

# STUDENT HANDBOOK



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[www.cerrocoso.edu](http://www.cerrocoso.edu)



## **PRESIDENT'S WELCOME**

On behalf of our faculty, staff and administration I welcome you to Cerro Coso Community College. We are excited that you made us your choice and want to make your time with us a meaningful experience that will assist you to reach your goal. The college community at Cerro Coso is made up of dedicated faculty and staff at all our campuses and centers, no matter which one you are attending. The College provides you the opportunity to embrace learning inside and outside of the classroom. You will find that your education and services are not place and time bound if you choose to take advantage of our virtual campus, CCOOnline.

You will find that there are many opportunities to become involved while attending Cerro Coso. You can take part in student senate/government, student activities, student ambassadors, clubs, attend Improv Shows, theater productions, guest lectures, athletic events, or participate in the Honors Program, Phi Theta Delta, as well as travel abroad with faculty leaders. Information about college events and these groups can be found on our web site, [www.cerrocoso.edu](http://www.cerrocoso.edu).

I know you will find your educational experience to be one of excellence whether you are preparing to transfer, to become gainfully employed, or to gain additional work force skills. Most importantly we encourage you to become a lifelong learner and hope you enjoy your time spent with us.

Jill Board  
President, Cerro Coso Community College

## **COLLEGE MISSION**

The mission of Cerro Coso Community College is to provide high quality degree and certificate curricula in lower division arts and sciences and in vocational/technical/occupational education. Essential to this mission is providing support services which enhance student opportunities for success. As part of this mission, the college will respond to the interests, aspirations, and capabilities of students while encouraging them to develop as useful, contributing members of society.

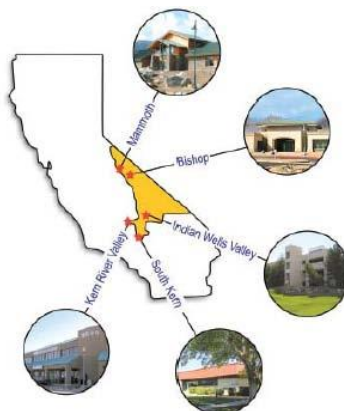
## **CAMPUS LOCATIONS**

Cerro Coso Community College offers educational programs at several locations through its vast geographical service area. There are community campuses at South Kern, Kern River Valley, the Eastern Sierra Center, and the Indian Wells Valley Campus in Ridgecrest. South Kern serves the communities of Edwards Air Force Base, Mojave, Boron, and California City. The program is currently administered from Edwards AFB, where Cerro Coso maintains a facility provided by the United States Air Force.

Eastern Sierra College Center serves the communities of Mammoth Lakes, Bishop, Big Pine, Lone Pine, Independence, and Death Valley, as well as other locations in Inyo and Mono Counties. College campuses are maintained in the communities of Bishop and Mammoth.

The Kern River Valley Center serves the communities of Lake Isabella, Kernville, Wofford Heights, Weldon, and Onyx. It is located in Lake Isabella.

*CC-Online*, Cerro Coso Community College's virtual center, currently offers ten associate degrees online in addition to the general education courses necessary to meet transfer requirements to a four year institution. This virtual center also offers comprehensive student services. CC-Online has an international reputation for excellence and provides an extraordinary opportunity for those too distant from a community college or too involved in business or family to pursue higher education during traditional hours. Additional information about CC-Online can be accessed through its website at <http://www.cerrocoso.edu/cconline>.



## **MATRICULATION**

### **Student Rights and Responsibilities**

Matriculation is a process consisting of a set of policies and procedures which has been designed to bring Cerro Coso Community College and its students into a partnership. The purpose of this “contract” is the realization of the students’ educational goals.

Cerro Coso has, as its basic role in the Matriculation Partnership, the responsibility to develop an efficient process to encourage student participation in college services, programs, and learning experiences that will aid in achieving academic success.

You the student, in turn, have the responsibility to inform us of your educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your directions. Listed below are the basic components of your partnership with Cerro Coso.

#### **You agree to:**

- State a broad educational intent upon enrollment, e.g., AA/AS Degree, 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 classes regularly and complete assigned work.
- Complete your courses and maintain progress toward an educational goal.

#### **Cerro Coso 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. In addition to a pre-registration orientation process, we also offer a course, Becoming A Master Student, designed to help you adjust to college expectations and improve your study habits, time management skills, test taking ability, interpersonal skills and other life skills useful in successful goal achievement, both in school and beyond. Career option Exploration is also initiated in the course.
- Provide for assessment of your skills in conjunction with counseling/advisement.
  
- Provide assessment to recommend Math and English placement, including:
  - a. Assistance in identification of aptitudes, 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/other support services.

- Provide a wide variety of course offerings, including pre-collegiate basic skills.

- Provide advisement of all non-exempt 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.

### **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, counseling and completion of a SEP.
4. Right to be provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

### **Questions concerning your rights under Matriculation?**

See: Ms. Heather Ostash, Vice President of Student Services, Matriculation Coordinator

### **MATRICULATION STATUS AND EXEMPTION POLICY**

Students are required to participate in assessment, orientation, and counseling/advisement at Cerro Coso prior to enrolling. All students who do not meet the criteria to be considered exempt will be required to complete any or all of these three components in order to enroll in classes that have validated prerequisites. All students are welcome to participate in assessment, orientation, counseling, and completion of an SEP. The procedures designed under the Matriculation Program are not intended to exclude any student from available college services.

