

Frequently Asked Questions:

Who can attend Cabrillo College?

You must be at least 18 years old or have one of the following:

- ❖ a high school diploma.
- ❖ a certificate of passing the California High School Proficiency Examination or General Education Development Examination (GED).
- ❖ a certificate of high school completion.

Can I attend Cabrillo College if I am still a High School student?

If you are still in high school, you may take a maximum of 12 units each semester. Some restrictions apply. You need to complete the following:

1. An **Application for Admission and a High School Release form** (both must be submitted together): Please be sure to sign the application and High School Release form. This release, available at your high school, must be signed by your principal or designee, your parent/legal guardian; and in some cases, a Cabrillo Counselor.
2. An **Assessment Test**: required for English and math courses.
3. High School students cannot take 200 level courses.

How do I enroll at Cabrillo College?

File an application for admission with Admissions and Records if you are a new student, concurrent high school student, or have not applied or attended since summer 2007. Apply online at www.cabrillo.edu or submit the application in this *Schedule of Classes* prior to registering for classes.

What day can I register for classes?

- EOPS/DSPS students begin registration on May 5, 2008.
- Continuing students begin registration on May 12, 2008. (Continuing students are college students who registered/applied in spring 2008 or later.)
- High School Seniors registering during Running Start: May 16, 2008
- New students who have applied and completed assessment and orientation begin registration on May 19, 2008.
- Other new students begin registration on May 20, 2008.
- High school students begin registration on June 9, 2008.
- Early registration for full-term courses continues through September 1, 2008.

At what time can I register?

Registration hours (WebAdvisor and HawkTalk):

- Students may start registering on their assigned registration date and time. After that, students may drop/add classes between 6 am -1:30am, seven days a week.

Helpline for HawkTalk registration:

- Monday-Thursday 9 am-5 pm
- Friday 9 am-3 pm

How can I register?

- Online: www.cabrillo.edu click on "Web Advisor."
- Telephone: HawkTalk (831) 479-4295.
- In person: Admissions and Records offices.

Can I still register after classes begin?

Yes, if space is available! In-person late registration dates are:

September 2-September 13

Hours: Tuesday, September 2 - Thursday, September 4, 8 am-7:00 pm
 Friday, September 5, 8 am-5 pm
 Monday, September 8 - Thursday, September 11, 8 am-7:00 pm
 Friday, September 12, 8 am-5 pm
 Saturday, September 13, 10 am-2 pm

Where: 1) Aptos: Enrollment Services Center,
 Building 100, Admissions and Records OR
 2) Watsonville Center:
 318 Union St, Watsonville, Admissions and Records OR
 3) Scotts Valley Center:
 104 Whispering Pines Drive, Scotts Valley, Admissions and Records

How does late registration work?

If space is available in a full-term class when school begins, you can obtain authorization from the instructor. All registration for full-term classes must be processed by September 13, 2008.

What if I cannot attend the first class?

You must contact your instructor before the first class meeting and ask if you may remain in the class. You will still be charged for the fees even if you do not attend, unless you formally drop the class before September 13, 2008 for full-term courses. Refer to "How do I drop a class" for more information.

I am having problems registering.

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:** must meet with a Cabrillo College Counselor.
- **Prerequisites not completed:** either take an assessment test or show prior coursework.
- **Corequisites:** must register in corequisites as stated in the *Schedule of Classes*.
- **Overlapping courses:** must obtain an overlap petition signed by the two instructors and return it to Admissions and Records.
- **Repetition of a course:** must submit a written petition and meet one of the requirements.
- **Application or residency problem:** you must see Admissions and Records staff.

How do I register in late starting courses and Distance Education courses?

You may register in late starting courses up until the day before class starts if there is room in the class. Refer to the question about waitlist in the section below if the class is full.

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 email the instructor about getting permission to register.

Deadlines for short-term courses are different for each course; ask your instructor or Admissions & Records.

Frequently Asked Questions

How do I drop a class?

