

The student who discontinues work without formal dismissal does so at the risk of having registration privileges curtailed and recommendations to another institution or employer denied.

GRADUATION REQUIREMENTS

The Associate Degree

The California State Board of Education has authorized the Kern Community College District Board of Trustees to confer the Associate of Arts degree and the Associate of Science degree upon students receiving the recommendation of Cerro Coso Community College Faculty. The Associate of Arts degree (A.A.) is awarded primarily in the liberal arts areas and is intended for students who plan to transfer to a four-year college or university. The Associate of Science degree (A.S.) is awarded in well-defined programs in science, technical, and vocational fields of study.

A candidate for either degree must complete the requirements outlined below (1 through 6) and must file a petition at the beginning of the semester in which all requirements will be completed. An alternate plan is to complete the Intersegmental General Education Transfer Curriculum (IGETC), (1 through 6) or CSU General Education certification and a minimum of 60 transferable units.

1. **Total Units:** Satisfactory completion of a minimum of 60 Associate degree semester units.
2. **Scholarship:** A cumulative grade point average (GPA) of 2.0 ("C" average) or better in all major courses.
3. **Residence:** At least 12 of the 60 semester units must be completed at Cerro Coso Community College. Units applied to meet graduation requirements cannot include pre-collegiate basic skills courses. These courses are not degree applicable.
4. **Major:** Satisfactory completion of at least 18 semester units of study in a specific discipline or in related disciplines. Course work used to satisfy general education requirements can also be used to satisfy major field requirements. All major courses must be completed with a "C" or better.
 - a. Associate of Arts degree: a general education major consisting of a program of study intended primarily to prepare the student for transfer to a four-year institution.
 - b. Associate of Science degree: a science or occupational/career major consisting of a program of 18 or more units of designated courses representing a single area of concentration.
5. **Minimum Proficiencies for Graduation:** All associate degree students must meet required levels of proficiency standards in the areas of writing, reading, and mathematics for graduation from Cerro Coso Community College. Levels are determined by the multiple measures assessment process in which a student meets with a counselor and discusses the results of the placement test as well as other factors including other college coursework, high school grades, and relevant work experience. During the first semester of enrollment, students should begin to take courses which will lead to the required level of proficiency and continue in such courses until Level 1 is attained. Required course work on each level must be successfully completed with a grade of "C" or better before moving to the next highest level (see charts on pages 32 and 33). The levels of proficiency in each area are outlined below.

Writing - On the basis of writing level attained through the assessment process, the courses required to reach proficiency Level 1 are as follows:

Level 1 - Minimum Standards satisfied.

Level 2 - ENGL C101 or ENGL C151 (course credit may be applied to graduation requirement in Language and Rationality)

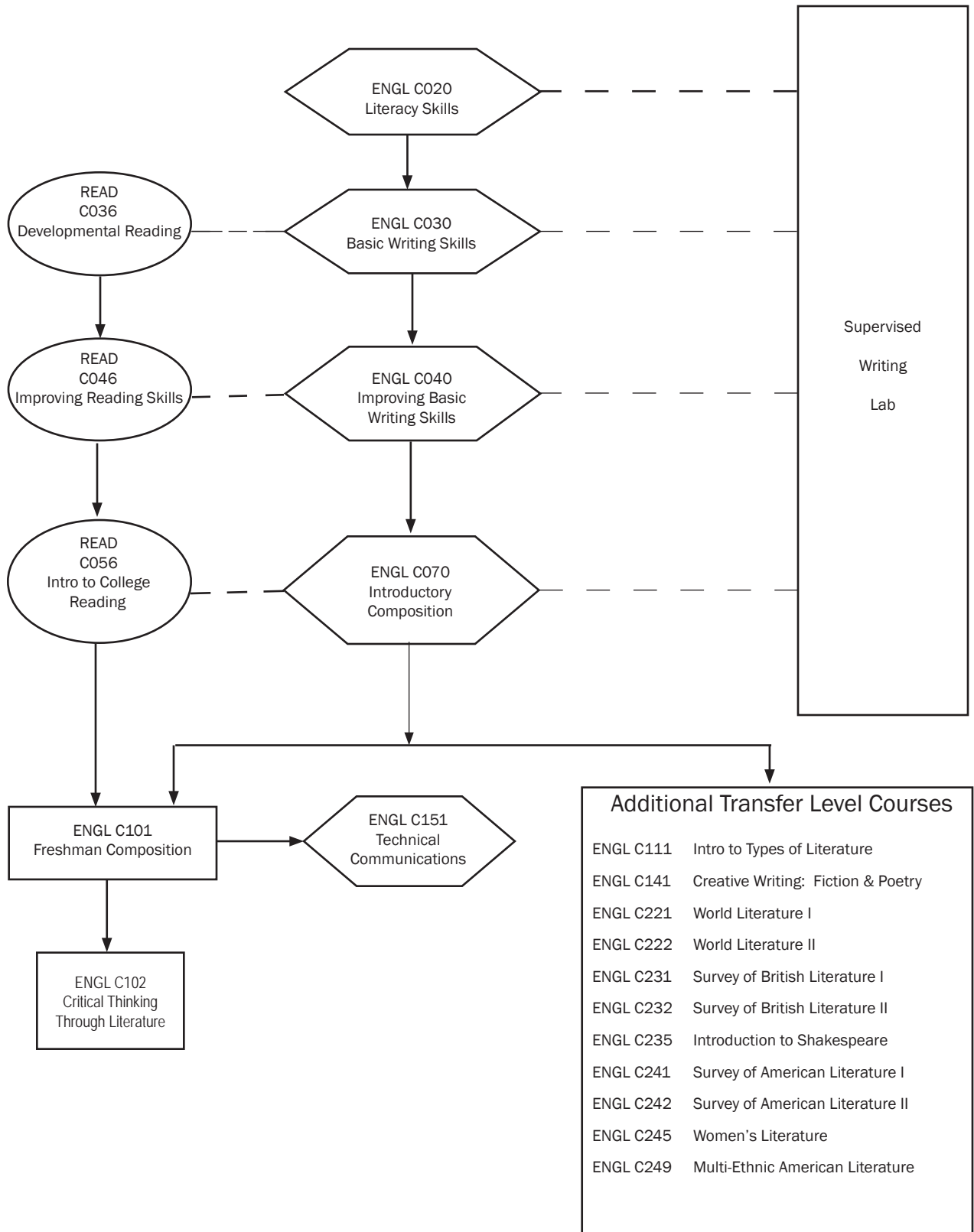
Level 3 - ENGL C070 (course credit applicable to Associate Degree as an elective)