- If you have an associate degree or higher, **you are exempt from all three of the matriculation components.**

- If you have satisfactorily completed course work equivalent to college-level English or college-level math, **you are exempt from taking the College Placement Exam.**

- The Vice President of Student Services or her designee may, upon appeal, exempt students based on circumstances not covered by this policy from participation in these services.

## **PREREQUISITES, COREQUISITES, AND ADVISORIES**

Complete course prerequisites, corequisites, and advisories are listed in the college's schedule after the course descriptions. These requirements are intended to ensure students a reasonable chance of success. Cerro Coso has validated prerequisites that are computer-enforced.

Prerequisite - 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 that must be taken prior to enrollment in a given course. Prerequisite requirements must be met before enrollment is permitted.

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

Corequisite - a course or courses students are required to take simultaneously in order to enroll in another course. Corequisites represent a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a "C" or better in the course requiring the corequisite.

Advisory - 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, experiences, 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 likely to receive a satisfactory grade.

The College has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process.

A student may challenge any prerequisite or corequisite on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title V, Article 2.5, Section 55201 (Policies for prerequisites);
3. The prerequisite or corequisite 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 corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

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 Vice President of Student Services, prior to the student's enrollment in the challenged course.

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

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

***Please be aware that students who have fully matriculated are given priority registration status.***

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

Prerequisite challenge forms are available in the Counseling Center for students seeking to challenge a course prerequisite and online at <http://cconline.cerrocoso.edu/prerequisite.htm>.

### **Credit from Other Accredited Post-Secondary Institutions**

Credit earned from other regionally accredited colleges or universities may be transferred to Cerro Coso upon admission. Students will provide official transcripts showing satisfactory scholarship and an honorable dismissal. Transcripts from all previously attended colleges are to be mailed directly to Cerro Coso Community College, attention Office of Admissions and Records.

### **STUDENT RIGHT TO KNOW (SRTK) DISCLOSURE**

In compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Kern Community College District and Cerro Coso Community College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. These rates do not represent the success rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period.

More information about SRTK rates and how they should be interpreted can be found at the California Community College's "Student Right-To-Know Information Clearinghouse Website" located at

<http://srtk.cccco.edu/index.asp>

Completion rate: 16.91%  
Transfer Rate 18.84%

## **ADMISSION ELIGIBILITY**

Individuals who meet one of the following criteria are eligible for admission to Cerro Coso Community College:

- Graduates of accredited high schools
- Individuals who have either the California High School Proficiency Exam (CHSPE) certificate or the General Education Development (GED) certificate
- Persons 18 years of age or older who are able to benefit from the college's instructional program

### **Special Admission for K-12 Students**

Students who are enrolled in K-12 programs may be admitted as special part-time or full-time students upon recommendation of the school principal or designee, and with parental consent. Colleges are authorized to restrict the admission or enrollment of a special part-time or full-time student 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, have it appropriately filled out by their school principal or designee, secure a parent signature, then meet with a college counselor for approval of placement. For more information regarding this process, students should contact the Counseling Center at their campus.

### **Admissions for 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 family 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 an 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 will then follow the application and registration procedures listed for new students. Students admitted under an F-1 visa are required to pay non-resident tuition, 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 [www.cerrocoso.edu/admissions/internationalstudents](http://www.cerrocoso.edu/admissions/internationalstudents) or an International Student Packet can be sent upon request.



## **GENERAL ADMISSION AND REGISTRATION PROCEDURES**

Non-exempt students (as defined in the Matriculation Exemption Policy statement in this handbook and in the schedule of classes) entering Cerro Coso Community College must complete the following steps:

1. Complete and submit an Admissions Application online at [www.cerrocoso.edu/](http://www.cerrocoso.edu/).
2. Request transcripts from high school and each college previously attended. It is very important to have transcripts of other college coursework sent to Cerro Coso prior to seeing a counselor so that the remaining requirements to achieve your educational objective can be determined.
3. Contact the Counseling Center at the IWV Campus, or the Center office and schedule an appointment to see a counselor or educational advisor for assistance with:
  - Interpretation of placement exam scores
  - Class selection
  - Educational goals
  - Career planning\*\*Assessment is required of all new, non-exempt students.
4. Attend an orientation session.
5. Register for classes as per published registration schedule.
6. Attend classes. Much of your educational success can be attributed initially to simply showing up.

## **USING MyBANWEB AND OTHER WEB SERVICES**

To register via the Web, you will need to access the MyBanWeb Services. To do this, follow these simple steps:

1. Access the MyBanWeb Web Services <http://www.cerrocoso.edu>. Click on the MyBanWeb link on the left hand side.
2. If you have not completed an application or updated your record as a Continuing Student, click the Admission/Update Button and complete the process.

It is important that you submit your application/update at least three (3) days before your registration appointment. This will provide the College with enough time to process your application/update. If there are errors on the application/update you will be notified. To enter information in the box on the form, click in that box first. You will not be permitted to register until the process is completed correctly.

3. Click the "Login" button.
4. At the Main Menu, click the "Student Services and Financial Aid" menu.
5. Select "Registration," click on "Add/Drop Classes," then select term.

