

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 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, high school 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 required fees if the courses are taken for high school credit only.

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 obtained from the Office of Admissions and Records on the main campus, on the college web page (<http://www.bakersfieldcollege.edu>), or from the Delano Community Campus. It must be filed prior to registration. The application should include the prospective student's social security number.

Changing Identification Numbers

All students are assigned an identification number when a completed admissions form is submitted to the Office of Admissions and Records. The number assigned will be the student's social security number. Any student who *does not* want the social security number assigned as the student identification number may request that another number be assigned. This request must be made in person with a photo identification at the Office of Admissions and 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 "Registration," login and then select "Personal Information."

Personal Identification Numbers

Students need a personal identification number or PIN to use the college web and telephone registration and information systems. The student's birth date in the format mmddyy is assigned as the initial PIN when an admission form is submitted. Students are required to change this to a different six-digit number when they use either system for the first time.

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 ourselves to assist you to succeed. To ensure the success of the partnership:

The college agrees to:

- Provide an admission process
- Provide an assessment of basic educational skills and career goals
- Provide counseling/advising for the development of an individual education plan
- Provide quality instruction
- Provide a wide variety of courses
- Offer referral to support services as necessary
- Follow up on student academic progress

The student agrees to:

- Express a broad educational intent upon application for admission
- Attend an orientation session
- Complete the assessment test(s)
- Declare a specific educational objective during the term after which you complete 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 your individual educational plan
- Seek out support services as needed

Assessment

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

Persons with disabilities who might require testing accommodations should contact Supportive Services at (661) 395-

4334. 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. Call 395-4479 to schedule an assessment. Orientation for students whose primary language is not English are 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 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

When students have completed 15 units of study, they are required to complete this plan to identify their educational objectives and the courses, services, and programs that will be used to achieve them. These plans are kept on file in the Counseling Center and they 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 school 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 Spring 2002</p>
<p>Admission or Update</p> <ul style="list-style-type: none"> ➔ Submit completed admissions form <ul style="list-style-type: none"> • at www.bakersfieldcollege.edu • in Admissions and Records on main campus • at the Delano Community Campus <p><i>Foreign students holding visas must contact the Admissions & Records Office for admission procedures.</i></p>	<ul style="list-style-type: none"> ➔ Submit update: <ul style="list-style-type: none"> • on the web at www.bakersfieldcollege.edu • on the telephone at 661-638-0453 • in the Counseling Center on the main campus • at the Delano Community Campus 	<ul style="list-style-type: none"> ➔ If you attended: <ul style="list-style-type: none"> • before 1987, complete admissions as for new students • 1987 or after, complete update as for continuing students • on the web or in person
<p>Orientation</p> <ul style="list-style-type: none"> ➔ Students are expected to participate in an orientation session before assessment testing. <p>Orientation schedules can be found:</p> <ul style="list-style-type: none"> • at www.bakersfieldcollege.edu • in Admissions & Records on the main campus • at the Delano Community Campus 	<ul style="list-style-type: none"> ➔ If you attended an orientation, skip this step. <p>If you never attended an orientation, you are expected to participate in orientation before assessment.</p>	<ul style="list-style-type: none"> ➔ If you attended an orientation, skip this step. <p>If you never attended an orientation, you are expected to participate in orientation before assessment.</p>
<p>Assessment</p> <ul style="list-style-type: none"> ➔ You must participate in assessment if you plan to: <ul style="list-style-type: none"> • take an English, Math, or other class with prerequisites • earn a degree • earn a certificate • transfer <p><i>Students can request:</i></p> <ul style="list-style-type: none"> • <i>English as a Second Language assessment by calling 395-4479</i> • <i>Accommodations for disabilities by calling 395-4334</i> 	<ul style="list-style-type: none"> ➔ If previously completed BC assessment, skip this step. 	<ul style="list-style-type: none"> ➔ If previously completed BC assessment, skip this step.
<p>Counseling</p> <ul style="list-style-type: none"> ➔ Counselors will help you: <ul style="list-style-type: none"> • review assessment and other criteria for course placement • identify your educational goal • choose classes • inform you of special services 	<ul style="list-style-type: none"> ➔ Counselors will help you: <ul style="list-style-type: none"> • review assessment and other criteria for course placement • identify your educational goal • choose classes • inform you of special services 	<ul style="list-style-type: none"> ➔ Counselors will help you: <ul style="list-style-type: none"> • review assessment and other criteria for course placement • identify your educational goal • choose classes • inform you of special services
<p>Registration</p> <ul style="list-style-type: none"> ➔ Open web and telephone registration begins during the eleventh week of a semester for the following term. ➔ In-person registration for courses requiring an instructor's signature on the main campus and the Delano Community Campus begins one week prior to the start of the semester. 	<ul style="list-style-type: none"> ➔ 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. ➔ In-person registration for courses requiring an instructor's signature on the main campus and the Delano Community Campus begins one week prior to the start of the semester. 	<ul style="list-style-type: none"> ➔ Open web and telephone registration begins during the eleventh week of a semester for the following term. ➔ In-person registration for courses requiring an instructor's signature on the main campus and the Delano Community Campus begins one week prior to the start of the semester

