

## ADMISSION AND REGISTRATION

### GETTING STARTED AT CERRO COSO COMMUNITY COLLEGE

#### Academic Eligibility

Graduates of accredited high schools, holders of a Certificate of Proficiency or GED certificates, or persons 18 years of age or older who are able to profit from the college instructional programs are eligible for admission to Cerro Coso Community College. Admission with previously earned credits will be granted upon evidence of official transcripts showing satisfactory scholarship and an honorable dismissal from an accredited postsecondary institution. The student should ask all previous colleges of attendance to send transcripts directly to Cerro Coso Community College's Admissions and Records Office.

#### Special Admission for K-12 Students

Students who are enrolled in K-12 programs may be admitted by Special Admission-Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso Community College is authorized to restrict the

admission or enrollment of K-12 students based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a college application or update form, students must obtain a Concurrent Enrollment Form, from the Cerro Coso Community College Counseling Office, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. Cerro Coso Community College enrollment fees of \$46/unit are waived for K-12 students. Non-resident tuition will apply if the K-12 student is an international student, is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso Community College. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he or she will be responsible for communicating with their instructors, studying at least two hours for every hour of course (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of course(s). If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him or her, at this time. Please contact a college counselor if you have any questions.

#### Residency Determination

A 'resident' is a student who has residence in the state of California for more than one year immediately preceding the residence determination date which is the day before the first day of courses.

The resident of any California community college district may attend a community college in any other district in this state, subject to generally applicable admission criteria, and subject to any restrictions set forth in a notice of restriction issued by a district.

In order to determine a person's place of residence, reference is made to the following statutory rules:

1. Every person has, in law, a residence.
2. Any person who is married or is 18 years of age or older and under no legal restriction to do so, may establish residence.
3. In determining the place of residence the following rules are to be observed:
  - a. There can be but one place of residence.
  - b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
  - c. A residence cannot be lost until another is gained.

- d. The residence can be changed only by the union of act and intent.
- e. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
- f. The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his or her residence is that of the parent with whom he or she maintained his/her last place of abode, provided the minor may establish his or her residence when both parents are deceased and a legal guardian has not been appointed.
- g. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of courses). If you do not have citizenship or permanent resident status in the United States or have questions regarding your status, please contact the Admissions and Records Office.

If you are determined a non-resident, you will be charged non-resident fees, a capital outlay fee, and enrollment fees. Please refer to the Tuition and Fees section for specific information regarding fees.

## How To Apply For Residency

Once a student has met the above requirements, a residency determination can be made. The Residency Determination application can be picked up at the Admissions and Records Office or be downloaded online at <http://www.cerrocoso.edu/student-services/admissions/residency.htm>.

## International Students

Prior to admission to the college, all students from non-English speaking countries must achieve a qualifying score on the Test of English as a Foreign Language (TOEFL). Students should apply to take this test by writing to the TOEFL Program, Educational Testing Service, Princeton, New Jersey, 08540. Information will be mailed to the student regarding the test, including a list of test centers in the United States and overseas.

In addition to the above, foreign students are required to submit all high school and college transcripts, three letters of reference or evidence of a local sponsoring agent (i.e., faculty member, coach, or local families participating in exchange programs, etc.), and documentary evidence of adequate financial support at least two months prior to the

start of the semester, along with the \$50.00 application fee. Upon receipt of required documents and the college's acceptance, the college will submit the request to the Student Exchange and Visitor Information System (SEVIS) to generate the student's I-20 for a F-1 visa application. The I-20 will then be sent to the student for submission to the student's embassy/consulate to obtain the student's F-1 visa. Once the F-1 visa is approved, the student then will follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay non-resident tuition, the capital outlay fee, the enrollment fee, and all are required to purchase a health and accident insurance policy. International students must make their own accommodations and transportation arrangements prior to attending Cerro Coso Community College.

Contacts, processes, and forms for the above can be located at <http://www.cerrocoso.edu/admissions/international-students/> or an International Student Packet can be sent to you upon request.

## Admissions Form

An admissions form may be completed on the college web page at <http://www.cerrocoso.edu/student-services/admissions/>. It must be filed prior to registration. The application should include the prospective student's social security number. The Social Security number will not appear on course roll sheets.

