

# Admission and Registration

## OPEN ENROLLMENT

It is the policy of Cabrillo College that, unless specifically exempted by statute, every course, course section, or class that is reported for state apportionment, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites and selection procedures as may be established pursuant to Title 5 of the California Administrative Code, commencing with Section 55200.

## ADMISSION REQUIREMENTS

### High School Graduates

Any high school graduate or person with a GED or high school equivalent certificate will be admitted to Cabrillo College.

### Non-High School Graduates

A person 18 years of age or older who is not a high school graduate will be admitted to the College to pursue general education or to enroll in a specialized vocational program. A student may prepare for transfer to a four-year college or university without the high school diploma. All non-high school graduates should request special counseling from the Counseling Division.

### Admission of Minor Students Without High School Diplomas

The Cabrillo College Governing Board may authorize the enrollment of a limited number of eligible minor students each term on a space available basis, who the Board determines would benefit from the educational enrichment opportunities of advanced scholastic or vocational work (courses numbered in the 200 series are not advanced scholastic or vocational courses). It is the intent of the Board to consider the enrollment of eligible minor students in compliance with the district priority admission mandates outlined in Education Code Section 76000 and in the district's fulfillment of its educational mission. Further, the Board may only authorize the acceptance of eligible minor students, when the work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the College.

These students will receive Cabrillo College credit and their grades will be sent to their high schools.

Concurrent enrollment procedures for high school students: Students whose age or class level is equal to grades 9-12 may register at Cabrillo College for credit courses, as special part-time, full-time, or summer session students.

### I. Special Part-Time Student (six units or less)

Enrolled in a public or private high school and must meet each of the following criteria:

1. Written parental or guardian consent, with emergency notification information.
2. Written high school Principal (or designee specified by the Principal) recommendation, consent, and verification that the student:
  - a. has the maturity and skill level needed to attend a college;
  - b. has not failed this course in high school;
  - c. has taken advantage of all the opportunities to enroll in equivalent course(s) at his or her school of attendance. If the high school does not offer the course(s), identify availability to student within the district.
3. Skill level assessment through Cabrillo College assessment process for students from unaccredited private schools or for students taking an English or math course. For other courses without a math or English prerequisite, assessment is recommended.
4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board, which authorizes the Superintendent/President (or designee) to make such judgments.
5. Attend classes for at least a minimum day at his or her school, or in accordance with the high school's policy.
6. If released from a home school, independent study program, or Charter School, the signature of the appropriate district representative is needed.
7. Written approval of a Cabrillo College counselor for students in unaccredited private high schools.

### II. Special Full-Time Student (more than six units)

Enrolled in and/or released from a public or private high school and must meet each of the following criteria:

1. Written parental or guardian consent, with emergency notification information.
2. Written high school Principal recommendation, consent, and verification that the student:
  - a. has the maturity and skill level needed to attend a college;
  - b. has not failed the courses in high school;
  - c. has taken advantage of all the opportunities to enroll in equivalent courses at his or her school of attendance. If the high school does not offer the courses, identify availability to student within the district.

3. Skill level assessment through Cabrillo College assessment process. Assessment is required for any student taking a total of more than six units.
4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board, which authorizes the Superintendent/President (or designee) to make such judgments.
5. If released from a home school, independent study program, or Charter School for a full time program, the signature of the appropriate school district representative is needed.
6. Written approval of a Cabrillo College counselor.

Students will be expected to provide their own texts, some instructional supplies, and pay fees.

**III. Special Summer or Wintersession Student:** Special summer or Wintersession students will meet the same criteria as the special part-time or full-time student except that the student is not required to have met criteria I, 2C, and may have received a failing grade in high school.

**IV. K-8th Grade Student:** Minor students enrolled in K-8th grade districts may attend Cabrillo College for advanced scholastic courses, but only as special part-time students.

