

# General Information

## Policy for Students whose Primary Language is Not English

Persons whose primary language is not English are encouraged to take the English as a Second Language assessment in the Testing and Placement Center, located at both the Panorama and Delano Campuses. Orientation for students whose primary language is not English is scheduled on both campuses as well.

## Exemptions

Only students who have completed an associate degree or higher may be exempt from orientation, assessment, and counseling; however, if a student wishes to enroll in a course that has a prerequisite, he/she must show proof of meeting the prerequisite or take the English, reading, or math assessment.

A student may also decline to participate in the matriculation process, but in so doing relinquishes the right to participate in early registration and may not be able to enroll in courses that have prerequisite requirements. Information is available in the Office of Admissions and Records in the Administration building, room 7, and the Counseling Center in the Center for Student Success (CSS) building.

Students have the right to challenge or appeal any allegation of violation of enrollment regulations. Challenges or appeals should be submitted to the Vice President of Student Affairs.

## Course Admission Policy

The policy of the college is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and, when applicable, a relevant program, and who meets established prerequisites.

## Prerequisites

Many Bakersfield College courses have basic skills or course prerequisites. These prerequisites are established to assist students in selecting courses for which they have the entry level skills. Students who believe that they have the entry level skills without the appropriate placement test score or previous course(s) may challenge the prerequisite. Students have the right to:

1. Appeal a prerequisite course requirement because the required course is not available.
2. Challenge any prerequisite believed to be discriminatory.
3. Challenge any matriculation regulations/procedures that have the effect of being discriminatory based on how the services are applied to students.
4. Be provided alternative services for the matriculation process if necessary for ethnic and language minority students and students with disabilities.

Questions about challenges or appeals for a prerequisite or placement regulation/procedure should be directed to Advising and Counseling in the Center for Student Success (CSS) building.

## Student Education Plans (SEPs)

An SEP outlines a suggested course of study for the individual

student based on major, transfer plans, and sequence of courses. Students are encouraged to meet with an advisor or counselor or attend an SEP Workshop to develop and update their plan each semester or when a change is made to their major, transfer institution, or other pertinent objectives. Students can make an appointment in the [Advising and Counseling Center](#), located on the lower level of the Center for Student Success (CSS) building or call (661) 395-4421.

Bakersfield College's educational advising and counseling program's purpose is to assist students in the development of meaningful educational plans which advance their progress toward a certificate, associate degree, or successful transfer to baccalaureate programs at campuses within either the University of California or California State University systems. The Transfer Center and the Advising and Counseling staff also assist students in identifying and understanding the transfer requirements at private colleges and universities. Additionally, academic advising services assist individuals in need of developmental educational opportunities as well as those who need to retool or retrain. Within this context, advisors and counselors assist students in developing educational plans compatible with a diverse set of career and life goals.

The best time to schedule an appointment for your SEP is:

<i>Fall Semester</i>	<i>September-October</i>
<i>Spring Semester</i>	<i>February-March</i>

Students who have completed lower division coursework at other colleges and universities and wish to apply that coursework to completion of a Bakersfield College certificate, associate degree, or to a California State University general education certification, or to an IGETC general education certification should have their transcripts officially evaluated. For more information, visit the [Admissions and Records web page](#).

## Early (Priority) Registration Appointments

Bakersfield College recognizes that students who complete all enrollment steps (Orientation, Placement, Testing, Advising and Counseling, and abbreviated and comprehensive Student Educational Plan) are more likely to reach their academic goals. These students are given special registration priority appointments. In order to ensure that students who are progressing successfully toward those academic goals have the opportunity to continue that progress, students who have attempted less than 100 units will be allowed to register earlier than those with over 100 units attempted. For their first semester of registration, students who receive earlier appointments will have completed these enrollment steps. The order of appointment assignments will be as follows:

- Students in special populations such as veterans who have been discharged within the last three years, foster youth, EOP&S, CalWORKS, DSP&S, President's Scholars, honor's, MIH program, or athletics.
- Continuing students with less than 100 units attempted at Bakersfield College and prior year graduates of local high schools.
- New students not included above.

Continuing students who have not completed all four enrollment

steps will be assigned appointments during the first few days of open registration based on the date they completed their admission/update forms.

**Registering for Classes**

All course registration takes place on Bakersfield College’s web registration system. Detailed instructions for the use of this system can be found on the [Registration Information web page](#).

Students must be officially registered or on the official waitlist before attending classes. Registration dates are indicated in the “About the College” section of this catalog and on the Bakersfield College website.