Use WebAdvisor online at www.cabrillo.edu or HawkTalk at (831) 479-4295 to drop a class.

- To receive a refund or have charges reversed you must officially drop a full-term course on or before **September 13, 2008**.
- To avoid a "W" grade, you must officially withdraw from full-term courses by September 27, 2008.
- To avoid an "F" or "NC" grade you must officially withdraw from a full term course by November 22, 2008.

Different deadline dates apply to short-term courses.

It is the student's responsibility to drop a class. Do not assume that you are automatically dropped from any class, or that your instructor has dropped you from the class. If you wait for the instructor to drop you, you will not receive a refund or reversal of charges, and you may earn a failing grade.

Students receiving financial aid who plan to completely withdraw should file an **Intent to Withdraw Form** with the Financial Aid Office.

The class I want to take is full. Can 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. **Be sure Admissions and Records has your correct mailing and e-mail address on file.**

- ❖ You may add your name, without charge, to the waitlist.
- ❖ If space becomes available in the closed section, the first person on the waitlist will become eligible to register in that class section. You can do this by using the *Manage My Waitlist* in WebAdvisor to confirm your place in the class.
- ❖ Every effort will be made to notify you by e-mail or letter when a space opens up, but it is your responsibility to monitor your position on the waitlist and to register if a space becomes available to you.
- ❖ **You will have eight (8) 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 on one section of a course at any one time.

Students still on waitlists when classes begin **must attend class the first day**, obtain authorization to register, and complete the registration process by the deadline.

What about my privacy rights?

Student information is confidential and not released to the public except for information designated as "Directory Information." Directory information is (a) student name, (b) participation in recognized activities and sports, (c) dates of attendance, (d) degrees and awards received, (e) the most recent previous educational agency or institution attended. Students who do not want Directory information released must notify Admissions and Records.

The Cabrillo College *Catalog* describes student record access and privacy rights as required by the Family Educational Rights and Privacy Act (Section 438, Public Law 93-380).

I am a parent of a high school student attending Cabrillo College. Can I access my child's student records?

No. Under Section 49061 of the Education Code, parents of community college students do not have the 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.

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 can demonstrate your intent to establish California residence. The list of approved documents is available online at www.cabrillo.edu and in Admissions and Records.

In addition to the above, if you are:

1. **18 years old and** one of your parents must have lived in California the required time.
2. **Under 18 years old and** your parent has lived in California the required time.
3. **Not a United States citizen** you must be able to verify that you have applied for residency with the United States 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 exemption from paying nonresident tuition.

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

What if I'm a resident of another state?

Residents of other states must pay nonresident tuition and fees. See fee chart on page 11.

What if I'm an International Student?

Students from other countries pay higher International student tuition and fees. See chart on page 10. For fall 2008 semester, you must submit an International Student Application for admission by July 1, 2008. International student admission requirements are listed in the Cabrillo College *Catalog*. Please call (831) 479-6274 or visit our web site: <http://www.cabrillo.edu/services/international/> for information and appointments.

Can I take a course more than one time?

You may repeat a course under the conditions specified in the *Catalog*. If you want to repeat a course that is not designated as repeatable, obtain a course repetition petition from Admissions and Records before you register. Obtain the appropriate signatures, if necessary, and return to Admissions and Records, on or before, September 13, 2008 for a full-term course.

How can I get a transcript? How much do they cost?

Get transcripts from Admissions and Records in either Aptos or Watsonville Center. The first two transcripts are free to all students; after that the cost is \$3 for each additional transcript. There are additional fees for "rush" transcripts. For more information, see <http://www.cabrillo.edu/services/ar/services.html>.

How can I pay for my college costs?

8 ways to pay your tuition and fees:

- Cash
- Visa/MasterCard,
- Check
- Money Order using
- WebAdvisor, HawkTalk, College Bank, Secure Drop Boxes.

Visit: cabrillo.edu/services/webreg/fees.html for more details