

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?

New students, concurrent high school students, or students who have not applied or attended Cabrillo College since wintersession 2009 should complete the online application for enrollment at www.cabrillo.edu. Students who have applied within the previous year do not need to reapply, and can register online at www.cabrillo.edu.

What day can I register for classes?

- EOPS/DSPS/Veterans students begin registration on November 30, 2009.
- Continuing students begin registration on December 7, 2009. (Continuing students are college students who registered in Fall 2009.)
- New students who have applied and completed assessment and orientation begin registration on December 14, 2009.
- Other new students begin registration on December 15, 2009.
- High school students begin registration on January 11, 2010.
- Early registration for full-term courses continues through February 7, 2010.

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-1 pm

*The HawkTalk system will be active until the end of spring 2010.

How can I register?

- Online: www.cabrillo.edu click on "Web Advisor Self-Service."
- Telephone: HawkTalk (831) 479-4295. *The HawkTalk system will be active until the end of spring 2010.
- In person: Admissions and Records offices.

Can I still register after classes begin?

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

February 8–19 Hours:

- Monday, Feb 8-Thursday, Feb 11: 8:00am-7:00pm
- Friday, Feb 12: *Holiday Closed*
- Monday, Feb 15: *Holiday Closed*
- Tuesday, Feb 16-Thursday, Feb 18: 8:00am-7:00pm
- Friday, Feb 19: 8:00 am-5:00pm

Where: 1) Aptos: Enrollment Services Center, Building 100, Admissions and Records OR

- 2) Watsonville Center: 318 Union St, Watsonville, 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 February 19, 2010.

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 on or before February 19, 2010 for full-term courses. Refer to "How do I drop a class" for more information. Ask your instructors for short term course deadlines.

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.

Frequently Asked Questions

The course I want to take has a prerequisite and/or a corequisite course listed. Do I have to take that course first?

Yes. You must have satisfactorily completed the prerequisite or co-requisite listed before you can enroll in the following course. You can meet this requirement in several ways: take the course listed, show a counselor proof of completion of the same course from another college, or "challenge" the pre or co-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 pre or co-requisite course. If successful, you may skip the pre or co-requisite course. There are forms and timelines you must follow. Follow the process described at the Matriculation website <http://www.cabrillo.edu/services/matriculation/>, call (831) 477-3242, or drop by SAC West 213 for more information.

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.

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 February 19, 2010.
- To avoid a "W" grade, you must officially withdraw from full-term courses by March 6, 2010.
- To avoid an "F" or "NP" grade you must officially withdraw from a full term course by May 8, 2010.

Different deadline dates apply to short-term courses. Ask your instructor or Admissions and Records.

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.

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.

Use WebAdvisor to manage your waitlisted classes:

Register if a seat becomes available, or remove your name from the waitlist

Manage My Waitlist

View your ranking

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Rank / Waitlist
Register	Active		Summer 2007	BIO-11A-52111 (52111)	Main Campus	06/18/2007-07/26/2007 Lecture/Discussion Monday, Wednesday 05:00PM - 09:40PM, Chemistry Computer Lab, Room 615 06/18/2007-	D. Bard J. Bushakra	4.00		10 / 10

Be sure we have your current e-mail address and you are not blocking messages from Cabrillo through your spam filter for notification of seats becoming available.

When do I have to pay my tuition and fees?

Payment for your tuition and fees is due and must be received by the college within 5 business days of when you registered for classes.

How can I pay for my tuition and fees costs?

You can pay your tuition and fees cost using Cash, Visa/MasterCard, Check, or a Money Order.

There are several ways to pay your costs. You can use WebAdvisor, the College Bank, Secure Drop Boxes at each of the Cabrillo College locations, Watsonville Scotts Valley or Aptos or by mailing your payment to:

Cabrillo College Bank
6500 Soquel Drive
Aptos, CA 95003.

For more information visit: cabrillo.edu/services/webreg/fees.html for more details or see the fee section of this class schedule.

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 in writing. 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) in more detail. You can also access this information at: <http://www.cabrillo.edu/services/ar/family-support.html>

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.

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 and campus crime statistics to all current and prospective students. You can get more information at the following link: <http://srtk.cccco.edu/index.asp>

Nondiscrimination Policy

Cabrillo College does not discriminate on the basis of ethnicity, national origin, religion, age, gender, sexual orientation, race, or physical or mental disability, or any other protected status category in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education programs.

Sexual Harassment Policy

It is the policy of the Cabrillo Community College District to provide an educational, employment, and business environment free of unlawful and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. For additional information regarding this policy and the procedures involved, contact Loree McCawley, Director of Human Resources (staff complaints): (831) 479-6217 or Sesario R. Escoto (student complaints), Dean of Student Services, (831) 479-6525.

