

# ATTENTION NEW STUDENTS!

Meet your requirement for Priority registration. Sign up **now** for an Extended Orientation!

The extended orientation includes:

- \* Guided tour of the campus
- \* Overview of campus and online resources
- \* Introduction to our Learning Resource Center/Tutoring
- \* Educational Planning— meet our Counseling Staff
- \* Review of student leadership, clubs, & campus activities
- \* Tour of our campus book store

**Much, much more...**

Choose one of the following dates to join us:

**July 26, 1:00-2:30pm**

**August 1, 8:30-10:00am**

**August 7, 1:30-3:00pm**

**August 10, 10:00-12:00pm**

**August 13, 4:00-6:00pm**

**August 15, 2:00-4:00pm**

Sign up at the Counseling desk on the 2nd floor or call (760) 384-6219 to reserve a spot.



## August 17, 9:00 – 12:00pm      Extended Orientation Agenda Room 246

**9:00am** – Introductions - Overview of what will be covered in orientation and goody bags

- Matriculation – partnership for success –Matriculation checklist (introduce Planner)  
College responsibilities and Student responsibilities/Get priority registration by completing matriculation components.
- Educational Goals:  
AA and AS degrees Certificates and Awards
- Student Educational Plans – SEP - Pathways  
Long term Ed Plans can be done with a counselor
- Transfer Patterns – GE cert and IGETC
- Full Time status, GPA, grades and Pass No Pass options
- Probation: Academic and Progress Probation, Disqualification, 3 attempt limit for a class
- Scheduling – Student responsibility to add, drop, check in to class first day, pay for classes on time. (Handouts: Inside CC and Waitlist your class) Priority registration.
- Plagiarism and Cheating – serious consequences (Planner, page 168)
- Students have Code of Conduct expectations and rights to a grievance process(pg.171)

**10:15am** - Learning Resource Center (LRC) (move to LRC 631)

**11:00am** – Tour of campus/map start with Learning Assistance Center – LAC

Career and Transfer Center    Special Services (EOPS/CARE/DSPS)    CalWORKs

Financial Aid/Scholarships    Veterans services    Online services    ASCC and clubs

**11:30am** – Financial Aid presentation

**Thank you for coming. We hope to see you soon to go over a long term educational plan and help you on your way to becoming a Cerro Coso student success story. Contact counseling at (760) 384-6219 to make an appointment.**

## **I. Orientation**

## **II. Introductions**

### **A. Acting Director Student Services and Counseling:**

1. Paula Suarez

### **B. Counselors:**

1. Karee, Missy and Abbie
2. Greg and Tiesha

### **C. Educational Advisors:**

1. Kim and Amy

### **D. Special Services Counselors:**

1. Penny and Pam

### **E. Faculty Chair:**

1. Jan Moline

## **III. Community Colleges Open to All**

## **IV. Matriculation to Graduation!**

### **A. Matriculation – partnership for success**

## **V. College responsibilities**

### **A. Provide you with an Orientation**

1. Information about College requirements and being successful
2. Information about Cerro Coso and how to locate resources you need

- B. Provide you with an assessment (Accuplacer)**
  - 1. Current abilities in English, Reading and Math
  - 2. Inform you of the appropriate courses (MATH C040, ENGL C070)
- C. Assist you in deciding upon your goals (Counseling)**
- D. Provide you with current and accurate information about meeting your goals (Student Educational Plan, SEP)**

## **VI. Matriculation – partnership for success (Transition Slide)**

## **VII. Student responsibilities**

- A. Inform the College of your educational goals**
  - 1. Vocational training
  - 2. Associate of Science in Welding
  - 3. Transfer to Cal State Northridge
  - 4. An Engineering degree
  - 5. A degree in English, preferably from Berkley!
- B. Inform the College of your employment goals**
  - 1. I'd like work as a dental hygienist
  - 2. I'd like to teach Kindergarten
  - 3. Run my own Pre-school
  - 4. Work on "base" as an Administrative Assistant

