

# ADMISSION, REGISTRATION and FEES

## Admission Eligibility

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

## General Admission Procedures

Students wishing to enter Cerro Coso Community College must do the following:

1. Complete and submit an enrollment application to the college Admissions and Records (A&R) Office. This application and many matriculation steps can be completed online at <http://www.cerrocoso.edu/student-services/admissions>.
2. Request official high school transcripts as well as transcripts from each college attended. Official transcripts should be sent to the Admissions and Records Office at 3000 College Heights Blvd, Ridgecrest, CA 93555.
3. Schedule an appointment to take the College Placement Examination (CPE). The CPE is required for all new students entering Cerro Coso. For dates and times, call the Cerro Coso campus nearest you.
4. Attend an Orientation Session prior to registering for classes. Appointments for orientation are made through the Counseling Center on the IWV campus or with the counseling staff at the Centers. Orientation may also be completed online at <http://www.cerrocoso.edu/student-services>.
5. Schedule a counseling appointment to review CPE results and to develop a Student Education Plan. All new students are expected to see a counselor prior to registering for classes.
6. Register for classes. Students are strongly encouraged to enroll via myBanWeb, Cerro Coso's web registration system by using the college website at <http://www.cerrocoso.edu>. Please check the schedule of classes for instructions on accessing myBanWeb, as well as for registration dates for web and on-campus registration.

For exemptions to any of the above steps, see the Matriculation Exemption Policy.

## Special Admission for K-12 Students

Students who are enrolled in K-12 programs may be admitted as Special Admission - Attending this college while still enrolled in grades K-12 upon recommendation of the school principal or designee, and with parent consent. Cerro Coso College is authorized to restrict the admission or enrollment of K-12 students based on age, completion of a specified grade level, and demonstrated eligibility for instruction using approved assessment methods and procedures adopted by the Board of Governors. After submitting a college application or update form, students must obtain a Concurrent Enrollment Form, have it appropriately filled out by their school principal or designee, secure a parent signature, and then meet with a college counselor for approval. Cerro Coso enrollment fees of \$26/unit are waived for K-12 students. Nonresident tuition will apply if the K-12 student is an international student or is not a California resident or has not lived in California for one year and one day prior to enrolling at Cerro Coso. Please see the Tuition and Fees section in this catalog. By enrolling in a college level course, the K-12 student is agreeing that he/she will be responsible for communicating with their instructors, studying at least two hours for every hour of class (minimum), turning in college level assignments complete and on time, and purchasing all textbooks within the first week of class. If the K-12 student is uncertain about carrying out any of these responsibilities, a college course may not be the best option for him/her, at this time. Please contact a college counselor if you have any questions.

## Vocational Nursing/Health Career Programs and Other Special Projects

In addition to the general requirements listed above, applicants for admission to the Vocational Nursing Program as well as the Certified Nurses Aide course must qualify on the basis of a special application. Further information and applications are available from the counseling staff.

As a result of safety considerations and facility limitations, and pursuant to standards of the Joint Commission on Accreditation of Healthcare Organizations, enrollment in Health Careers Program courses involving placement in clinical facilities is limited to those students who undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses, but are not required as a condition of enrollment in the Health Careers Programs. A student who does not remain continuously enrolled in the Health Careers Programs will be required to undergo a new criminal background check upon re-enrollment.

On occasion, the college may receive funding for a special program which also may have special admission criteria.

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

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

## California Residents

College residency status is established by one of the following conditions:

1. If the applicant is under the age of 18, his/her parents must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.
2. If the applicant is 18 but not yet 19 years of age, both the applicant and the applicant's parents must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the applicant must have resided within the State of California for 12 consecutive months and one day preceding the first day of the semester.

## Non-California Residents

An out-of-state student may be admitted to Cerro Coso Community College under the following conditions:

1. Students who are not residents of the State of California as of the day immediately preceding the first day of classes in any given semester or summer session will be required to pay an out-of-state tuition fee.

2. Active duty military and their dependents are treated as California residents for enrollment purposes.
3. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state even though such minors may have lived in the State of California for one year or more.

Non-California residents who wish to become residents of California must reside in the State for one year and one day prior to the beginning of the semester and provide evidence of intent to establish residence (e.g., driver's license, a filed state income tax, auto license, etc.).

## Hold on Records and Registration

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

## Educational Expenses and Fees

*Note: All fees and tuition charges are current as of August 2010 and subject to change pending California legislative action and/or KCCCD Board action.*

**Enrollment Fee.** California does not charge tuition for a Community College education. However, all California Community College students are charged a state-mandated enrollment fee of \$26 a unit with no cap on the fee; e.g., 10 units = \$260.00, 12 units = \$312.00, etc.

