

**Spring 2010 Calendar      Table of Contents**

**REGISTRATION DATES**

**November 9 & 10 2009**  
 Registration for EOPS(Extended Opportunity Programs & Services) and DSPS (Disabled Student Programs and Services), AB 272 Vets

**November 11, 2009**  
 Registration begins for Continuing Students by Priority

**November 23, 2009**  
 Registration begins for New and Returning Students

**November 30, 2009**  
 Registration begins for New and Returning Concurrent Students

**January 6, 2010**  
 Last Day to pay if registered between November 9 - December 11, 2009

**ACADEMIC CALENDAR**

**January 19**      **Spring Instruction Begins**

**January 23**      **Spring Instruction Begins (Saturday classes)**

**February 5**      **Last Day to Add or Drop In Person -No Grade of Record**

**February 7**      **Last Day to Add or Drop Online -No Grade of Record**

**February 8**      **Census**

**February 19**      **Deadline to apply for Pass/No Pass**

**February 12- 15**      **President's weekend**

**April 5 - 10**      **Spring Break - No Classes**

**April 16**      **Deadline to apply for Spring Graduation**

**April 16**      **Last day to drop with a "W"**

**May 16**      **Last Day of Saturday Instruction**

**May 22**      **Final Exam for Saturday Classes**

**May 22 - 28**      **Final Exam Period**

**May 28**      **Commencement**

**June 6**      **Deadline for instructors to file Spring grades online**

*Contact the instructor for Spring short term class deadlines, or visit our web site [www.chabotcollege.edu](http://www.chabotcollege.edu) and go to **CLASS-Web**.*

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Chabot College  
 25555 Hesperian Blvd.  
 Hayward, Ca 94545  
[www.chabotcollege.edu](http://www.chabotcollege.edu)  
 510. 723.6600

Cover: Dr. Celia Barberena, Chabot College president, greets guests attending the groundbreaking for the two newest campus buildings on May 23, 2008. Both buildings will be completed this spring.

*The Chabot-Las Positas Community College District reserves the right to cancel classes, to make other changes as college needs require, and to change, without notice, any of the information, requirements and regulations in this schedule of classes.*

WELCOME

## Greetings from the President



Dear Community Members:

The beginning of Spring 2010 will mark my second anniversary as President of Chabot College. When I arrived, we were challenged with noisy construction, piles of blocks, steel, and cement throughout our campus. Chain link fences were reconfigured every day as the projects progressed and we had to find a new way to get around to our meeting places or classrooms.

We are in a much different space today. Funded through your support for Measure B, two signature buildings, the Community and Student Services Building and the Instructional Office Building, will be opening this spring. These two buildings, very visible from the main thoroughfare, mark the entrance to our campus from Hesperian Boulevard. Solar panels have been installed over parking structures that will generate 20% of the energy consumed on campus. Other existing buildings and centers such as our athletic facilities have been retrofitted or refurbished and equipped with the latest teaching technologies.

And that is not all that is new on campus. Chabot received a congressionally directed grant from U.S. Representative Pete Stark's office to support the Nursing Retention Program. We received from the Department of Energy a partnership grant with City College of San Francisco to support the training of students, fleet personnel, and independent shop owners and technicians in the operation, safety, maintenance, and repair of existing and emerging hybrid vehicles. In partnership with Alameda County Workforce Investment Board, Chabot obtained a funded contract to support dislocated and adult learners in our service area through career transitional services, including job search assistance, career counseling, and career development workshops. As you may know, the price of textbooks has skyrocketed in the past few years. To mitigate the cost of books, the bookstore has started a book rental program. We just received word that Chabot has been approved as a grantee for funds from the federal government to expand its book rental program so we can rent textbooks to students in 29 basic skills, career-technical, transfer, and degree courses.

There are positive changes in the administration also. Two new and energetic vice presidents are leading the offices of Academic Services and Business Services, and two former Chabot faculty members are now serving as new deans in Math and Sciences and in Social Sciences. Also, a new Director of Student Life, who came from the ranks of the Chabot Classified Staff, just took office this summer. All of this is evidence that creativity and innovation are alive and well at Chabot College and that the stewardship of our college has been infused with new energy and vitality.

I suggest that because of all of the above, you can make your best career decision by becoming a student at Chabot College. I hope to see you here.

Sincerely,

A handwritten signature in blue ink that reads "Celia Barberena".

Celia Barberena, Ph.D.

President

## Getting Started

### 1 Apply for Admission

- New Students – Apply online at [www.chabotcollege.edu](http://www.chabotcollege.edu) or submit paper application to the Office of Admissions & Records in Bldg. 100. The paper application for admission is located in the center of the Class Schedule. Applications may also be mailed to the address on the application.
- Former Students – Reapply online or submit the paper application if you last attend more than two terms ago.
- Continuing Students – Students enrolled in Summer 2009 and Fall 2009 need not reapply.
- Concurrent Enrollment Special Admits – Student enrolled in 3rd to 12th grades may apply for admission to Chabot College.
- Applications are available in both English and Spanish.
- All admitted students are assigned unique student identification numbers.