## Using MyBanWeb

### User Login

- To protect the private nature of your academic information, you must provide your ID number or social security number and a PIN (Personal Identification Number). Your PIN doesn't appear on the screen in order to keep it secret.
- The first time you login, your PIN defaults to your birth date in MMDDYY format. (Example: February 4, 1981 would be 020481.) During your initial login, you will be asked to change your PIN to something more private.

### Registration Menu

- Add/Drop Classes. This allows you to register and make changes to your schedule. If you know the course reference number (CRN) for a course, you can enter it here for registration.
- Look-up Class(es) to Add. This permits you to look up classes by Subject, Time of Day, Day of the Week, College (all Centers) and Part of Term (specific Center location). If you only want to take courses at a single location, use the Part of Term search to identify the location for the search. For quicker response on the search, limit the breadth of the search, e.g., if you want information on English classes, use the subject search. If you search on all classes, this will be a slow process because of the size of the file.
- Schedule/Bill. This permits you to view the charges placed on your account as a result of the current registration activity. It also provides information for paying your fees by credit card or via the mail.

**NOTE: Students will not be sent a Schedule/Bill when registering via the web.**

- Student Schedule by Day & Time. This permits you to view your class schedule in a more graphical format.
- Student Detail Schedule. This permits you to look up and/or print your class schedule. It will show all of the details for each class.
- Check Your Registration Status. This displays various items which may affect your registration: registration appointment time, holds, units of credit, major, etc.

### Personal Information Menu

- Change PIN. This permits you to change your PIN.
- Change PIN Security Question. This permits you to change the Question/Answer that aids you in remembering your current PIN.
- Update Address. This permits you to change your address.

- Update Telephone Number(s). This permits you to change your telephone numbers.

### **Student Records Information Menu**

- View Holds. This permits you to review any holds on your record.
  - Print Admission Signature Page. This page must be printed, signed, and faxed or mailed to complete your admission process.
  - Final Grades. This permits you to see your grades for a particular term.
  - Grade Details. This permits you to see a detailed breakdown of your grades for a particular term.
  - Academic Transcript. This permits you to see your transcript online. It includes all your classes as well as credit and GPA information. There are some discrepancies for courses taken between 1987 and 1998; please check with the Office of Admissions and Records if you believe that any information is missing.
  - View Account Summary (by term). This permits you to view charges, payments, and balances applied to your account for each term of enrollment.
  - View Account Summary (multiple terms). This permits you to review charges and payment information for your account.
- Tax Notification. This permits you to see the gross enrollment fees and tuition charged to your account and paid during the selected tax year.

### **When You Are Finished**

Don't forget to logout of MyBanWeb and exit from your browser. This is especially important when you are using a public computer because it is the only way to ensure your information will not be viewed by anyone using the computer after you.

### **MyBanWeb/Web Registration Frequently Asked Questions**

Here are answers to some of the most common questions about Web registration:

*Q: How do I know my registration really went through?*

A: When you register via the Web, once you have clicked on the "Submit Changes" button, anything that appears in the "Current Schedule" section is real. It all happens that moment. You are not registered for classes that appear in the "Registration Errors" section. All registration errors include a status box (to the right) that tells you why it didn't work (i.e., closed class, instructor permission needed, etc.). Once you resolve the error, you can register for the class.

*Q: What do I do if I have a problem with my PIN when logging into My BanWeb?*

A: Use the “forgotten” PIN function located on the login page.

*Q: Where do I get a printout of my schedule?*

A: There are two menu items that show you a schedule. One is called the “Student Detail Schedule” and shows lots of information about each class. The other is called “Student Schedule by Day and Time” and is a graphical way of seeing your schedule. You may print out either one.

*Q: I couldn't find the days and times of the classes when I was registering. Where are they?*

A: The “Register/Add/Drop” page doesn't show times in the “Current Schedule” section. You can see more about your classes by using either the “Student Detail Schedule” or the “Student Schedule by Day and Time” menu items.

*Q: Where can I find out about my registration holds?*

A: You can view your registration holds on the Web by using the “View Holds” menu item on the “Registration and Schedules” menu.

*Q: Where can I check on my registration appointment?*

A: At the “Main Menu”, click on the “Student Registration, Record and Financial Aid” menu. Select the “Registration Menu”; then select “Check your Registration Status”. This will display your registration appointment time and other information.

## **EDUCATIONAL EXPENSES**

### **Tuition and Fees**

Enrollment fees are due at the time of registration. A student will have ten (10) days from the date of registration to pay his/her bill. If a student does not pay the full amount due, the student will be dropped from all courses for which he/she registered on that particular registration date up to the end of registration. After the last date of open registration, students will not be dropped from courses; however, a hold will be placed on their records.

1. **NON-RESIDENT TUITION:** All non-resident students of the state of California will be charged tuition at the rate of \$173 per unit in addition to the enrollment fee payable at the time of registration. Out of state tuition will be assessed up to a maximum of 15 units or a total of \$2,595.00 per semester, plus the additional \$36 per unit (no maximum cap). In addition, international students will be charged a \$30.00 capital outlay fee per unit up to a

maximum of 15 units. This is in addition to the non-resident tuition and enrollment fees.  
NOTE: Students enrolled in online courses are exempt from the Capital Outlay fee. For all other students, waiver information regarding the Capital Outlay fee may be obtained in the Office of Financial Aid.