**Non-Resident Tuition.** 1. NONRESIDENT TUITION: All nonresident students will be charged out-of-state tuition at the rate of \$184 per unit. This is above the required enrollment fee. Nonresident tuition will be assessed immediately up to and including a maximum of 15 units or a total of \$2,760.00 per semester. In addition, a Capital Outlay fee of \$33.00 per unit will be charged to all nonresident students, both foreign and domestic. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

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

**Instructional/Special Materials Fees.** 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 supplied from any outside source of their choosing OR students may purchase required supplemental course materials from the college bookstore.

**Tuition and Fee Refunds.** Tuition and class enrollment fees are refunded if a student drops a course:

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

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

## 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, a replacement card can be purchased for \$3.00. This card signifies membership in the Associated Students of Cerro Coso and entitles the student to membership in the Community Discount Program and a \$5.00 gift certificate to the college bookstore. 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-line and adding it into your total balance. To receive the card, go to the Office of Student Activities or the Administrative Office at your campus.

### Online Student ASCC Cards

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

Email our Student Activities office and provide the following information:

- Photo in jpeg format (head shot please)
- Name
- Student ID# or SSN
- Term for which enrolled
- Proof of payment for ASCC card

Send the information above to:

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

Or mail to:

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

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

## Schedule Changes

Great care should be exercised when the student plans a semester's program. Students in the following categories or status should exercise caution when making class program changes that could adversely affect their eligibility: Veterans, Financial Aid, EOPS, Handicapped, Academic Probation, Intercollegiate Athletics, and High School Concurrent Enrollment.

All veteran students receiving VA educational assistance are required to immediately report all class program changes to the Counseling Center on the IWV campus or to the counseling staff at the community campuses.

**Adding Classes.** Full semester classes may be added to the student's program, subject to available class space, and with the required appropriate signatures, during the first two weeks of the semester. Requests to add classes at a later date must include a written explanation of extenuating circumstances and are subject to review and approval.

**WAITLIST.** The electronic waitlist feature replaces instructor-signed "add-slips" and allows students to be placed on a waitlist when registering if the class is full. It also moves waitlisted students into a class when seats become available. **Drop for Non-payment.** Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees ten (10) days after the date they registered for the particular course(s). After the last day of open registration, students will not be dropped for non-payment of enrollment fees; however, these students will have a hold placed on their transcripts, grades, diplomas and registration privileges until their enrollment fees are paid. Any account balance older than 120 days may be subject to the collections process. Non-attendance or non-payment does not release students from their responsibility and may result in failing grades being awarded.

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

Courses dropped prior to the fifth week or first 30% of the term will not be included as part of the student's permanent record. For courses dropped from the fifth week to the withdrawal deadline date, a "W" will be recorded. After the withdrawal deadline, a grade symbol other than a "W" will be recorded. It is not appropriate to use an "I" (incomplete) as a withdrawal grade.

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

It is the student's responsibility to drop courses prior to the 10% date of enrolled courses and to apply for a refund.

It is the student's responsibility to drop courses prior to the 30% date of enrolled courses in order to avoid notation of the courses on the student's permanent record.

It is the student's responsibility to withdraw from courses prior to the 60% date to receive a "W" in these courses and to avoid substandard grades on the student's permanent record.

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may, at their discretion drop a student without consultation with the student when un-excused absences number the equivalent of two weeks or exceed 10% of the total hours of the course. Under these circumstances, this instructor-initiated drop can occur up to the 10th week of the semester or the 60% date of the course. No student may be dropped from any course after the 10th week of a course; after the 10th week the student will be assigned the appropriate letter grade.

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

Official withdrawal from a class is accomplished by completing and submitting a course withdrawal form to the Office of Admissions and Records, myBanWeb, or appropriate site location. **Simply ceasing to attend a class does not constitute withdrawal.**

**Onsite students MUST show up on the first day of class if you are registered for the class or if you are on the waitlist. If you DO NOT attend the first class meeting, you will be DROPPED from the class or the waitlist.**

**Online students who are registered for an online class MUST login by 8:00 pm on the second day of an online class or they will be DROPPED from class.**

**Auditing Courses.** Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Academic Affairs.

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

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

**Withdrawing from the College.** Any student leaving Cerro Coso Community College at any time after registration must be formally dismissed from the institution by using myBanWeb to drop all classes or by completing a course drop slip secured from the Office of Admissions and Records. When this has been accomplished, the student will be eligible for honorable withdrawal in good standing. "In good standing" means that student conduct has been satisfactory. It does not necessarily mean that academic progress is satisfactory.