**Waitlists**

The electronic waitlist allows students to be moved into a class when seats are available. It is a true first-come, first-serve system. Students trying to register for classes that are closed will be able to select waitlist. During the weeks prior to the start of classes, when vacancies occur in classes, the first student(s) on the waitlist will be moved into the class. Students should use the waitlist to ensure themselves a chance of getting into the classes they want.

**Students on waitlists still must attend the first meeting of the class or be dropped from the waitlist.** The prerequisite, basic skills, time conflict and repeat checks will prevent ineligible students from moving into the classes.

Students waitlisted for a class should check InsideBC regularly. When status changes to registered, the student will have ten days to pay for the class. Students are not charged enrollment fees for waitlist classes until they are actually enrolled in the class.

Students should drop themselves from a waitlist for any class that they no longer wish to take.

**Maximum Study Load**

Students may enroll in a maximum of 19 units per fall/spring semester and 7 units in a summer. Students with strong academic records may be cleared to enroll in more units by completing an overload request form in the Counseling Center.

**Minimum Study Load**

Students must enroll in a minimum study load in order to meet certain qualifications such as:

1. Certification as a full-time student to the Department of Health and Human Services: 12 units.
2. Approval by the Veterans Administration for training under Chapter 31, 32, 33, 34, 35 or 1606, Title 38 U.S. Code.
 

<i>Enrollment</i>	<i>Semester</i>	<i>Summer</i>
Full time	12 units	4 units
3/4 time	9-11 units	3 units
1/2 time	6-8 units	2 units
3. F-1 Visa (international) student status: 12 units.
4. Eligibility to participate in intercollegiate athletics: 12 units (Repeated courses, previously passed with a C or higher cannot be counted.)
5. Student athletes must maintain a C average (2.0 grade point average) or higher.
6. Eligibility to participate in student government as an officer: 5 units.

**Academic Success and Progression**

According to the Kern Community College District Board of Trustees Board Policy Manual section 4C6, students must display academic progress in order to graduate from a program of study or meet minimum requirements for prerequisites.

4D1C - 18 units of study must be completed in a discipline or from related disciplines as listed in the Community Colleges Taxonomy of Programs. Each course counted in this section must be completed with a grade of ‘C’ or better, or a ‘P’ if the course is taken on a pass/no pass basis.

4D1D - 18 semester units of general education must be completed and shall include at least 1 course in each of the following areas:

1. Natural Sciences
2. Social and Behavioral Sciences
3. Humanities
4. Language and Rationality

A course designated by each College as meeting the Ethnic Studies requirement must be taken in at least one of these 4 areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.

4D2B2 - The colleges may award locally approved certificates with fewer than 18 units that certify that a student has completed a credit course or a sequence of credit courses to meet documented workplace needs/ standards by demonstrating a level of knowledge, skill(s), and ability(ies) sufficient to earn a minimum grade of ‘C’ in each required course.

**Repeating a Course**

Certain Bakersfield College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than ‘C’ or its equivalent has been earned. The original and subsequent grades will remain a part of the student’s permanent record. The earlier attempts will be disregarded in the student’s GPA calculation.

If a student earns any combination of ‘D’, ‘F’, or ‘W’ on two attempts in a course taken in the Kern Community College District, that student can only register for a third time with the signature of the faculty chair of the department on a Request to Repeat a Course Beyond the Limit form. This form is available from the Office of Admissions and Records in the Administration building, room 7.

In compliance with Title 5 California Code of Regulations Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as verified cases of illness, accidents, or other circumstances beyond the control of the student. Approval to repeat under these circumstances should be obtained prior to registration in the Office of Admissions and Records in the Administration building, room 7. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer

employment. The course may be repeated for credit only 3 times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

### **Remedial Coursework Limitation**

Remedial coursework refers to precollegiate basic skills courses defined as courses in reading, writing, computation, learning skills and English for Multilingual Students, which are designated as non-degree credit courses. No student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College District, except for the following:

1. Students currently enrolled in one or more courses of English as a Second Language
2. Students identified by Bakersfield College as having a qualifying disability

### **Auditing a Course**

Students who have been admitted to the college may enroll in courses as auditors with the permission of the instructor and subject to the following provisions:

1. Priority shall be given to students who wish to take the course for credit.
2. A student in a course shall not be permitted to change from audit to credit status nor from credit to audit.
3. The cost to audit a class is \$15 per unit. (Students enrolled in 10 or more other units will not be charged this fee.)
4. A course audit shall be approved under only one of the following conditions:
  - Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal
  - Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses
5. The course instructor and College President or designee shall approve audit enrollments.

