6 STEPS FOR GETTING STARTED

1. Submit an application for admission online or by mail
   (If you are attending high school at the same time, you will need a High School Release Form.)

2. Apply for financial aid
   Call 479-6415, Aptos or 477-5133, Watsonville Center, or apply for FAFSA online or by mail.

3. Take an assessment test
   If you plan to take more than 6 units or a math or English course. Call 479-6165, Aptos, or 477-5100, Watsonville Center.

4. Attend an orientation session
   Often held at the same time as the assessment test.

5. Schedule a counseling appointment
   Call 479-6274, Aptos, or 477-5134, Watsonville Center

6. Register for classes
   477-5678 is the HawkTalk registration phone line
   www.cabrillo.edu, select Apply & Register, then select WebAdvisor to register

This document includes answers to frequently asked questions by students and does not replace the College Catalog.
Q. I want to take classes here, where do I start?
A. See 6 Steps to Getting Started at Cabrillo on front page. Or go online at www.cabrillo.edu, click on Apply & Register.

Q. How do I get records sent to another school?
A. A Transcript Request Form can be obtained online on the Apply & Register webpage, or in the forms rack in Admissions & Records.

Cost
• First 2 copies are free
• $3/copy (If a College Admissions Office requires two transcripts, then both will be mailed for the $3 fee. Processing time is 5–10 working days.

Rush Fees (Allow mailing time in addition to processing time.)
• 4–5 day rush = $7
• 2 day rush = $14
• 1 day rush = $21
• Same day = $35
• FedEx Delivery = additional $14
(For records prior to 1982, you can receive an on-the-spot transcript if you arrive at our office before 3:00 p.m.) Visa or Master Card accepted. Include the name as listed on the credit card, the account number, and the expiration date.

Q. How do I add/drop a class?
A. Adding a Class after Early Registration Deadline: Go to the first day of class and get an add slip from the instructor. If the student is able to get an add slip, bring it ASAP to the Late Registration area (cafeteria for fall and spring, Building 100 for summer) and formally register for the class.

To drop a class, use HawkTalk or WebAdvisor up to the last day to drop. For a full refund, drop the class BEFORE the end of Late Registration.

Q. How do I get into a class that’s full? How does the waitlist work?
A. Once a class closes and the waitlist feature is “turned on,” the student is asked on either WebAdvisor or Hawk Talk if they want to be placed on the waitlist. Students must attend the first class meeting to be considered for admission to the class. You can check to see how many students are on the waitlist in WebAdvisor. A Counselor can tell a student their position on the waitlist. After Early Registration, use the Add procedure outlined above.

Q. Why won’t Hawk Talk/WebAdvisor let me register?
A. Common reasons for a student being blocked from registering for a class are:
– Not having a current application on file
– Trying to register prior to registration time
– Owing fees
– Trying to repeat a course more times than allowed
– Not having course pre-requisites/co-requisites
– Administrative hold
The student should be referred to A&R staff member to work through complex problems.

Q. Are my assessment test scores on the computer?
A. Scores can be looked up by an A&R official, in the Assessment Office, or Counseling.

Q. What do I do when I’ve missed a deadline?
A. A Late Add Petition is required when the deadline to register for a class is missed.

There are also petitions for missing the deadline to drop with a refund, and for students who have dropped classes after the deadline to receive a “W”.

Q. How do I get a parking permit? Bus Pass?
A. Parking permits are provided in the Admissions & Records Office, at the Sheriff’s Office, and in Student Affairs (downstairs Building 900).

Bus passes may be picked up at Student Affairs ONLY. During the first two weeks of the fall and spring semester, the Student Affairs desk is located in the cafeteria.

Q. How do I sign up for a course that’s not in the schedule?
A. Check WebAdvisor first for a “real time” schedule, then check with the Cabrillo College Community Education Extension Office, 479-6331, for information regarding Community Ed courses.

Q. How would a student find out the meeting times/days for classes that say “arranged?” (Arr.)
A. The student should visit or call the Division Office. Refer to page 5 for phone numbers.

Q. What do high school students need to know?
A. There are different requirements for the admission process, such as submitting an application each semester with a high school release form. The Schedule of Classes contains detailed information about deadlines, such as when you can register and how to add classes once the semester begins. Information specific to high school students, including appropriate classes and student eligibility can be found on the college website by clicking on Counseling & Transfer, and selecting School-to-College-to-Career.
Q. How do I get a Student Activities Card (SAC)?
A. Request a card on WebAdvisor, Hawktalk or by going to the Student Affairs Office.

Q. Where do I report a problem?
A. Problems can fall into several categories:

Instructional – classroom related problem
• First, speak with the instructor. If not resolved,
• speak with the Program Chair. If not resolved,
• speak with the Divisional Dean. If not resolved,
• speak to the VP of Instruction. If not resolved,
• report the problem to the Dean of Student Services.