Level 4 - ENGL C040 (course credit not applicable to Associate Degree; does not apply to graduation)

Level 5 - ENGL C030 (course credit not applicable to Associate Degree; does not apply to graduation)

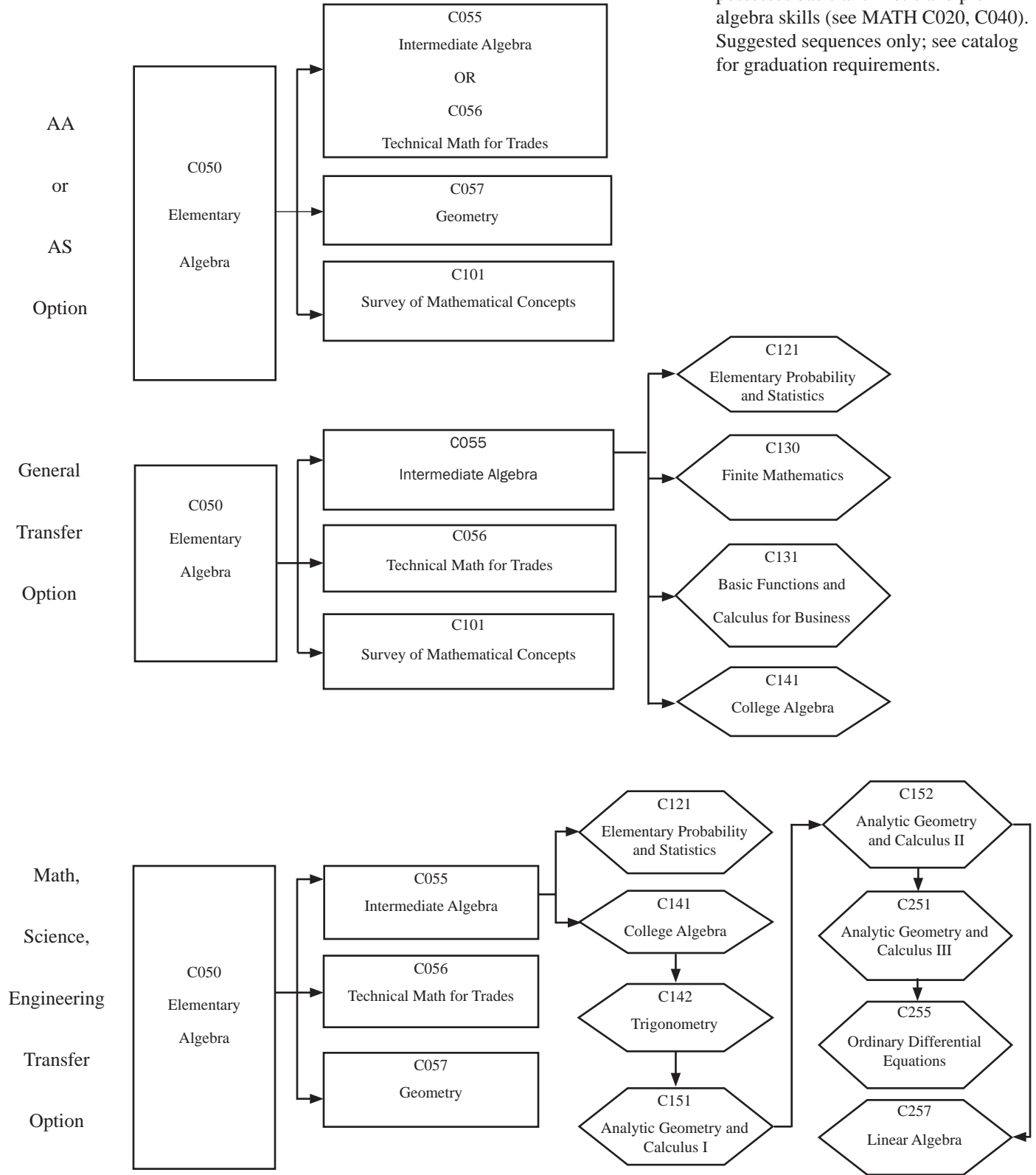
Level 6 - ENGL C020 (course credit not applicable to Associate Degree; does not apply to graduation)

English/Reading Course Sequences



Mathematics Course Sequences

NOTE: All flow charts assume student possesses basic arithmetic and pre-algebra skills (see MATH C020, C040). Suggested sequences only; see catalog for graduation requirements.