Course Audit Forms are available in the Office of Admissions and Records in the Administration building, room 7 beginning on the first day of class.

### **Holds that Prevent Registration**

#### **Financial Holds**

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to receive transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. They may not be allowed to register. When the student has cleared the obligation with the Office of Business Services at Bakersfield College, the hold will be removed.

#### **Academic Standing**

A student who is not in good academic standing will have a hold placed on his/her record until he/she attends an online workshop to make plans to improve his/her grades. These holds will prevent registration.

#### **Probation**

*Academic Probation*—A student who has attempted at least 12 cumulative semester units shall be placed on academic probation

when he/she has earned a cumulative semester grade point average below 2.0.

*Progress Probation*—A student who attempted at least 12 cumulative semester units shall be placed on progress probation when the percentage of all units for which entries of 'W', 'I', NC and 'NP' reaches or exceeds 50 percent.

Students transferring from other collegiate institutions will be placed on probation according to these same standards.

Students on probation may be limited to specific courses and to the number of units for which they may register. The academic status of each student is printed on the student transcript which is updated at the conclusion of each academic term.

#### **Removal From Probation**

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average reaches 2.0 or higher.

A student on progress probation shall be removed from probation when the percentage of 'W', 'I', NC and 'NP' units falls below 50 percent.

#### **Disqualification**

Any student who is placed on academic probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation.

Any student who is placed on progress probation for three consecutive semesters of enrollment shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of 'W', 'I', NC and 'NP' was less than 50 percent, in which case the student shall be placed on continued probation.

#### **Reinstatement**

A student who is disqualified may be ineligible to attend Bakersfield College. The student may be conditionally readmitted the following semester upon petition to the Advising and Counseling Center.

#### **Administrative Hold**

If a student is not in good standing with the college, or has any incomplete sanctions due to a student conduct matter, an administrative hold may have been applied. The hold will prevent students from registering, obtaining a transcript or diploma, making a change to a schedule, or processing an application for admission. To remove this hold, visit the Office of Student Life, Campus Center Room 4, (661) 395-4614.

A readmitted student may be restricted to specific courses or programs, and a limitation will be placed on the number of units attempted. Reinstatement application forms may be obtained in the Advising and Counseling Center, located on the lower level of the Center for Student Success (CSS) building.

#### **Alternate Class Formats**

**Distance Learning**  
(661) 395-4635

Distance Learning consists of courses offered from a wide variety of disciplines using non-traditional delivery methods: interactive, online, and hybrid. Dependent upon semester scheduling, Distance Learning provides additional educational options to anyone seeking a college education: students dealing with family and/or job commitments, time limitations or transportation difficulties, individuals willing to explore a less traditional presentation of course content, and students who choose to not come to campus for traditionally presented classes. Regardless of the mode of delivery, students receive the same course content described in the catalog and will have the same course expectations.

Bakersfield College offers a variety of online courses, allowing students to self-select classes free of any geographic and time boundaries. It is vital that students have a basic understanding of computer usage, dependable access to the internet, and know how to send and receive e-mail.

Bakersfield College interactive courses connect with classrooms on the Delano Campus, 35 miles north of Bakersfield. Interactive classes may also connect with classes at Porterville College and/or Cerro Coso Community College. Instructors may teach from an origination site at any of the campuses, using real-time two-way video/two-way audio technology. Students benefit from interactivity with students enrolled at one or more remote locations.

Hybrid courses use the internet as the predominate delivery method combined with traditional face-to-face classroom sessions. Students must be able to come to the main Bakersfield College campus for an orientation session during the semester as well as have access to and be able to use the internet.

#### ***Learning Communities, Compressed, and Accelerated Courses*** **(661) 395-4433**

Bakersfield College offers learning communities, compressed and stacked, and accelerated courses. All give students the opportunity to develop necessary college skills and complete courses while gaining individual support within an organized group of learners.

In a learning community, students are enrolled in two linked courses, with the same cohort, or group of students. In a learning community, the courses may have a theme, such as the African-American Experience Learning Community, which is part of the Umoja African-American Success through Excellence and Persistence (ASTEP) program. In a compressed and stacked course, two sequential courses are combined, which allows students to complete sequential courses in one semester instead of two or more. Typically, the content of a single course is compressed into an eight-week segment, which is followed immediately by the next course in the sequence, also taught in a compressed format for eight weeks. Notably, students register for the two sequential courses or two linked courses at the start of the semester, but will earn credit for both classes once they complete the sequence.