Non-instructional (not classroom related) problem
• First speak with the person (the source). If not resolved,
• speak with the immediate supervisor. If not resolved,
• speak with the Director of the Program or the next level administrator. If not resolved,
• speak with the VP of that component. If not resolved,
• report the problem to the Dean of Student Services.

Safety (non-emergency)
• Report to the Student Affairs Office or Division Offices

Emergency
• Crime reporting – campus Sheriff’s Office or call 911
• Hostile Environment – feeling unsafe, Campus Sheriff
• Escort service to your car or the bus stop, Campus Sheriff

Hostile environment/Sexual Harassment
• Report to immediate supervisor AND,
  IF the source is an employee, report to Human Resources
• If the source is a student, report to the Dean of Student Services

Q. How do I transfer to the UC, CSU?
A. See a Counselor. Make an appointment, or drop-in the Counseling Office or the Transfer Center in Building 100.

Q. How many units do I need to transfer to UC? CSU?
A. 60 transferable units total, UC and CSU. See a Counselor about major preparation.

Q. What is the difference between IGETC and CSU transfer patterns?
A. IGETC is a transfer pattern including all lower division courses for transfer to UC or CSU; CSU general education requirements of 39 units needed prior to transfer. See a Counselor for an educational plan that addresses specific transfer courses by major.

Q. I'm interested in getting into Nursing, Dental Hygiene, Radiologic Technology, etc. Where do I start?
A. See a Counselor right away, as there are waiting lists. These programs also have webpages with application information, or check the College catalog. Occupational program brochures are available in Counseling.

Q. How do I apply for financial aid?
A. The first step is to fill out the Free Application for Federal Student Aid (FAFSA), then apply for admission to the college. Forms are in Financial Aid or complete the application online at www.fafsa.ed.gov. The entire application process takes 4-6 months. When referring students to fill out the Board of Governors (BOG) fee waiver, please inform them that we will need a copy of the appropriate federal tax return, if the student/parent filed, or current proof of benefits if applying under Method A.

Q. I filled out a FAFSA. What happens next?
A. If you have applied for admissions, listed Cabrillo College on your FAFSA, and we have your current address, we will mail you an Acknowledgement Packet containing additional documents you need to complete and return to our office. The entire process should be initiated 6 months prior to beginning classes. For example, to receive Financial Aid for the Fall Semester, we advise you begin by filling out the FAFSA in January before the fall Semester begins.
Q. I have never applied for financial aid before, how do I get money? and How long after I submit my documents do I get my check?
A. If the student requires assistance with filling out the FAFSA, please have them schedule an appointment with the Financial Aid Office. Applicants who have met the March 2nd priority filing deadline and have completed their financial aid file will receive their first disbursement within the first two weeks of the Fall semester. For applicants who have missed the March 2nd priority filing deadline approximately 6-8 weeks after your file is complete.

Q. Do I need to be a full time student to receive financial aid?
A. Though a few programs do require that you be a full time student (such as EOPS), most financial aid is also available for less than full time students. For example, there is no minimum amount of units required in order to receive the BOG fee waiver. Cal Grants, student loans, and the SEOG grant require that the student be enrolled in at least 6 degree-applicable units. Federal Pell Grants and CAL Grants are prorated based on enrollment status.

Q. In terms of Financial Aid, what will happen if I drop my classes?
A. If you never attended the courses you dropped, you will owe back the money you were awarded. If you have attended classes the entire semester up to the date you dropped, a calculation will be performed to determine the amount of aid you earned and the amount of money you must return, if any. Your Satisfactory Academic Progress may be affected as a result of dropping classes, and may affect future eligibility for financial aid.

Q. Does Financial Aid (BOG) cover courses not listed in the Schedule of Classes (i.e. Community Ed & Extension Courses)?
A. No.

FEES, REFUNDS, AND PARKING
Payment Options
WebAdvisor—You can pay by credit card online.
HawkTalk—You can pay by credit card online.
Drop Boxes—Pay by check or money order anytime by dropping it in the box outside the building entrance at either the Watsonville or Aptsos campus. It must include your student ID or social security number on your check or money order. Do not pay with cash.
Mail—Mail your check or money order to 6500 Soquel Drive, Aptsos, CA 95003 Attention: College Bank. Do not pay by mail with cash. In Person—The College Bank is in Building 100.

Q. What is the refund policy on enrollment fees?
A. A full refund can only be obtained if classes are dropped before the last day of late registration. The refund will be processed within 30 days of the last day of late registration.

Q. Will it be posted to my credit card?
A. Your refund will be posted to your credit card if you paid using WebAdvisor.

Q. Where do I pay for my Student Semester parking sticker or bus pass?
A. You can pay using WebAdvisor, HawkTalk, drop boxes, by mail or in person at the College Bank. The College Bank does not issue parking stickers or bus passes. You may pick up parking or bus passes at Student Affairs Office or at Admissions and Records. Daily Parking Passes Daily parking passes may be purchased from the yellow vending machines in the parking lots for $2.