Reading - On the basis of reading level attained through the assessment process, the courses required to reach proficiency Level 1 are as follows:

- Level 1 - Minimum standards satisfied. No reading course required.
- Level 2 - READ C056 (course credit applicable to Associate Degree as an elective)
- Level 3 - READ C046 (course credit not applicable to an Associate Degree; does not apply to graduation)
- Level 4 - READ C036 (course credit not applicable to an Associate Degree; does not apply to graduation)

Mathematics - On the basis of the math level attained through the assessment process or completion of the second year of algebra in high school with a grade of "B" or better within the last two years, the courses required to reach proficiency Level 1 are as follows:

- Level 1 - Minimum standards satisfied. No math course required.
- Level 2 - MATH C055, C056, C057, C101 or complete second year of high school algebra with a "B" or higher taken within the last two years
- Level 3 - MATH C050
- Level 4 - MATH C040 (course credit not applicable to an Associate Degree; does not apply to graduation)
- Level 5 - MATH C020 (course credit not applicable to an Associate Degree; does not apply to graduation)

Experience in Advanced Mathematics: Student must have an official record of a grade of "C" or better in course with a prerequisite of MATH C050 prerequisite or higher, such as MATH C055, Math C056, MATH C057 or MATH C101, or equivalent from another college, or a grade of "B" or better in both semesters of second year college preparatory algebra or geometry in high school taken within the last 2 years, or an appropriate score on the Intermediate Algebra placement test.

6. **General Education:** Complete the following General Education pattern. Courses used to satisfy the general education requirements may be credit toward the minimum number of units (18) required in the major.

GENERAL EDUCATION REQUIREMENTS:

CERRO COSO COMMUNITY COLLEGE
GENERAL EDUCATION REQUIREMENTS-AA/AS DEGREE

2010-2011 CATALOG YEAR
ENROLLMENT BEGAN FALL 2010, SPRING 2011, OR SUMMER 2011

NAME: _____ **STUDENT ID:@** _____ **MAJOR** _____

Minimum Proficiency Requirement:		
Writing:	Reading:	Math:
____ Minimum Standard Met	____ Minimum Standard Met	____ Minimum Standard Met
____ English C101, C151, MA C125	____ Reading C056	____ Math C055, C056, C057, C101 or 2 yrs HS Algebra
____ English C070	____ Reading C046**	Or Geom. With a "B" or better-within last 2 yrs.
____ English C040**	____ Reading C036**	____ Math C050 or C051+ C052
____ English C030**		____ Math C040**
____ English C020**		____ Math C020**
____ # Units Needed	____ # Units Needed	____ # Units Needed
**Does not apply to graduation		