Students must meet each of the following criteria:

1. Such courses are not being offered by local school districts and/or any other educational institutions available to the student.
2. Written parental or guardian consent, with emergency notification information.
3. Written school Principal recommendation and consent, and verification that the student:
  - a. has the maturity and skill level needed to attend a college;
  - b. has not failed this course.
4. Ability to benefit from advanced scholastic or vocational work as determined by the Cabrillo College Governing Board, which authorizes the Superintendent/President (or designee) to make such judgments.
5. If released from a home school, independent study program, or Charter School, the signature of the appropriate school district representative is needed.
6. Skill level assessment through Cabrillo College assessment process if enrolling in math or English classes.
7. Written approval of a Cabrillo College counselor.

Students will be expected to provide their own texts, some instructional supplies, and pay fees.

## OUT-OF-STATE STUDENTS

Out-of-state applicants may be admitted to the College on the same basis as California residents except that they will be required to pay tuition prescribed by the Governing Board to cover the costs of instruction. After an adult student who is eligible to be a California resident has been present in California and has manifested clear intent to become a California resident for at least one year and one day prior to the first day of the term, he/she may apply for reclassification as a California resident. State law requires consideration of financial independence for students seeking reclassification.

## RESIDENCY REQUIREMENTS

All students not meeting the requirements below will be classified as "nonresidents" and are subject to nonresident tuition and enrollment fees.

Students shall receive resident student classification if they qualify under one of the following conditions:

1. If the student (age 18) and the student's parent or legal guardian have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
2. If the student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.
3. If the student is under 18 years of age and his/her parent or legal guardian has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency by providing documents such as California tax returns or a California driver's license to confirm that date.

In addition, if the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must provide verification that he/she has applied for residency with the United States Citizenship and Immigration Services (USCIS) at least one year and one day prior to the beginning of the semester.

Beginning January 1, 2002, AB 540 required that certain nonresident students who have completed three years of high school in California and received a high school diploma or equivalent, be exempted from paying nonresident tuition.

## CALIFORNIA RESIDENCY STATUS CHANGE

Students who have been out-of-state residents must submit a new residency statement in order to change their status. Residency documents should be submitted to Admissions and Records the semester prior to change of status. Out-of-state residency will not be changed automatically. State law requires consideration of financial independence for students seeking reclassification.

## SPECIAL ADMISSIONS PROCEDURES

Certain programs require special admissions, and students must follow those admissions procedures following admission to the college. Such programs include Dental Hygiene, Nursing, and Radiologic Technology. Other special admissions are required for cohort studies, such as ACES, DBA, Honors, and Puente. Students admitted to any specialized programs must comply with program-specific rules and regulations as set forth in their program materials and handbooks. For more information, see the specific details for the respective programs in the course listings section of the *Catalog*.

## CONFIDENTIALITY STATEMENT

Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. Also, under federal law (Section 1232g of Title 20 of the United States Code), there is a general right of parental access to student records, but not for college students, regardless of age.

## INTERNATIONAL STUDENTS

### 1. Admission

All applicants for admission with F-1 visas must submit the following documents to the International Student Office by the application deadline. The application deadline for fall semester is July 10. The deadline for spring semester is December 10.

- a. A completed international student application form (available from the International Student Office or online at [www.cabrillo.edu/services/international](http://www.cabrillo.edu/services/international)).
- b. A \$60 non-refundable application fee.
- c. Transcripts of secondary (and post-secondary, if any) school or college work completed. These transcripts must be official and in English.
- d. Official Test of English as a Foreign Language (TOEFL) result with a score of 450 or higher PBT or 133 CBT, or 45 iBT.
- e. A financial statement which indicates the student has the means to support his/her costs of attendance (meaning tuition and living expenses) either from personal, family, sponsor, or governmental sources.

\*Exceptions: Students on B, H, or J visas need only submit the application and the \$60 application fee.

