

# Admission and Registration

## ADMISSION AND REGISTRATION

### Getting Started at Bakersfield College

#### Academic Eligibility

A high school graduate, or anyone who has a Certificate of Proficiency or a General Education Development (G.E.D.) may be admitted to Bakersfield College.

Any person 18 years of age or older who is not a high school graduate may be admitted if his/her previous training or experience indicates that he/she will profit from the offerings of the college. Such students must have the approval of the Director of Enrollment Services.

#### Special Status Admission

In accordance with California Education Code regulations, K-12 students may enroll as special part-time students on a seats-available basis. Enrollment must be recommended by the high school principal, with parental consent and approval by the college Director of Enrollment Services. Units earned may be used for high school or college credit or for both. Students enrolled under this program are exempted from paying enrollment fees.

#### Residency Determination

A 'resident' is a student who has residence in the state of California for more than one year immediately preceding the residence determination date which is the day before the first day of classes.

The resident of any California community college district may attend a community college in any other district in this state, subject to generally applicable admission criteria, and subject to any restrictions set forth in a notice of restriction issued by a district.

In order to determine a person's place of residence, reference is made to the following statutory rules:

1. Every person has, in law, a residence.
2. Any person who is married or is 18 years of age or older and under no legal disability to do so, may establish residence.
3. In determining the place of residence the following rules are to be observed:
  - a. There can be but one place of residence.
  - b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which he/she returns in seasons of repose.
  - c. A residence cannot be lost until another is gained.
  - d. The residence can be changed only by the union of act and intent.
  - e. A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.

- f. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- g. The residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

In general, a resident has citizenship or permanent resident status in the United States and has established residence in California for at least one year immediately preceding the residency determination date (the day before the first day of classes). If you do not have citizenship or permanent resident status in the United States, or have questions regarding your status, please contact the Admissions and Records Office.

#### International Students

Students from countries outside of the United States are eligible to attend Bakersfield College if they have the equivalent of U.S. high school diploma, a TOEFL score of 500 or higher on a paper-based exam or 173 or higher on a computer based exam, and sufficient financial resources to pay all expenses.

#### Admissions Form

An admissions form may be completed on the college web page (<http://www.bakersfieldcollege.edu>). It must be filed prior to registration. The application should include the prospective student's social security number. The Social Security number will not appear on class roll sheets.

#### Changing Identification Numbers

All students are assigned an identification number when a completed admissions form is submitted to the Office of Admissions and Records. Students may use the assigned numbers or their Social Security numbers to access their academic records.

#### Changing Names, Addresses, Telephone Numbers or E-mail Addresses

Students may change their name by bringing a photo identification to the Office of Admissions and Records. They may change their address, telephone number, or e-mail address on the web (<http://www.bakersfieldcollege.edu>). To do that they must select "Register for Classes," login and then select "Personal Information."

#### Personal Identification Numbers

When prospective students complete their admission forms online, they will be asked to create a personal identification number (PIN). The number must be six digits that the

students will be able to remember but that other people would be unlikely to know.

The first time that students login to register they will be asked to select a PIN hint question from a drop down menu. They fill in the answer to the question that they select with a one or two word answer. Then, when students forget their PINs, they can click the “Forgot PIN” button, and if they enter the correct response, they will be given a screen on which to enter a new PIN.

### Matriculation

What is matriculation?

Every student should have an educational goal, a reason for going to college. Matriculation is the process that allows the college and the student to form a partnership which helps attain that goal. The college asks students to commit themselves to an educational objective and the college commits to fostering student success. To ensure the success of the partnership:

The college agrees to provide:

- An admission process
- An assessment of basic educational skills and career goals
- Counseling/advising for the development of an individual education plan
- Quality instruction
- A wide variety of courses
- Referral to support services as necessary
- Follow up on student academic progress

Students are expected to:

- Attend an orientation session
- Complete assessment
- Declare a specific educational objective or career pathway after completing 15 units of course work
- Attend classes regularly, complete assigned course work and seek out counseling services as necessary
- Complete courses and maintain progress toward an educational goal as identified in the individual student education plan
- Seek out support services as needed

### Assessment 395-4479

Academic skills assessment is designed to determine students’ entry level skills in reading, writing and math. The writing of an English essay is also required for placement in an English composition course (ENGL B1a, ENGL B1b, ENGL B60, ACDV B68). Academic skills assessment may be waived by providing proof of eligibility for admission to a California State University with the appropriate combination of ACT and SAT scores and high school grade point average.