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.
- High School seniors who have completed the early registration process.

Registering by Telephone or Web

All early and most open registration takes place on Bakersfield College's automated telephone or web registration systems. Detailed instructions for the use of these systems can be found in the Class Schedule.

Students must be *officially registered before* attending classes. Registration dates are indicated in the front of this catalog and in the class schedule.

Telephone or web registration is available all semester except for holidays and special dates. The telephone registration system is available from 7:30 a.m. to 2:00 a.m. daily. The college web page is available from 8:00 a.m. to 2:00 a.m. daily except Sunday.

Walk-In Registration Periods

Walk-in registration is conducted at windows 2, 3, and 4 in the administration building on the main campus and at the Delano Community Campus during the week immediately before the start of each semester and summer session. Walk-in registration is for courses that require the instructor's signature on an ADD/Drop form. All other registration takes place on the telephone or on the web.

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.

	<i>Semester</i>	<i>Summer</i>
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. Students will not be allowed to register for second repeats of courses in which they have received unsatisfactory grades without the signature of the faculty chair of the department. 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. The original and subsequent grades will remain a part of the student's permanent record.

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 standard 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. Beginning Fall 1990, 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 Disabled Student Program as having a learning 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 the same as the cost for other classes. (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 register, receive transcripts, certificates or diplomas; have transcripts forwarded; and/or receive other services related to student records. 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', and 'NC' 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', and 'NC' 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,' and 'NC' 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 Readmission Committee. A readmitted student may be restricted to specific courses or programs and a limitation may be placed on the number of units attempted. Readmission petition forms may be obtained in the Counseling Center.

Alternate Class Formats

Cooperative Work Experience Education 395-4580

Bakersfield College, in cooperation with business, industry, government and the community, makes it possible for students to earn elective credit toward a degree and/or

certificate through employment experience. The student may elect the Alternate or Parallel Plan. Students selecting the Parallel Plan will be required to attend college and work in the same semester. Those selecting the Alternate Plan will be allowed to work one semester and attend college the next. The college may grant credit to a student in an amount not to exceed four units per semester for part-time occupational work experience or three units per semester for general work experience under the Parallel Plan. Under the Alternate Plan, the college may grant credit to a student in the amount of eight units per semester for full-time employment. Full-time and part-time summer work experience can also qualify for credit. Work experience may count toward graduation in all disciplines. Contact the Director of Cooperative Education for further information.

Types of Cooperative Work Experience Education

- A. General Work Experience Education (WEXP B250ab) is 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 Experience Education or a counselor for more information.
- B. An Internship or Occupational Work Experience Education (WEXP B248ab and B249ab) 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 Director of Cooperative Work Experience Education or a counselor for specific information.