### 2. Rules and Regulations

- a. Payment of Tuition: Tuition is due and payable at the time of registration for classes. Registration is not complete until the full tuition is paid.
- b. English Placement: Entering international students are required to take an Assessment Test administered by the Cabrillo College Assessment Center. The results of the test will determine the proper placement for each student in the English course sequence.
- c. Study Load: International students with F-1 status must complete at least 12 units per semester. The College must report to the U.S. Department of Homeland Security if a student has withdrawn from college or is taking less than a full program.
- d. Employment: F-1 students attending the College are not permitted to work without prior approval. Consult the International Student Office for details and procedures.
- e. Change of Status: Any change in immigration status must be discussed with the International Student Office.
- f. Arrival: Students admitted with an F-1 visa must report to the International Student Office by the date indicated on their I-20 form. Failure to do so may result in the revocation of the I-20.
- g. Change of Address: Students must inform the International Student Adviser and the Office of Admissions and Records of all address and telephone changes. A current local address must always be on file at the College.
- h. Illness: Students must inform the International Student Office of any extended illness (more than three consecutive class meetings) by telephone or mail.
- i. Document Renewal: It is the student's responsibility to maintain a valid, current passport and I-20 form.
- j. Housing: Cabrillo College does not offer dormitory housing. To locate satisfactory housing, students should arrive well before classes begin. The International Student Office maintains a limited list of available housing and homestay information.
- k. Termination of Attendance: The College reserves the right to terminate the enrollment of any international student whose academic progress, observance of college rules and regulations, or personal conduct falls below acceptable standards.

The International Student Office is located in Room 126. For help, phone (831) 479-6200 or email [international@cabrillo.edu](mailto:international@cabrillo.edu).

## MATRICULATION: STUDENT SUCCESS PROCESS

### MATRICULATION: STUDENT SUCCESS PROCESS

Matriculation is a process that supports the student from initial enrollment at Cabrillo College through the completion of his/her educational goal. Matriculation is a partnership between the College and the student and is a part of the services offered at all community colleges. We commit to provide the following services through Matriculation:

- A clear and accessible **ADMISSIONS** process
- An **ORIENTATION** to the college, the services we provide, and the policies in place that support the student
- **ASSESSMENT** of academic skills through placement testing in math, English, and reading
- **COUNSELING, ADVISING, AND EDUCATIONAL PLANNING** so that students enroll in the correct courses and complete their academic program in the shortest period of time
- **FOLLOW-UP SERVICES** when students are having academic difficulties and need some additional support

### YOUR PART OF THE PARTNERSHIP IS TO:

- Complete the placement assessment
- Complete an orientation
- Declare an educational goal (A.A. or A.S. degree, certificate, transfer to a four-year college or university, etc.) in a reasonable amount of time
- Make predictable progress toward your stated goal
- Meet with Cabrillo staff and utilize College support services when needed.

**ADMISSIONS PROCESS** – See additional information in this *Catalog*, the *Schedule of Classes*, and the Cabrillo website, [www.cabrillo.edu](http://www.cabrillo.edu) for methods of and locations for enrollment and registration.

**PLACEMENT ASSESSMENT** – To a large degree, success in college is dependent upon students enrolling in courses that match their abilities and skills. These are determined through different placement assessments in math, reading, and English. These assessments are taken in the Assessment Center's computer lab or in a group setting with paper and pencil. These are offered at the main campus in Aptos, the Watsonville Center, and sometimes at local high schools. Additional considerations such as previous coursework, grades, and experience are included in the calculation of the score and course placement. These are referred to as multiple measures. Placement assessment is needed for all new students who intend to:

- a) earn a certificate or associate degree;
- b) enter their first college English or math course;
- c) enroll in more than six units; or
- d) satisfy math, reading, and English prerequisites.

The Assessment Center is located in Student Activities Center West (SAC West), Room 200 on the Aptos Campus. Schedules of assessment dates, times and locations are located in the Enrollment Services Center (Building 100), the Assessment Center, the Watsonville Center, and online. For more information and practice exams in math, call (831) 479-6165 or go online to [www.cabrillo.edu/services/assessment](http://www.cabrillo.edu/services/assessment).

Some courses may require that a student read, write, or analytically compute at a certain level. These skills or knowledge are usually gained through a course called a prerequisite course or a corequisite course. A prerequisite course needs to be successfully completed before enrolling in the desired course. The corequisite course is taken at the same time as the desired course. Successfully completing prerequisites and corequisites is required. See this *Catalog*, the *Schedule of Classes*, and the Cabrillo webpage, [www.cabrillo.edu](http://www.cabrillo.edu) for more information. A counselor can also assist you with information on prerequisites and corequisites.