Bakersfield College continues to offer a variety of learning communities and compressed and stacked courses that combine a variety of courses, most typically in English, math, and study skills. At least one option is offered each semester. Check the schedule of classes under a learning community search to locate the most current learning community and compressed and stacked courses being offered.

An accelerated course is a redesigned course that is open to

students who test into more than one level, and that includes increased support. Currently, students at the English placement level of 04 (English 60) or 05 (English 50) level are eligible to take English B53. In this course, students will strengthen their critical thinking and their ability to develop arguments at the college level, and those who are successful in English B53 will be eligible for ENGL B1A. Check the schedule of classes under English to find available sections of English B53.

#### ***Basic Skills/Precollegiate Coursework***

Basic skills courses teach fundamental skills in reading, writing, computation, and study skills that are applicable to any area of study. They provide open access, support services, basic skills courses, resources, and equipment and technology to California Community College students. Basic skills courses are offered in the Academic Development (ACDV), English (ENGL), English for Multilingual Students (EMLS), and Mathematics (MATH) Departments.

The term “Basic Skills” comprises many areas. The essence of college in general, and basic skills in particular, is to develop skills which will allow students to think abstractly, understand complex concepts, synthesize information, solve multi-step problems, read books and articles, communicate effectively, and leave college with the ability to live, work, and become involved in issues and activities within the community (Winston, R. “Basic Skills: the Promise of Access for California Community College Students,” FACCTCS, Spring 2007: 17-18. Print).

Incoming Bakersfield College students take computerized placement tests that determine their entry levels in reading, writing, and mathematics. Students are encouraged to take their Academic Development, English, Reading, and Math courses early in their college career, as research shows that basic skills courses improve student success rates.

State regulations set a maximum of 30 units for basic skills courses taken by any student. If a student’s skills are such that more than 30 units will be required to reach college level, that student will be counseled regarding other possible ways to build those skills. Exempted from the 30-unit limitation are students enrolled in English for Multilingual Students (EMLS) courses and students identified as having a disability.

#### ***Delano Campus*** **(661) 720-2000**

The Delano Campus provides the community with access to Bakersfield College programs and services. Students live in Delano and the rural communities of northern Kern and southern Tulare counties. Day and evening general education, transfer and vocational courses are available to help students obtain an Associate of Arts degree or technical certification. Student and instructional support services include Counseling, Financial Advising, Educational Advising, Assessment Testing, Disabled Student Programs and Services, Extended Opportunity Programs & Services, Computer Lab, Multi-Subject Tutoring, Admissions, Registration and more. The Delano Campus is located at 1450 Timmons Avenue, Delano, California.

#### ***Weill Institute Compliance School and Entrepreneur School*** **(661) 336-5010**

The Weill Institute is located in downtown Bakersfield at 21st Street and Chester Avenue (with parking and main entry in the parking

lot off of L Street). The evening instructional program provides a variety of vocational, general education, and transfer courses. Both semester-length and short-term courses are available.

**Weill Institute Business Center  
(661) 395-4104**

The Weill Institute Business Center provides economic and workforce development services. The needs of business, industry and the workforce are met with a highly-skilled staff that provide customized training, job skill assessment, bilingual training, performance consulting, organizational development, and many other services. The Business Center also operates the California Compliance School and the Regional Environmental Business Assistance Center.

Also located at the Weill Institute Business Center is the Business Assistance Center, which operates under grants from the U.S. Small Business Administration, the Chancellor's Office of California Community Colleges, and other agencies. The Business Assistance Center offers free counseling to small business owners and individuals interested in starting a business in Kern, Inyo, and Mono counties. Affordable seminars and workshops are held on a regular basis for practical guidance in owning and operating a small business.

**College Fees, Tuition, Books, and Fee Refunds  
Community College Enrollment Fees**

Enrollment fees are set by the state of California. Enrollment fees are \$46 per unit for the 2017-2018 academic year. If the state of California increases the fees, a supplemental bill will be sent to all students.

**Nonresident Tuition Fee**

Nonresident students are required by state law to pay tuition in addition to enrollment fees. The tuition fee for nonresident students is \$212 per unit up to a maximum of 15 units per semester.

**California Nonresident Tuition Exemption For Eligible California High School Graduates**

A law was passed by the Legislature in 2001 known as "AB 540." Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the California State University and the University of California.

