



Student Name (Last, First)	Cerro Coso Student ID#
Facility	CDCR

This form is required for all CDCR students to enroll in courses with Cerro Coso Community College. Failure to complete and return this form to Cerro Coso Community College will result in the delay of course registration.

By signing this form, the above named student acknowledges and understands the following:

- Grades are issued at the end of each semester term, regardless of the course end date. This means, should a course end prior to the semester end date, the grade for that course will not be officially issued until the semester term ends. Grades and grade points are earned in each course on a semester basis and the student's level of achievement is recorded on their permanent transcript.
- An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus. Evaluations made and credits allowed by Cerro Coso Community College are subject to review and evaluation by any college or university to which a student may transfer.
- A petition to graduate must be completed and approved for any degree completion. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided. The petitioning student must file a petition at the beginning of the semester in which all requirements will be completed.
- Cerro Coso Community College is not responsible for milestone credits. Cerro Coso Community College works with college coordinators to issue grades. CDCR is responsible for milestones.
- Should a student need to drop a course, it is the student's responsibility to request the course be dropped. A student who drops a course prior to the 3rd week or first 20% date will avoid notation of the course on the student's permanent record. 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. Drop dates for short-term and summer courses vary. Check with the instructor for specific dates.
- An Authorization to Release Student Educational Records "FERPA" is required for any outside party to obtain student information. Grade and enrollment information will not be released to CDCR without this signed form. Additionally, the student is responsible for completing an additional FERPA for any family member or associate the student wishes to have access to student records.
- Academic honesty is required of all students. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. A student who is in doubt about plagiarism and/or cheating should consult the instructor.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

A copy of this form will be provided to the student once completed.