If you believe you already have the skill level offered in the pre or corequisite course, see the Challenge process below.

Some scores on an assessment/placement test may indicate the need for further assessment for possible learning disabilities. There are excellent campus resources for these services through the Learning Skills Program in Room 1073 or at (831) 479-6220.

**ORIENTATION**—This required service is available three ways: online from home 24/7, in a group setting with a counselor after some of the assessment tests, and through a credit class (CG 51.) The information in the orientation will help the student become familiar with the college experience, select an educational goal, enroll in the correct courses; and becoming familiar with college policies, processes, and services. For additional information see Matriculation on the A-Z Index on the College website or obtain information at the Assessment Center.

**EDUCATIONAL ADVISING**—After completing orientation, students should meet with a counselor to develop an "education plan" for course selection and easy registration. This is a critical component of the Matriculation process and can guide and predict time and courses needed for completion of the educational goal.

#### EXEMPTION FROM MATRICULATION SERVICES

Some students are exempt from matriculation requirements. They include students who:

- are enrolled in fewer than six (6) units;
- have an A.A./A.S. Degree or higher;
- have already satisfied the required pre or corequisite through other documented means. A student needs to meet with a counselor to have the documentation entered into the computer. See additional information in this *Catalog*, the *Schedule of Classes*, and on the Cabrillo website [www.cabrillo.edu](http://www.cabrillo.edu).

We encourage students to take advantage of the Matriculation services, as they will move students towards their goals in the fastest amount of time

The above services are a part of the Matriculation process. You may take advantage of them or not. If you decide not to, you will need to complete a Request to Waive Matriculation Services. This will waive your participation in assessment, orientation, or counseling. If you waive assessment, you will be placed in the lowest level of math and English unless you provide documentation of prior successful coursework or you challenge the course prerequisites, if they apply.

Forms are available online at [www.cabrillo.edu](http://www.cabrillo.edu) for waiving services and challenging pre or corequisites. Click on the A-Z Index, Click on "M", and scroll down to Matriculation. Click on left side of page for PDF forms. Both are downloadable. Additional locations for forms include Admissions and Records (Aptos and Watsonville), and the counseling offices in Building 100 and the Office of Instructional Development/Matriculation in the Student Activities Center West (SAC West,) room 213.

**PROBATION**—There are two types of probationary categories that can impact your status at Cabrillo.

- Academic Probation is triggered when your grades fall below a 2.0 GPA. This moves you from satisfactory academic standing.
- Progress Probation is triggered when you have dropped courses with a W or I or have not completed courses ( NC) for more than 50% of the total number of units in which you have enrolled as a student at Cabrillo.
- Dismissal is triggered after two semesters of academic or progress probation.

We want to work with a student before he/she reaches this point. See a counselor to learn about additional resources. See this *Catalog*, the *Schedule of Classes* or the Cabrillo website, [www.cabrillo.edu](http://www.cabrillo.edu) for more information.

## REGISTRATION

### Application for Admission

Applications for Admission are available on the Cabrillo College website ([www.cabrillo.edu](http://www.cabrillo.edu)), and in the *Schedule of Classes*. New and re-entering students should submit applications early in the registration cycle to be eligible for early registration and to have the best opportunity to get needed courses. Each full-time and part-time student must have a completed application on file. **Applications are active for one year for college students regardless of whether the student registers.**

### Registration

After an application has been submitted and processed by Admissions and Records, students are encouraged to participate in early registration. Early registration can be accomplished using Cabrillo College's online registration, WebAdvisor, at [www.cabrillo.edu](http://www.cabrillo.edu), or telephone registration, HawkTalk (831) 479-4295. All students must observe the registration, attendance, and withdrawal policies and procedures described in the *Catalog* and *Schedule of Classes*. Each *Schedule of Classes* has specific registration information.

Before attending any class, each student must have completed registration. Credit will not be given for courses in which a student is not registered.