### Assessment Policy for Students with Disabilities 395-4334

Persons with disabilities who might require testing accommodations should contact Disabled Student Programs and Services. In compliance with federal and state laws, Bakersfield College assures each student an equal opportunity

to demonstrate competency or knowledge in a subject area at each point in the educational process. Students with disabilities are expected to demonstrate the same competency or knowledge as other students.

Accommodations are made on an individual basis in the method or format of examination. Such accommodations may include, but are not limited to, an extension of time, the use of a typewriter, the use of a computer, the use of a spell checker or calculator, the use of a tape recorder and, where appropriate to the disability, an alternative mode of assessment.

### Policy for Students Whose Native Language is not English

Persons whose primary language is not English are encouraged to take the ESL assessment. Orientation for students whose primary language is not English is scheduled on campus and at the Delano Community Campus.

### Exemptions

Only students who have completed an Associate Degree or higher may be exempted from orientation, assessment and counseling; however, an exempt student wishing to enroll in a course that has a test score prerequisite must participate in the college’s assessment of English, reading, and math skills.

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 and the Counseling Center.

Students have the right to challenge or appeal any allegation of violation of matriculation regulations.

### Student Educational Plans (SEP)

When students have completed 15 units of course work, they are required to complete their student educational plan (SEP) to identify their educational goals and the courses, services, and programs that will be used to achieve them. These plans may be revised at any time.

### Registering for Classes

#### 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.

# Matriculation and Registration

As a new student . . .	As a continuing student . . .	As a former student . . .
<p>If you have received a two-year or higher degree from another college but are new to BC, you are exempt from the requirements for orientation, assessment and counseling. However, we encourage you to take advantage of any of these services you find helpful.</p>	<p>Enrolled in current semester classes</p>	<p>Enrolled in BC classes in the past but not in the current semester</p>
<p><b>Admission or Update</b></p> <ul style="list-style-type: none"> <li>Submit completed admissions form                             <ul style="list-style-type: none"> <li>at <a href="http://www.bakersfieldcollege.edu">www.bakersfieldcollege.edu</a></li> </ul> </li> </ul> <p><i>Foreign students holding visas must contact the Admissions &amp; Records Office for admission procedures.</i></p>	<p>Submit update:</p> <ul style="list-style-type: none"> <li>on the web at <a href="http://www.bakersfieldcollege.org">www.bakersfieldcollege.org</a></li> </ul>	<p>If you attended:</p> <ul style="list-style-type: none"> <li>before 1987, complete admissions as for new students</li> <li>1987 or after, complete update as for continuing students</li> </ul>
<p><b>Orientation</b></p> <p>Students are expected to participate in an orientation session before assessment testing.</p> <p>Orientation schedules can be found:</p> <ul style="list-style-type: none"> <li>at <a href="http://www.bakersfieldcollege.edu">www.bakersfieldcollege.edu</a></li> <li>in Admissions &amp; Records on the main campus</li> <li>at the Delano campus</li> </ul>	<p>If you attended an orientation, skip this step.</p> <p>If you never attended an orientation, you are expected to participate in orientation before assessment.</p>	<p>If you attended an orientation, skip this step.</p> <p>If you never attended an orientation, you are expected to participate in orientation before assessment.</p>
<p><b>Assessment</b></p> <p>You must participate in assessment if you plan to:</p> <ul style="list-style-type: none"> <li>take an English, Math, or other class with prerequisites</li> <li>earn a degree</li> <li>earn a certificate</li> <li>transfer</li> </ul> <p><i>Students can request:</i></p> <ul style="list-style-type: none"> <li>English as a Second Language assessment by calling 395-4479</li> <li>Accommodations for disabilities by calling 395-4334</li> </ul>	<p>If previously completed BC assessment, skip this step.</p>	<p>If previously completed BC assessment, skip this step.</p>
<p><b>Counseling</b></p> <p>Counselors will help you:</p> <ul style="list-style-type: none"> <li>review assessment and other criteria for course placement</li> <li>identify your educational goal</li> <li>choose classes</li> <li>inform you of special services</li> </ul>	<p>Counselors will help you:</p> <ul style="list-style-type: none"> <li>review assessment and other criteria for course placement</li> <li>identify your educational goal</li> <li>choose classes</li> <li>inform you of special services</li> </ul>	<p>Counselors will help you:</p> <ul style="list-style-type: none"> <li>review assessment and other criteria for course placement</li> <li>identify your educational goal</li> <li>choose classes</li> <li>inform you of special services</li> </ul>
<p><b>Registration</b></p> <p>Open web registration begins during the last week of a semester for the following term.</p> <p>Students should register for the waitlist for closed classes. Instructors do not sign add slips.</p>	<p>Students who are fully matriculated and enrolled in classes on Monday of the third week of a semester will receive an appointment for early registration for the following semester.</p> <p>Students should register for the waitlist for closed classes. Instructors do not sign add slips.</p>	<p>Open web registration begins during the last week of a semester for the following term.</p> <p>Students should register for the waitlist for closed classes. Instructors do not sign add slips.</p>