Student Rights and Responsibility

Cabrillo College is committed to the California Community College mission to promote high quality learning and teaching in a supportive environment for all students. To this end, we produced the Student Rights and Responsibilities Handbook, entitled, "*Working Together Toward Positive Solutions.*" The title represents the handbook's purpose. It was originally developed with students, faculty, staff and administration in mind, as a guide to protect the individual rights of all students when it is believed these rights may have been violated. This Handbook also outlines students' responsibilities to the Cabrillo College Community. As the needs of students change, we are committed to making sure we change with them. Therefore, the current edition was created to evolve with the updates to legislation and requests for clarification from our students and faculty. Visit the web site for more information:

<http://www.cabrillo.edu/services/studentaffairs/documents/studentrights-responsibilities09.pdf>

Change in Offerings: The Cabrillo Community College District has made every reasonable effort to determine that everything stated in the *Schedule of Classes* is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Cabrillo College Community District for reasons related to student enrollment, level of financial support, or any other reason at the discretion of the District. The District further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

Frequently Asked Questions

What are 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 has 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 10.

What if I'm an International Student?

Students from other countries pay higher International student tuition and fees. See chart on page 10. For spring 2010 semester, you must submit an International Student Application for admission by December 10, 2010. 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, February 19, 2010 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 do I find out about textbooks?

Information about all textbooks can be found on <http://cabrillobooks.net/>. Required and recommended texts can be found there, including the price and the ISBN number for the books.

What is Assessment?

Cabrillo's assessment (placement testing) service will provide you with information about your skill levels and placement in English, reading, and math courses. It is not a college admissions test.

Assessment requirements:

1. Have an application on file at Admissions and Records five days in advance of your test.
2. Know your social security number.
3. Bring a photo ID.
4. Include appropriate working email address.

What do I do first?

WHO NEEDS ASSESSMENT?

- **You need assessment** if you plan to do any of the following:
 1. Earn an AA or AS degree or certificate.
 2. Satisfy math, English, chemistry or other course prerequisites.
 3. Register for more than six units.
- **You DO NOT need assessment** if you show a counselor or Admissions and Records documentation for one of the following:
 1. Successful completion of previous college level math or English course(s).
 2. Placement results from another California community college.
 3. Advanced Placement (AP) Test with scores of 3, 4, or 5 in English or calculus.

Do I need to participate in Orientation?

Yes. Orientation is one of the important ways to become oriented to and integrated into college. It is one of the Matriculation services we provide for your planned progress towards your educational goal. There are several ways to meet this requirement. You may complete an online orientation from home or in selected locations on campus. Log into <https://sirena.cabrillo.edu> You may also complete this requirement by attending a counselor-led session after some of the assessment tests where your scores will be distributed. You can also enroll in CG 51 (a credit class). All orientation options will review college programs and majors, support services, success strategies and ways to maximize your time at Cabrillo.

Where do I get more information about Assessment and Orientation?

For additional information about assessment and orientation, see page 99 in this *Schedule of Classes*.

Do I take an assessment test for an ESL class?

ESL students do NOT take a placement test in order to enroll in classes. New students must attend an Information Session where information on each class level is provided. The students then select the appropriate class and register. Schedules for Information Sessions are available in Admissions and Records, the Assessment Office, the Watsonville Center and online at www.cabrillo.edu/assessment.

¿Necesita tomar la prueba de evaluación para una clase de ESL?

Los estudiantes de ESL (Inglés como Segundo Idioma) no necesitan tomar una prueba de evaluación para inscribirse en clases de ESL. A los estudiantes nuevos se les requiere que asistan a una sesión de información donde recibirán asesoramiento sobre los diferentes niveles de ESL. La información ayudará al estudiante a escoger los cursos adecuados de ESL y matricularse. El calendario de las sesiones de información esta disponible en la oficina de admisión, en el centro de evaluación (Assessment Center), en el Centro de Watsonville, y a través del internet en www.cabrillo.edu/assessment. ***

Open enrollment

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 by Title 5 of the California Administrative Code, commencing with Section 55200.

Ayuda en español/Assistance in Spanish

La educación es para usted

Usted puede tomar clases en Cabrillo aunque no sepa mucho inglés. Además del programa de inglés como segunda lengua, le ofrecemos una variedad de cursos y servicios en español que han sido creados especialmente para estudiantes hispanohablantes y a los cuales le invitamos a asistir.

Entre nuestro personal especializado nos enorgullecemos de contar con un gran número de profesionales bilingües, cuyos nombres figuran en la siguiente lista. Llámelos personalmente para que le den información general sobre Cabrillo y lo orienten en sus estudios.

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

Only if you officially drop a full-term class on or before February 19, 2010. If the class is canceled, your tuition and fees will be refunded. Different deadlines apply for short-term courses.

