

**Class Schedule:** The listing of courses including hours, instructor, and room assignments to be offered each semester.

**Credit Course:** Courses for which units are granted.

**Electives:** Courses elected by the student which do not fulfill any specific requirement but provide units toward a degree.

**General Education:** Certain groups of courses required of all degree candidates regardless of their major.

**Grade Point Average (GPA):** The average of a student's grades.

**Lower Division:** The first two years of college work, i.e., freshman- and sophomore-level courses. By law, only lower division work can be offered by Cerro Coso Community College.

**Major:** A specific program of study a student plans to pursue.

**Pass/No Pass Grading:** A grading system allowing a course to be taken for a grade of P or No Pass rather than for a letter grade of A,B,C,D,F (issued beginning Spring 2009)

**Placement:** The process of advising a student to enroll into a particular course based on prerequisites, valid standardized tests, and other multiple measures.

**Prerequisite:** A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

**Repeatability:** Courses that are designed to build skills may be taken more than one time. The number of times a course may be taken, if more than once, is indicated in the course catalog description.

**Semester Unit:** In general, 54 hours of student work which can be lecture, laboratory, or a combination of both lecture and laboratory.

Graduation requires 60 semester units. Courses in this catalog are indicated in semester units and total hours of instruction.

**Student Education Plan:** A plan developed for each student which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them. These plans are to be on file in the Counseling Center.

**Transcript:** A copy of a student's college record prepared by the Admissions and Records Office.

**Upper Division:** The last two years of college work, i.e., junior- and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Cerro Coso Community College.

## MATRICULATION

### Student Rights and Responsibilities

The matriculation program at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and to provide support services to help them to achieve these goals. Students eligible for matriculation will be provided an evaluation of basic skills, orientation, counseling, and completion of an educational plan and follow-up services. All first time college students should complete Assessment, Orientation and Counseling prior to registering for classes.

Cerro Coso has as its basic role in the Matriculation Program the responsibility to develop an efficient process to encourage student participation in college services, programs and learning experiences that will aid in achievement 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., A.A./A.S. degrees, 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.
- ◆ Provide for assessment of your skills in conjunction with counseling/advisement.
- ◆ Provide assessment for 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 nonexempt 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, and counseling/advisement.
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  
Matriculation Coordinator

## Matriculation Status

Students shall be required to complete Assessment, Orientation, Counseling and a Student Education Plan (SEP) at Cerro Coso prior to enrolling in order to be a fully-matriculated student.

1. The student is also considered matriculated if the student has an associate degree or higher.
2. The student is exempt from assessment upon satisfactory completion of course work equivalent to college level English or college level math.
3. The Vice President of Student Services or designee may, upon appeal, exempt students for circumstances not covered by this policy from participation in these services.

All students are welcome to participate in Assessment, Orientation, Counseling and completion of a SEP. The procedures designed under the Matriculation Program are not intended to exclude any student from available college services.

Note that students who have fully matriculated are given priority registration status.

## Course Requisites: Prerequisites, Co-requisites, and Advisories

Complete course prerequisites, co-requisites, and advisories are listed in the course descriptions. These requirements are intended to ensure students a reasonable chance of success. For more information please contact the Counseling Center.

**Prerequisite** is 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.

**Co-requisite** is a course or courses students are required to take simultaneously in order to enroll in another course. Co-requisites represents 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 grade of "C" or better in the course requiring the co-requisite.

**Advisory** is 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 co-requisite 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 co-requisite on one or more of the following grounds:

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

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

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 Matriculation Coordinator, prior to the student's enrollment in the challenged course.

The Matriculation Coordinator, in collaboration with the appropriate faculty shall resolve challenges within five (5) school days of the receipt of the challenge.

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://www.cerrocoso.edu/prerequisite.htm>.

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

Credit earned from other accredited institutions may be transferred to Cerro Coso upon admission. Students will provide official transcripts in a sealed envelope from the institution. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at CCCC, transcripts from other institutions will be purged from the student's record. Students planning to graduate or transfer with certification from CCCC, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to CCCC. Transcripts from all previously attended colleges are to be mailed in a sealed envelope directly to Cerro Coso Community College, attention Office of Admissions and Records. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at Cerro Coso Community College, transcripts from other institutions will be purged from the student's record. Students planning to complete a certificate, graduate, or transfer from Cerro Coso Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to CCCC. Transcripts should be sent to:

Cerro Coso Community College  
Admissions and Records Office  
3000 College Heights Blvd  
Ridgecrest, CA 93555

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus or online at <http://www.cerrocoso.edu/student-services/counseling>.

## **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 2005, 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.

Completion rate: 17.30%  
Transfer rate: 21.11%

For 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>.