STUDENT ENROLLMENT FEE: The fee per semester is \$36 per semester unit with NO CAP (i.e., 10 units = \$360, 12 units = \$432 and so on).

REQUIRED SUPPLEMENTAL MATERIALS: In accordance with Section 59400-59408 of the California Code of Regulations Title V, students can obtain required supplemental course materials by obtaining a list from the instructor and purchasing class supplies from any outside source of their choosing OR students may pay the required supplemental course materials fee at the time of Registration.

#### Cerro Coso Coyote Card

All students are invited to purchase a nonrefundable Associated Student Body card at a cost of \$8.00 per semester. If lost, please contact KSFCU in MB 221 at the IWV campus. This card signifies membership in the Associated Students of Cerro Coso and entitles the student to bookstore discounts and membership in the Community Discount Program. 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 or by selecting it on your mailed bill 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.

### **Tuition/Fee Refund Policy**

Class enrollment fee and out-of-state tuition refunds are only made if a student drops a course:

1. Within two weeks after the starting date (**NOT ADD DATE**) of the semester for a full-term course (these are the classes that typically meet for 16 weeks); or
2. Prior to a date calculated to be 10% from the starting date of a course of less than a semester in length. If a course is ten (10) days or less in length, a student must withdraw before the second meeting to be credited a refund.

**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 request 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 IWV Admissions and Records Office or to your local center office before a refund can be processed.

PLEASE NOTE: The MyBanWeb System will advise you of the dollar amount of fee refunds/credits resulting from dropping a class by phone. **Refund requests must be made at the Office of Admissions and Records.**

## Financial Aid

The Financial Aid Office is available to help those students who may not have the resources to pay their registration fees. Failure to pay all fees in a timely manner may result in your being dropped from class (es). If you need assistance in paying your fees please stop by or call the Financial Aid Office at 384-6221.

## NOTICE TO FINANCIAL AID STUDENTS

### ***Out with paper checks and In with direct deposit!***

All financial aid students will need to determine which of the three ways they wish to have Kern Schools Federal Credit Union (KSFCU) forward their financial aid funds:

- Direct Deposit in a KSFCU account (deposited in 24 hours from the date of your scheduled disbursement)
- Electronically forwarded to your banking account (up to 5 Business days)
- Paper check mailed to you (up to 10 business days)

**How do you sign up?** Go to the CCCC Web site ([www.cerrocoso.edu](http://www.cerrocoso.edu)) and click on the “**Coyote Card**” button on the homepage. It’s simple and if you have any questions stop by Main Building Room 221 to speak with the KSFCU representative or call (661) 833-7788 or (800) 221-3311 ex.7788.



*The Coyote Campus Card  
is an all in one*

- Student ID,
- Library Card and an
- ATM or VISA® Debit Card.

*That's right!*

*One Card does it all.*



## PROGRAM CHANGES

## **Adding Classes**

Full-term classes may be added to your program, subject to available class space, during the first week of the semester. After this date you will need the instructor's permission to add the class.

## **Dropping Classes**

Check the current semester schedule for appropriate drop dates. Please take note of the two significant drop dates listed for full term classes. Non-attendance does not constitute withdrawal. Your GPA may be adversely affected by not formally dropping a course.

**\*\*\*Attention Students Receiving Financial Aid:**

***Special rules apply to those Financial Aid students who withdraw from all classes. Please contact the Financial Aid Office for more information. \*\*\****

### **PLEASE NOTE:**

If you are adding or dropping a course, please see a counselor or educational advisor. Such action is particularly desirable for students whose eligibility in special programs may be adversely affected (e.g., Veterans, Financial Aid, EOPS, DSPS, TRiO, and Intercollegiate Athletics). Students on academic probation or high school students who are concurrently enrolled at the college may also be affected by program changes. Likewise, students who are planning to transfer may want to determine the effects of dropping a course on their transfer status.

***All veteran students receiving VA educational assistance are required to immediately report all class program changes.***

## **Attendance Requirement Policy**

Regular and prompt class attendance is expected of every student. Your absence means that you are not able to participate in the class. Only approved college activities (e.g. field trips, college-sponsored conferences, and athletic events for the specific athletes) are deemed excused absences for which the student has the right to make-up work. Instructors have the right to set their own make-up policy, if any, for missed work due to other types of absence. While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may, at their discretion, drop students without consultation with the student, when un-excused absences number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 9th week of the semester or the 60% date of the enrolled course. After the 9th week, students will be assigned the appropriate letter grade.

## **Pass/No Pass Grading**

Students may petition to receive Pass/No Pass for classes that they are enrolled in up to the 30% date of the semester. Forms are available at (and need to be submitted to) the Office of Admissions and Records. Some restrictions apply. For those restrictions, consult a counselor or refer to your college catalog.

## **Auditing**

Auditing of classes is permitted only upon written approval from the Vice President of Student Learning, but only after students enrolling for credit toward a degree or certificate have had the opportunity to register. Permission to audit a class is given on a very limited basis and only under special circumstances

## **Open Class Policy**

It is the policy of Cerro Coso Community College that unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for State aid, 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.