### 2 Attend College Online Orientation/Assessment/Counseling

- All students should complete the assessment tests, take the college online orientation and attend a group counseling session to plan their educational program prior registering for classes. Please see pages 9 - 11 for more information.

### 3 Apply for Financial Aid

- Submit free online application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). California residents may also qualify for the Board of Governor's Grant. Please see pages 12 - 14 for more information.

### 4 Register for Classes

- Online – at [www.chabotcollege.edu](http://www.chabotcollege.edu) and click on CLASS-Web or go to our web portal – The Zone.
- In person – by visiting the Office of Admission & Records in Bldg. 100. Special registration assistance is available for disabled student through the Disabled Student Resource Center in Bldg. 2400.
- Refer to the Academic Calendar on page 3 for the registration start dates.
- Continuing Students – priority registration begins on November, 9 2009. See page 19 for an explanation of the Priority Number system.
- Prerequisite Override Process - All classes with Prerequisites at Chabot College are blocked to students if they did not complete the prerequisite here. To remove the prerequisite block, you must process a Prerequisite Override request. Refer to page 19 - 20 for more information.
- New and Returning Students – start to register on November 23, 2009.
- Concurrent Enrollment Special Admits – start to register on November 30, 2009. Basic Skills and

Physical Education activity courses are not available to concurrently enrolled students. Enrollment in transferable or degree level English classes is limited to 11th & 12th high school students. Please see pages 5 for more information.

- Please see pages 18 - 20 for more information about registration and adding and dropping classes.

### 5 Pay your Fees

- Don't risk being dropped from classes for non-payment. Please see the Fee Payment schedule on page 21.
- Online – at [www.chabotcollege.edu](http://www.chabotcollege.edu) and click on CLASS-Web or go to our web portal – The Zone.
- In person – by visiting the Office of Admissions and Records in Bldg. 100.
- Sign-up for online payment plan – FACTS.

### 6 Get your Student Photo Identification Card

- Student Photo Identification Cards are free and available in the Student Center, upstairs in Bldg. 2300. Your identification is important especially if there should be an emergency on-campus.

### 7 Buy your Parking Permit

- Students must be registered before purchasing semester parking permit. For more information see page 22 or go to [www.chabotcollege.edu](http://www.chabotcollege.edu).

### 8 Buy your Books

- Online – at [www.chabotbookstore.com](http://www.chabotbookstore.com).
- In person – at the Bookstore in Bldg. 3800. See page 23 for more information

### 9 Attend your Classes

- Attend the first class meeting to verify enrollment. It is important to check the Academic Calendar for the attendance deadline dates at <http://www.chabotcollege.edu/admissions/AcademicCalendar/0910.asp>.
- Spring Session deadlines are posted on CLASS-Web and The Zone, or contact faculty, or visit the Office of Admissions & Records in Bldg. 100.

## Requirements for Admission

### 1 Admission Eligibility

To be eligible for Chabot College admission, student should be at least 18 years old *or* have one of the following:

- High School diploma
- General Education Degree (GED)
- High School Proficiency Certificate

Apply online at [www.chabotcollege.edu](http://www.chabotcollege.edu) or submit the paper Application for Admission found in center fold of this schedule. Mail or hand deliver the paper application to the Office of Admissions & Records in Bldg. 100. Before submitting the application, please be sure to include all the required information and to sign it.

*Note: Dental Hygiene, Registered Nursing and International Student (F1 Visa student) applicants should check with the individual programs for any additional required application procedures.*

### Elegibilidad de la Admisión

Uno es elegible de asistir al Colegio de Chabot si tiene un diploma de una escuela secundaria o el equivalent (GED) y por lo menos 18 años de edad, o si es estudiante de una escuela secundaria y tiene una recomendación de su consejero. Mire la pagina 7 - 8.

- Estudiantes quizás tengan que presentar un comprobante demostrado que han sido un residente de California por un año.
- Estudiantes no ciudadanos quizás tengan que presentar documentos específicos para determinar si son sujetos a pagar la enseñanza como "no residente" o estudiante internacional.
- Estudiantes que son miembros de las fuerzas armadas de los Estados Unidos, estacionados en California en servicio activo tendrán el derecho de ser clasificado como residente por un año.
- Por ley, todos solicitantes masculinos para admisión, como estudiante no graduado son obligados a registrarse con el Servicio de Selección.
- Dependientes de veteranos incapacitados o fallecidos pueden ser elegibles para eliminar el costo de matrícula. Comuníquese con la Oficina de Veteranos al 510.723.6910.

### Additional Requirements for Concurrent Enrollment Special Admits

Apply for admission by the start of the term (or session). Register online via CLASS-Web or The Zone starting November 30th through the deadline to add for the term (or session). Refer to the Academic Calendar on page 1 for deadline dates.