## Use of Identification Numbers

All students are assigned an identification number when a completed admissions form is submitted to the Office of Admissions and Records. Students may use the assigned numbers or their Social Security numbers to access their academic records.

## Changing Name, Address, Telephone, Email

Students may change their name by bringing photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web by logging onto InsideCC. Once logged in, they must select the "Student" tab, select "Banner Self Service", and finally, select "Personal Information".

## Personal Identification Number

When prospective students complete their admission forms online, they will be asked to create a personal identification number (PIN). The number must meet the conditions below and should be a PIN that is confidential and nobody else will know. This will be the student's universal PIN for logging into all Cerro Coso Community College Student Accounts.

- Must be 8-20 characters long.

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- Must contain letters (case-sensitive) and numbers.
- Must not contain special characters e.g. @, space, -, /, !
- Must not contain a character sequence e.g. 1234 or abcd.
- Must not contain a sequence of same characters e.g. 55555.

## MATRICULATION

### Student Rights and Responsibilities

The matriculation process at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and to provide support services to help them to achieve these goals. Students eligible for matriculation will be provided an orientation, evaluation of basic skills, counseling, and completion of an educational plan and follow-up services. All first time college students should complete orientation, assessment, and counseling prior to registering for courses and may NOT enroll during priority registration unless they have completed the matriculation process.

Cerro Coso Community College has as its basic role in the Matriculation Program the responsibility to develop an efficient process to encourage student participation in college

services, programs and learning experiences that will aid in achievement success.

Students have the responsibility to inform the college of their educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your goals. Listed below are the basic components of your partnership with Cerro Coso Community College.

You agree to:

- State a broad educational intent upon enrollment, e.g., AA/AS degrees or transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 units of course work.
- Attend courses regularly and complete assigned work.
- Successfully complete your courses and maintain progress toward an educational goal.

Cerro Coso Community College agrees to:

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues.
- Provide for assessment of your skills in conjunction with counseling/advisement.

- Provide assessment for math, reading, and English placement, including:
  - a. Assistance in identification of occupational interests and educational objectives.
  - b. Evaluation of study and learning skills.
  - c. Referral to specialized support services.
  - d. Advisement concerning course schedules.
- Provide evaluation of your educational progress, which is available through counseling and other support services.
- Provide a wide variety of course offerings, including pre-collegiate basic skills.
- Provide advisement of all nonexempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.
- 4. Right to be provided alternative services for the matriculation process, if necessary, for ethnic and language minority students and students with disabilities.

If you have questions regarding your rights, see the Director of Student and Counseling Services in the Counseling Office.

## Matriculation Status

Students are required to complete assessment, orientation, counseling, and a Student Education Plan (SEP) at Cerro Coso Community College in order to be a fully-matriculated student.

- Students with an Associate Degree or higher are considered fully matriculated.
- A student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.
- A student may be exempt based on special circumstances. These will be reviewed on an individual basis upon appeal to the Vice President of Student Services.

All students are welcome to participate in orientation, assessment, counseling, and completion of a SEP. The procedures designed under the Matriculation Program are not intended to exclude any student from available college services.

**Note that students who have fully matriculated are given priority registration status.**

## Additional Rights of Students

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.
3. Right to challenge matriculation regulations/procedures. Students have the right to waive one or more of the following: assessment, orientation, and/or counseling/advisement.

## Course Requisites: Prerequisites, Co-requisites, and Advisories

Complete course prerequisites, co-requisites, and advisories are listed in the course descriptions and are intended to ensure students a reasonable chance of success. For more information please contact the Counseling Office.

A *prerequisite* is a course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the Cerro Coso Community College course(s) that must be taken prior to enrollment in a given course or program. Prerequisite requirements must be met before enrollment is permitted.

Prerequisite courses must be completed with a grade of "C" or better.

A *co-requisite* is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represent skills or a body of knowledge that students must acquire through concurrent and continued enrollment in another course or courses in order to receive a grade of "C" or better in the course requiring the co-requisite.

An *advisory* is a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An advisory suggests skills, or

a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are still likely to receive a satisfactory grade.

A student may challenge any prerequisite or co-requisite on one or more of the following grounds:

1. The prerequisite or co-requisite has not been established according to the district's process of establishing prerequisites and co-requisites;
2. The prerequisite or co-requisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or co-requisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or co-requisite course has not been made reasonably available.