<p>AREA 1: NATURAL SCIENCE (Choose one of the following two options): OPTION I: Two courses/minimum 6 units; at least on e course from each area (life and physical science). OPTION II: One course/minimum 4 units; lecture with corresponding lab from either area (life or physical science).</p> <p>Life Sciences: AGRI C102; ANTH C121; BIOL C101, C102 (L), C105 (L), C111 (L), C112 (L), C115 (L), C121, C122 (L), C131, C133, C138, C141, C142 (L), C251 (L), C255 (L), C261 (L)</p> <p>Physical Sciences: CHEM C100, C101 (L), C111 (L), C122 (L); GEOG C101, C102 (L), C111 (L); GEOL C111 (L), C121, C131; PHSC C101, C102 (L), C111, C112 (L), C121, C122 (L), C125 (L), C131, C132 (L), C141, C142 (L), C145 (L); PHYS C111 (L)</p> <p>Course from Other College: _____ AP: _____</p>	COMPLETE	IN PROGRESS	AREA COMPLETE
<p>AREA 2: SOCIAL & BEHAVIORAL SCIENCES-Two courses/min. 6 units/each course from different subgroup.</p> <p>Social: ANTH C111, C121, C131; CHDV C101, C104, C105, C106, C115; GEOG C121, C131; PSYC C071, C101, C102, C114, C211, C241, C251, C261, C271; SOSOC C074; SOCI C101, C131 (D)</p> <p>Econ & Political: ECON C101, C102, C103; POLS C101, C102, C204</p> <p>Historical: HIST C103, C103H, C104, 104H, C131, C132, C216, C218, C224</p> <p>Interdis. Studies: FILM/SPAN C211; INST C111, C201 (D), C207; INST/SOCI C210 (D), C220 (D)</p> <p>Ethnic Studies: ANTH C211 (D); HIST C209 (D), C226 (D); SOCI C121 (D)</p> <p>Course from Other College: _____ AP: _____</p>	COMPLETE	IN PROGRESS	AREA COMPLETE
<p>AREA 3: HUMANITIES-Two courses/min. 6 units/each course from different subgroup.</p> <p>Active Particip.: ART C111, C115, C121, C125, C126, C131, C141, C151, C161, C165, C166, C231, C241, C242; MUSC 121, C122, C123, C124, C126, C127, C131, C132, C151, C152, C161, C162, C226, C261, C262; THEA C105, C111, C112, C118, C121, C126, C131, C140, C145, C211, C212, C230, C241; ENGL C141, C142, C144</p> <p>Arts: ART C101 (D), C105, C106, C191; MUSC C101, C105, C106, C118, C173 (D), C181, C183, C281, C282; THEA C101, C103</p> <p>Literature: ENGL C102, C102H, C111, C221, C221H, C222, C222H, C231, C232, C235, C241, C242, C245 (D), C249 (D); SPAN C282</p> <p>Philosophy: PHIL C101, C141, C161, C162, C163, C201, C215; PHIL/INST C205</p> <p>Foreign Lang.: ARAB C101, ASL C101, C102; FARS C101; FREN C101, C102, C201, C202; LATN C101, C102, C201, C202; RUSS C101, C102; SPAN C100, C101, C102, C150, C154, C171, C201, C202, C250, C252, C254, C281</p> <p>Interdis. Studies: FILM/SPAN C211 (D); INST C111, C201 (D), C207, C220 (D); INST/SOCI C210 (D); SOCI C220 (D)</p> <p>Course from Other College: _____ AP: _____</p>	COMPLETE	IN PROGRESS	AREA COMPLETE
<p>AREA 4: LANGUAGE & RATIONALITY-Two courses/min. 6 units/one course from each group-"C" or better.</p> <p>English Comp.: ENGL C101, C151; MA C125</p> <p>Analytical Think.: ENGL C102; MATH C055, C056, C057, C101, C121, C130, C131, C141, C142, C151, C257; PHIL/INST C205; PSYC C221</p> <p>Course from Other College: _____ AP: _____</p>	COMPLETE	IN PROGRESS	AREA COMPLETE
<p>AREA 5: INFORMATION COMPETENCY-One course/minimum 1 unit OR pass IC Proficiency Exam.</p> <p>Information Comp.: LIT C075; IC C075 PROFICIENCY EXAM-DATE PASSED: _____</p> <p>Course from Other College: _____ AP: _____</p>	COMPLETE	IN PROGRESS	AREA COMPLETE

GRADUATION EVALUATION

It is the student's responsibility to meet with a counselor to request a Graduation Evaluation and Petition to Graduate *during the semester that they plan to finish their degree requirements.*

Official transcripts of any coursework completed at an institution other than Cerro Coso must be on file prior to completion of a Graduation Evaluation.

****NOTE: These are NOT the general education requirements for transfer. If you plan to transfer to a four-year institution, please contact a counselor.***

RECOMMENDED COMPUTER COMPETENCIES

On the basis of computer competency attained through successful completion of CSCI C070 or through personal experience, students must have basic proficiency in computer competency for many courses at the College. These skills consist of the following:

- Perform computer start up and shut down procedures correctly.
- Use computer input and output devices, such as the keyboard, mouse, stylus, trackball, or printer with proficiency.
- Access and manage login accounts and documents effectively, including downloading, creating, naming, retrieving, and decompressing files and folders with an awareness of file size, location of saved files and folders, and available space on storage media and a clear distinction between various campus, email, and course login accounts.
- Perform editing tasks, such as copying, cutting, and pasting of content and applying spell checking.
- Send an outgoing e-mail with an attachment, and open an incoming e-mail and its attachment.
- Search and navigate the Internet and other types of media and environments easily.
- Be aware of the need to evaluate Internet content for relevance, authenticity, authority, and currency.

CATALOG RIGHTS

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the College catalog in effect at the time of initial enrollment; or (b) any set of revised degree requirements published in a subsequent Cerro Coso catalog. Students graduating more than five (5) academic years after initial enrollment must adhere to the specific degree requirements in effect in any Cerro Coso catalog within the five-year period prior to the students' graduation. To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more semesters) during the five (5) year period.

Continuous attendance means no more than a one semester absence within an academic year, meaning that the student must enroll in at least one semester of each calendar year. Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment. Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years. Students should contact counseling to petition for an exception based on an approved educational leave. If continuous enrollment is broken, the student must adhere to the graduation requirements in effect at the time continuous enrollment is re-established and maintained.

Catalog rights apply only to Cerro Coso graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

ADDITIONAL ASSOCIATE DEGREES

Students who hold one Associate degree may qualify for another degree under the conditions that they:

1. Complete all current graduation general education requirements, either through acceptance of previous college credits or by additional course work, and

2. Complete all required major field courses in a recognized general major or occupational/career program as outlined in this catalog. If a student meets the foregoing prerequisites, a second degree may be awarded upon completion of a minimum of 18 units subsequent to the completion of the requirements for the previous degree.

**Two degrees may be awarded to a student within the same semester if all requirements for both degrees are completed within that same semester.

Note: A.A. degree graduates from the Community College of the Air Force (CCAF) are eligible to earn an A.A. degree from Cerro Coso.

COUNSELING

The college counseling staff provides assistance to each student in planning an academic program of studies for graduation, for transfer, or for personal interest. The rapid changes in requirements and prerequisites for institutions and careers make continuing guidance a necessary part of students' academic lives. All students are encouraged to define educational objectives and plan how to achieve them.

