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.

Note: Students who have not earned a high school diploma, GED, or equivalent are not eligible for Federal Financial Aid.

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, whom the Board determines would benefit from the educational enrichment opportunities of advanced scholastic or vocational work (courses numbered in the 100 and 200 series are not advanced scholastic or vocational courses). Courses cannot be offered at the high school level. 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.

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. must have taken advantage of all the opportunities to enroll in high school 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 & 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 STARS, ACE, Honors, EOPS Summer Migrant, 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.

INTERNATIONAL STUDENTS
1. Admission
All applicants for admission with F-1 status 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.
   • Completed international student application form (available from the International Student Office or online at www.cabrillo.edu/services/international).
   • $60 non-refundable application fee.
   • Transcripts of secondary (and post-secondary, if any) school or college work completed. These transcripts must be official and in English.
   • Official TOEFL Test result with a score of 480 or higher PBT or 157 CBT, or 54 iBT. An official IELTS result with a score of 5.5 or higher is also acceptable. Students do not need to provide test results if English is their native language or if they completed at least two years of your high school education at a school where English was the primary language. Cabrillo has articulation agreements with some Intensive English Programs that would allow students to waive the English proficiency requirement.
   • A financial statement for $17056 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 with B, H, or J visas need only submit the application and the $60 application fee. This also applies to F-1 students with I-20s from other colleges who are studying part-time.
2. Rules and Regulations
   • Payment of Tuition: Tuition is due and payable within five days of registering for classes. Registration is not complete until the full tuition is paid.
Chapter Five: Student Services and Operations

- 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.
- Medical Insurance: All students with F-1 status are required to have adequate medical insurance. The College provides medical insurance to all F-1 students and the cost is added to their tuition invoice. Students are able to waive coverage if they provide proof of adequate medical insurance coverage from their home country within the first two weeks of the semester.
- Study Load: International students with F-1 status must enroll in and 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. All new students are required to enroll in CG 51, Introduction to College for International Students during their first semester at the College.
- Employment: F-1 students attending the College are not permitted to work without prior approval. Consult the International Student Office for details and procedures.
- Change of Status: Any change in immigration status must be discussed with the International Student Office.
- Arrival: Students admitted with F-1 status 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 and loss of F-1 status. A mandatory orientation for new students is held 10 days before the beginning of each semester.
- Change of Address: Students must inform the International Student Advisor and the Office of Admissions & Records of all address and telephone changes. A current local address must always be on file at the College.
- Illness: Students must inform the International Student Office of any extended illness.
- Document Renewal: It is the student's responsibility to maintain a valid, current passport and I-20 form.
- 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.
- 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 Vice President of Student Services or designee shall be responsible for evaluating the validity of a student’s high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

References: Education Code Section 76000; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

Approved by Student Services Council July 17, 2013