The determination of whether a student meets a prerequisite or co-requisite shall be made prior to the student's enrollment in the course.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge

must be made in writing, to the Director of Student and Counseling Services, prior to the student's enrollment in the challenged course.

The Director of Student and Counseling Services, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.

If space is available in a course when a student files a challenge, the college shall reserve a seat for the student if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed, and the challenge is upheld, the student shall be permitted to enroll if space is available, when the student registers for the subsequent term.

Prerequisite challenge forms are available in the Counseling Office for students seeking to challenge a course prerequisite and online at <http://www.cerrocoso.edu/student-services/admissions/requisitechallenge.htm>.

## Assessment Policies for Students with Disabilities

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses, programs, and activities, including extracurricular activities. For more information on the academic accommodations,

auxiliary aides and other resources available to students with verified disabilities, contact the Special Services Office at (760) 384-6250.

Participation by students with disabilities in Special Services is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of Student Learning. See Vice President of Student Services.

## Exemptions

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course with a test score prerequisite must participate in the college's assessment of English, reading, and math skills.

A student may also decline to participate in the matriculation process, but relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the Counseling Office.

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.

## Student Educational Plans

Students are encouraged to meet with a counselor to develop a Student Educational Plan early in their enrollment.

After the first semester of attendance, students are required to complete a Student Educational Plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them, in order to receive priority registration. These plans may be revised at any time.

## REGISTERING FOR COURSES

### Course Admission Policy

The policy of the college is that, unless specifically exempted by statute or regulation, every course, course section, or course reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

### Early Registration Appointments

New students and continuing students who were registered on Monday of the third week of courses are assigned early registration appointments for the following semester in the following order:

Students who belong to specific groups or special programs

and who have completed matriculation as follows:

- Day 1 through Day 2—Veterans, former Foster Youth, and EOPS
- Day 3—Honor Students
- Day 4 through Day 10—continuing students with less than 100 units attempted (excluding students on Academic Standing Probation 2)
- Day 11 through Day 14—new students not mentioned above
- Day 15—Open Registration (may be tiered over three days giving priority to students who have completed some but not all matriculation components)

### Registering by Web

All early and open registration takes place on Cerro Coso Community College’s web registration system. Detailed instructions for the use of this system can be found in the Cerro Coso Community College website at <http://www.cerrocoso.edu/>. Contact the Counseling Center with any questions (760) 384-6219.

Students must be officially registered or on the official waitlist before attending courses. Students may look up their registration appointment date online by logging into their InsideCC account.

### Waitlist

The electronic waitlist allows students to be placed on a waitlist when registering if the course is full. It also moves

waitlisted students into a course when seats become available. If seats become available and students are moved into the course, they are automatically registered for the course and sent an email notification to their college-assigned email address of their registration and informed that enrollment fees are due.

### Drop for Non-payment

Prior to the last day of open registration, students will be dropped from their courses for non-payment of enrollment fees of \$100.00 or more ten (10) days after the date they registered for the particular course(s). Beginning the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have a hold placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid. Any account balance older than 120 days may be subject to the collections process. Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

Students will receive an email, sent to their college assigned email address, to notify them if they have been dropped for non-payment of fees.

### Study Load

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Nineteen units constitute a

maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

## Minimum Study Loads

Study Loads apply for full semester length courses only. For short-term courses, please consult with a counselor. The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Financial Aid Unit Requirements/Veterans or Dependents of Veterans:
  - Regular Semester
    - Full-time - 12 units
    - Three-fourths time - 9-11½ units
    - One-half time - 6-8½ units
    - Less than half time\* - 5½ units or less
  - Summer Session
    - Full-time - Please see counselor
    - Three-fourths time - Please see counselor
    - One-half time - Please see counselor
    - Less than half time\* - Please see counselor

\*Less than one-half time and active duty is limited to tuition and fees only under Chapters 30, 33, and 35.
2. "F-1" Visa - 12 units per semester is the full-time load to maintain visa status.
3. Intercollegiate Athletics - 12 units or more per semester are required to meet eligibility for intercollegiate athletic participation.

4. Student government participation requires six (6) units.
5. Federal or College Work Study requires six (6) units for eligibility to participate.