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 are available for assistance before and during each semester on a drop-in or appointment basis for both day and evening students.

Call your local Counseling Center to arrange to meet with a counselor or educational advisor. Assistance is also available online at <http://www.cerrocoso.edu/student-services/counseling>.

- IWV (Ridgecrest) (760) 384-6219
- KRV (Lake Isabella) (760) 379-5501
- SOK (Edwards AFB) (661) 258-8644
- ESCC (Bishop) (760) 872-1565
- ESCC (Mammoth Lakes) (760) 934-2875
- Online (760) 384-6219

	Regular Semester	Summer Session
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

The Study Loads apply for full semester length classes only. For short-term classes, see a counselor.

STUDENT SUPPORT SERVICES

New Student Orientation

An orientation program is presented for new students. Information concerning the college's responsibility to the student, the student's responsibility to the college and all areas of student support services are discussed. Orientation programs are informational sessions designed to acquaint students with academic procedures and campus activities, to introduce college staff members, and to outline areas in which students may participate in the college community. Orientation sessions are held throughout the year in conjunction with placement testing or can be completed online at <http://www.cerrocoso.edu/studentsservices>.

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IWV (Ridgecrest)	(760) 384-6219
KRV (Lake Isabella)	(760) 379-5501
SOK (Edwards AFB)	(661) 258-8644
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Online	(760) 384-6219

Transfer Center

The Transfer Center is available to assist students in making their transition to a four-year college or university a successful one. Among the many services available to students are CSU/UC application workshops, on-campus visits by university representatives, visits to university campuses, articulation information, and agreements with colleges and universities. At the educational centers, this information can be acquired from the counseling staff.

Testing/Assessment Services

Cerro Coso provides testing and assessment services to students for the purpose of evaluating academic potential, determining career or occupational interests, and measuring general or specific aptitudes. A College Placement Examination (CPE) is administered to incoming students and the scores are used to assist students in appropriate course selection and to determine if minimum proficiencies in writing, reading and mathematics have been met.

Students may be referred for individual or group testing by counselors, instructors, or other qualified staff, or agencies. A college counselor will assist students in the interpretation and application of their test scores.

Other LAC services include test administration services for CLEP examinations and proctoring of exams from other institutions. Additional information for specific tests and examination procedures is available in the Learning Assistance Center at the IWV campus or from the college office at the other educational centers.

Career Planning/Placement Services

Career Planning/Placement Services assist individuals in making career decisions. These services, located in the Counseling Center, are open to all students and visitors from the community and include computerized career information and search programs, a career information library, occupational interest inventories, individual counseling and classes in career planning. The Cerro Coso Job Development Specialist is available for information relating to job seeking skills, interview and resume writing techniques, and current employment opportunities. Appointments are available with the Job Development Specialist in the Career and Transfer Center at the IWV campus or by calling (760) 384-6276 or by going to <http://www.cerrocoso.edu/studentervices> and selecting "Career Center".

Financial Aid

The primary purpose of the financial aid program at Cerro Coso Community College is to provide assistance to students who, without such aid, would be unable to attend college. The program is administered in accordance with a nationwide policy and philosophy of financial aid for education. Parent loans, state and federal grants, and student jobs are available to students. Through the generous contributions of various individuals and groups in the community, other short term loans and grants are also available. These funds are awarded in the form of scholarships or short term loans on the basis of need and academic performance.

Cerro Coso Community College Title IV School Code: 010111

How to Apply for Financial Aid. All students who wish to participate in federal or state financial assistance programs must adhere to the following procedures:

Step 1 - The Financial Aid Application

Fill out the Free Application for Federal Student Aid (FAFSA) or Renewal Application at FAFSA on the Web every year. You will receive a Student Aid Report from the U. S. Department of Education and so will each school that you listed on your FAFSA. The Cerro Coso Community College Title IV school code (010111) must be listed on your FAFSA. Apply online at <http://www.fafsa.ed.gov>.

Step 2 - The Missing Information Letter

Cerro Coso Community College Financial Aid and Scholarships Office will receive your information electronically from the Federal Processing Center and you will receive a missing document/verification request letter. All students are required to complete a Financial Aid Terms of Agreement and Satisfactory Academic Progress Requirements and:

- Read the Financial Aid Terms of Agreement and Satisfactory Academic Progress (SAP) Requirements.
- Ask questions if you do not understand any of the forms and documents prior to signing.
- Return only the requested forms and/or documents and verifications as soon as possible to the Cerro Coso Community College
- Financial Aid and Scholarships Office.

Step 3 - The Verification Process

The Federal Processing Center randomly selects 30% of the financial aid applications for a process called verification. Please understand that during the verification process, it may result in a request for additional documents or clarification of your original FAFSA information. If the result is a change to your Expected Family Contribution (EFC), a correction will be submitted to the Department of Education for further processing.

Step 4 - Satisfactory Progress

A student that applies for financial aid will be reviewed to determine if he/she is maintaining Satisfactory Academic Progress (SAP). To meet SAP, a student must achieve a cumulative Grade Point Average (GPA) of 2.0 or better and complete 67% of all units attempted prior to attempting a total of 90 cumulative units. In addition, a student must be following their Student Educational Plan (SEP) approved by a Cerro Coso Community College Counselor.