Cabrillo's registration priority is as follows:

- Disabled Student Program and Services, and Extended Opportunity Program and Services
- Continuing students with 30+ Cabrillo units
- Continuing students with 1-29 Cabrillo units (Freshman)
- New and re-entering students
- Concurrent high school students

### Majors/Programs with Special Enrollment Requirements

Admission into Cabrillo College does not guarantee enrollment into certain programs. The following programs have enrollment prerequisites and procedures which must be completed independently from college admission: Dental Hygiene, International Student Program, Nursing, Radiological Technology, and the Honors Transfer Program.

### Transcripts of Previous Education

Applicants who have attended high school within the past five years should have an official transcript sent directly to Admissions and Records in Aptos. If the applicant is not a high school graduate, a transcript of all work completed should be requested from the last high school attended. If the applicant has enrolled in any other collegiate institution before applying at Cabrillo College, an official transcript showing all work undertaken is required. Students are allowed to register in some courses without transcripts on file. However, transcripts are used for prerequisites, transfer, and graduation and *are required* for financial aid recipients. All transcripts submitted become the permanent property of Cabrillo College, and copies of these transcripts cannot be sent elsewhere. Official transcripts are required for certificates of achievement, associate degrees, and financial aid grade point average verification.

### Advising

To assist students in attaining their educational goals, the College provides counseling services. Students enrolling in more than six units are required to participate in placement assessment services and should also meet with a counselor.

### Late Registration

Students may register for full-term courses during late registration, which occurs during the first two weeks of instruction in fall or spring semester. Registration continues for short-term courses until the day before the first class meeting. Assessment results and signed permission of the instructor are required. Consult the summer or Wintersession *Schedule of Classes* for the late registration dates of these terms.

If students make changes in their class schedule before the term, they should make the changes using HawkTalk (831) 479-4295, or WebAdvisor ([www.cabrillo.edu](http://www.cabrillo.edu)). Once the term begins, students can drop courses on HawkTalk or WebAdvisor ([www.cabrillo.edu](http://www.cabrillo.edu)), but need to add by getting add slips from instructors and registering/adding courses in person. No addition of classes may be made after the last day to register indicated in the current *Schedule of Classes*. A student who drops a full-term course after the fourth week must receive an academic mark in fall or spring. (Short-term and summer or Wintersession courses have much shorter deadlines. Each short-term course has its own deadline dates. Consult the instructor or Admissions and Records for dates.)

### Special Studies

Special Studies (Subject 22, 80S) extends or deepens a student's knowledge of a particular field. Subject 22 is a unique course, receiving a letter grade and honors designation on the transcript. It is an appropriate alternative when the material to be studied surpasses existing course content. Students should meet with a counselor to determine transferability of Subject 22 and 80S courses.

### Classification of Students

A freshman has earned less than 30 semester units of credit.

A sophomore has earned 30 units of credit, or more, but has not completed all course and unit requirements for the Associate in Arts or Associate in Science Degree.

A degreed student has already completed all courses and unit requirements for the Associate in Arts or Associate in Science Degree or higher.

### Student Right-To-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. A cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students who began in Fall 2004 were tracked over a three-year period. Their completion rate was 24%; these students earned a degree or certificate, or completed 56 transferrable units. Of those students who did not complete a degree, 21% enrolled at another post-secondary institution. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from fall 2003 to spring 2006. Students who have completed 56 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from spring 2004 to spring 2006, are transfer students. Adding the completion and transfer rates together shows that 45% of the cohort completed or transferred within three years. <http://srk.cccco.edu/411/04index.htm>

### Change of Major

A student may change his/her major with the aid of a counselor or through Admissions and Records. A student who changes a major may need additional time to complete graduation requirements.

### Study Load/Excess Units

- A. In order to meet graduation requirements in four semesters, the student must complete an average of 15 units of credit each semester. Students may register for up to 18.9 units without permission. A student registering for 19 to 23 units must receive permission. Twelve units qualify students for full-time status in fall or spring. Twenty-three units is the maximum in fall or spring semesters. See the *Schedule of Classes* for summer or Wintersession maximums.
- B. The following criteria will be considered in the petition for excess units:
  1. Full-time student status the previous semester;
  2. A "B" or better average the previous semester;
  3. Difficulty level of the courses involved;
  4. Full- or part-time employment;
  5. Past record of withdrawals, no credits, or incompletes.
- C. A student wishing to carry excess units (19-23) should meet with the following:
  1. A counselor who will issue approval; if denied, the student may appeal to:
  2. Vice President, Student Services; if denied, the student may again appeal to:
  3. Academic Council.