## **STUDENT SERVICES**

### **Counseling**

The Cerro Coso counseling staff can provide you with assistance in planning an academic program of study for graduation, transfer, or personal interest. Make an appointment to work on your **student educational plan (SEP)** today. The prerequisites for other educational institutions and careers make continuing guidance a necessary part of the student's academic life. All students are encouraged to define educational goals and objectives and plan how to achieve them. Matriculating students must have selected an informed educational goal during the semester after which they complete their first 15 units of coursework.

Counselors can also provide students with special counseling and guidance in matters pertaining to adjustment to college, help in improving study skills, and career planning.

Counselors and educational advisors are available for assistance before and during each semester on a drop-in or appointment basis. Please check with the local Cerro Coso office staff for counseling availability.

### **Financial Aid**

The primary purpose of the Financial Aid program is to provide assistance to students who, without such aid, would be unable to attend college.

State and federal grants and student jobs are available to qualified students. Additional funds made



possible through the generous contributions of various individuals and groups in the community are awarded in the form of scholarships and loans on the basis of need and academic performance. (See Scholarship Handbook.) The counseling and financial aid staff at all locations have specific details on the many programs available to students. Stop by and meet with one of our staff and pick up a Financial Aid Handbook.

## **Veterans' Services**

Cerro Coso Community College maintains a full-time program of Veterans' services to assist veteran students and their dependents. The staff at all sites work with the Veterans' Administration to assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled. Please contact the college for additional information on the Veteran's Educational Benefits.

## **Special Services Program**

The Special Services Program offers assistance and services to all students who have special needs because of economic, educational, physical, communications, and/or learning disabilities.

The goal of the program is to provide each student with the maximum opportunity for a successful and satisfying learning experience. Among the services provided are the following: educational, vocational and personal counseling, diagnostic testing, special parking, test-taking, reading and note taking services, use of special equipment, mobility assistance, peer counseling, tutorial and learning assistance, books, and bus passes.

The Special Services Program consists of the following categorically funded programs that are integrated into a single service program:

- The **Disabled Student Services Program (DSPS)** provides complete assistance for students with all types of disabilities as well as for persons referred for training by the Department of Vocational Rehabilitation.
- The Extended Opportunities Programs and Services (EOPS) is specifically funded by the State for the purpose of assisting full-time students who have educational, economic, social, cultural or language problems which may hinder their academic progress in school.
- Included as part of EOPS, Cooperative Agencies Resources for Education (CARE) is a program designed to enhance educational opportunities for single parents, head of household AFDC/TANF recipients, who seek to enhance their employability, minimize their welfare dependence, and establish economic self-sufficiency through enrollment in a vocationally-oriented or job –training program.

## **Alternate Media Center**

Alternate Media, i.e., e-text, Braille, closed captioning; services are available to students and staff in the High Tech Center. To receive any college document in alternative form, contact the High Tech Center/Alternate Media Center at 384-6335.

## **CalWORKs**

The **CalWORKs** program offers services to students receiving AFDC/TANF benefits, 18 years or older, in good academic standing. Services include short term training programs, GED preparation and testing, job transition services, work/study position, child care, career and academic counseling, liaison and coordination with social service agencies.

## **Student Activities Program**

The purpose of the Student Activities Program is to provide students with an environment in which to enhance identification, affiliation, friendship, and responsibility, as well as to assist with the delivery of services which will facilitate the completion of educational goals. The program also provides students with an organization through which they may have self-governance and participation in co-curricular and extra-curricular activities.

The Associated Students of Cerro Coso (ASCC) is the official student organization of the college, with membership open to all students. The ASCC, through its governing body the Student Senate, promotes the Student Activities Program at all sites of Cerro Coso. A system of self-government has been established by which the students, through democratic action, formulate and execute policies and programs and prepare the student body's financial budget.

Cerro Coso Community College students are expected to become members of the ASCC through the purchase of a Coyote Card each semester at the time of registration. These funds, in turn, support the planned activities of the ASCC which benefits and contributes to the welfare of all students.

Active membership in the Associated Student's organization may qualify an individual to serve as a club or area representative to the Student Senate, to hold office, to join college student organizations, to be eligible for student loans, and to receive student discounts from the college bookstore as well as in the communities in which they live.

## **Student Insurance**

Cerro Coso Community College and Kern Community College District do not carry broad coverage student health and accident insurance. Students who wish to obtain individual protection must make personal arrangements to be included in a student group insurance policy. More information and applications for one such policy are available in the Office of Student Activities.

## **STUDENT POLICIES AND PROCEDURES**

### **Plagiarism and Cheating**

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the College's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

### **Probation**

If you have attempted at least 12 semester units and received a withdrawal (W), a no pass (NP), or an incomplete (I) on 50% or more of your classes, you will be placed on **progress** probation. · If you have attempted at least 12 semester units and received less than a 2.0 cumulative GPA, you will be placed on **academic** probation.

If you are placed on probation, you will need to contact a counselor before you can register for the next semester. Failure to make satisfactory progress, defined as completion of 50% or more of the units you have attempted and a 2.0 cumulative GPA, for more than one semester will result in a limitation of the units you can take in subsequent semesters. Please see a counselor for more information.

### **Student Complaint Policy (Regarding Faculty)**

*This document is a summary of the student complaint procedures approved for the colleges of the Kern Community College District by the District Board of Trustees. For a complete copy of these procedures, please contact the Office of Student Learning at the Indian Wells Valley campus or call 760-384-6201.*

The Student Complaint Procedures are established so that students can resolve difficulties or problems encountered in College-related activities. Student complaints are taken seriously. Therefore, they must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student complaint process and such filings will be referred to the College President.