Q. Where do I pay for the special materials for my class?
A. You must take the paperwork given to you to the College Bank to make payment.

HOW FACULTY CAN HELP STUDENTS
Submit Grades On Time!
Late grades hold up student transcripts. Students frequently need transcripts to get a job, receive a scholarship award, get a raise, or to license with professional boards such as nursing and real estate. Late grades hold up student financial aid by jeopardizing academic standing. Late grades also hold up registration for transfer students or students that are changing to other colleges.

Fill Out Add Slips Correctly
Include the correct section number for your course and your signature on the Add Slip. Admissions officials cannot change the number and the student will subsequently be sent back to you for a new Add Slip.

Follow the Instructions in Completing Roster Sheets
It seems like such a small request, but omitted information or incorrect information can spell problems for the student.
BOOKSTORE (BLDG 900) 479-6209

Q. What are the payment options?
A. Cash, check or credit card. Important Note: you must have your student ID number with you to pay by check. Bring your registration statement with the number at the top. Student Affairs can also look up your number in room 914.

Q. How can I check what books are required for my class?
A. You can check online by going to www.cabrillo.edu, click on Resources & Labs, and select Bookstore, textbooks, find your textbook.

CAREER CENTER (BLDG 100) 479-6225
Career and academic counseling is available to help students develop educational and vocational plans. Courses and workshops on career planning are offered and available in the Schedule of Classes.

CHILDREN’S CENTER (BLDG 1500) 479-6352
The nationally accredited Children’s Center provides half and full day programs for children ages 6 months through 5 years.

DISABLED STUDENT PROGRAMS & SERVICES (BLDG 800) 479-6370
DSP&S offers counseling and advising, tutorials, academic support, referrals and coordination, classroom aides, readers, interpreters, note takers, special classes, special equipment, on-campus transportation, special parking, priority registration, test proctoring, liaison with local, state and federal agencies, specialized adaptive equipment, and high tech center with computer adaptations.

EOPS (BLDG 900) 479-6305
Extended Opportunity Programs and Services (EOPS) serves Cabrillo students identified as educationally and economically disadvantaged, including but not limited to re-entry women and men, ethnic minorities, English-as-a-second language speakers, and handicapped.

Services include Cabrillo College orientations, financial assistance, academic skills assessment, personal and vocational counseling, educational and career planning, student advising, tutorial and study skill assistance, and campus resource and community agency referrals.

FAST TRACK TO WORK (BLDG 800) 479-6344
Fast Track to Work provides support to students receiving CalWORKs and unemployment, helping them identify a career track.

HEALTH SERVICES (BLDG 900) 479-6435
The Student Health Center provides students with medical services, health counseling, crisis and personal counseling and appropriate referral to community resources. Appointments are available for routine and well care and physicals. They are available on a drop in basis for emergencies and minor illnesses and injuries. Services in the Health Center are provided free of charge to registered students, with the exception of lab testing, immunizations, and referral services.

HIGH SCHOOL OUTREACH (BLDG 800) 479-5760
This program provides services and resources for high school students interested in taking college classes.

INTN’L STUDENTS (BLDG 100) 479-6200
The International Student Office is located in the Counseling Division.

JOB PLACEMENT/STUDENT EMPLOYMENT (BLDG 900) 479-6413

LIBRARY (BLDG 1000) 479-6413

PUENTE (SEE COUNSELING OFFICE BLDG 100)
Puente supports educationally underserved students who want to enroll in four-year colleges and universities.

STUDENT ATHLETES (BLDG 100) 479-6265
Students participating in intercollegiate athletics can receive specialized counseling. See Arturo Cantu in the Counseling Division in Building 100.

STUDENT EMPLOYMENT (BLDG 800) 479-6413
The Student Employment / Job Placement Office is the central clearinghouse for all on campus student jobs.

TRANSFER CENTER (BLDG 100) 479-6385
For students who plan to transfer to four-year colleges and universities, the Center arranges visits from university reps, workshops, and contains a resource library.

DIVISION OFFICES

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<tr>
<th>BELA</th>
<th>Business, English &amp; Language Arts x6400, room 501</th>
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<tbody>
<tr>
<td>HWPEA</td>
<td>Health, Wellness, Physical Education &amp; Athletics x6266, room 1102A</td>
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<tr>
<td>HASS</td>
<td>Human Arts &amp; Social Sciences x6348 or x6297, room 420</td>
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<td>NAS</td>
<td>Natural &amp; Applied Sciences x6328, room 701</td>
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<tr>
<td>VAPA</td>
<td>Visual, Applied &amp; Performing Arts x6464, room 301</td>
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