Distance Learning 395-4694

Distance Learning at Bakersfield College consists of courses offered from a variety of disciplines using three different delivery methods: telecourse (ITV), interactive, and online instruction.

The growing Distance Learning Program provides educational options to anyone seeking a second chance at a college education; students dealing with time limitations or transportation difficulties, and individuals willing to explore a less traditional presentation of course content. Since 1992, Bakersfield College has expanded its telecourse offerings to provide greater access for students in its service area. Telecourses are broadcast from Bakersfield College via KETN from the Kern County Superintendent of Schools and the broadcast service area is reached via Time Warner Cable and Cox Cable.

Since 1996-97, Bakersfield College has offered interactive courses, delivered via two-way audio and two-way video, to the Delano Community Campus, 35 miles north of Bakers-

field. Located on the main campus, the interactive classroom also connects with the Sears Logistics Center (SLS), to Cerro Coso College in Ridgecrest, and potentially with CSUB.

Since Fall 1997, Bakersfield College has offered a variety of online courses, allowing students to take classes free of any geographic boundaries. Students need access to a computer with connections to the Internet.

Information about the Instructional Telecourse program can be obtained by calling (661) 395-4093. Specific information about online course offerings are available on the Bakersfield College website: http://www.bakersfieldcollege.edu/distance_learning. Opportunities for students in the Delano area are provided through various live interactive courses. Information on all these courses can be obtained from the Distance Learning Office, (661) 395-4694, or via e-mail: 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. Courses include: ACDV B91, Communication Skills (3), ACDV B68, Basic Writing Development (4), MATH B50, Modern College Arithmetic and Prealgebra (3), STDV B2, Career Decision Making and Educational Planning (1.5), OFFT B252A, Computer Keyboarding, Beginning, Part 1 (1), ENGL B60, Basic Writing Skills (4), MATH BA Elementary Algebra (3), ACDV B62 Developing Basic Reading Skills (3), and STDV B55a, Strategies for College Success (1). Other developmental and interdisciplinary learning communities are being developed for future semesters.

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 learning disability.

Evening and Weekend Program 395-4921

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. It is possible for a student to meet all requirements for graduation through evening and weekend courses.

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

Alternate Class Locations

Bakersfield College is committed to providing access to instructional programs throughout its service area. Five Bakersfield College community campus locations serve the greater Bakersfield area, Northern Kern County and the mountain area of Tehachapi.

Delano Community Campus 725-8020

The Delano Community Campus provides services to meet the educational needs of students in Kern County's second largest city. Additionally, the campus serves the rural areas of Northern Kern and Southern Tulare counties. General education, transfer and vocational courses allow students to complete an Associate in Arts Degree. Courses are scheduled throughout the day and evening. Student services provided on site include: registration, assessment, counseling and financial aid assistance. Fall and spring semesters are 16 weeks in length. A summer session is also available. Textbooks are available on site.

Northwest Extension 395-4921

The northwest evening instructional program is located at Centennial High School, 8601 Hageman Road, and Olive Drive Training Center, 5643 Victor Street. General education and transfer courses are offered in the evening during the fall and spring semesters. Semesters are 15 weeks in length. Registration is available by telephone, on-line or on the main campus. Textbooks are available during the first week of each semester at Centennial High School.

Southwest Extension 395-4921

The southwest evening instructional program is located at Ridgeview High School, 8501 Stine Road and Bakersfield School of Art, 4301 Stine Road. General education, transfer and vocational courses are offered in the fall and spring. Semesters are 15 weeks in length. Registration is available by telephone, on-line or on the main campus. Textbooks are available on site during the first week of each semester.