The Student Complaint Procedures apply to:

- Assignment of grades
- Course Content
- Access to classes
- Verbal or physical abuse by faculty
- Faculty Member refusal to confer with student(s)
- Harassment

These procedures do not apply to student complaints which involve:

- Student code of conduct issues
- Discrimination
- Sexual Harassment

At Cerro Coso Community College, the Office of the Vice President of Student Learning will receive student complaints and handle student code of conduct issues. The Vice President of Student Services will handle discrimination and sexual harassment complaints.

Any party to a complaint may be represented by one person on the College staff or student body.

Filing of complaints against any party is a serious undertaking. Prior to filing a written complaint the student should attempt to resolve the issue by contacting the staff member involved either in person, by telephone, email, or in writing. If this contact is not feasible or does not solve the difficulty, the student should proceed with initiating a Level I action.

**Please note:** Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read. Keep your address current!

## **Level I**

The student should contact the office of the faculty member's Faculty Chair, putting his or her complaint in writing. At the time of contact, the student will be given an appointment to meet with the Faculty Chair, which will be within ten instructional days.

At the time of the appointment, the student and the Faculty Chair will attempt to resolve the issue in a satisfactory manner. If the complaint remains unresolved, the supervisor shall meet and confer with the staff member within five instructional days. If a resolution is agreed upon that is acceptable to the complainant, the Faculty Chair shall put the resolution in writing and submit copies to the complainant and faculty member and maintain an original in the Office of Student Learning.

If the Faculty Chair does not resolve the complaint to the complainant's satisfaction, the complainant may, within ten instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.

## **Level II**

If the complainant chooses to move the complaint to Level II, he or she must submit the complaint in writing and justification for not accepting the resolution provided in Level I.

Within fifteen instructional days of receiving the request, the appropriate area administrator shall investigate the allegations and convene a conference of the student, the faculty member, and the Faculty Chair. The student bringing the complaint and the faculty member being complained against must be present at this conference. At this meeting, an attempt will be made to resolve the issues and agree upon a remedy.

If the complainant fails to appear for this conference, except for good cause, the Level II complaint process shall be terminated, and the complainant shall have no further recourse. Following this Level II conference, the administrator shall, within five instructional days, provide a written decision and the basis for the decision. Copies of this decision shall be sent to the student, the faculty member, and the Faculty Chair, and the appropriate Vice President.

The student bringing the complaint and/or staff member being grieved against may challenge the Level II decision by proceeding to Level II.

### **Level III**

If the student and/or the staff member challenges the Level II decision, he or she must submit in writing a request to Appeal the Level II recommendation providing the justification for not accepting the Level II recommendation within ten instructional days of notification of the Level II decision.

The purpose of Level III is to make one last attempt to resolve the issues to the satisfaction of the parties involved. To that end, the Level III administrator (which at Cerro Coso may be a Vice President, College President, or designee) shall, within five instructional days of receiving the referral assemble the complainant, the faculty member, the Faculty Chair, and the appropriate administrator from Level II. If the complainant fails to appear for this conference, except for good cause, the complaint process shall be terminated, and the complainant shall have no further recourse. If the Level III Administrator is able to resolve the complaints, such resolution shall be established in written form and shall be validated by the signatures of all parties involved. This agreement shall become part of the file and copies of same shall be made available to the complainant(s), faculty member(s), Faculty Chair, appropriate administrator or designee.

If the complaint remains unresolved, a Hearing Panel shall be convened within ten instructional days of that determination.

### **Level IV Composition of Committee & Hearing Panel**

The composition of the grievance committee shall be composed of eight (8) members. Members shall be appointed each August as follows: two (2) administrators-appointed by the college President; two (2) faculty members-appointed by the Academic Senate President; two (2) students appointed by the Associated Student Body President; and two (2) classified staff members appointed by the CSEA or Classified Senate President. The non-voting Chair of the Hearing Panel, (not a Standing Committee member) shall be appointed by the College President.

For more information about the Student Complaint Hearing Panel – including composition of the panel, procedures, guidelines, and confidentiality of records – please contact the Office of Student Learning.

## **STUDENT CONDUCT POLICY**

The Board of Trustees of the Kern Community College District, in support of education and the exercise of general supervision of the campuses of the District, believes that the student conduct must reflect the standards of good behavior expected by society. Since the people of the District furnish public education, it becomes a privilege for students to have this opportunity to further their education. (KCCD Board Policy 4F8)

Students shall respect constituted authority. This shall include conformance of State laws, Board regulations, Cerro Coso Community College regulations, and applicable provisions of civil law. (KCCD Board Policy 4F8A)

Students are expected to observe high personal standards of decency, morality, honesty, and social relationships. Student conduct should reflect consideration for rights of others, and students are expected to cooperate with all members of the Cerro Coso Community College community. (KCCD Board Policy 4F8B)

In order to operate effective programs, all Cerro Coso Community College personnel shall be responsible for communicating appropriate student conduct and for reporting any violation thereof, and the College President or designee shall have the right to administer suitable and proper corrective measures for misconduct. (KCCD Board Policy 4F8C)

The Board of Trustees, the Cerro Coso Community College President or designee may suspend a student for "good cause" when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (Education Code Sections 76020 and 76030/KCCD Board Policy 4F8D)

No student shall be suspended or expelled unless the conduct for which he/she is to be disciplined is related to a Cerro Coso Community College activity or campus attendance.

