

# Admission and Registration

## Academic Eligibility

A high school graduate, or anyone who has a Certificate of Proficiency or a General Education Development degree (GED) 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/Concurrent Enrollment/Dual Enrollment*

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, have parental consent, and receive approval by the college Director of Enrollment Services. Units earned may be used for high school or college credit or both. Students enrolled under this program are exempted from paying enrollment fees. Concurrent students may not register for courses below college level. Non-resident fees may apply.

## Residency Determination

A 'resident' is a student who has physical presence 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, and has demonstrated an intent to make California a permanent home.

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. However, not all in the United States.
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 person's residence shall not be derivative from that of his or her spouse.
  - f. The residence of the parent with whom an unmarried 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.

- h. Physical presence within California solely for educational purposes does not allow a student to establish residence, regardless of the length of time present in the state.

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 Office of Admissions and Records in the Administration building, room 7 or at (661) 395-4301.

## 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, proof of English proficiency as indicated on the [International Student Services website](#), and sufficient financial resources to pay all expenses.

## Admissions Form

An admissions form may be completed on the [Bakersfield College Apply web page](#). 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. Students without a social security number, please call (661) 395-4302 for a temporary number before completing the admissions application.

## Changing Identification Numbers

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

## Changing Directory Information

Students may change their name by bringing a State issued photo identification and documentation of the name change in person to the Office of Admissions and Records, in the Administration building, room 7. They may change their address, telephone number; or personal email address on the web at [InsideBC](#). To do that, they must login > select *MyBanWeb* > then select what to update under *Personal Information*.

## Passwords

When prospective students complete their admission forms online, they will be asked to create a password. The password must be 8-20 characters long, and contain letters and numbers. Students should select combinations they will be able to remember but that other people would be unable to know. Please do not add any other symbol.

The first time that students login to register they will be asked to select a security 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 passwords, they can

click the “Forgot Password” button, and if they enter the correct response, they will be given a screen on which to enter a new password. If assistance is needed, please call the Help Desk at (877) 382-3508.

### Enrollment

All students are required to have an educational/career goal when they fill out their admission form. A student’s educational/career goal is his/her reason for attending college. Bakersfield College is committed to assisting students in successfully reaching their goals. This partnership between the college and the students consists of the following:

The college agrees to provide:

- An admission process
- A testing and placement process
- Academic advising to complete abbreviated and comprehensive educational plans during non-peak times
- Quality instruction
- A wide variety of courses
- Referral to support services as necessary
- Follow up services for academic progress

The college requires that students:

- Complete testing and placement
- Declare a specific educational objective or career path
- Create an abbreviated educational plan for their first semester
- Create a comprehensive educational plan after completing 15 units of course work
- Attend classes regularly
- Complete courses and maintain progress toward an educational/career goal as identified in the individual student education plan
- Seek out support services as needed

### Placement

**(661) 395-4479**

[Testing and Placement online](#)

Academic skills assessment is designed to determine students’ entry level skills in reading, writing, mathematics, and English as a Second Language. Placement testing 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.

### Placement Testing Policy for Students with Disabilities

**(661) 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. Such accommodations may include, but are not limited to, an extension of time, the use of a computer, the use of a calculator, and, where appropriate to the disability, an alternative mode of assessment. These tests take place in the Testing and Placement Center.

### Procedures

1. Discuss your need for special testing accommodations with each instructor at the beginning of the semester. If requested, show your instructor a copy of your approved Accommodations Checklist. It is not necessary for you to discuss the details of your disability with your instructor unless you want to. It may be best to see your instructor during office hours.
2. **One week before each test**, pick up a copy of the Test Accommodations Form from the Testing and Placement Center located in the Finlinson Center. Provide the form to the instructor to complete their portion, then **return it to the Testing and Placement Center at least 3 days before the test**. If you have any questions, call (661) 395-4735.
3. If possible, remind your instructor of special testing arrangements before the test.
4. You may be required to take the test on the same day as the rest of your class, unless other arrangements are made.
5. Once you begin the test, you will not be allowed to leave the testing area until the test is completed. You should discuss any personal needs with the Accommodations Coordinator ahead of time.
6. Your completed test will be returned to the instructor according to the arrangements detailed on the Test Accommodations Form.

### Students with Disabilities

Bakersfield College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college’s courses, programs and activities, including extracurricular activities. Students with disabilities who are requesting academic accommodations or auxiliary aids should contact Disabled Student Programs & Services (DSPS) at (661) 395-4334. For DSPS services at the Delano Campus, contact (661) 720-2000. Participation by students with disabilities in Disabled Student Programs & Services is voluntary. Any student choosing not to participate in the program may elect an alternate path for services through the Vice President, Student Affairs.

### Estudiantes Incapacitados

Bakersfield College proveerá servicio y/o arreglos académicos para asegurar que estudiantes incapacitados tengan oportunidades iguales para participar en las clases de este colegio, incluyendo actividades extraescolares. Tales estudiantes que pidan arreglos o aparatos auxiliares deben llamar a Disabled Student Programs and Services a (661) 395-4334, o al (661) 720-2000 para el campus en Delano. Participación es voluntaria. Estudiantes que no desean participar en este programa pueden ponerse en contacto con la oficina del Decano de Aprendizaje/Servicios Auxiliares.

The Bakersfield College Curriculum Committee approved the following Accessibility Statement: Bakersfield College recognizes the importance and benefits of using technology to enhance student learning, especially as it helps students, faculty and staff communicate more effectively. Every effort will be made to ensure that the design of instructional material and activities for ALL classes taught at Bakersfield College, both face-to-face and at a distance, are accessible to all students, including those with disabilities.