

REGISTRATION: FREQUENTLY ASKED QUESTIONS

“I am having problems registering/ adding. What could be the problem?”

- Delinquent fees (registration fees, library fines, etc): must be paid before you can register or drop courses
- Academic or progress dismissal: must meet with a Cabrillo College counselor
- More than the maximum number of units: you must meet with a Cabrillo College counselor
- Prerequisites not completed: either take the assessment test for math and English or show prior coursework to Admissions & Records
- Co-requisites: you must register in the corequisite class, as stated in the Schedule of Classes
- Overlapping courses for ten minutes: you must obtain an “overlap petition” signed by the two instructors and their dean and return it to Admissions & Records
- Repetition of a course: you must submit a “repeat petition” and meet one of the requirements. Register in person at Admissions & Records
- Application or residency problem: you must see Admissions & Records staff
- Add Code not valid: See your instructor

“How do I register in late starting courses and Distance Education (online) courses?”

You may register in late starting courses up until the day before class starts if there is room in the class. If a Distance Education course (online class) is full, you may get on the waitlist. If you are still on the waitlist when class starts, you must e-mail the instructor about getting an add code in order to register. Deadlines for short-term courses are different for each course; ask your instructor or Admissions & Records.

“The course I want to take has a prerequisite, a co-requisite, or a hybrid requisite course listed. Do I have to take that course?”

Yes. Here are the requirements for the different types of requisites:

Prerequisite course: You must have satisfactorily completed the prerequisite listed before you can enroll.

Co-requisite course: You must take the co-requisite at the same time as the course.

Hybrid requisite: You may take the hybrid requisite before or at the same time as the course.

You can meet requisite course requirements in several ways: take the course listed, show a counselor proof of completion of the same course from another college, or “challenge” the requisite course. The “challenge process” allows you to show a faculty committee that you have the knowledge and/or skills that would have been acquired in the prerequisite, co-requisite, or hybrid requisite course. If approved, you may skip the requisite course. There are forms and timelines you must follow.

Follow the process described at the Student Success & Support Program website go.cabrillo.edu/matric, or call (831) 477-3242, or drop by Building 100, Room 103 for more information.

“The class I want to take is full. May I get on a waitlist?”

Yes! If the class section you would like to take is full (closed) at the time you register, you may choose to be placed on the class section waitlist if there is space available. Be sure Admissions & Records has your correct e-mail address on file.

- You may add your name without charge, to the waitlist
- If space becomes available in the waitlisted section, the first person on the waitlist will become eligible to register in that class section
- It is your responsibility to monitor your position on the waitlist on WebAdvisor and to register. If a space becomes available to you will be notified by an e-mail from Admissions & Records when you need to take action
- You will have five (5) calendar days to register from the time the space becomes available, or your name will be dropped from the waitlist
- Other students on the waitlist will move up and be allowed to register as space becomes available
- You can only be waitlisted for one section of a course at any one time

Students who are still on waitlists when classes begin must attend class the first day, obtain an add code, and complete the registration process by the deadline.

REGISTRATION: FREQUENTLY ASKED QUESTIONS *(continued)***“How do I add a class after the term has started?”**

Obtain an “Add Code” from the instructor of the class for which you want to register (either attend the first class meeting or for online classes contact the instructor or attend the orientation session). “Add Codes” can only be used during the Add Period at the beginning of the term (after the class has started). Each “Add Code” is a unique number that is specific to adding the course you have inquired about. This code, once entered on the registration screen in WebAdvisor, will authorize you to register for this course. If you have a hold on your account (due to outstanding fees, residency issues, or other reasons), you will have to take care of the hold prior to using your “Add Code” to register for the course. Short-term or late start classes have until 11:59pm on the first day of class to successfully enter the “Add Code.” Use WebAdvisor online at www.cabrillo.edu to use your “Add Code” to add a class.

- Go to “Search and Register”
- Select the section for which you have the Add Code
- Under Action, select “Register”
- In the Add Code field, type in the 4-digit code you were given
- Scroll down to the bottom of the page and click on the submit button

Payment for your tuition and fees is due and must be received by the college within five (5) business days from the day you registered for classes.

“What if the section I want is full?”

Get on the waitlist by using WebAdvisor (look for the “Waitlist” action when registering). If you require in-person assistance, we would be happy to assist you at one of the Welcome Center computers. If space becomes available and you are the next person on the waitlist, you will be eligible to register in that class section. You are not automatically registered when space opens up. We give you 5 calendar days from the time space becomes available to register. If you fail to register during this time frame, we will drop you from the waitlist.

“How will I know if space becomes available?”

It is your responsibility to monitor your position on the waitlist and to register if a space becomes available for you. To monitor your position on the waitlist, use the “Manage My Waitlist” function of WebAdvisor. If your status reads “Permission” you are eligible to register for the class.

WebAdvisor may not let you register if you are repeating a course, don’t meet the prerequisites, or the class overlaps with another. Contact us at (831) 479-6201 to see if you need to register in person.

As a courtesy, we will notify you by e-mail when you become eligible to register for the section. Do we have your correct e-mail address? Update it using either WebAdvisor or a Change of Information form.