Step 5 - The Award Notification Letter

An award letter stating how much you are entitled to based on full-time enrollment will be mailed to you. If you are not eligible, you will receive an explanation of why you are not eligible.

Step 6 – Financial Aid Check Disbursements

Check disbursements are twice a semester, once at the start of the semester and during the middle of the semester. Notify staff at the Counseling Center at the IWV campus or the counseling staff at the community campuses immediately of any changes in enrollment status. This includes all changes in class programs during each term of attendance.

Financial Aid Programs

The Financial Aid Office has specific details on the many programs available to students. Below is a brief description of the various sources of financial aid available to students.

Student Employment. The college and the Associated Students provide a limited number of part-time jobs for currently enrolled students. Applicants must complete and submit an "Application For Student Employment" to the Financial Aid Office on the IWV campus.

Federal College Work Study. This is a federally-funded program which provides part-time employment for students from low-income families. To be eligible, the student must apply for financial aid, show financial need, and be a citizen or permanent resident of the United States.

Cerro Coso Community College Work Study. This is an institutional funded program which provides part-time employment for students. To be eligible, the student must apply for financial aid and submit a Cerro Coso Community College Work Study application packet.

Pell Grant. This is a federal program designed to provide financial assistance for students attending post-high school educational institutions. Students who are enrolled and are U.S. citizens or are permanent residents are eligible to apply.

Academic Competitiveness Grant (ACG). The Academic Competitiveness Grant (ACG) is a federal program that provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. Students must be Pell Grant recipients who are enrolled in full-time status and are U.S. citizens. Recent high school graduates must have successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The ACGT award is in addition to the student's Pell Grant award.

Supplemental Educational Opportunity Grant. The SEOG Program is available to a limited number of students who require grants in order to go to college. Funds are awarded on a "first-come, first-served" basis.

CARE Grants. These are grants designed to assist low-income individuals, who also meet certain educational criteria. Funding for this program is provided through the State of California.

Board of Governors Waiver. The Board of Governors Waiver (BOGW) is a state-funded program designed to assist students who are California residents in meeting the cost of the enrollment fee charged at California community colleges.

Bureau of Indian Affairs Grant. The Bureau of Indian Affairs (BIA) provides financial assistance to Native American students who enroll in full-time college programs. In order to qualify, a student must be at least one-fourth American Indian, Eskimo or Aluet. Those who believe that they qualify should contact the appropriate BIA area or agency office maintaining tribal records.

CAL Grant. The State of California sponsors the following scholarships under the Cal Grant Program:

Cal Grant A provides tuition for students from low- and middle-income families with financial need and academic ability. Cal Grant A recipients who attend a California community college will have their awards put on reserve until such time as they transfer to a 4-year college or university.

Cal Grant B is intended to aid high potential students from low-income families. The student must be enrolled in a course of study which lasts at least nine months and be taking at least six units of course work.

Cal Grant C is to help students from low and middle income families to attend vocational programs and schools. Students may apply if enrolled in vocational programs or designated manpower shortage occupations if such programs last between four months and two years.

A student can receive only one Cal Grant award.

Parent Loans for Undergraduate Students (PLUS). To qualify for a PLUS loan, you must meet the requirements for federal financial aid. Your parents must also meet some of these general requirements. The PLUS loan has its own separate application and Promissory Note, and parents must pass a credit check. The interest rate on PLUS loans is variable with a cap of 9%. Interest begins to accrue immediately, and repayment starts within 60 days of the disbursement for the school year.

Short-Term Emergency Loans. Small short-term, no interest loans are available to eligible students for emergency purposes throughout the year. This loan fund is maintained through donations from the Associated Students of Cerro Coso, the Fire Mountain Foundation, and various community clubs and organizations.

Scholarship and Grants. Community individuals and organizations have contributed monies to develop various college scholarships and grants. Please visit the Cerro Coso Community College Financial Aid website link for more information on applying for scholarships and grants.

All Financial aid students will need to determine which one of these 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 (7-10 business days depending on your bank)

Paper check mailed to you (up to 21 days)

Do you sign up? Go to the CCCC web site <http://www.cerrocoso.edu> and click on the "Coyote Card" button on the homepage. It's simple and if you have any questions, call (661) 833-7788 or (800) 221-3311, ext. 7788.

Veterans' Services

Cerro Coso Community College (CCCC) maintains a full-time program of Veterans' Services to assist veteran students and their dependents. The Veterans' Representative (located at the IWV campus) is available to work with and assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled. This

endeavor also includes the assisting in the receiving of tuition assistance for California veterans through the California Department of Veteran Affairs.

All veterans and dependents who wish to receive Montgomery GI Bill (MGIB) or the post-9/11[VA] educational benefits must adhere to the following procedures:

1. File an application for eligibility by filing online through the following website: <http://www.gibill.va.gov>. Veterans should fill out an application (22-1990) and dependents should fill out a 22-5490. These forms are found on the above-mentioned website under GI Bill links -- then apply for the GI Bill.
2. The successful application will result in a Certificate of Eligibility issued by the regional office in Muskogee, Oklahoma.
3. This certificate should be brought to the veterans' representative, located at the college, to become part of the veteran/student master file.
4. Concurrently with this application process, the veteran student must work with a college counselor to select a specific educational objective that may be realistically pursued at CCCC. This must be done each semester that they are in school. Develop a professional relationship with this counselor and use their knowledge and networking capacity to improve your educational chances.
5. Request that copies of transcripts of work completed at other collegiate institutions, if any, be sent directly to CCCC Admissions and Records (A&R) Office. Training classes taken while in the military must be sent to the counseling department at CCCC for review and possible inclusion of allowable units.
6. After your counseling session, your counselor will fill out a Veterans Class Program Approval that is forwarded to the VA Representative (located at the IWV campus). The veteran/dependent's registration in the college, together with this program approval signifies that the veteran/dependent will be certified to the VA, in order to receive cash educational benefits.
7. Notify the A&R office at your campus location immediately of any changes in address or enrollment status; this includes all changes in class programs during each term of attendance.
8. Special care must be taken when selecting which VA program to pursue. The MGIB (Chapter 30) pays a stipend based on the number of units that the VA student is taking. The Post 9/11 (Chapter 33) will pay tuition reimbursement, a housing allowance (at Ridgecrest, CA rates), and a book stipend. Students should contact the Veterans' Representative at the IWV campus for clarification regarding Veterans' educational benefits.

ATTENTION ALL MALE STUDENTS: *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.*

Special Services Program

The Special Services Program offers assistance and services to all students who have special needs because of economic, educational, physical, communication or learning disabilities. The goal of the program is to provide each student with the maximum opportunity for a successful and satisfying learning experience.

Services provided include: academic, career, and personal counseling; diagnostic testing; book vouchers; bus passes; interpreting; test-taking; reading and note-taking services; use of special equipment; mobility assistance; peer mentoring, tutorial and learning assistance; taped book assistance; alternative media; leadership and social activities; transition services for school and job. Not all services may be available at all sites. Please consult staff.

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

Disabled Student Programs and Services (DSPS). The Disabled Student Program and Services provides assistance for students with various types of disabilities (visual and hearing impairments; speech and communication problems; physical and brain injuries; learning disabilities; psychological problems, etc.) as well as for persons referred for training by rehabilitation agencies.

Learning Skills Program. A part of DSPS is the Learning Skills Program. It offers individualized assessment, coping strategies, academic accommodations, instruction, and services to eligible learning disabled and other students with special needs. The college has approved a policy for students with learning disabilities that allows extended time for testing, oral testing, e-text, readers, note takers, and other such services. In some cases, certain academic requirements may be waived based on a thorough assessment conducted by the Learning Disabilities Specialist and college staff. A High Tech Center (HTC) is equipped with adaptive computerized equipment and software and is available for students with special needs.

Extended Opportunities Programs and Services (EOPS). The EOPS Program is specially 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.

EOPS is designed to accomplish the goals of helping to retain full-time students for further academic study, training students for employment and providing supportive services so that each student receives the maximum opportunity to succeed. Supportive services include tutoring, peer mentoring, advising, career and professional guidance, grants and part-time employment.

Cooperative Agencies Resources for Education (CARE). Included as a part of EOPS, CARE is a program designed to enhance educational opportunities for single parents, head of household TANF recipients who seek to enhance their employability, minimize their welfare dependence, and establish economic self-sufficiency through enrollment in an educational program.

For further information on any aspect of the Special Services Program, contact the Counseling Center at the IWV campus or the college office at other sites.

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 aides 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 Vice President of Student Services.

CalWORKs Program. The CalWORKs Program is designed to provide participants with quality education programs and employment training experiences that lead to economic self-sufficiency. This is accomplished by offering work/study positions, child care referral, career counseling, through coordinating with local Social Service agencies. Any student enrolled at Cerro Coso Community College, receiving AFDC/TANF benefits, who is 18 years old, and in good academic standing is eligible to participate in the program.

Learning Assistance Center (LAC)

The LAC, located on the second floor of the Learning Resource Center at the Indian Wells Valley campus, provides a variety of instructional support services for students enrolled in academic and vocational courses: tutorial assistance for all courses offered through the college, make-up testing (if permitted by the course instructor) for students unable to take exams during class time and computerized instruction for students needing assistance with English and Math. Self-paced, individualized labs for GED preparation are also available to students who need to brush up on their skills.

A program of computer-assisted language instruction is available to English-as-a-Second-Language (ENSL) students. Students can practice reading, writing, speaking and listening skills.

Other LAC services include test administration services for CLEP examinations and proctoring of exams from other institutions.

Learning Resource Center (LRC)

The LRC assists students and faculty with print, non-print, and online resources in support of instructional and educational goals. Unless otherwise posted, the LRC is open Monday through Friday, and consists of the Library, LAC, High Tech/Alternative Media Center, instructional classrooms, and a virtual branch of the Kern County Law Library.

Print, non-print, and e-book collections can be searched in Horizon, the LRC's online catalog. Online, full text periodical, newspaper, and reference resources are available at all Cerro Coso sites and by remote access to current students, faculty, and staff.

The LRC web page, <http://www.cerrocoso.edu/lrc>, offers students and other internet users information about the LRC services and staff.

Child Development Center

Cerro Coso Community College offers three (3) Child Development Centers/Lab Schools in Ridgecrest and in California City. The Child Development Centers/Lab Schools provide care and developmentally appropriate experiences for infants, toddlers and preschool-age children in full-day, full-year programs. We also offer a part-day, part-year program for 3-5 year old children. Child Development programs are open to all families. Children of working parents or college students may qualify for state subsidized child care according to family income and size.

