\_\_

**Security Question:** \_\_\_\_\_

**Security Answer:** \_\_\_\_\_

**Cerro Coso Student ID Number:** @00 \_\_\_\_\_

**After you complete the Application Form, you can call Counseling to discuss Orientation, Assessment Testing and Student Educational Plans: (760) 384-6219**

**Remember to save your Cerro Coso login information!**

**Questions or Issues with Application?**

**Admissions and Records: (760) 384-6374 | CCCApply Help Desk: (877) 247-4836**

# Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal

**This form is to appeal your enrollment priority and/or loss of BOGW fee waiver**

Note: Foster Youth and Former Foster Youth (up to age 24) are exempt from loss of both priority registration and BOGW fee waiver per regulation

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

College Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

## **Minimum documents that must be included with this form as well as those identified below:**

- A typed or written narrative of your situation AND an Approved Comprehensive Educational Plan**

## **Enrollment Priority Appeal Reasons: (check one)**

- Academic/Progress Probation Extenuating Circumstances: verified illness, accident or circumstance beyond the control the student. (Examples of documentation are doctor's notes, accident report, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline for but did not receive an accommodation in a timely manner (See attached verification of disability document from DSP&S).

## **Loss of BOGW Fee Waiver: (check one)**

- Academic/Progress probation Extenuating Circumstances: verified illness, accident or circumstances beyond the control of the student or other circumstances that might include documented changes in the student's economic situation. (Examples of documentation are doctor's notes, accident report, loss of job, etc.)
- I have been making significant academic improvement by completing my last semester with a 2.00+ term GPA and completed more than 50% of my semester coursework.
- I am a student with a verified disability who applied before the deadline for but did not receive an accommodation in a timely manner. (See attached verification of disability document from DSP&S).
- I was unable to obtain essential support services. (Please provide a written statement)
- I would like to be granted special consideration as I am a student in one of these programs (check all that apply)  
(Written verification from each program must be attached to your Appeal form):  
\_\_\_\_ CalWorks    \_\_\_\_ EOPS    \_\_\_\_ DSPS    \_\_\_\_ Veterans
- I have not enrolled at KCCD for two consecutive semesters (fall/spring) since I became ineligible for my BOGW Fee waiver

I declare under penalty of perjury that all information on this form is true and correct. I understand that this appeal from is void should I fail to make academic progress.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **OFFICE USE ONLY**

Committee Review Date: \_\_\_\_\_

Committee Recommendation: Approve \_\_\_\_\_ Denied \_\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Support Services/Follow up Recommended: \_\_\_\_\_

Director Admissions & Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal Processing Instructions

### **LOSS OF PRIORITY REGISTRATION:**

Per Title 5, Section 58108 Regulations of the California Community College System, your calculated academic standing will impact your assigned registration date for future semesters. A second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of continuing student priority registration. This will also apply to any student over 100-unit limit (excluding non-degree applicable and ESL courses). This means you would register after all continuing and new students thereby possibly losing your opportunity for the courses you need to meet your educational goal.

### **LOSS OF BOARD OF GOVERNORS FEE WAIVER (BOGW):**

Please be aware a student that continues on a second consecutive term (fall/spring semesters) on academic or progress probation will result in the loss of the BOGW Fee Waiver.

1. Complete the student information part of this appeal form and a typed narrative of your situation to the counseling department to schedule an appointment. (If you are Foster Youth you are exempted from this process. Please contact the Admissions Office.) When making an appointment with a counselor, let the scheduler know you are requesting an appeal and will need a comprehensive education plan or will be updating your current education plan.
2. Bring this form with you to your appointment with your typed narrative and supporting documentation. If you are a CalWorks, EOPS, DSPS, or Veteran student you **must** meet with the appropriate program Counselor. You may meet with the counselor by phone and fax in the paperwork.
3. If you are requesting an appeal for Academic/Progress probation due to Extenuating Circumstances such as verified illness, accident or circumstances beyond your control, or documented changes in your economic situation have your supporting documentation ready. (Supporting documentation are doctor's notes, accident report, loss of job, etc.)
4. Submit the completed Appeal form to Admissions & Records with all of the supporting documentation that is indicated on the form based on your appeal reason (Appeal Form, typed or written narrative, comprehensive education plan, and supporting documentation). Any missing information will result in your Enrollment Priority/BOGW Fee Waiver Appeal form being rejected by the Appeals Committee.

### **Appeals Form**

1. You may download the appeals form from our website at [www.cerrocoso.edu](http://www.cerrocoso.edu). Click on Admissions & Records forms or Financial Aid forms.
2. After meeting with a counselor, take, email or fax this form along with your supporting documentation (Appeal, narrative, comprehensive education plan, and supporting documentation) to the Admissions & Records Department for processing. Please note that appeals may take up to 4 weeks to review. It is your responsibility to ensure that the documentation is received in Admissions & Records filed by the established due date.

**All Appeal forms and documentation must be received by Admissions & Records Department  
by the established College deadline. Planning ahead is very important!**