### Concurrent Enrollment Eligibility

To be eligible, students must:

- Limit enrollment to advanced scholastic courses. Enrollment in Physical Education or basic skills courses will not be allowed. (Title 5 Regulations, section 55002)
- Be pre-approved by the school principal and counselor to pursue specific courses. (CA Ed Code, sections 48800, 48800.5, and 488802)
- Have written parental approval.

- 1 The College may determine which students shall be admitted.
- 2 Such decisions shall be based on:
  - Course prerequisites
  - Appropriateness of the course(s) requested
  - Space availability
- 3 Students will be held to the same academic standards as any other college student enrolled in the class.
- 4 Students will remain as a member of their 3-12 school. Students may not participate in the co-curricular programs of the college.
- 5 Students will be permitted to enroll in no more than two classes or six units.
- 6 Students will arrange for transportation to and from the College.
- 7 Students not present at the first class meeting may be dropped.
- 8 Students are protected by the Family Educational Rights & Privacy Act. Disclosure of educational records such as registration, attendance, or grades must be authorized by the student. Go to [www.chabotcollege.edu/Admissions/ferpa.asp](http://www.chabotcollege.edu/Admissions/ferpa.asp).
- 9 Students will attend their 3-12 school for at least the minimum school day.
- 10 Students will purchase the required books and supplies for the college course(s).
- 11 Students will share grade reports with the 3-12 school counselor or principal.

### Plan Ahead

Students should begin the process for concurrent enrollment early. To enroll concurrently at Chabot College, follow these procedures:

- 1 Talk to parents, teachers and counselor to determine if Concurrent Enrollment is appropriate. Develop an educational program plan relating to the instructional program at Chabot College.
- 2 Complete a Chabot College Concurrent Enrollment Application for Admission and attach school transcripts. Submit application and transcripts to the Office of Admissions & Records by the application deadline date. Home school students should also submit a copy of their R4 Affidavits. (CA Ed Code, section 33190)
- 3 Complete English and/or mathematics assessment. This step is required for students taking English and mathematics courses. Many courses require the completion

## Requirements for Admission

of prerequisite courses taken at Chabot College or their equivalent. Consult the college catalog for identification of prerequisites. Assessment must be completed prior to registration for certain courses with English or mathematics prerequisites. (Title 5 Regulations, section 55500)

Concurrently enrolled students sixteen years or older who have achieved at least junior standing (or the demonstrated equivalent) in high school may enroll in transfer/associate degree level English classes if they score for English 1A on the English Placement Test and meet other enrollment criteria stated in the college's concurrent enrollment policy. Concurrently enrolled students under sixteen who have not achieved junior standing (or the demonstrated equivalent) in high school may not enroll in English classes at Chabot College. No concurrently enrolled students may enroll in English classes below the transfer/associate degree level (i.e., English 100 level classes).

- 4 Complete a Recommendation for Concurrent Enrollment Program form. (See page 6.)
  - Request that the counselor or designated administrator complete and sign the special Chabot College Concurrent Enrollment Form listing the course(s) to be taken.
  - Obtain approval and signature on recommendation form from school principal or designee and counselor.
  - Obtain parental approval on recommendation form.
- 5 Submit completed form to the Office of Admissions & Records.
- 6 Student will receive notification when recommendation is approved and will be given a date to register online using CLASS-Web or The Zone. Registration is limited to courses approved by your school and Chabot College. These courses must be listed on the current enrollment recommendation form. Enrollment in courses not approved on your recommendation will be dropped.
- 7 Students in 3rd to 8th grade are required to attend a Concurrent Enrollment orientation with the Vice-President of Student Services prior to instruction. Dates and times to be announced.
- 8 Enrollment fees are waived for Concurrent Enrollment students. A \$3 mailing fee is assessed to all Concurrent Enrollment students in order to provide grade reports at the end of the term. The Health Services Fee is \$14 for the Spring semester is mandatory. Students may be charged for materials fee (if applicable). *Please note: International and out-of-state students will be assessed tuition and enrollment fees.*

### Additional Requirements for International Students

Students wishing to apply for admission to Chabot College will need to submit academic transcripts, TOEFL exam results, evidence of financial support and health examinations. They will also need to submit a "standard" application for admission online and the International Student Application. Chabot will make every effort to

advise prospective international students of their admission status as soon as possible after receiving the required documents. International students are encouraged to apply as far in advance of the desired entry date as possible also allow sufficient time for application processing and other arrangements. Please provide all required documents. Upon receipt of all documents, you will be notified by mail of your acceptance to the college. Chabot College welcomes your application as an international student and our staff will make every effort to assist you. Our admission requirements conform to the regulations of the United States Citizenship and Immigration Services for issuing student visas.

### When to Apply

Due to recent changes in F-1 student visa application procedures at US embassies and consulates around the world, students should apply as early as possible. Do not wait until the application deadline since students often forget to send all necessary documents together. Once we receive everything needed, we will begin evaluation of your application and an admission decision will be made within three to five weeks. It is strongly recommended that students apply six months before the semester they wish to start studying.