## **VIII. Student Educational Plans – SEP Long term Ed Plans-LTEP**

- A. SEP**
- B. LTEP**

## **IX. Transfer Patterns**

- A. CSU TRANSFER**
- B. IGETC UC/CSU**

## **X. SEP Workshops:**

### **XI. SEPs can be helpful in planning your upcoming semester schedule.**

- A. It gives you an idea of the requirements for your educational goal**
- B. You can monitor your progress in completing your**
  - 1. Certificate**
  - 2. Degree or**
  - 3. Transfer Requirements.**
- C. Students who have applied for financial aid are required to complete an SEP as part of the process to receive their financial aid.**
- D. Veteran students are required complete an SEP and to update their SEP each semester.**

### **XII. Educational Goals: AA and AS degrees Certificates and Awards**

- A. Art**
- B. Business Administration**
- C. Engineering**
- D. Fine Arts**
- E. General Sciences**
- F. Liberal Arts**
  - 1. Arts and Humanities**

2. **Math and Science**
3. **Social and Behavioral Science**

**G. Mathematics**

**H. Physical Education**

**I. Theatre: Acting**

**J. Trade Practices**

**K. Administration of Justice**

**L. Automotive Technology**

**M. Business**

1. **Business Office Technology**
2. **Office Clerk Certificate of Achievement**

**N. Child Development 5**

1. **Assistant Teacher Award**
2. **Associate Teacher Certificate**
3. **Child Development Teacher Certificate**
4. **Teacher Certificate**
5. **Master Teacher Certificate**
6. **Site Supervisor Certificate**

**O. Computer Information Systems**

1. **Computer Information Systems Intermediate Programming Certificate**

**P. Computer Technology**

**Q. Engineering Drafting Technology**

**R. Engineering Technology**

**S. Fire Technology**

**T. Health Careers**

1. **Administrative Medical Assistant Award**

2. **Clinical Medical Assistant Award**

**U. Human Services**

**V. Industrial Technology**

1. **Electronics Technician Certificate of Achievement**

2. **Engineering Technician Certificate of Achievement**

3. **Solar Technician Certificate of Achievement**

4. **Wind Technician Certificate of Achievement**

**W. Machine Tool Technology**

**X. Management**

**Y. Paralegal Studies**

**Z. Paralegal Studies Certificate**

**AA. Small Business Management/Entrepreneurship**

**BB. Vocational Nursing**

**CC. Web Design**

1. **Digital Media Skills Certificate of Achievement**

2. **Mobile Media Certificate of Proficiency**

**DD. Welding Technology**

### **XIII. AA Degrees**

**A. Art**

**B. Business Administration**

**C. Engineering**

**D. Fine Arts**

**E. General Sciences**

- F. Liberal Arts**
  - 1. Arts and Humanities
  - 2. Math and Science
  - 3. Social and Behavioral Science
- G. Mathematics**
- H. Physical Education**
- I. Theatre: Acting**
- J. Trade Practices**

#### **XIV. AS Degrees**

- A. Administration of Justice**
- B. Automotive Technology**
- C. Business**
  - 1. Business Office Technology
  - 2. Office Clerk Certificate of Achievement
- D. Computer Information Systems**
  - 1. Computer Information Systems Intermediate Programming Certificate
- E. Computer Technology**
  - 1. Child Development
  - 2. Assistant Teacher Award
  - 3. Associate Teacher Certificate
  - 4. Child Development Teacher Certificate
  - 5. Teacher Certificate
  - 6. Master Teacher Certificate
  - 7. Site Supervisor Certificate



- F. Engineering Drafting Technology**
- G. Engineering Technology**
- H. AS Degrees**
- I. Fire Technology**
- J. Health Careers**
  - 1. Administrative Medical Assistant Award**
  - 2. Clinical Medical Assistant Award**
- K. Human Services**
- L. Industrial Technology**
  - 1. Electronics Technician Certificate of Achievement**
  - 2. Engineering Technician Certificate of Achievement**
  - 3. Solar Technician Certificate of Achievement**
  - 4. Wind Technician Certificate of Achievement**
- M. Machine Tool Technology**
- N. Management**
- O. Paralegal Studies**
  - 1. Paralegal Studies Certificate**
- P. Small Business Management/ Entrepreneurship**
- Q. Vocational Nursing**
- R. Web Design**
  - 1. Digital Media Skills Certificate of Achievement**
  - 2. Mobile Media Certificate of Proficiency**
- S. Welding Technology**