**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 assessment test score or previous course 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 you
4. Be provided alternative services for the matriculation process if necessary for ethnic and language minority students and students with disabilities

Any challenge or appeal should be addressed to the Dean of Students.

**Early Registration Appointments**

Continuing students who were registered on Monday of the third week of classes are assigned early registration appointments for the following semester in the following order:

- Students who belong to specific groups or special programs and who have completed matriculation.
- Students who have completed orientation, assessment, counseling and have a student educational plan on file in descending (see Matriculation) order of the number of units completed, except that students who have completed 45 to 68 units will be first.
- High School seniors who have completed the early registration process.

**Registering by Web**

All early and open registration takes place on Bakersfield College’s web registration system. Detailed instructions for the use of this system can be found in the Class Schedule.

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 in the class schedule.

Web registration is available all semester except for holidays and special dates. The college web page is available from 8:00 a.m. to 2:00 a.m. daily except Sunday.

**Waitlist**

The electronic waitlist feature replaces instructor-signed add slips and allows students from an established waitlist 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 who are on a waitlist should check their registration regularly on the web. They will have ten (10) days to pay for the class once they have moved into registered status. Students will not be charged the enrollment fees for waitlist classes until they are actually enrolled in 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 they may be dropped from the waitlist. The prerequisite, basic skills, time conflict and repeat checks will prevent ineligible students from moving into the classes.

Students may drop themselves from a waitlist at any time. If a new section of a class is opened at the same day and time as a section with a waitlist, students on the waitlist will be automatically enrolled into the new section.

**Maximum Study Loads**

Students may enroll in a maximum of 19 units per semester and 7 units in summer. Students with strong academic records may be cleared to enroll in more units by a counselor.

**Minimum Study Loads**

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, 34, 35 or 1606, Title 38 U.S. Code.
 

	Semester	Summer
Full time	12 units	4 units
Three-fourths time	9-11 units	3 units
One-half time	6-8 units	2 units
3. ‘F-1’ Visa (foreign) 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.) Student athletes must maintain a “C” average (2.0 grade point average) or higher.
5. Eligibility to participate in student government as an office holder: 6 units.

**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. A student who has repeated a course under this condition may file a petition with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA. Only second attempts will replace the first substandard grade. The original and subsequent grades will remain a part of the student’s permanent record.

If a student earns any combination of “D,” “F,” or “W” on two attempts in a course, that student cannot register for a third time without the signature of the instructor and the faculty chair of the department.

In compliance with Title 5 California Code of Regulations Section 56029, course repeats may be authorized as a reasonable accommodation 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 and if a significant lapse of time (three years) has occurred since the course was taken. Approval to repeat under these circumstances should be obtained prior to registration in the Office of Admissions and Records. 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 any number of 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 as a Second Language, 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 the 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.)