To be considered for admission, a student must submit all the required materials by the following deadline dates. *Again, due to the visa application process at the US Embassies and consulates, overseas applicants are strongly encouraged to apply as early as possible.*

### Application Deadlines

Semester	Outside	Within	Classes Begin	Orientation
	the US	the US		
Fall	July 1	August 1	Late-August	Mid-August
Spring	Nov. 1	Dec. 1	Late-January	Mid-January

### Additional Requirements for Veterans and Active Military

The College is approved to offer instruction to servicepersons, reservists, and other eligible person under Title 38, United States Code and Department of Veterans Affairs regulations. New and former student must submit an application for admission before they can register for classes and begin the certification process.

The basic categories of educational assistance are: Montgomery GI Bill – Active Duty (Ch. 30), Montgomery GI Bill – Selected Reserve (Ch. 1606), Veterans Educational Assistance Program (VEAP - Ch. 32), Reserve Educational Assistance Program (REAP - Ch. 1607), Survivor's and Dependent's Educational Assistance Program (Ch. 35), Restored Entitlement Program for Survivors (REPS) and Vocational Rehabilitation (Ch. 31), and Post 9/11 Veterans Education Assistance Act of 2008 (Ch. 33).

Students applying for any of these educational benefits are required to request official academic transcripts from each school they previously attended and have the transcripts sent to the Office of Admissions & Records for evaluation purposes. For more information contact the Chabot College Veterans Office in Bldg. 100, Rm. 192.



# Recommendation for Concurrent Enrollment Program

## RECOMMENDATION FOR CONCURRENT ENROLLMENT PROGRAM

Submit all required documents to the Office of Admissions & Records by the application deadline date. (See website or contact Admissions Office)  
 Completion of this form does not constitute in registration to classes. A separate approval must be presented for each semester or session in which the student wishes to enroll.

### STUDENT IDENTIFICATION

\_\_\_\_\_  
 Last Name                      First Name                      Middle  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City, State, Zip  
 \_\_\_\_\_  
 (    ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Phone Number                      Date of Birth                      Chabot Student Id Number  
 \_\_\_\_\_  
 Email

### SCHOOL INFORMATION

\_\_\_\_\_  
 Principal  
 \_\_\_\_\_  
 School Name  
 \_\_\_\_\_  
 School Address  
 \_\_\_\_\_  
 City, State, Zip  
 \_\_\_\_\_  
 Phone Number  
 Current Grade Level: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
 In accordance with the Governing Policy Number 5124 and policies of this District, the following named student is recommended for concurrent enrollment at Chabot College.

TERM	ENROLLMENT STATUS
<input type="checkbox"/> FALL	<input type="checkbox"/> NEW
<input type="checkbox"/> SPRING    YEAR: _____	<input type="checkbox"/> CONTINUING
<input type="checkbox"/> SUMMER	<input type="checkbox"/> RETURNING

### COURSE IDENTIFICATION

COURSE TITLE (For example: ENGL)	NUMBER (For example: 1A)	UNITS (3.0)	PREREQUISITE*
1.			
2.			
ALTERNATE 1.			
ALTERNATE 2.			

**NOTE:** Concurrent Enrollment is limited to a maximum of two (2) courses or six (6) units. Enrollment in physical education or basic skills courses (ENGL 101A/101B/102/107/115/116/117/118AB/119/120/121, all ESL courses, MATH 105/105L) is not allowed. Any change to the course selected above requires a new recommendation form signed by school officials.

\* Many courses require the completion of prerequisites courses taken at Chabot College or their equivalent at another institution. Consult the course description in the class schedule or college catalog for identification of prerequisites. Assessment must be completed prior to registration for English and Math courses. Consult Chabot College counselor for more information regarding prerequisites.

**1. Courses listed above relate to the student's projected education career pattern in the following manner:**

\_\_\_\_\_

\_\_\_\_\_

**2. TRANSCRIPT:** A copy of the student's current transcript is attached and is submitted as evidence that the student will likely succeed in concurrent enrollment.

**3. PARENTAL APPROVAL:** A written statement of parental approval is on file with the student's records at the high school and permission has been obtained for issuing student's transcript to Chabot College.

**4. PARENT'S SIGNATURE** acknowledges students participation in the Concurrent Enrollment program.

\_\_\_\_\_ Date \_\_\_\_\_

**5. All students will have a Chabot College transcript. If you are currently enrolled in high school, will these courses be used for high school credit?**     Yes  No

As per Ed. Code 76001, the high school principal of the school certifies, by signing this application that no more than 5 percent of the total number of students per grade level shall be recommended for enrollment at Chabot College for the summer session.