As used in the above section, "good cause" includes but is not limited to the following offenses. (KCCD Board Policy 4F8E)

**The following is a partial list covered by the Board Policy Manual. A detailed and complete Board Policy Manual Section Four – Students/Instructional Services may be reviewed in the Counseling Office, Office of Student Learning, the Learning Resource Center, or viewed online at:**

**[http://www.kccd.cc.ca.us/kccd\\_board/Policy/Web\\_Cover Pa](http://www.kccd.cc.ca.us/kccd_board/Policy/Web_Cover_Pa)**

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, Cerro Coso Community College personnel.
  
- B. Assault, battery, or any threat of force or violence upon a student or Cerro Coso Community College personnel.

- C. Willful misconduct which results in injury or death to a student or Cerro Coso Community College personnel, or which results in cutting, defacing or other injury to real or personal property owned by the District.
- D. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance prohibited by law.
- E. Violation of the Clean Air Policy. The use of tobacco products is banned in all facilities and at all activities of the Cerro Coso Community College.
- F. Abuse of computer resources.
- G. Dishonesty, cheating, plagiarism or knowingly furnishing false information to the Cerro Coso Community College or its officials. (See Appendix 4F8D)
- H. Obstruction or disruption of pedestrian or vehicular traffic or of instructional activities, administrative procedures, or public service functions, or interfering with the normal activities of other members of the Cerro Coso Community College community, including their lawful exercise of free speech, petition, or peaceful protest.
- I. Unauthorized entry in to or unauthorized use of, or the misuse of Cerro Coso Community College property, supplies, equipment, and/or facilities.
- J. Possession or use of firearms, explosives, dangerous chemicals, or deadly weapons (except law enforcement officers or those persons given permission by the Cerro Coso Community College President or designee).
- K. Engaging in lewd, indecent, or obscene behavior.
- L. Use of personal portable sound amplification equipment and other electronic devices (radios, cell phones, pagers and Walkmans or IPDS) in a manner that disturbs the privacy of other individuals and/or instructional programs of the Cerro Coso Community College.
- M. Abuse of and/or tampering with the registration process and forgery, falsification, alteration, or misuse of Cerro Coso Community College documents, records or identification.
- N. Distribution of Materials: the President of Cerro Coso Community College or Vice President of Student Services shall approve all official student publications. Non-college materials, circulars, leaflets, brochures, posters, and petitions may be distributed on campus, subject to

the approval of the Cerro Coso Community College Director of Facilities or designee. The distribution of published materials is subject to Cerro Coso Community College policies regarding time, place, and manner, which may be modified by the amount of space available and by the means of distribution; these involve intangible but essential matters of aesthetics and depend upon the exercise of judgment and good taste.

- O. Cerro Coso Community College does not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that expression which is obscene, libelous or slanderous according to the current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful actions on community college premises, or the violation of lawful operation of the community college, shall be prohibited.
  
- P. Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles. This violation will not be cause for suspension or expulsion of a student.

“Good cause” may be established by using appropriate investigation standards, such as:

- o Interview of witness
- o Review of Campus Security Report, if applicable
- o Review of written statements, if applicable
- o Review of pertinent documents, if applicable
- o Review of any other evidence, if applicable

## **PROCEDURE**

- A. An instructor may remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Services for appropriate action. During the period of removal a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.
  
- B. A Cerro Coso Community College official may remove a student from a Cerro Coso Community College activity for violation of the Code of Student Conduct for the duration of that event. The Cerro Coso Community College official shall immediately report the removal to the Vice President of Student Services for appropriate action.
  
- C. The Vice President of Student Services shall receive and may issue any charge of alleged misconduct made against a student by a member of the staff or fellow students.
  - 1. The Vice President of Student Services shall confer with the student for the purpose of advising him/her of the charge, the evidence to support the charge, possible sanction to be



imposed of him/her under Cerro Coso Community College regulations and State laws.

2. The student will have a formal hearing before the Vice President of Student Services, at which time the student will have the opportunity of answering charges.

3. At this point, the Vice President of Student Services may take any one of the following actions:

- a. Dismiss the charge for lack of merit.
- b. Place the student on probation or temporary suspension.
- c. If an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order; a reasonable opportunity shall be afforded the suspended person for a hearing within ten (10) days.

D. A verbal or written reprimand or ineligibility to participate in extracurricular activities.

E. Recommend suspension or expulsion to the President.

1. From one (1) or more classes for a period of up to ten (10) days of instruction.
2. From one (1) or more classes for the remainder of the school term.
3. From all classes and activities of the Cerro Coso Community College for one (1) or more terms.