### Unit of Credit

A standard college unit of credit represents a minimum three hours of the student's time each week: one hour of scheduled classroom lecture or recitation and two hours in outside preparation. A longer time is scheduled for laboratory or technical courses where more of the work is done under classroom supervision.

### Auditing Courses

Students may audit specified courses in Physical Education and Art after enrolling in these courses the maximum times allowed. A student may audit a course under the following conditions:

1. The course is approved in advance as one of the credit courses for which auditing is permissible;
2. The student who wishes to audit the course has no other option available by which to enroll in the course;
3. The minimum course enrollment of regularly enrolled students has been met;
4. All regularly enrolled students have been given priority, so that the student who wishes to audit is not replacing a regularly enrolled student or causing the course enrollment to exceed the maximum announced class size;
5. The instructor of the course agrees to accept the student on an audit basis;
6. The instructor establishes with the student the minimum performance and attendance standards for participation in the course;
7. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

The Request to Audit form, with instructions, is available from the Cabrillo Extension Office. There is a \$15 per unit auditing fee and possible instructional materials fee. The option to audit a specific class is revocable at any time it is deemed to be in Cabrillo's best interest.

## FEES

### MANDATORY FEES

#### Enrollment Fees

Enrollment fees are set by the California Legislature for all community colleges and are subject to change. Enrollment fees are currently \$20 per unit for all California residents. For a fee schedule, go to the Cabrillo website: [www.cabrillo.edu](http://www.cabrillo.edu), or contact Admissions and Records (Financial aid programs are especially important. See the Financial Aid section of this *Catalog*.)

#### Health Services Fee

All students will be charged a health services fee. Health Services provides students with medical services, health counseling, crisis and personal counseling, and referral to community resources. Services include: first aid and medical services, crisis counseling, health education and information, TB testing, strep throat tests, pregnancy tests, blood pressure checks, laboratory tests, free condoms, physical exams, counseling by appointment, and HIV testing.

Education Code Section 376355 allows exemption from this fee solely to those students who depend upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization, or for students attending Cabrillo under an approved apprenticeship training program. BOG-waived students are required to pay this fee.

### Student Center Fee

This fee was approved by a Cabrillo College student body election, and it is designated solely for the purpose of funding a new student center. The fee is \$1 per unit for a maximum of \$5 per semester and is not to exceed \$10 per academic year. The academic year begins with the fall semester and ends with the spring semester. A recipient of benefits under the Temporary Assistance to Needy Families (TANF)/CalWORKS program, the Supplementary Security Income/State Supplementary program, or General Assistance program may have this fee waived. BOG-waived students are required to pay this fee.

### Student Representation Fee

California Assembly Bill 2576 authorizes that a one-dollar (\$1) mandatory fee may be collected from community college students during registration. The Cabrillo College Associated Student election of May 1989 resulted in approval for Cabrillo College to assess this fee. This mandatory fee is collected to support student affairs representatives to lobby for student rights before local, state, and federal governing agencies or bodies. This fee may be waived for religious, political, financial, or moral reasons by submitting a written statement with the payment of registration fees.

## OPTIONAL FEES

### Bus Pass

Every student may purchase a bus pass during or after registering. It is a great bargain compared to the daily bus fare. The bus pass fee for fall or spring is \$55 per semester. Bus passes for Wintersession are \$20, and summer bus passes are \$20.

### Parking Fee

This fee is optional. A student may purchase a parking permit for \$40 (\$20 per term for BOG students). A student who does not purchase a parking permit can pay \$2 per day to park in a student parking lot.

#### A. Parking Permit Regulations

1. Each student must have a parking sticker attached to his/her vehicle if parking on campus.
2. Parking is allowed in any lot except red curb zones, staff and visitor reserved zones, and spaces reserved for people with physical disabilities.
3. Citations are issued for parking violations.
4. Park in marked spaces only.
5. Parking permits are valid for both day and evening.
6. Parking permit is to be displayed in bottom driver's side of the front windshield.