**6. Notification to register online will be provided by the Admissions & Records Office at Chabot College. Enrollment in courses not approved by the Director of Admissions & Records will be dropped**

**7. RECOMMENDED BY:** Counselor  \_\_\_\_\_ Date \_\_\_\_\_  
 (Signatures are required every term)                      (Counselor signature not required for students in 3<sup>rd</sup> to 8<sup>th</sup> grade)

Principal  \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

UNITS APPROVED: \_\_\_\_\_ Director of Admissions & Records \_\_\_\_\_  
 DISAPPROVED                      V.P. Student Services \_\_\_\_\_  
 Reason: \_\_\_\_\_                      (VP. signature required for students in 3<sup>rd</sup> to 8<sup>th</sup> grade only)

# Solicitud de Admision

<b>CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT</b> Someter a: <b>CHABOT COLLEGE</b> <b>2555 HESPERIAN BOULEVARD</b> <b>HAYWARD, CA 94545-5001 (510) 723-6700</b>			
PERIODO PARA EL CUAL ESTA <input type="checkbox"/> VERANO <input type="checkbox"/> OTOÑO <input type="checkbox"/> PRIMAVERA    AÑO: _____		SELECCIONE UN COLEGIO <input type="checkbox"/> Chabot <input type="checkbox"/> Las Positas	
<input type="checkbox"/> ESTUDIANTE NUEVO <input type="checkbox"/> ESTUDIANTE REGRESANDO			
<b>1 NUMERO DE SEGURO SOCIAL</b> _____ - _____ - _____		<b>2 FECHA DE LA ULTIMA VEZ QUE ASISTIDO A CHABOT O LAS POSITAS</b> Mes _____ Año _____ Ejemplo: D E C    9 3	
<b>3 APELLIDO (LETRA DE MOLDE)</b> _____		<b>NOMBRE (LETRA DE MOLDE)</b> _____	
<b>CORREO ELECTRONICO</b> _____		<b>PREVIO NOMBRE - APELLIDO (LETRA DE MOLDE)</b> _____	
<b>NOMBRE (LETRA DE MOLDE)</b> _____		<b>MEDIO NOMBRE</b> _____	
<b>DIRECCION LEGAL (NO USE UN APARTADO POSTAL)</b>			
<b>NUMERO Y CALLE</b> _____		<b>NUMERO DE APT.</b> _____	
<b>CIUDAD</b> _____		<b>TELEFONO DE LA CASA</b> ( ) _____	
<b>ESTADO</b> _____		<b>TELEFONO DEL TRABAJO</b> ( ) _____	
<b>CODIGO POSTAL</b> _____		<b>DIRECCION POSTAL (SI ES DIFERENTE)</b>	
<b>NUMERO Y CALLE</b> _____		<b>NUMERO DE APT.</b> _____	
<b>CIUDAD</b> _____		<b>ESTADO</b> _____	
<b>CODIGO POSTAL</b> _____			
En caso de emergencia, contacto: _____ Nombre _____ Telefono _____			
<b>4 MASCULINO</b> <input type="checkbox"/> <b>FEMENINO</b> <input type="checkbox"/>		<b>5 ORIGEN ETNICO (marque uno u más)</b>	
Eres Latino u Hispano? <input type="checkbox"/> Si <input type="checkbox"/> No			
B <input type="checkbox"/> Negro no Hispano F <input type="checkbox"/> Filipino ME <input type="checkbox"/> Middle Eastern N <input type="checkbox"/> Nativo Norteamericano/Indi W <input type="checkbox"/> Blanco no Hispano		<b>Hispano</b> HM <input type="checkbox"/> Mexicano, México-Americano, Chicano HR <input type="checkbox"/> Centroamericano HS <input type="checkbox"/> Sudamericano HX <input type="checkbox"/> Hispano no citado	
		<b>Asiatico</b> AC <input type="checkbox"/> Chino AI <input type="checkbox"/> Subcont. Indico AJ <input type="checkbox"/> Japonés AK <input type="checkbox"/> Coreano AL <input type="checkbox"/> Lausiano AM <input type="checkbox"/> Camboyano AV <input type="checkbox"/> Vietnamés AX <input type="checkbox"/> Asiático no citado	
		<b>Islaño Pacifico</b> PG <input type="checkbox"/> Guamanian PH <input type="checkbox"/> Hawaiano PS <input type="checkbox"/> Samoano PX <input type="checkbox"/> Otro	
		<b>Otro</b> O <input type="checkbox"/> Otro de color XD <input type="checkbox"/> Disminuido Indicar	
<b>6 FECHA DE NACIMIENTO</b> Mes _____ Dia _____ Año _____ Ejemplo: D E C    2 7 6 7		<b>7 Es usted ciudadano de los EEUU</b> <input type="checkbox"/> Si <input type="checkbox"/> No	
<b>8 La fecha de su present permanece en California empezó</b> Mes _____ Dia _____ Año _____		<b>9 ESTATUS DE RESIDENCIA</b> 2 = Residente Permanente 3 = Residente Temporal 3A = Solicitante De Amnistia 4 = Estatus otorgado para asilo politico o refugiado 5 = Visa de estudiante (F-1 o M-1) 6 = Otro tipo de Visa: _____ (V-1, H-1, L-1, Etc.) 6A = Otro estatus (no es residente)	
<b>10 CATEGORIA DE INSCRIPCION (tipo de estudiante)</b> 1 = Primer ingreso al colegio después de asistir a la escuela preparatoria 2 = Nunca he aendido Chabot o Las Positas después de haber asistido a otro colegio 3 = Regresando a Chabot o Las Positas después de haber asistido a otro colegio 4 = Regresando a Chabot o Las Positas y no he asistido a otro colegio ultima vez que asisti aqui Y = Asistiendo a la escuela preparatoria durante el periodo para el cual estoy aplicando		<b>FECHA DE EMISION DE VISA ESTADOUNIDENSE</b> Mes _____ Dia _____ Año _____ Ejemplo: 2 7 D E C    6 7	
<b>11 SELECCIONE UN CODIGO DE ESPECIALIZACION (Codigo A)</b> [ ] [ ] [ ] [ ]		<b>FECHA DE CADUCIDAD</b> Mes _____ Dia _____ Año _____ Ejemplo: 2 7 D E C    6 7	
<b>12 MAXIMO NIVEL ACADEMICO Y AÑO</b> 1 = La asistencia a la escuela secundaria durante el cual me aplico. 2 = Asistiendo a una escuela para adultos 20 - -		3 = Diplomas de la escuela para adultos 4 = GED 5 = Certificado de competencia de la preparatoria 6 = Certificado de preparatoria del extranjero 7 = Titulo Asociado 8 = Licenciatura o más alto	
<b>14 NUMERO DE HORAS QUE USTED PLANEA TRABAJAR DURANTE ESTE TERMINO</b> A = 1-9 hrs. por semana    B = 10-19 hrs. por semana    C = 20-29 hrs. por semana D = 30-39 hrs. por semana    E = 40+ hrs. por semana    N = No piensa trabajar X = No sabe		<b>13 ¿CUAL ES SU PRINCIPAL META ACADEMICA?</b> A = Obtener una Licenciatura después de obtener un Titulo Asociado (A.A./A.S.) B = Obtener una Licenciatura sin el Titulo Asociado (A.A./A.S.) C = Obtener un Titulo Asociado (A.A./A.S.) D = Obtener un Certificado G = Adquirir nuevas habilidades de trabajo H = Incrementar sus actuales oportunidades/habilidades de trabajo J = Enriquecimiento intelectual L = Completar créditos para obtener el dipoma de preparatoria M = No ha decidido su meta académica N = El cambio de ningún crédito para acreditar los deberes O = Estudiante colegial de 4 años que toma el curso para encontrar los requisitos colegiales	
<b>15 ¿ES EL INGLES SU LENGUA NATIVA?</b> SI <input type="checkbox"/> NO <input type="checkbox"/> (Si no, llene la caja abajo) Codigo 1 = Chino    2 = Español    3 = Tagalo    4 = Arabe    5 = Otro			
<b>16 LA ESCUELA SECUNDARIA ULTIMA ASISTIDO (Usa la hoja de codigo B)</b> _____ [ ] [ ] [ ] [ ] [ ] [ ]		<b>FECHA DE DIPLOMA DE ESCUELA SECUNDARIA O ULTIMA ESCUELA SECUNDARIA DE ASISTENCIA</b> Mes _____ Año _____ Ejemplo: D E C    6 7	