Whenever a minor is suspended, the Vice President of Student Services shall notify the parent or guardian in writing. If the student removed by the instructor is a minor, the Vice President of Student Services shall ask parent or guardian of the student to attend a parent conference regarding removal as soon as possible. If the instructor or the parent or guardian so requests, a Cerro Coso Community College administrator shall attend the conference. (Education Code Sections 76031 and 76032)

4. All cases of suspension or expulsion must be accompanied by a prompt hearing held by a campus body impaneled for that purpose to ensure due process; all hearings must contain the following minimal elements:

- a. A notice to the student by registered mail, return receipt requested, or deliver by hand with a signed receipt. The notice should include the time and place of the hearing, specification of the charges, appraisal of the right to representation as appropriate, a clear request for the student's response as to whether or not he or she wishes the hearing, and a clear indication that no response from the student constitutes a waiver of the right to a hearing.
- b. Opportunity for the student to fully respond to all charges.

c. A record of the hearing.

d. The hearing will be held whether the student attends or not, so that the charges and supporting evidence be a part of the official record.

## THE HEARING

- A. The Vice President of Student Services shall arrange for the meeting of the Student Conduct Hearing Panel within ten (10) days after submission of the charge to consider the disposition of the cases.
- B. The Student Conduct Hearing Panel shall be composed of the designated memberships per Board Procedure 4F8. The Vice President of Student Services shall arrange for a chairperson, appointed by the Cerro Coso Community College President.
- C. Upon receiving the findings and recommendations of the Hearing Panel the suspension or expulsion is upheld, the Vice President of Student Services shall forward the recommended action to the Cerro Coso Community College President. If the suspension or expulsion is not upheld, the Vice President shall confer with the Hearing Panel before forwarding the recommendation to the President.
- D. The student shall receive official notice from the Cerro Coso Community College President. A record of the action will be forwarded to the Chancellor. During the period of suspension a student shall not be permitted to enroll in any college in the District. In cases of expulsion, the Chancellor or designee shall recommend actions to the Board after receiving the President's recommendation and supporting documentation including the Hearing Panel's recommendation and the hearing record. After Board action, the Chancellor or designee shall notify the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all colleges, programs, and activities of the District.
- E. In cases of expulsion for an unspecified time the student may, after a reasonable time, request the Cerro Coso Community College President to remove the expulsion. If the President approves the request, he or she shall make the recommendation to the Chancellor or designee, who may recommend to the Board that the expulsion be removed. The Chancellor or designee will notify the student of the Board's action.
- F. The Vice President of Student Services shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student, which may be in violation of Section 245 of the Penal Code. (Education Code Section 76035)

**Please note:** This policy applies to all students at all locations of Cerro Coso Community College. After consultation with the Vice President of Student Services, the Faculty Director of any Cerro Coso Community College site may serve as the Vice President of Student Services Designee for implementing the Student Conduct Policy.

## **ACADEMIC FREEDOM**

The district, the colleges and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

## **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. Students with disabilities, who are requesting academic accommodations, auxiliary aids or services, should contact Special Services 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 Ms. Heather Ostash, Vice President of Student Services.

## **Selective Service Notification**

Federal Regulations require that all males between the ages of 18 and 26 be registered with Selective Service in order to receive Federal Financial Aid Funding.

## **Title IX Compliance Statement**

No person associated with the Kern Community College District shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, be unlawfully subject to discrimination in any of the District's programs or activities which are funded directly by the State or receive any financial assistance from the State. Anyone who desires additional information or wishes to file a complaint with regard to the above statement should contact the office of the Assistant Chancellor, Kern Community College District, at (661) 336-5108

## **Notice of Nondiscrimination**

Cerro Coso Community College and the Kern Community College District do not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). The nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, reasonable accommodation in employment, academic adjustments or auxiliary aids and services, or to request a copy of the grievance procedures covering discrimination complaints, may be directed to: Ms. Heather Ostash, Vice President of Student Services Coordinator, Title IX (pertaining to gender equity, including sexual harassment) Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability).

Cerro Coso Community College  
3000 College Heights Blvd.  
Ridgecrest, CA 93555  
(760) 384-6249

Inquiries regarding federal laws and regulations concerning the above may also be directed to the following address:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94012

## **Aviso De No Discriminación**

Cerro Coso Community College y el Distrito de Kern Community College no discriminan por razón de raza, color, nacionalidad, sexo (incluyendo el acoso sexual), discapacidades o edad, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964 (en relación a la raza, al color y a la nacionalidad), el Título IX de las Enmiendas de Educacion de 1972 -relativo al sexo-, Sección 504 del Acta de Rehabilitación de 1973 y el Acta de Estadounidenses con Discapacidades de 1990 (ambas en relación con las discapacidades) y el Acta de Discriminación por Edad de 1975 (relativa a la edad). La política de Cerro Coso Community College de no discriminación va dirigida a la admisión, al acceso, al empleo y a las actividades y programas del Centro, incluida la formación profesional. Para mayor información acerca de la política de igualdad de oportunidades, la presentación de una queja, las instalaciones adecuadas en el empleo, los ajustes académicos o los servicios y ayudas auxiliares, o para pedir una copia de los procedimientos de quejas relativas a la discriminación, pueden dirigirse a:  
Ms. Heather Ostash, Vice President of Student Services Coordinadora del Título IX (relativo al sexo) Coordinadora del Título VI y Sección 504/ADA (relativos a raza, color, nacionalidad o discapacidades).

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(760) 384-6249

Para solicitar información acerca de las leyes federales y las regulaciones concernientes a lo anteriormente mencionado, pueden dirigirse a:

Office for Civil Rights (Oficina de Derechos Civiles)  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102