“What if no space becomes available?”

You might still have a chance. Attend the first class session and talk with the instructor. If there is room, obtain an Add Code from the instructor and use it to register for the class in WebAdvisor.

“What if I received permission to register in one corequisite course but not the other?”

WebAdvisor will only allow you to register online if you have permission in both corequisite courses. If you gained permission to register in a lecture course with a lab corequisite with no open seats, you MUST register for both sections in-person at an Admissions & Records office. If you received permission to register in the lab section with a lecture corequisite with no open seats, you will not be allowed to register unless a lecture seat becomes available. An example of this situation is English 1A with a lab co-requisite of Library 10.

“Can I get on multiple waitlists for different sections of the same course?”

No. In addition, you may not be registered in one class section and waitlisted for another class section of the same course, even in two different terms. For example, if you are on the waitlist for BIO 6 for the summer term and you then register for BIO 6 in the fall, you will be dropped from the summer waitlist.

“How do I drop a class?”

Use WebAdvisor online at www.cabrillo.edu to drop a class.

- See the Admissions & Records [semester dates web page](#) for the deadline date to drop a full-term course and receive a refund or fee reversal
- To avoid a “W” grade, you must officially drop the class. See the Admissions & Records [semester dates web page](#) for the deadline date
- To avoid an “F” or “NP” grade you must officially withdraw from the class. See the Admissions & Records [semester dates web page](#) for the deadline date

REGISTRATION: FREQUENTLY ASKED QUESTIONS *(continued)*

It is your responsibility to drop a class by the drop deadline. Do not assume that you are automatically dropped from any class, or that your instructor has dropped you from the class. To receive a refund or have charges reversed, you must officially drop a course using WebAdvisor by the deadline date.

Receiving Financial Aid? Before withdrawing or dropping a course, check in with the Financial Aid office. In some situations, you will be required to pay back financial aid you already received. Students receiving financial aid who plan to completely withdraw should file an Intent to Withdraw Form with the Financial Aid office.

Dropping a class so you can take this class next semester?
Careful: You are allowed ONLY three attempts to successfully pass a course. After that you will not be able to take it again at Cabrillo.

“How can I get a refund or reversal of charges for a class?”

Refunds or reversal of charges apply only if you officially drop a full-term class on or by the deadline date as indicated on the Admissions & Records [semester dates web page](#). If the class is canceled, your tuition and fees will be refunded. Different deadlines apply for short-term courses.

The Admissions & Records Office WILL NOT drop you for unpaid fees, and fees remain payable, even if you do not attend, unless you officially drop the class before the refund deadline. If you decide not to continue in a class, drop the class yourself. If you wait for the instructor to drop you, you will not receive a refund or reversal of charges. And the instructor may not drop you. All refunds or disbursements are available through the Cabrillo Access Debit MasterCard.

Go to <https://bankmobilevibe.com/> to select the refund or disbursement option that is best for you. Make sure your mailing address is current by keeping it updated on WebAdvisor to ensure receipt of your Cabrillo Access Card.

“What is the deadline for refund/reversal of charges for parking permits?”

Visit the Admissions & Records [semester dates web page](#) for the deadline date. If a parking permit was already issued, it must be returned by the Friday before the deadline for reversal of charges. No exceptions.

“What if my fees are paid by an agency?”

If an agency or program is paying your fees, a voucher or “authorization to bill” must be sent within five days of

registration (instead of a payment). Remember to keep a copy of the voucher or authorization. Cabrillo will send a bill to the agency or program. Fee-paying agencies or programs include (but are not limited to): CareerWorks, Summer Migrant Program, E.D.D., Disability Compensation, Veterans Programs, and employers.

“Oops. My check bounced.”

A \$25 service fee will be charged for all checks and credit card transactions returned to the college for account difficulties. If your check or credit card transaction is returned, you will be notified by mail. Your registration and transcripts will be held until all delinquencies are cleared. Returned check delinquencies may not be paid with another personal check, but must be paid with cash, money order, or cashier’s check.

“What are the residency requirements for Cabrillo College?”

To qualify as a California resident, you must meet the following criteria:

1. You have lived in California for at least one year and a day before the beginning of the semester
2. You must demonstrate your intent to establish California residency by providing documentation outlined on the list of approved documents available online at go.cabrillo.edu/ca-res

In addition to the above, if you are:

1. 18 years old and one of your parents has lived in California the required time
2. Not a United States citizen you must be able to verify that you have applied for residency with the United States
3. Citizenship and Immigrations Services (USCIS) at least one year and one day immediately preceding the beginning of the semester, OR that you have a visa that allows you to establish California residency

AB 540 allows certain nonresident students who have attended three years of high school in California and received a high school diploma or its equivalent, to be exempt from paying nonresident tuition. Contact Admissions & Records if you have questions about residency.

Remember: If your residency status changes from nonresident to resident while you are enrolled at Cabrillo, you must submit a Change of Residency Status form, with a statement of legal residence, and documentation to Admissions & Records to change your status. We will not make retroactive changes to residency status.