# Solicitud de Admision

SOLICITUD DE ADMISION

<b>17 ULTIMA PREPARATORIA A LA QUE ASISTIO</b> (Usan la hoja de codigo C) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> </div> Nombre de colegio _____ Estado _____ Pais _____	<b>FECHA DE SU DIPLOMA O SU UTLIMA ASISTECIA A LA PREPARATORIA</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Mes</span> <span>Año</span> </div> Ejemplo:    D    E    C    6    7
<b>GRADO GANADO</b> <input type="checkbox"/> SOCIO <input type="checkbox"/> SOLTERO <input type="checkbox"/> MAESTRO <input type="checkbox"/> DOCTORADO	

LISTA DEBAJO TODOS LOS COLEGIOS QUE ASISTIDO (INCLUSO CHABOT Y/O LAS POSITAS)			
COLEGIO O UNIVERSIDAD <small>Si ningún colegio asistido, escribe "Ninguno"</small>	CIUDAD / ESTADO O PAIS	FECHAS DE ASISTENCIA <small>Mes/Año / Mes/Año</small>	GRADO GANADO
		/    a    /	
		/    a    /	
		/    a    /	

**18 INFORMACION DE RESIDENCIA - DEBERA SER COMPLETADA POR TODO ESTUDIANTE**

La información que usted proporciona será utilizada para determinar si usted califica como un residente de California. No residente será requerido a pagar no residente la enseñanza. Generalmente, la residencia requiere que usted debe haber vivido en California con la intención clara de llegar a ser a un residente permanente para ambas presencia física en California y la intención para establecer las mentiras de residencia de California con el estudiante.

La documentación puede incluir dos de lo siguiente: La tarjeta del permiso de conducir o identificación de California, el estado del banco, matrícula de votante, las cartas de empleadores o agencias gubernamentales, recibos de alquiler, o transcribe de escuelas de California. Hay ciertas excepciones a esta regla que aplica al personal militar y sus dependientes, o en el caso de ciertos estudiantes debajo de 19 años de etc. de edad. Usted puede ser requerido a suministrar información adicional para determinar su posición de la residencia.