## Repeating a Course

Certain Cerro Coso Community College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than "C" or its equivalent has been earned. A student who has repeated a course under this condition may file a petition through the Counseling office and with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA.

If a student earns any combination of "D," "F," "NP" or "W" on two attempts in a course, that student can only register for a third time with the approval of a counselor. If a course is not passed on the third attempt, it may not be retaken within the Kern Community College District.

In Compliance with Title 5 California Code of Regulations, Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as a verified

case of illness, accident, or other circumstances beyond the control of the student and if a significant lapse of time (three years) has occurred since the course was taken. Approval to repeat under these circumstances must be obtained through the college Vice President of Student Services. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

## Remedial Coursework Limitation

Remedial coursework refers to pre-collegiate basic skills courses defined as courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College district, except for the following: 1) students currently enrolled in one or more courses of English as a Second Language, 2) students identified by the college as having a qualifying disability.

## Auditing a Course

The audit option is designed to help students achieve educational goals related to the college's core missions of transfer, workforce preparation,

and basic skills remediation. It is not designed as a work-around to repeatability limitations in physical education and performance arts. No audit requests will be approved for such activity courses. Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

1. Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.
2. No student auditing a course shall be permitted to change enrollment status in that course to receive credit.
3. Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

Petition for audit forms are available in the Counseling Centers and Admissions and Records Office at each campus.

## HOLDS THAT PREVENT REGISTRATION

### Financial Holds

A hold will be placed on a student's record whenever

that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to register; receive transcripts, certificates, or diplomas; have transcripts forwarded; and/or receive other services related to student records. When the student has cleared the obligation with the college the hold will be removed.

### Academic Standing

Students who are not in good academic standing will have a hold placed on their record until they meet with a counselor to make plans to improve their grades. These holds will prevent registration.

Students living in the local service will be required to attend a Probation/Disqualification Workshop on campus in order for the hold to be lifted.

### Probation

Academic Probation—a student who has attempted at least 12 cumulative semester units and has earned a cumulative semester grade point average below 2.0 shall be placed on academic probation.

Progress Probation—a student who has attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of "W", "I", "NC" and "NP" reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards. Students on probation may be limited to specific courses and to the number of units for which they may register.

The academic status of each student is printed on the student transcript, which is updated at the conclusion of each academic term.

### Removal from Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of "W", "I", "NC" and "NP" units falls below 50 percent.

### Disqualification

Any student who is placed on academic probation for three semesters of enrollment shall be disqualified for admission to courses the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three semesters of enrollment shall be disqualified for admission to courses the following semester, unless during the last semester of enrollment, the percentage



of units with entries of "W", "I", "NC" and "NP" was less than 50 percent, in which case the student shall be placed on continued probation.

## Readmission

A student who is disqualified is ineligible to attend Cerro Coso Community College. Readmission may be considered after the disqualified student attends a Probation/Disqualification workshop and completes a Petition for Readmission with a Counselor and the Petition for Readmission is approved by the Vice President of Student Services or designee. A readmitted student will be restricted to specific courses or programs and a limitation will be placed on the number of units attempted. Contact the Counseling Office for specific Probation/Disqualification workshop dates.

## ALTERNATE COURSE FORMATS

### Distance Education

Distance Education consists of courses offered from a wide variety of disciplines using three non-traditional delivery methods: Interactive TV, Online, and Hybrid. Dependent upon semester scheduling, Distance Education provides additional educational options to anyone seeking a college education:

students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content, and students who choose to not come to campus for traditionally presented courses. Regardless of the mode of delivery, students receive the same course content described in the catalog.

With Interactive TV courses, instructors may teach from an origination site at any of the campuses, using real-time two-way video/two-way audio technology (TVs). Students benefit from interactivity with students enrolled at one or more remote locations.

Cerro Coso Community College offers a variety of online courses, allowing students to self-select courses free of any geographic and time boundaries. It is vital that students have a basic understanding of computer usage, dependable access to the Internet, and know how to send and receive email.

Hybrid courses use the internet as the predominant delivery method combined with traditional face-to-face (F2F) classroom sessions. Students must be able to come to the Cerro Coso Community College campus for an orientation and sessions during the semester as well as have access to the Internet.

Information is available by calling Counseling Student Services (760) 384-6219.