**Requirements:**

- The student must have attended a high school (public or private) in California for three or more years.
- The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam).
- An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Students who are nonimmigrant [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information

obtained in this process is strictly confidential unless disclosure is required under law.

Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration. Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will not be classified as California residents. They continue to be nonresidents. Nonresident students meeting the criteria will be exempt from the payment of nonresident tuition.

Students meeting the criteria will be classified as AB540. AB540 students will be considered for state aid through the California Dream Act application but not for federal financial aid. Please contact the Office of Financial Aid for details.

To request this exemption, a student must complete the form in the Office of Admissions and Records in the Administration building, room 7. The form and more information can be found on the [Admission and Records Forms page](#). Students may be required to submit additional documentation. Contact the Office of Admissions and Records in the Administration building, room 7 if you have questions.

**Student Health Fee**

A \$13 student health fee has been authorized by the Board of Trustees for all students during the fall or spring semester. The fee is \$10 for summer session. The purpose of the fee is to make health center services available to all students and to provide greater healthcare educational programming.

The following health fee exemptions are authorized by law:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

Exemption forms are available in the Office of Admissions and Records in the Administration building, room 7.

**Student Center Fee**

Bakersfield College students shall be assessed a Student Center Fee of \$1 per unit for courses on the main campus up to a maximum of \$5 per fall semester and \$5 per spring semester. The fee shall not be assessed for summer session enrollment.

**Student Representation Fee**

A student representation fee of \$1 is charged to all students. This fee will be used by the Student Government Association for:

- Attendance at conferences and meetings of student non-partisan organizations.
- Organizational dues and/or special donations to statewide student organizations or any other recognized student lobby association that works on behalf of community college students.
- Purchase of equipment used for lobbying and/or advocacy such as computers, printers, faxes, modems, software, and accessories.
- Subscriptions to newsletters and/or magazines of higher education.
- Travel expenses for lobbying and/or advocacy for students.

- Leadership training, awareness, and information.
- Hosting non-partisan conferences of legislative issues.

### **BCSGA Student Services Program**

The purpose of the Bakersfield College Student Government Association ([BCSGA Student Services Program](#)) is to maintain and strengthen existing programs as well as to establish new programs that will enhance the student experience at Bakersfield College. BC students are eligible to receive the BCSGA Student Services or new validation sticker when the student opts to pay a \$15 fee each fall and spring semester. Other incentives include: free copies up to 10 pages per semester, free faxing up to 12 pages per semester, 2 free blue books per semester, 10 free Scantrons per semester, and discounts at more than 400 local businesses with the KVC sticker. For more information, contact the Office of Student Life at (661) 395-4355.

### **Parking Fees**

Parking is restricted to parking permit holders during all twelve months of the year. A semester parking permit is \$40 and a summer permit is \$25. Parking permits are not required on weekends. Visitor parking and disabled person parking is enforced at all times. Obtain a student permit on our [Parking page](#).

### **Books**

It is estimated that the cost of books and supplies will be \$650 to \$850 per semester for a 15-unit schedule. Books may be purchased or rented at the college bookstore, which is open year-round except during college holidays.

### **Refunds**

#### *Enrollment and Tuition Refunds*

Enrollment and tuition fees will be credited to the student account, when applicable, for program changes through the first two weeks of the fall or spring semester only. In courses other than semester length, consult the Office of Admissions and Records in the Administration building, room 7, regarding withdrawal and refund deadlines.

To receive the enrollment or tuition refund, a student must apply for the refund in the Business Services Office before the end of the second consecutive semester of non-attendance. Summer session is not considered a semester. If a student does not apply for a fee refund within this time frame, funds will revert to the Kern Community College District.

Should the College cancel a class in which a student is enrolled and there is a reduction in units which results in a lower fee, the student should request a refund through the Business Services Office.

#### *Student Health Fee Refund*

Health fees will be credited to the student account, when applicable, if all classes are dropped and an enrollment fee credit is generated by the transaction. To receive the health fee refund, a student must apply for the refund in the Business Services Office before the end of the second consecutive semester of non-attendance. Summer session is not considered a semester.

#### *BCSGA Student Services Program Refund*

Students may decline the BCSGA Student Services during course enrollment. However, those that waive the fee will be placed on a list of those students ineligible to take advantage of many BCSGA sponsored events. To fill out an appeal form, requesting a refund,

come to the Office of Student Life (Campus Center, Room 4). Refunds will only be dispersed within the first 2 weeks of the fall and spring semester.