The Child Development Centers/Lab Schools also provide high quality programs where adult, Child Development students can work directly with infants, toddlers and/or preschool-age children to apply the theory learned in Child Development classes to real life experience working with children.

Students seeking to enroll in Child Development Laboratory courses that require the student to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).

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; to assist with the delivery of services which will facilitate the completion of educational goals; and to provide students with an organization through which they may have self-governance and participate in co-curricular and extracurricular activities.

The Associated Students of Cerro Coso (ASCC) is the official student organization, with membership open to all students. The ASCC, through its governing body, promotes the Student Activities Program at the college. 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 annual budget.

Cerro Coso Community College students are expected to become members of the ASCC through purchase of a student identification card and validation sticker each semester at the time of registration. These funds, in turn, support the Student Activities Program which benefits the college and contributes to the welfare of all students. The Student Activities Program is also supported by funds in the District Co-Curricular Student Development Budget.

Active membership in the Associated Students qualifies an individual to hold office, to join student organizations, to be eligible for student loans, to participate in the athletic programs and to receive student discounts in the community, college bookstore and snack bar, and reduced or free admission to various on-campus and off-campus events.

Student Clubs and Organizations

Student clubs and organizations, sponsored by appropriate faculty or other staff members, may be formed when there is a worthwhile purpose and sufficient student interest is demonstrated. Information concerning organizational procedures is available in the Student Activities Office and from individual student council members.

Food Services

The Coyote Kitchen, the snack bar at the IWV campus, is located in the Student Center. The snack bar provides food services for the entire college. A variety of food items may be purchased at the Coyote Kitchen during most of the hours that classes are normally in session.

College Bookstore

The Book Nook, the college bookstore at the IWV campus, is located in the Student Center. The bookstore is normally open during most of the hours that classes are in session, both day and evening, Monday through Friday. All required textbooks, paperbacks and school supplies are available for purchase. Bookstore services are also available at the community campuses.

Athletics

Cerro Coso Community College participates in a program of intercollegiate athletics under the auspices of the California Commission on Athletics. At the IWV campus, students are afforded opportunities for competition with other community college teams in the sports of men's baseball and women's basketball. To participate in intercollegiate athletics, a student must meet the State Athletic Code eligibility requirements. Information on athletic eligibility is available from the Director of Athletics and the Vice President of Student Services at the IWV campus.

Honors Program

The Cerro Coso Community College Honors Program at the Indian Wells Valley Campus is an academically challenging, rewarding experience for students who want to develop extended knowledge in a subject area or areas and to develop enhanced analytical and critical thinking skills. Honors students take honors courses meeting transfer requirements for IGETC and CSU transfer. Each honors course has one extra hour for the students to meet in small groups for discussion and exploration of topics in greater depth than is possible in the regular course.

The Cerro Coso Honors Program has established transfer agreements with UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, Pepperdine University, Occidental College, Pitzer College, Pomona College, and San Diego State University. These transfer agreements entitle honors scholars to benefits, such as priority consideration for transfer, guaranteed housing, and scholarships. The Cerro Coso Honors Program is also a member of the Transfer Alliance Program (TAP) at UCLA, which entitles successful Cerro Coso Honors students to guaranteed priority admissions to the College of Letters and Science at UCLA.

To be accepted into the Honors Program students must have an overall 3.5 GPA in college preparatory courses in high school or an overall 3.5 in transfer-level courses and a minimum 12 transfer-level units at the college. To learn about additional avenues for eligibility for joining the Honors Program, please contact the Counseling Office at the IWV campus. To assure good standing in the Honors Program, students must maintain a 3.25 GPA in transfer

courses and participate in honors courses activities. To complete the program students must have a minimum of 16 units of honors courses, 3.25 GPA in transfer courses, and complete the necessary courses for transfer to a four-year college or university. For more information, contact the Counseling Office at the IWV campus (760) 384-6219 or visit the website, <http://academic.cerrocoso.edu/honors/>.

Phi Theta Kappa

Cerro Coso is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than \$36 million in scholarships to its members. To be eligible, students must have a minimum 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation. To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees. Contact: Christine Swiridoff, (760) 384-6312 or cswirido@cerrocoso.edu. Website: <http://www.cerrocoso.edu/campuslife/clubs/ptk/>.

Student Housing

The brand new South Gateway Student Apartments are located adjacent to the Eastern Sierra College Center's Mammoth Lakes campus and are available for single or double occupancy. These apartments, with spectacular views, are managed by the Mammoth Lakes Foundation whose mission is to support higher education and cultural enrichment in the Eastern Sierra. For more information on cost and the application process log on to <http://www.mammothstudentapartments.org> or call the Mammoth Lakes Foundation at (760) 934-3781.

No student housing facilities are available at any of the other Cerro Coso Community College campuses. A listing of possible living accommodations for students in the nearby communities may be obtained in the Counseling Center. The college, however, assumes no legal responsibility for providing or supervising off-campus housing facilities for students.

Student Insurance

Broad coverage student health and accident insurance is not carried by the college or the Kern Community College District. Students who desire individual protection may make arrangements to be included in a student group insurance policy. More information and applications are available in the Office of Student Activities or the Counseling Center at the IWV campus or from the counseling staff at the community campuses.