Tehachapi Extension 395-4921

The Tehachapi evening instructional program is located at Tehachapi High School, 711 Anita Avenue. General education, transfer and a limited selection of vocational courses are offered in the fall and spring semesters. Semesters are 15 weeks in length. Registration is available by telephone, on-line or on the main campus. Textbooks are available the first week of instruction of each semester.

Weill Institute 395-4921

The Weill Institute is located in downtown Bakersfield, 2101 K Street Mall, Bakersfield. 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 and short-term courses are available. Fall and spring semesters are 16 weeks in length.

The Weill Institute also houses Corporate and Community Services which has been providing economic development since 1991. The needs of business, industry and the general workforce are met with a highly-skilled staff that provides customized training, job skill assessment, bilingual training, funding assistance, performance consulting, organizational development and many other services. Corporate and Community Services also operates the Community Education program, which is designed to provide opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment, and recreational enjoyment for all ages on a not-for-credit basis. For more information about any of these services, call 395-4125.

The Weill Institute Small Business Development Center operates under grants from the U.S. Small Business Administration, the Chancellor's Office of California Community Colleges and other government agencies. This Center offers free counseling to small business owners and individuals interested in starting a business in Kern, Inyo, and Mono Counties. Low-cost seminars are held on a regular basis for practical guidance in owning and operating a small business. Call (800) 310-5376 for more information.

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

The enrollment fee is undetermined at the time of this publication

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 \$149 per unit up to a maximum of 15 units per semester. Students who attended a California high school for at least three years and who have a California high school diploma or equivalency may have their non-resident tuition waived. Forms are available in the Office of Admissions and Records.

California Nonresident Tuition Exemption For Eligible California High School Graduates

The law passed by the Legislature in 2001 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: Contact the Office of the Registrar at the UC campus where you are enrolled or intend to enroll. 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 with your campus 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 the 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.htm. 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 appro-

priate 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 \$11 student health fee has been authorized by the Board of Trustees for all students attending classes on the main campus during the fall or spring semester. The fee is \$8 for summer session. The purpose of the fee is to make health-center services available to all main campus 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.
3. Employees of the Kern Community College District
4. Low-income students.
5. Temporary assistance to needy family recipients.
6. Supplemental Social Security Income/State Supplementary Program recipients.
7. General assistance program recipients.

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.

Course Audit Fee

Students are permitted to audit courses when space is available after the first day of class. Students auditing credit classes shall be charged a fee assessed in the manner as an enrollment fee, unless enrolled in 10 or more units during that semester. Enrollment status may not be changed from credit to audit or from audit to credit, and priority in class enrollment is given to students desiring to enroll for course credit.

ASB Sticker Card Fees

The ASB Services Sticker may be purchased for a \$15 fee.

Parking Fees

Parking on the main campus and the Weill Institute is restricted to parking permit holders during all academic terms. A semester parking permit is \$20 and a summer permit is \$15. Parking permits are not required for special events or during school breaks.

The College Bookstore (395-4506) is open year-round except during college holidays. It is estimated that the cost of books and supplies will be \$300 to \$350 per semester for a 15-unit schedule.

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 timeframe, 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 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.)

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, and instructors often maintain waiting lists of students who wish to enter these classes, 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 telephone or 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 70 percent date of the term. No 'W' grades may be issued after the 70 percent date.

In courses other than semester length, the instructor or Admissions and Records Office should be consulted regarding withdrawal date deadlines.

A student's representative may contact the Office of Admissions and Records regarding the procedure to withdraw after the final withdrawal date deadline if there are verifiable extenuating circumstances. 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 \$2 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 between three and five working days. An additional fee of \$5 is charged for processing a transcript 'rush' request within 1 1/2 hours. To receive a transcript with same-day service, the request may be made between 8:15 a.m. and 3 p.m. Requests for 'rush' service made after 3 p.m. will be ready by 10:00 a.m. the following day.

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

At the time of registration each student is provided with a copy of his/her current schedule of classes. Students may use the telephone or web registration systems to check their class schedules.