**XV. REGISTER FOR CLASSES EARLY!**

**A. SUMMER & FALL**

1. Registration begins in April

*a) Classes Close Early*

*b) So don't be LATE!*

**B. SPRING**

1. Registration begins in November

*a) Classes Close Early*

*b) So don't be LATE!*

**XVI. Graduation!**

**XVII. Job Skills Award 12 units specified on the major sheet**

**XVIII. Certificate of Completion 18-45.5 units specified on the Major Sheet**

**XIX. AA/AS Degree MINIMUM 60 Degree Applicable units and meets all GE and all Major requirements**

**XX. College Terminology and Culture (Transition Slide)**

**XXI. Full Time status**

**XXII. Why do we use the term Full-Time Student?**

**A. Minimum of 12 units**

**B. Time commitment**

1. 12 hours/week in your courses (including working within the Moodle for Online course)

2. 24 hours/week working on the assignments (might include working within the Moodle but also includes reading textbooks and other materials, Course Compass work or Research Papers)
- C. A total of 36 hours a week for the minimum and to complete 60 units in 2 years you will need 45 hours a week!
- D. It is a Full-Time JOB!
- E. Grades and Pass No Pass options

**XXIII. You will receive a letter grade for each course in which you enroll**

- A. A, B, C, D or F (Cerro Coso does not award +/-)
- B. You will receive no grade if you withdraw prior to 20%
- C. You will receive a W if you withdraw between 20 and 60%

**XXIV. You may request a Pass/No Pass option**

- A. Pass is defined as C or better (once you've chosen this option you can't go back to a letter grade once you know you would have earned an A)
- B. No Pass is defined as less than a C

**XXV. You must request a Pass/No Pass option before the specified date each semester (usually 20% date)**

**XXVI. GPA**

**XXVII. What is a GPA?**

- A. Your GPA is calculated based on the points assigned to each letter grade
  1. A=4, B=3, C=2, D=1 and F=0
- B. Multiplied by the "unit" value of the course

1. 0.5 unit, 1 unit, 2 unit, 3 unit, 4 unit and 5 unit courses (a few special courses have more but they are far less common)

C. Divided by the total number of units enrolled

1. You have 5 courses with different unit and grade values. What is your GPA?

## **XXVIII. Probation: Academic and Progress**

**XXIX. Academic Probation occurs if you have completed 12 or more units (cumulatively or in one semester) and your GPA drops below a 2.0**

**XXX. Progress Probation occurs if you have not completed more than half of the units for which you enrolled (you received Ws because you withdrew)**

**XXXI. If you are placed on either form of probation for three consecutive semesters you will be placed on Disqualification**

## **XXXII. Consequences of Probation or Disqualification**

### **XXXIII. Restricted enrollment**

A. You will be unable to register unless you have met with a Counselor

B. You may not be allowed to enroll in 12 units

C. If you are receiving Financial Aid your aid may be suspended

**XXXIV. Disqualification**

**A. You must Petition for Readmission**

1. Petition may be sent to the Vice-President and you may be required to meet with the VP

**B. You may not be allowed to enroll in more than 1 or 2 units**

**C. You may be asked to “sit out” for up to a full academic year**

**XXXV. Probation/ Disqualification (PDQ) Workshops:**

**XXXVI. Students who are on**

**A. Academic or**

**B. Progress Probation or**

**C. Disqualification**

**XXXVII. MUST attend a PDQ Workshop!**

**XXXVIII. Workshops are designed to:**

**A. help students resolve issues that are impeding their progress**

**B. complete paperwork and processes that will enable them to enroll for the next semester based on their specific needs**

**C. share resources and solutions that allow students to improve their grades, their grade history and complete their goals!**