**Todos los esudiantes clasificaron incorrectamente cuando los residentes son sujetos a reclassification y al pago de todos los honorarios de transeunte no pagados.**

1. LUGAR DE NACIMIENTO \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado / Pais \_\_\_\_\_

2. HA USTED VIVIDO CONTINUAMENTE EN CALIFORNIA DESDE NACIMIENTO?  Si     No    **Si, si, saltese a la seccion 20**

3. Que estado usted considera su residencia permanente? \_\_\_\_\_

<b>A VIVIDO EN SU DIRECCION PRESENT DURANTO MENO DE DOS ANOS?</b> <input type="checkbox"/> Si <input type="checkbox"/> No	<b>FECHA USTED COMENZO A VIVIR EN SU DIRECCION PRESENTE</b> Dia    Mes    Año Ejemplo:    2    7    D    E    C    6    7
Si si, ponga la direccion (es) en una lista donde usted residio durante los dos anos pasados Domicilo    Ciudad    Estado / pais	FROM    TO Mes/Año    Mes/Año

**CONTESTE CADA UNA DE LAS PREGUNTAS SIGUIENTES**

Se ha registrado usted a votar en un estado que California?    Si  No  \_\_\_\_\_

Ha peticionado usted para divorcio en un estado que California?    Si  No  \_\_\_\_\_

Ha asistido usted a un institución educativa como un residente de ese estado?    Si  No  \_\_\_\_\_

Ha usted decladado no residencia para propósitos de impuesto de renta de estado de California?    Si  No  \_\_\_\_\_

**Conteste cada una de las siguientes preguntas si es menor de 19 años**

A vivido continuamente durante los dos anos pasados con uno o ambos de sus padres o el tribunal designo al guarda legal?    Si  No

Si si, compruebe el que:     ambos padres     madre     padre     guardo legal

Indica a la persona(s) encima que (continuado) vivido durante los dos anos pasados en California?    Si  No

Indica a la persona(s) encima reclamado usted en su impuesto sobre la renta federal o estatal durante un año pasado?    Si  No

Indique su nombre(s) y direccion abajo

\_\_\_\_\_  
 Nombre(s)    Domicilo, Numero, Calle, Ciudad    Estado, Codigo postal

**19 SI USTED ESTÁ EN EL DEBER MILITAR ACTIVO O UN DEPENDIENTE DE UNA PERSONA EN EL SERVICIO MILITAR, INDIQUE LA FECHA EL SERVISIO MILITAR EMPEZÓ EN CALIFORNIA**

Mes    Dia    Año

Ejemplo:    2    7    D    E    C    6    7

En usted considerando al solicitar a Beneficios Veteranos?  Si     No

En usted un dependiente de un servicio-conecta incapacitado o servicio-conecta veterano difunto?  Si     No

**20 FIRMA REQUERIDA**

**NOTA: Los estudiantes que solicitan a Enfermera, la Higiene Dental, el Paramédico, o el Estudiante Internacional (F-1 Visa) los programas deben completar formularias de solicitud separados.**

Yo por la presente solicito la admisión al colegio de Chabot y/o el colegio de Las Positas y certifico bajo pena del perjurio que según mi leal saber y entender, todos el encima de declaraciones son corrcto y completo. Entiendo también que esa omisión o la falsificación voluntariosa o el fracaso para informar los cambios en la residencia puede tener como resultado mi despido del colegio con caducidad del crédito.

Fecha \_\_\_\_\_ Firma del estudiante \_\_\_\_\_



## Pathways to Success

### 2 Your Journey Starts Here!

Pathways to Success (Matriculation) is the process that brings the college and you, the student, into an agreement for the purpose of developing and realizing your educational objective. This process is designed to help you from the moment you first apply until you complete your studies at Chabot. The agreement acknowledges responsibilities of both the college and the student.

#### What Does Pathways to Success Offer?

**Assessment:** Pathways to Success offers an assessment of your English and Math skills to determine which level English and Math are appropriate for you to take so that you will be successful. (see next page for current schedule)

**English/Math Assessment Exemption:** You are exempted from having to take the English and/or Math Assessment:

- 1 If you have taken an AP English and/or Calculus Test and scored a 3 or better (a copy of the test results required); and/or
- 2 If you have completed (grade "C" or higher) a college-level English and/or mathematics course(s) (transcripts required).

Please bring a copy of your AP test results and/or transcript(s) to a counselor in the Counseling Division to determine your English and/or Math placement.

**College Online Orientation, Assessment & Group Counseling:** To help with the transition to Chabot, we offer new, first time in college students an online orientation. The online orientation introduces students to the school's programs, services, academic regulations, expectations, campus facilities, and student life.