Course Audit Forms are available in the Office of Admissions and Records 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 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 meets with a counselor 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 is 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 is ineligible to attend Bakersfield College. He/she may be conditionally readmitted the following semester upon petition to the Counseling Center. 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 Counseling Center.

#### **Alternate Class Formats**

##### **Extended Learning - 395-4694**

Extended Learning at Bakersfield College consists of courses offered from a wide variety of disciplines using four non-traditional delivery methods: Instructional Telecourses (ITV), Interactive, Online, and Hybrid. Extended 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.

Instructional Telecourses (ITV) broadcast from BC via KETN from the Kern County Superintendent of Schools to the broadcast service area of Bright House Cable. Students must be able to come to the main BC campus during the semester for traditional, face-to-face (F2F) Orientations, review and testing sessions.

BC Interactive courses connect with a classroom on the Delano Community Campus, 35 miles north of Bakersfield, via real-time two-way video/two-way audio technology. Interactive classrooms can also connect with Porterville College and Cerro Coso College.

BC offers a variety of Online courses, allowing students to take classes free of any geographic boundaries. Students must have a basic understanding of computer usage, know how to access the Internet and how to send and receive e-mail. Students must have access to the Internet as well as e-mail.

Hybrid courses use the Internet as the predominate delivery method combined with traditional face-to-face (F2F) classroom sessions. Students must be able to come to the main BC campus for an Orientations and sessions during the semester as well as have access to the Internet.

Specific information can be found off the BC website under "Extended Learning": <http://www.bakersfieldcollege.edu>. Information is also available from the Extended Learning

Office, (661) 395-4694/ (661) 395-4093 or via e-mail: [kloomis@bakersfieldcollege.edu](mailto:kloomis@bakersfieldcollege.edu).

#### **Learning Communities 395-4067**

Bakersfield College offers an interdisciplinary learning community program which gives students the opportunity to develop necessary college skills while gaining individual support within an organized group of learners. In each community twenty-five students are enrolled in several common classes. Faculty and counselors work together with each other and with these students to enhance the students' retention and success potential. There are three general learning communities that combine a variety of classes, most typically reading, writing, and study skills within the cohort. At least one option is offered each semester. Check the schedule of classes for the most current learning community courses being offered. Other career-based learning communities are being developed for future semester

#### **Types of Cooperative Work Experience Education**

A. General Work Experience Education (WEXP B250) is the supervised employment of students. It is intended to assist them in acquiring desirable work habits, career awareness and positive job attitudes. The jobs held by students need not be related to their occupational goals or college program. Contact the Director of Cooperative Work Education or a counselor for more information.

B. An Internship or Occupational Work Experience Education (WEXP B248 and B249) is the extension of classroom occupational learning opportunities and career awareness into employment related to the student's major or occupational goal. Work experience credit may be transferable to many colleges and universities. Contact the Cooperative Work Experience Office at 395-4580.

#### **Precollegiate Courses 395-4067**

##### **Precollegiate Courses Philosophy Statement**

Many students have the ability to succeed in college but for a variety of reasons may not yet have the necessary skills to do so. The Bakersfield College staff determines the skills necessary for success in college-level courses and provides the appropriate courses which will help students develop those skills.

The precollegiate skills program at Bakersfield College has been carefully developed to help these students succeed in college. When needed, the program is the final phase of an educational continuum which takes the student from elementary levels of reading, writing, and mathematics to entry-level college courses. To help the student, the staff must first assess the student's level of skills in critical thinking, writing, reading, mathematics, and study techniques and thus determine whether assistance is necessary. When a student's needs have been identified, the college will provide counseling to assist the student in developing an appropriate education plan.

With some exceptions, state regulations set a maximum of 30 units for precollegiate 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. The student may be assured, however, that Bakersfield College will coordinate carefully with other educational institutions so that the student can make a smooth transition at Bakersfield College into the program of his/her choice. Once students are properly placed in classes, they will have access to regular counseling to monitor and guide their progress.

