

ADMISSIONS AND REGISTRATION PROCEDURES

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.

In accordance with California Education Code regulations, high school students may enroll as special part-time students. 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.

Bakersfield College will evaluate for transfer credit all lower division course work taken at an institution accredited by national and regional accreditation groups that have been recognized by the Council on Post-secondary Accreditation as meeting acceptable levels of quality and performance. Transfer credits may not be posted to a student's transcript until the student completes a degree or certificate program. Course work taken at other institutions may be recognized as evidence of competence for the student applying for credit by examination. Students from foreign institutions are referred to the International Education Research Foundation in Los Angeles, for transcript translation and evaluation. Official transcripts from other institutions must be on file in the Admissions and Records office before an application for admission may be processed.

Residence Eligibility

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.

A "district resident" is a resident who has residence within a community college district in the state. Any resident of the Kern Community College District may be admitted.

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.

Determination of Student Residence

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 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.

Admissions Form

An admissions form may be obtained from the Office of Admissions and Records on the main campus, on the college web page (www.bc.cc.ca.us), or from the Delano Center Campus. It must be filed prior to registration. The application should include the prospective student's social security number.

Student Identification Number

All students are assigned an identification number when a completed admissions form is submitted to the Admissions and Records Office. 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 at the Admissions and Records Office.

Student Matriculation Plan

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 you to form a partnership which helps you attain that goal. We ask you to commit yourself to an educational objective and we will commit 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

Which students are involved?

Matriculation is a process designed to promote student success. *All students* are expected to participate in the matriculation activities listed below:

1. **Orientation** services which include information concerning College procedures, policies and requirements
2. **Assessment** services which include the following:
 - a. administration of assessment instruments to determine student skills in reading, writing and mathematics
 - b. assistance to students in the identification of aptitudes, interests and educational objectives
3. **Counseling/advising** services which include the following:
 - a. Counseling/advisement concerning course selection
 - b. Counseling/advisement concerning educational planning
 - c. Referral to specialized support services as needed

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 priority registration and may not be able to enroll in courses which have prerequisite requirements. Information is available in the Admissions and Records Office and the Counseling Center.

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.

What are the rights of students in regard to matriculation?

You may challenge or appeal any allegation of violation of matriculation regulations.

Prerequisite Challenge Procedure

You 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 Student Services.

College Assessment Program

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 recommended placement in an English composition course (ENGL B1a, ENGL B1, ENGL B60, ACDV B68).

The Assessment Center coordinates the assessment program. Assessment testing is regularly scheduled, no appointment is necessary. A schedule of assessment dates, times and locations will be provided upon filing an admission form in the Office of Admissions and Records. Assessment for students for whom English is a second language is also available. Persons with disabilities who might require testing accommodations should contact the Supportive Services Center at 395-4334.

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.

To be granted credit for courses taken at another college, the student must provide an official transcript from each college attended and complete a request for evaluation form from the Office of Admissions and Records.

Assessment Policy For Learning/Physically Disabled Students

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.

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

Registration

Registration at Bakersfield College is conducted by touch-tone telephone or on the World Wide Web. Registration is available, by priority appointment, to continuing students who were enrolled for classes after the 30 percent course withdrawal date. It is also available to new and returning students who have completed orientation, assessment and counseling/advising, and filed the appropriate student information forms. Students must be *officially registered* before attending classes.

There is also an open, walk-in registration period conducted approximately one week prior to the beginning of each semester for registration in classes requiring an instructor's signature.

Registration dates are indicated in the front of this catalog and in the class schedule.

Year Round Telephone or Web Registration, Adds and Drops

Telephone or web registration is available all semester except for holidays, weekends 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.

Fees

Community College Enrollment Fees

The enrollment fee is \$11 per unit, no maximum.

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. 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 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.

Non-Resident Tuition Fee

Non-resident students are required by state law to pay tuition. The tuition fee for non-resident students is \$122 per unit up to a maximum of 15 units per semester.

Miscellaneous Fees and Information

1. The Student Services Card may be purchased for a \$15 fee.
2. Parking on the main campus and the Weill Institute is restricted to parking permit holders. A semester parking permit is \$20.

The College Bookstore is open year-round except during college holidays. It is estimated that the cost of books and supplies will be \$250 to \$275 per semester for a 15-unit schedule.

Students must supply their own suits 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 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 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.)