### **Attendance Policies**

#### **Class Attendance**

Regular class attendance is expected of all students enrolled in the College. It is especially important that students attend the first sessions of each class for it is during those classes that instructors may distribute syllabi and course requirements and explain what is expected in terms of attendance. Students enrolled in classes that are full may be dropped by the instructor if they do not attend the first class sessions. Students on a course waitlist should also attend the first class meetings to avoid being dropped.

The attendance policy for each course is established by the instructor and communicated to each class in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. After drops of first day absentees and waitlist absentees, instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction.

Instructors may give consideration to excusing students from classes to participate in scheduled college activities; e.g. athletics, music, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

#### **First-Day Drop Policy**

Because many classes become filled and are closed, students in lecture and/or lab courses may be dropped if they do not attend classes during the first two weeks without notifying the instructor.

Students in open entry courses may be dropped if they do not begin attending during the first week of classes.

#### **Distance Learning Attendance and Non-Participation Policy**

All students enrolled in distance learning courses must log in to each course and complete any assignment or other activity, to be determined by the instructor, that are required during the first week. Students who fail to complete first week assignments/activities within the instructor's deadline may be dropped.

After the first week and during the time period before the final withdrawal date, students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. (See the section "Withdrawing from Classes" for additional details.)

The Bakersfield College Attendance Policies: Class Attendance states that “instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction.” In the case of distance learning, “absences” shall be defined as “non-participation.” Instructors may drop students after the equivalent of two weeks of non-participation from the first day of class. Non-participation shall be defined as, but not limited to:

- Not following the instructor’s participation guidelines as stated in the syllabus
- Not submitting required assignments
- Not contributing to meaningful discussion in required chat rooms, discussion boards, or other online forums
- Not participating in scheduled activities
- Failure to communicate with the instructor as required

It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

### **Withdrawing from Classes**

Students are responsible for officially withdrawing from any class section, including lab sections, or waitlist in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop a class or classes through the web registration system. Nonattendance or nonpayment does not release the student from this responsibility and may result in a failing grade being awarded.

Within the withdrawal date guidelines, instructors may drop students from a course for nonattendance, disruption, or failure to meet the requirements of the course.

A student who withdraws or is dropped from a semester-length course through the 20 percent date of any term will not have the course included on the permanent record. A ‘W’ will appear on the permanent record for courses dropped between the 20 percent date and the 60 percent date of the term. No ‘W’ grades may be issued after the 60 percent date. In courses other than semester length, consult the instructor or Office of Admissions and Records in the Administration building, room 7, regarding withdrawal date deadlines.

A student may contact the Office of Admissions and Records in the Administration building, room 7, regarding the procedure to drop or withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. Examples of verifiable extenuating circumstances may be: accidents, illness, death of an immediate family member, or other circumstances beyond the control of the student. This must be done by the last day of classes and prior to the beginning of the final examination period for the term in which the withdrawal will apply. Withdrawal after the end of the 14th week of the semester (or 75 percent of the semester, whichever is less) when the college has authorized such a withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a ‘W’.

A ‘W’ is not used in calculating grade point averages, but excessive ‘W’ notations will be used as factors in progress probation and disqualification. Students who find it necessary to withdraw from the college are required to return all check-out supplies, equipment

and library books, and pay all fines and debts owed the college.

### **Transcripts**

Bakersfield College has partnered with Credentials Solutions to accept transcript orders via internet through a secured site. Credentials Solutions is the designated agent for processing and sending official transcripts, including electronic EDI transcripts and PDF transcripts. Credentials Solutions has been granted the authority to deliver all such transcript requests on behalf of Bakersfield College and to respond to any inquiries regarding these transactions.

The first two transcripts (lifetime) a student orders are FREE of charge and processed through Bakersfield College. The fee will be deducted at the end of the order if eligible. [Order your transcripts online.](#)

### **Verification of Enrollment**

#### **Current Semester**

The Office of Admissions and Records in the Administration building, room 7, will complete a verification of enrollment upon written request by the student. A fee of \$2 is charged for each verification. The \$2 fee is waived for financial aid academic progress verification.

Students are considered a student of Bakersfield College when students have completed the matriculation steps, and have fully enrolled into a course. A student is no longer considered a student when either a student has completed a course of study or has been inactive with Bakersfield College courses for more than 6 consecutive months.

#### **Past Semester(s)**

Past semester(s) can be verified by ordering an official transcript.

### **Student Schedule of Classes**

Individual student class schedules are available on [Inside BC.](#)