The Bakersfield College precollegiate program seeks to advance students toward their goals as effectively and efficiently as possible. The Bakersfield College staff is dedicated to assisting this process in every possible way.

#### **Precollegiate-Discipline Specific**

These include courses that offer preparatory instruction for specific academic or vocational areas. They may incorporate basic skills instruction but with direct application of the basic skills for those subject areas.

#### **Precollegiate-Basic Skills**

These include courses that teach fundamental skills in reading, writing, computation, and study skills which are applicable to any area of academic concentration.

Exempted from the 30-unit limitation referred to above are the following students: Those currently enrolled in one or more courses of English as a Second Language and those identified as having a disability.

#### **Evening and Weekend Program 395-4202**

Continuing education classes are offered by Bakersfield College at convenient times during the day and evening, both on and off campus. These are regular college courses, which carry the same requirements and credits as other courses. Many evening classes are offered one night per week for two or three hours, Monday through Thursday. Weekend classes are also scheduled during the fall and spring semesters.

Adult education, non-credit and contract education courses are offered by the college to meet particular or special community needs.

#### **Delano Campus 725-8020**

The Delano Center provides the community with ready access to Bakersfield College programs and services. Our students live in Delano and the rural communities of Northern Kern and Southern Tulare counties. Leadership is provided by a Center Director who is responsible for advocating programs and services that meet the needs of this diverse community. Day and evening general education, transfer and vocational courses are available to help students obtain an Associate in 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 and Services, Computer Lab, Multi-Subject Tutoring, ESL Tutoring, Admissions, Registration and more. Bakersfield College staff provide additional support services with regularly scheduled visits to the Delano Campus. The Delano Campus is located at 1450 Timmons Avenue, Delano, California. Financial aid services are available by personal contact or by phone at 720-2011.

#### **Weill Institute 395-4195**

The Weill Institute is located in downtown Bakersfield at 21st Street and Chester Avenue (with parking and main entry in the back parking lot off of L Street). The evening instructional program provides a variety of vocational, general education and transfer courses. A wide range of business courses offers opportunities for career enhancement. Both semester-length (16 weeks) and short-term courses are available.

#### **Weill Institute Business Center 395-4104**

The Weill Institute Business Center of Bakersfield College 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 (REBRAC). The Community Education program, which is designed to provide opportunities for personal and professional development and skill improvement for all ages on a not-for-credit basis is also provided. For more information about any of these services, call 395-4104.

Also located at the Weill Institute Business Center is the Small Business Development Center (SBDC), which operates under grants from the U.S. Small Business Administration, the Chancellor's Office of California Community Colleges and other agencies. The SBDC 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. Call 395-4126 for more information.

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

Enrollment fees are set by the state at \$20 per unit.

#### **Non-Resident Tuition Fee**

Non-resident students are required by state law to pay tuition in addition to enrollment fees. The tuition fee for non-resident students is \$197 per unit up to a maximum of 15 units per semester. There is an additional \$25 per unit capital outlay fee.

#### **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 (all public colleges and universities in 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 nonimmigrants [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.” AB540 does not provide student financial aid eligibility for undocumented alien students. These students remain ineligible for state and federal financial aid.

#### Procedures For Requesting This Exemption From Nonresident Tuition

California Community Colleges: Complete the form in the Office of Admissions and Records. You may be required to submit additional documentation. Call the college Admissions Office if you have questions.

University of California: The University of California (UC) system has its own nonresident tuition exemption application and affidavit form, but it will not accept the exemption request form used by the California Community Colleges and the California State University. Your campus has established deadlines for submission of exemption requests; however, requests are not to be submitted until you have been admitted to a UC campus. Some students, such as transfer, graduate, and professional students, also must submit their official high school transcripts; check your caps for specific instructions. Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the University no longer offers this exemption. The exemption covers the Nonresident Tuition Fee and Educational Fee differential

charged to nonresident students. Applying for the exemption does not alter your responsibility to pay by the campus deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. For general information, visit the following website: [www.ucop.edu/sas/sfs/ppolicies/ab540faqs.ht](http://www.ucop.edu/sas/sfs/ppolicies/ab540faqs.ht). For campus-specific instructions regarding documentation and deadline dates, contact the campus Office of the Registrar.