### Children's Center Fund

An optional \$2 fee was approved by student government to assist Cabrillo College students with campus childcare. Every \$2 collected provides direct childcare assistance to students who would otherwise be unable to enroll in classes here at Cabrillo College.

### Associated Students of Cabrillo College (ASCC)

Students are members of the Associated Students of Cabrillo College. There is a Student Activities Card (SAC) fee that is expected, but not mandatory. The cost to attend and participate in ASCC activities is free or discounted to those who pay the Student Activity Card fee. All others will be subject to an admission charge.

### Out-of-State Students/Nonresident Student Fees

Students who have not established California residency are also charged nonresident or international student tuition (nonresident student fee plus the capital outlay fee) in addition to the fees listed above. The fee amount is determined each year by the Cabrillo Governing Board, according to the provisions of Education Code Section 76140. For academic year 2009-2010, students from other states pay nonresident tuition of \$194 per unit; nonresidents who are citizens and residents of a foreign country pay \$189 (\$194 nonresident tuition plus \$5 capital outlay fee) per unit, in addition to all fees (including enrollment fees) listed for California residents.

The capital outlay fee may be waived for economic hardship, or for victims of persecution or discrimination in their home countries.

### Fee Refunds

Students may claim a refund or reversal of charges for:

1. Classes canceled by the College.
2. A reduced unit load of full-term courses by the deadline (during the first two calendar weeks following the commencement of a semester of instruction) in fall or spring. Consult the summer or Wintersession *Schedule of Classes* regarding deadlines. Reference Title 5, 58508.
3. A reduced unit load within the 10% deadline for short-term courses (deadlines are available from Admissions and Records at Aptos or Watsonville, or the instructor). All summer and Wintersession courses are short-term courses.
4. Fees collected in error.

If a student is eligible for a refund and the fees were paid by a federal or state financial aid program, the refund will be returned to the appropriate financial aid program.

A \$10 processing fee will be charged for all refunds, except for canceled classes. If the refund is \$10 or less, it will be applied to the processing fee.

**Note:** Only students who officially drop their courses by the appropriate deadlines will receive refunds or reversals of charges. Students dropped by faculty will not receive refunds or reversals of charges.

**Delinquent Balances:** Students with delinquent balances will not be able to add/register or drop courses, or receive transcripts. Students with delinquent balances may also be reported to the California Franchise Tax Board.

### Instructional Materials Policy

Cabrillo College may require students enrolled in credit and non-credit courses and programs to buy certain materials, including but not limited to textbooks, tools, equipment, and clothing, if:

1. The instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom, or
2. The instructional and other materials required for the class have a continuing value to the student outside of the classroom.

### Textbooks and Supplies

Students must furnish their own textbooks, workout clothes for physical education classes, locks, and supplies.

### Laboratory Breakage

Students are responsible for any breakage or loss of equipment assigned to their use.

### Returned Check Service Charge

All returned checks are subject to a service charge of \$15.

## CROSS ENROLLMENT

### UCSC, CSU MONTEREY BAY, AND SAN JOSE STATE

Cabrillo students may cross enroll at the University of California, Santa Cruz (UCSC), California State University, Monterey Bay (CSU Monterey Bay) and San Jose State University. Students may take one course. Fees are set by the State Legislature and are subject to change. Enrollment will be on a space available basis. To meet eligibility requirements Cabrillo College students need to:

- have completed at least one term (as a matriculated student) at Cabrillo
- be simultaneously enrolled for at least 6 units at Cabrillo
- have earned at least a 2.0 grade point average at Cabrillo
- have paid appropriate fees at Cabrillo
- have completed appropriate academic preparation as determined by the host campus
- be a California resident (pay California resident fees).

Applications for cross enrollment are available from Admissions and Records at Aptos or Watsonville. Additional information can be obtained by calling UCSC at (831) 459-4412 or at Reg.UCSC.edu or CSU Monterey Bay at (831) 582-3518 or San Jose State at (408) 924-1000.

