

may not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

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 the two free transcripts are redeemed, students can access or order transcripts or educational records via Certree or Parchment. Information about ordering can be found here: <https://www.cerrocoso.edu/services-and-resources/admissions/transcripts.html>.

Computer Acceptable Use Policy

When logging into a computer that is the property of Cerro Coso Community College, users acknowledge notice of, and agree to comply with, the Kern Community College District's acceptable use policy contained in Board Policy 3720 and associated administrative procedures. Moreover, the District reserves the right to monitor all use of network and computer systems and users have no expectation of privacy in the use of network and computer resources.

- The use of computer resources for cheating, plagiarism, furnishing false information, or other acts of academic dishonesty is prohibited.
- The use of computer systems shall not interfere with the work of employees or students nor disrupt the normal operation of the Colleges/District.
- The insertion of data into a computer system to deliberately cause problems resulting in extra work or downtime is prohibited.
- Computer use which monopolizes resources; network use which creates unnecessary network traffic; broadcast of inappropriate electronic mail and messages; transmission of electronic chain letters or other requests for money; and distribution or circulation of media known to contain computer viruses are prohibited.
- Copying, distributing (either free or for monetary gain), or receiving copyrighted software or electronic information without paying the specified fee (U.S. copyright laws) are prohibited.
- Unauthorized sharing and/or attempting to access computer accounts, or accessing codes and passwords of other users are prohibited.
- Unauthorized commercial or business use of Colleges/District computer resources for individual or private gain is prohibited.
- Use of College/District computer resources to intentionally transmit, receive, or copy obscene or abusive materials is prohibited.
- Use of College/District computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and District policy and is prohibited.
- The Electronic Communications Privacy Act (federal law) includes electronic mail and messages in the same category as U.S. mail and telephone calls and defines unauthorized attempts to access another user's information as unlawful behavior; such behavior is prohibited.

Academic Honesty

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

Plagiarism and Cheating

Source: Regulations at California State University, Long Beach, General Catalog, 1990-1991, page 56.

SERVICES & RESOURCES



Student Support Desk

The Student Support Desk is available to help with general questions about the college, Admissions, Financial Aid and Advising. [Open Ask Wiley](#) or use the **Ask Wiley** button at the bottom right corner of this webpage.

1. Tap or click, "**Questions? Ask Wiley**"
2. Type/Enter: **Live Agent**
3. Then select **Department**

 **QUESTIONS? ASK WILEY**

Want to speak to someone face-to-face? **Ask Wiley's Live Agent feature** has Zoom available. If you need more help that cannot be covered in a Zoom session, we will assist you in making an appointment for follow-up! Zoom is a free app you can use on your phone or computer.

Download Zoom.

If you need to verify your identity with the Admissions & Records office, the fastest method is via ID.me in your CCCApply account. Opting out of the ID.me process will dramatically slow down your admissions process and manual processing can take up to four weeks. If verifying with Admissions & Records, you are **required** to meet with a staff member either in person or via the live chat for instructions.

To verify identity, you will be asked to provide at least two (2) forms of identification, one (1) must be a photo ID. **If you choose to return to your CCCApply account and complete the ID.me process, please contact Admissions & Records for further instructions.**

Hours:

- Monday - Thursday: 8AM - 10AM
- Monday - Thursday: 3PM - 5PM
- Friday: 8AM - 12PM

NOTE: There may be a wait time when connecting with Admissions & Records, especially during peak, high-impact periods. Please have identity documents ready and follow the instructions provided by the technicians. Do not leave the chat queue and create a new live chat as it will slow down the queue. Please be patient and remain in the queue.

Quicklinks

Register for Classes

- **Registration Quick Instructions**
- **Login to InsideCC** to register for classes
- **How to Check Your Registration Status**
- **Waitlist Instructions**
- **How to Drop a Class**
- **Academic Calendar**

Pay for College

- [Tuition & Fees](#)
- [Financial Aid, Fee Waivers, and Scholarships](#)
- [CC Scholars](#)
- [Student Employment](#)
- [Refund Policy](#)

Get Email

ALL official communication from the college will go to your @email.cerrocoso.edu address. Make sure to check it often.

- [Login to InsideCC](#) to access your email
- [About @email.cerrocoso.edu addresses](#)
- [Help for lost passwords and other issues](#)
- [Tech Support](#)
- [Using the college wi-fi](#)
- [Forwarding your email](#)

Get Priority Registration

- [Orientation](#)
- [Placement](#)
- [Student Education Plan](#)
- [Counseling](#)

Get Help & Tutoring

- [Faculty Office Hours](#)
- [Library](#)
- [Learning Assistance Center](#)
 - [Tutoring Services](#)

- [Math & Writing Labs](#)

Transfer & Employment

- [Transfer Center](#)
- [Career Center](#)

Access Programs

- [CalWORKs](#)
- [CARE](#)
- [DSPS](#)
- [EOPS](#)
- [NextUp](#)