## College Tuition, Fees, and Fee Refunds

Note: All fees and tuition charges are current as of May 2012 and **subject to change pending California legislative action and/or KCCD Board action.**

### Enrollment Fee

California does not charge tuition for a community college education. However, all California Community College students are charged a state-mandated enrollment fee of \$46 a unit with no cap on the fee; e.g., 10 units = \$460.00, 12 units = \$552.00, etc.

### Non-Resident Tuition

All non-resident students will be charged out-of-state tuition at the rate of \$190 per unit. This is above the required enrollment fee. Non-resident tuition will be assessed immediately up to and including a maximum of 15 units or a total of \$2,850.00 per semester. In addition, a Capital Outlay fee of \$30.00 per unit will be charged to all non-resident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

## Enrollment Fee Deadline

Enrollment fees are due at the time of registration. However, there is a ten (10) day grace period from the date of registration to pay accrued fees.

## Drop for Non-Payment

Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees of one hundred dollars (\$100.00) or more ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment fees total less than one hundred dollars (\$100.00) will not be dropped for non-payment, but will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid.

Beginning with the first day of the term, students will not be dropped for non-payment of enrollment fees; however, they will have holds placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid.

Students will receive an email to their college assigned email address if they have been dropped for non-payment.

Any account balance older than 120 days may be subject to the collections process.

## Student Representation Fee

A student representation fee of \$1.00 will be assessed of all students each semester or session. This fee is used for any purpose related to representing the views of students with governmental bodies (local, state or federal). This fee can also be used to provide leadership training opportunities to students at Cerro Coso Community College.

## Refund of Student Representation Fee

Students may, for religious, political, financial, or moral reasons, request a waiver of the Student Representation Fee by completing the Student Representation Waiver Application, or by obtaining and submitting the application at the Business Office at each campus.

## Textbooks

Students may need to buy textbooks, laboratory manuals, notebooks, writing materials, and miscellaneous supplies as determined by their instructors.

It is estimated that the cost of books and supplies will be \$550 to \$650 per semester for a 15-unit schedule. Books may be purchased or rented at Barnes & Noble college bookstore (760) 384-6352 which is open year-round except during college holidays.

## Instructional/ Special Materials Fees

Students obtain required supplemental course materials from the instructor or purchase supplies from any outside source of their choosing (in lieu of paying the designated material fee).

## Refunds

Tuition and course enrollment fees are refunded if a student drops a course:

1. Within 2 weeks after the starting date (NOT THE ADD DATE) of the semester for full term course; or
2. Prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

It is the student's responsibility to withdraw from a course in a timely manner. A student entitled to receive an enrollment fee refund must apply for the refund before the end of the second consecutive semester of nonattendance (summer session is not considered a semester), and must use the appropriate campus refund form. If a student does not apply for a fee refund within the time frame noted, the available funds will revert to the Kern Community College District. **NO REFUNDS CAN BE MADE AFTER THESE DEADLINES.** All applications for refunds must be submitted to the Business Office before a refund can be processed.

## Cerro Coso Community College Coyote Card

All students are invited to purchase a nonrefundable Associated Student Body card at a cost of \$8.00 per semester. If lost, a replacement card can be purchased for \$3.00. This card signifies membership in the Associated Students of Cerro Coso Community College and entitles the student to membership in the Community Discount Program, ASCC events, discount admission to museums, galleries, theaters, ski packages, and computer and software sales. Funds collected support the student association, student clubs, co-curricular events, and scholarships. This card can be purchased on campus at the Admissions and Records Office, the Business Office, or by selecting it online and adding it into your total balance. To receive the card, go to the Office of Student Activities or the Administrative Office at your campus.

### Online Student ASCC Cards

If you are an online student and would like an ASCC card to show for evidence of academic eligibility, or if you are in our service area and would like to visit participating businesses, please do the following: Email our Student Activities office and provide the following information:

- Photo in jpeg format (head shot please)

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- Name
- Student ID# or SSN
- Term for which enrolled
- Proof of payment for ASCC card

Send the information above to:

Anna Sue Eldridge  
aeldridg@cerrccoso.edu  
(760) 384-6353

Or mail to:

Office of Student Activities  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

If you have any questions, please call our Student Activities office at (760) 384-6353.