California State University: Contact the Office of Admission and Records at the CSU campus where you are enrolled or intend to enroll for instructions on submission, deadline information, and additional requirements. You will be required to submit final high school transcripts and appropriate records of high school graduation or the equivalent, if you have not done so already. Call the Office of Admissions and Records at the campus if you have questions.

#### Student Health Fee

A \$13 student health fee has been authorized by the Board of Trustees for all students attending classes on the main campus or Delano Campus 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 main campus and Delano students and to provide greater health-care educational programming.

#### Health Fee Exemption Procedures

The following health fee exemptions are authorized by law:

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

Exemption will be provided with written proof of any of the above.

#### Student Center Fee

Bakersfield College students shall be assessed \$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 utilized by SGA.

- 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.
- Purchasing 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.

### **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 the same as the cost for other classes. (Students enrolled in 10 or more units will not be charged this fee.)

Course Audit forms are available in the Office of Admissions and Records beginning on the first day of class.

### **SGA Discount Card Fees**

The SGA discount card, which allows a 5% discount at the Bakersfield College Bookstore, may be purchased for a \$15 fee. Contact Student Activities Office at 395-4355.

### **Parking Fees 395-4554**

Parking on the main campus and the Delano Campus is restricted to parking permit holders during all twelve months of the year. A semester parking permit is \$30 and a summer permit is \$15. Parking permits are not required on weekends. Visitor parking and handicapped parking is enforced at all times. To obtain a student permit go to: [www.thepermitstore.com](http://www.thepermitstore.com).

### **Books**

It is estimated that the cost of books and supplies will be \$450 to \$550 per semester for a 15-unit schedule. Books may be purchased at the college bookstore (395-4506) which is open year-round except during college holidays.

Students must supply their own clothing for physical education classes.

### **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. In courses other than semester length, the Office of Admissions and Records should be consulted regarding withdrawal and refund deadlines.

To receive the enrollment or tuition refund, a student must apply for the refund in the Business Services Office (395-4488) 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 on the main campus and Delano 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.)

### **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 session of each class for it is at this time 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 session. (See First-Day Drop Policy below.) Students on a course waitlist should also attend the first class meeting to avoid being dropped.

The attendance policy for each course is established by the instructor and communicated to each class, preferably 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. 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. If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.

Faculty members may give consideration to excusing students from classes to participate in scheduled college activities, e.g. athletics, music, forensics, 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 the first class meeting without notifying the instructor.

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

### **Withdrawing From Classes**

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. After registration has been completed, and within the withdrawal date guidelines, students may drop from a class or classes through the web registration system. Non-attendance or non-payment 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 30 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 30 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, the instructor or Admissions and Records Office should be consulted regarding withdrawal date deadlines.

A student may contact the Office of Admissions and Records 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.

A 'W' is not used in calculating grade point averages, but excessive 'Ws' 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.

### **College Transcripts 395-4338**

Upon written application by the student, a transcript of all work completed at Bakersfield College will be prepared and forwarded to any college, university or individual designated by the student. Two transcripts are provided free; thereafter, a fee of \$4 is charged for each transcript. Transcript requests are submitted to the Office of Admissions and Records on a form that is available at the office or from the BC home page (<http://www.bakersfieldcollege.edu>) by clicking transcripts and following the onscreen directions. They are processed within eight working days. An additional fee of \$8 is charged for processing a transcript 'rush' request within 2 hours. To receive a transcript with same-day service, the request may be made between 7:30 a.m. and 3 p.m. Monday through Thursday and 8-9:30 a.m. on Friday. Requests for 'rush' service made after 3 p.m. will be ready by 10:00 a.m. the following day.

Students have the right to notify the college that their date of birth (DOB) not be included in their transcripts. DOB is a very useful identifier, and students are encouraged to have it displayed on transcripts. However, under the law, students have a right to request that this particular item not be displayed on their college transcripts.

### **Verification of Enrollment 395-4303**

The Office of Admissions and Records 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.

### **Student's Schedule of Classes**

Individual student class schedules are available on the web registration system.