Policies & Procedures

- [Computer Acceptable Use & Printing Policy](#)
- [Drop Policy](#)
- [Plagiarism Policy](#)
- [Refund Policy](#)
- [Safety on Campus](#)
- [Student Conduct Policy](#)
- [Student Complaint Policy](#)
- [Student Handbook](#)
- [Student Right to Know](#)
- [Title IX and Sexual Misconduct](#)
- [Web Time Entry Training](#)

Computer Use Policy

A. Introduction

The Kern Community College District provides computing resources that benefit faculty, staff, and students and support the instructional and administrative activities of the Colleges and the District. The District is committed to computer policies which promote the mission of the Colleges and encourage respect for the rights of other computer users.

Use of computing resources and facilities must be for activities related to the mission of the Colleges and the District. Computing resources are to be used in an effective, efficient, ethical and lawful manner.

Access to computer systems and networks, including Internet, imposes responsibilities and obligations on the part of users. Users are expected to demonstrate respect for intellectual property, data ownership, system security, individuals' rights to access information, and the freedom from intimidation or harassment.

The following policies shall apply to all individuals, i.e., staff, students, and other users accessing College and District computing and networking resources, regardless of access point (i.e., local, remote, Internet). The Colleges shall develop and implement procedures related to campus administrative computing, campus instructional computing, access to both systems, and other electronic computing systems. These College procedures will be consistent with the prohibitions set forth in this document.

B. Use of Facilities and Resources

Computer use shall be consistent with the educational, academic, and administrative purposes of the Colleges/District and shall respect the rights of other computer users. All users are expected to learn and follow College/District guidelines for the use of specific facilities regarding prohibitions about food, beverages, smoking, and computer games; protection of equipment; equal access opportunities; and rights of other users.

Improper uses of Colleges/District computer facilities are prohibited as follows:

- The use of computer resources for cheating, plagiarism, furnishing false information, or other acts of academic dishonesty is prohibited.

- The use of computer systems shall not interfere with the work of employees or students nor disrupt the normal operation of the Colleges/District.
- The insertion of data into a computer system to deliberately cause problems resulting in extra work or downtime is prohibited.
- Computer use which monopolizes resources; network use which creates unnecessary network traffic; broadcast of inappropriate electronic mail and messages; transmission of electronic chain letters or other requests for money; and distribution or circulation of media known to contain computer viruses are prohibited.
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- Use of College/District computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related violates state and federal laws and District policy and is prohibited.
- The Electronic Communications Privacy Act (federal law) includes electronic mail and messages in the same category as U.S. mail and telephone calls, and defines unauthorized attempts to access another user's information as unlawful behavior; such behavior is prohibited.

C. Sanctions

The consequences for violations of these procedures are described in the laws of the State of California and the Kern Community College District Board Policy Manual. Penalties for violations depend on the specific situations, but may include serious consequences including legal action.

Note #1: These Use Procedures will be part of the Kern Community College District Information Technology Plan, and are in effect until refined and adopted as part of the Board Policy Manual.

Note #2: Procedural Security Measures will be developed and implemented by the Colleges/District at a later date. These security measures will address College/District responsibilities for protecting systems and data from unauthorized use, improper disclosure, accidental alteration, or accidental or intentional destruction.

ADOPTED: ITTF -- MAY 15, 1996
APPROVED: CHANCELLOR'S CABINET -- JUNE 20, 1996

Enrollment Requirements

- Use of computers and related equipment is based on enrollment in a no-cost, 0 unit class (CSCI C040).
- Students may register for the course at Admissions and Records, or online using the Coyote Connection system.
- Students must also be enrolled in at least 1 unit of regular classes to qualify for enrollment in the CSCI C040 course.

Printing Policy

A. Costs & Credit

- Cost is 10¢ per printed page.
- Each new account will have a 10¢ credit. (1 page free)
- After credit has been used, students will need to purchase additional credit through the Business Office.

BUSINESS OFFICE HOURS
Mon-Thur 7:30am - 5:00pm
Friday 8:00am - 12:00 noon

SUMMER HOURS MAY VARY

B. Refunds

- Printing accounts are cleared at the end of each semester.
- No refunds are available for deposited monies.

C. Financial Assistance

EOPS and Financial Aid students should check with their EOPS or Financial Aid advisor to check for availability of funding assistance for printing costs. Check with Lab Aide after hours.

Student Agreement



I, _____, agree to the terms and conditions of the Computer Use Policy and the Printing Policy and my signature below indicates an understanding of the Enrollment Requirement. This agreement will remain effective so long as I am enrolled in at least 1 unit and also enrolled in the 0 unit CSCI C040 course for the term indicated below on this agreement.

Signature _____

Date _____

LAB AIDE USE ONLY:

INDICATE EFFECTIVE TERM: SPRING SUMMER FALL YEAR: _____

INITIALS: _____