## Attendance Policies

Regular course attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each course to avoid being dropped. This policy is enforced due to the importance of information provided in the first session.

The attendance policy for each course is established by the instructor and communicated for each course, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply

them equally to all students, it is the responsibility of students to know the policy in each of their courses and to be aware of their current attendance status. Students who have been absent from a course should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed.

Excessive absence may result in the student being dropped from the course. Instructors may drop a student from a course when absences number the equivalent of two weeks of courses recorded from the first day of instruction.

Faculty members may give consideration to excusing students from courses to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled. *Non-attendance does not release the student from this responsibility.*

## First Day Drop

Onsite students **MUST** show up on the first day of the course if they are registered for the course or if they are on the waitlist. Students who **DO NOT** attend the first course meeting will be **DROPPED** from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and

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the students' position on the waitlist. Students dropped for non-attendance will not be able to re-enroll.

Online students who are registered for an online course may log in to their course starting the Friday before the semester begins and MUST login by 8:00 pm on the first day of an online course or they will be DROPPED from the course.

It is the student's responsibility to attend the first day or to notify the instructor in advance.

### Late Add Policy

All courses are closed for enrollment after the first course meeting. Late adds are granted for extenuating circumstance only. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. A late add petition must be signed by the student, instructor, and the Vice President of Academic Affairs. Documentation of extenuating circumstance will be required.

### Withdrawing from Courses

Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop from a course or courses through the web registration system, InsideCC. Non-attendance or non-payment does not

release the student from this responsibility and may result in a failing grade being awarded and fees owed.

A student may drop a course and receive a "W" up to and including the last day of the 10th week of instruction or the first 60% of the term, whichever is less.

Courses dropped prior to the third week or first 20% of the term will not be included as part of the student's permanent record. For courses dropped from the third week to the withdrawal deadline date, a "W" will be recorded. After the withdrawal deadline, a grade symbol other than a "W" will be recorded. It is not appropriate to use an "I" (incomplete) as a withdrawal grade.

Although a "W" will not be used to calculate grade point average, excessive "W's" shall be used as factors in progress probation and disqualification.

- It is the student's responsibility to drop courses prior to the 10% date of enrolled courses and to apply for a refund.
- It is the student's responsibility to drop courses prior to the 20% date of enrolled courses in order to avoid notation of the courses on the student's permanent record.
- It is the student's responsibility to withdraw from courses prior to the 60% date to receive a "W" in these courses and to avoid substandard grades on the student's permanent record.

While it is the final responsibility of students to drop a course that they are no longer attending, instructors may, at

their discretion, drop a student without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of the course. Under these circumstances, this instructor-initiated drop can occur up to the 10th week of the semester or the 60% date of the course. No student may be dropped from any course after the 10th week of a course; after the 10th week the student will be assigned the appropriate letter grade.

Drop dates for short-term and summer courses vary. Check with the instructor for specific dates.

Official withdrawal from a course is accomplished through logging on to the web registration system, InsideCC, and dropping the course. Simply ceasing to attend a course does not constitute withdrawal.

### Withdrawal after Deadline

A student may contact the Office of Admissions and Records regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. This must be done by the last day of courses and prior to the beginning of the final examination period for the term in which the withdrawal will apply. A withdrawal

petition must be signed by the student, instructor, and the Vice President of Academic Affairs. Documentation of extenuating circumstance will be required. In the case of students who are members of an active or reserve military service, and who received orders compelling a withdrawal from courses, the college shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status.

Students in any other situations will be required to keep their grade, meet the contract of their incomplete grades if appropriate, and pay their fees.

## Withdrawing from the College

Students who find it necessary to withdraw from the college are required to return all checked-out supplies, equipment, and library books, and pay all fines and debts owed the college.

Any account balance older than 120 days may be subject to the collections process.

## College Transcripts

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are \$4.00 each. Rush transcripts are \$8.00.

Upon written application an official transcript of all work

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completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. However, DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Direct requests for transcripts must be submitted

to the Office of Admissions and Records. Electronic transcript requests are submitted online or requests may be submitted on the appropriate form at Admissions and Records.

## Verification of Enrollment or Degrees

The Office of Admissions and Records will complete a verification of enrollment upon written request by the student.