**XXXIX. Scheduling -**

**XL. Student responsibility to**

**A. add, you must enroll in courses at Admissions or Online**

1. Counselors & Educational Advisors will assist you in selecting a tentative schedule
  2. They will NOT add you to courses
- B. drop, you must withdraw from a course**
1. You should drop early if you decide the course is not for you
  2. You should check with a Counselor if you are receiving Veterans' Benefits, Financial Aid, special services or are on Probation/Disqual
- C. check in to class first day, on campus or online**
1. If you are not there or logged in on the first day you will be dropped
  2. Online login begins the Friday before courses start so login early!
- D. pay for courses on time**
1. If you do not pay within 10 days of ENROLLMENT you will be dropped for non-payment
  2. If you are dropped for non-payment, you may re-enroll IF the course is not full

## **XLI. Plagiarism and Cheating – Serious Consequences**

### **XLII. Plagiarism**

**XLIII. Plagiarism is using something that some else wrote or created and not giving the other person credit.**

- A. Cite your work and it is Scholarship: DON'T and it is Plagiarism!
- B. If you are not sure, ASK!

### **XLIV. Cheating**

**XLV. Cheating is using notes, materials, text messages or other means to complete assignments or answer exam questions that have not been approved by the instructor (includes having someone else do your work!)**

**XLVI. Students have Code of Conduct**

**XLVII. <http://www.cerrocoso.edu/documents/Student-Conduct-Policy.pdf>**

**XLVIII. Outlines the Expectations of Behavior and**

**XLIX. Explains the Process if a Student is accused of being in violation of Student Conduct Policy**

**L. Students have Rights to Grievance**

**LI. [http://www.cerrocoso.edu/documents/StudentComplaintPolicy\\_RevisedNOV2011.pdf](http://www.cerrocoso.edu/documents/StudentComplaintPolicy_RevisedNOV2011.pdf)**

**LII. Students with a grievance concerning academic programs should contact Counseling at the IWV campus or the Counselor at the site where they attend concerning student rights and responsibilities and policies and procedures relating to due process.**

**LIII. Campus Resources:**

**LIV. Counseling available to all students**

**LV. Counselors and Educational Advisors Assist Students**

**A. in making decisions about their educational and vocational goals**

**B. in scheduling their courses and meeting all requirements for their educational goals in a timely manner**

**C. experiencing difficulties with courses**

#### **LVI. Counselors Assist Students**

**A. experiencing difficulties with finances, life at home or life in general**

**B. with special emotional, physical or educational needs**

**C. in crisis**

**1. Problems with alcohol, drug, domestic violence, PTSD**

**2. Suicidal thoughts or tendencies**

#### **LVII. Sexual Harassment**

#### **LVIII. Complaint Process**

**A. Designed to address problems with Faculty, Staff or other students related to:**

**1. Inappropriate behavior, comments, language, sexual harassment**

**LIX. Talk to a Counselor immediately if you witness (happening to someone else or yourself) what you feel is harassment**

**A. Complaints are taken to Human Resources**

**B. Policies and Procedures are found in the Kern Community College District Board Policy Manual**

#### **LX. Sexual Assault**

#### **LXI. Counseling Available**



- A. If you are assaulted, call 911 as soon as you can
- B. If you are experiencing problems related to a past assault, see a Counselor

**LXII. Materials Available**

**LXIII. Resources & Referrals Available**

**LXIV. Transfer Awareness Day**

**LXV. Career and Transfer Center Activities:**

**LXVI. Transfer Awareness**

**LXVII. Application Workshops**

**LXVIII. CSU and Private Universities Onsite Counseling**

**LXIX. Career Interest Surveys**

**LXX. Personality Tests**

**LXXI. Resources:**

**LXXII. Catalogs**

**LXXIII. Videos**

**LXXIV. Computer/Online**

**LXXV. Career and Transfer Center**

**LXXVI. Jennifer Schwerin 760 384 6219 Assistance with:**

- A. Resumes**
- B. Cover Letters**
- C. Interviews**
- D. Applications online/on paper**

**LXXVII. Jennifer is informed regarding current hiring trends at NAWC China Lake and the surrounding areas**

**LXXVIII. Jennifer can assist you in finding the College Catalog from the College or University you are considering in either our printed collection or online.**