The Admissions & Records Office DOES NOT drop students when fees are not paid, 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.

Refund checks will be mailed to your last known address. MasterCard or VISA payments may be credited if you paid online by credit card. There is a \$10 processing fee charged on all refunds, except for canceled classes. Bus passes and/or parking permits must be turned in by the same deadline for refunds.

What is the deadline for refund/reversal of charges of transportation fees?

Parking permits may be returned on or before February 19, 2010 for a full refund or reversal of charges. Bus pass charges cannot be refunded once its distribution has started on January 25, 2010, unless the actual bus pass is returned to Student Affairs or Admissions & Records. No bus pass charges will be reversed or refunded after February 19, 2010.

Tuition & Fees

Fees:

If you are a California resident, and you enroll in one three-unit class during the spring semester your fees would be:

Mandatory fee \$26 X 3 =	\$ 3
Plus	
\$17 Health Services fee	\$ 17
\$ 3 Student Center fee =	\$ 3
\$ 1 Student Representation fee	\$ 1
\$ 8 Student Activity Card	\$ 8
Total	\$107

For non-residents of California tuition is \$194 plus \$26 per unit. For a non-resident to take one three-unit class during spring semester, your fees would be:

Mandatory fee \$(194+\$26) X 3 =	\$ 660
Plus	
\$ 17 Health Services fee	\$ 17
\$ 3 Student Center fee =	\$ 3
\$ 1 Student Representation fee	\$ 1
\$ 8 Student Activity Card	\$ 8
Total	\$689

For international students to enroll in one three-unit class during spring semester your fees would be:

Mandatory fee \$(194+\$26) X 3 =	\$ 660
Plus	
\$ 5 Capital Outlay fee X 3 =	\$ 15
\$17 Health Services fee =	\$ 17
\$ 3 Student Center fee =	\$ 3
\$ 1 Student Representation fee	\$ 1
\$ 8 Student Activity Card	\$ 8
Total	\$704

Tuition & Fees: Mandatory

(set by the California Legislature and subject to change):

1. Tuition

California Resident	\$ 26 per unit (or)
<u>Non-Resident of California</u>	\$194 tuition per unit <i>plus</i> \$26 per unit (or)
<u>International Students</u>	\$ 5 per unit (capital outlay fee) <i>plus</i> \$194 non-resident tuition per unit <i>plus</i> \$26 per unit for citizens and residents of a foreign country.

The Capital Outlay Fee may be waived for economic hardship or for the victim of persecution or discrimination in their home countries.

2. Health Services Fee \$ 17

The Student Health Services fee provides a variety of services. For more information, see Student Services or www.cabrillo.edu. Ed Code Section 76355 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. Petition forms are available in Admissions and Records. Documentation of religious affiliation is required. Board of Governors' Waiver (BOG) students will be charged the Health Services fee.

3. Student Center Fee \$ 1 per unit

The Student Center fee is required of all students and is designated solely for the purpose of funding the maintenance and operations of the Student Center. The fee is \$1 per unit, for a maximum of \$5, per fall or spring semester. Board of Governors' Waiver (BOG) students will be charged the Student Center fee.

4. Student Representation Fee \$ 1

This \$1 fee is authorized by the legislature for students to lobby for student rights.

What fees are optional

What fees are optional?

- Parking Permit \$ 40 or \$20 for BOG students
- Bus Pass \$ 75 for all **eligible** students
Beginning spring 2010, only students taking a minimum of 6 units will be eligible to purchase a Cabrillo College bus pass.
- Children's Center Fund \$ 2
- Student Activity Card* \$ 8

*This optional fee is automatically assessed but can be waived. See page 106 for more information.

Fee Chart: Spring 2010

Number of Units	CA Residents	Out of State Residents	International Students	BOG
1	53	247	252	27
2	80	468	478	28
3	107	689	704	29
4	134	910	930	30
5	161	1,131.00	1,156.00	31
6	187	1,351.00	1,381.00	31
7	213	1,571.00	1,606.00	31
8	239	1,791.00	1,831.00	31
9	265	2,011.00	2,056.00	31
10	291	2,231.00	2,281.00	31
11	317	2,451.00	2,506.00	31
12	343	2,671.00	2,731.00	31
13	369	2,891.00	2,956.00	31
14	395	3,111.00	3,181.00	31
15	421	3,331.00	3,406.00	31
16	447	3,551.00	3,631.00	31
17	473	3,771.00	3,856.00	31
18	499	3,991.00	4,081.00	31

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 instead of a payment within five days of registration. 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, Employers.

Oops. My check bounced.

A \$15 service fee will be charged for all checks returned to the college for account difficulties. If your check 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.