**LXXIX. Special Services and CalWORKs**

**LXXX. Penny Talley and Pam Godfrey and the support staff of the Special Services Office can assist students with special needs. Call 760-384-6250.**

**LXXXI. Cheryl Fitzsimmons can assist you with questions regarding the Cerro Coso CalWORKs program and help you complete the necessary paperwork. Call 760-384-6219.**

**LXXXII. Financial Aid**

**LXXXIII. The Board of Governors Waiver (waives the \$46 per unit enrollment fee) is available at <http://www.cerrocoso.edu/studentservices/financialaid/>**

**LXXXIV. The FAFSA link is available on the same page. Our school code is there also. It is 010111.**

**LXXXV. The Financial Aid office may be contacted at 760-384-6221. Please, leave only one message someone will return your call as quickly as possible. Calls are returned in the order in which they are received. Duplicate calls can delay a return call.**

**LXXXVI. International Students**

**LXXXVII. Kim Blackwell is here to assist International Students attending school on an F1M1 Visa.**

**LXXXVIII. Call 760-384-6219 and make a phone appointment if you are unable to come to campus.**

**LXXXIX. Kim will call you and provide you with the information you need about the filing process, restrictions and regulations and how you can ensure you remain compliant.**

**XC. Learning Resource Center (LRC)**

**XCI. Julie Cornett—Director Learning Resource Center**

**XCII. Library Staff-assist with location of print and digital research resources**

**XCIII. Computer Lab Staff-assist with login and on campus computer use**

**XCIV. Study and Conference Rooms**

**XCV. iTV Classrooms**

**XCVI. Learning Resource Center – LRC**

**XCVII. The Learning Resource Center houses the Library, Computer Labs, Conference and Group Study Rooms as well as the Learning Assistance Center and interactive TV classrooms and computer classrooms.**

**XCVIII. The Library is on the first floor down the stairs from the entrance.**

**XCIX. The LAC and Computer lab is on the second floor up the stairs from the entrance.**

**C. Sherri Windish  
& Laura Vasquez**

**CI. Learning Assistance Center**

**CII. Staff and Faculty to Assist with Basic Skills**

**CIII. Tutoring**

**CIV. Supplemental Instruction**

**CV. Proctored Testing**

**CVI. Learning Assistance Center – LAC**

**CVII. The Learning Assistance Center provides tutoring, proctored exams, GED preparation, CLEP exams and ESL/English assistance.**

**CVIII. Call Sherri Windish for assistance in obtaining a tutoring, scheduling a tutoring session or finding out when and how other assistive services are available.**

**CIX. Sherri is available at 760-384-6161**

**CX. Bonita is available at 760-384-6380**

**CXI. Veterans' services**

**CXII. Cerro Coso is a Serviceman's Opportunity College**

**CXIII. Cerro Coso provides Priority Registration for Veterans**

**CXIV. Cerro Coso provides Veterans Assistance in enrolling in courses and obtaining VA Educational Benefits based on Veterans' Eligibility.**

**CXV. Contact Dave Cornell, 760-384-6291 for eligibility questions and to submit your initial request for benefits.**

**CXVI. Contact Counseling to complete your required VA Program Approval and Student Educational Plan 760-384-6219**

**CXVII. Online services**

**CXVIII. Cerro Coso provides extensive Online services to support the 100+ courses taught online each semester.**

**CXIX. Many of the degrees and certificates available at Cerro Coso may be completed entirely online.**

**CXX. Many others may be completed with a substantial portion of the required courses done online.**

**CXXI. Access our Online courses and services at <http://cconline.cerrocoso.edu/>**

**CXXII. Student Activities**

**CXXIII. Student ID Card**

**CXXIV. ASCC and clubs**

**CXXV. The Associated Students of Cerro Coso (ASCC) is the student body representation on campus. ASCC Senators represent each active club at Cerro Coso and students at large.**

**CXXVI. Join a club, get involved, research shows that students who do are more successful!**

**CXXVII. Join a club or get involved in student government (Senator at Large positions are now available), it improves your four-year college application!**

**CXXVIII. Contact Kim Kelly-Schwartz @ 760-384-6353**