In addition, students, who start the new student process early, can take a class called PSCN 25: Transition to College (0.5 units) which includes the College Online Orientation, Assessment & Group Counseling (see next page for current schedule). The Group Counseling happens immediately following the assessments and helps students interpret assessment results and initiates the Student Education Plan (SEP) by helping the student plan his/her first semester at Chabot. At the end of the class, students will also be taught how to register for classes using our CLASS-Web or The Zone system.

**Follow up/Counseling:** To ensure that our students are on the path towards their educational goal, the Counseling Division offers academic & career counseling, transfer planning, academic/progress probation, personal counseling and veteran's evaluation. Students can make an appointment to see a counselor by calling 510.723.7013 or by going to [www.chabotcollege.edu/counseling](http://www.chabotcollege.edu/counseling).

**Self Enrichment Courses:** The Counseling Division offers a variety of Psychology-Counseling classes taught by counseling faculty to promote and support student suc-

cess.

PSCN 1-Intro to Psychology-Counseling (3 units)+

PSCN 4-Multiethnic/Cultural Communications (3 units)+#

PSCN 10-Career and Educational Planning (2 units)+

PSCN 11-Interpersonal Relations (2 units)+

PSCN 12-Self-Esteem (2 units)\*

PSCN 13-Multi-cultural Issues in Contemporary America (3 units)+#

PSCN 15-College Study Skills (2 units)\*

PSCN 18-Transfer Planning (1 unit)\*

PSCN 20-The College Experience (2 units)+

PSCN 21-Strategies for College Success (1 unit) \*

PSCN 22-College Success Lecture Series (0.5-1.5 units)\*

PSCN 23-College Readiness (3 units)\*

PSCN 25-Transition to College (0.5 units)\*

PSCN 26-College Success and the Chicano Experience (1 unit)\*

PSCN 28-Orientation for International Students (1 unit)\*

PSCN 36-Women in Transition (1 unit)\*

\*CSU Transferable Elective

+CSU Transferable and applies to CSU GE

#UC Transferable and applies to IGETC GE

#### Frequent User Rewards!

The more you utilize Pathways to Success the better your registration priority. Yes, improving your registration priority means increasing your chances of getting your ideal class schedule!

## English/Math Assessment Schedule

### New, First Time in College Students

#### English/Math Assessment, Online Orientation & Group Counseling

As a New, First Time in College Student, you need to complete the English/Math assessments and online orientation, and attend a group counseling session. These steps are part of a class, PSCN 25: Transition to College, and will enable you to earn 0.5 units towards your educational goal. *Please Note: Students will be charged a registration fee for the class. Non-residents and international students will be charged at the appropriate rate.*

Please follow these steps before attending:

- 1 If you haven't already done so, apply to Chabot College online at [www.chabotcollege.edu](http://www.chabotcollege.edu).
- 2 Look at the study guides on our website [www.chabotcollege.edu/counseling/assessment](http://www.chabotcollege.edu/counseling/assessment) to prepare for the assessment.
- 3 Attend assessment session – see schedule on the right, no appointments needed. Bring a valid Photo ID (students will not be admitted without Photo ID) and know your Student ID number.
- 4 When you have completed your assessments, you will receive a matriculation passport with next step information about the online orientation and group counseling.

Results are available within 24 hours. You can log into CLASS-Web or The Zone to get your results online.

*Please note: For ADA accommodations, please call the Disabled Student Resource Center (DSRC) at 510.723.6725.*

### Continuing, Returning & Concurrent Enrollment Students

#### English and/or Math Assessment

All Continuing, Returning or High School Concurrent Enrollment Students must have a valid application for admission on file prior to attending the assessment. Please follow these steps before attending:

- 1 If you haven't already done so, apply to Chabot College online at [www.chabotcollege.edu](http://www.chabotcollege.edu).
- 2 Look at the study guides on our website [www.chabotcollege.edu/counseling/assessment](http://www.chabotcollege.edu/counseling/assessment) to prepare for the assessment.
- 3 Attend assessment session – see schedule on the right, no appointments needed. Bring a valid Photo ID (students will not be admitted without Photo ID) and know your Student ID number.

#### English and/or Math Assessment Schedule for All Students (Drop-In)

Please follow these steps before attending:

- 1 Please arrive no later than 30 minutes before closing on the dates below. No appointments needed.
- 2 Bring a valid Photo ID (students will not be admitted without Photo ID) & know your Student ID number.

The English Assessment will take approx. 1 hour and the Math Assessment will take approx. 45 mins. Please plan accordingly.

For more information please call: 510.723.6722 or email: [cc-assessment@chabotcollege.edu](mailto:cc-assessment@chabotcollege.edu).

### Spring 2010 English and/or Math Assessment Schedule for ALL Students

October 2009-January 2010  
Room 1840, Building 1800  
(Drop-In)

Monday	Tuesday	Wednesday	Friday	Saturday
November 2, 9, 16	October 20, 27	October 21, 28	October 23, 30	November 7, 21
December 7, 14	November 3, 10, 17	November 4, 11, 18	November 6, 20	December 12, 19
January 11, 25	December 1, 8, 15	December 2, 9, 16	December 4, 11, 18	January 9, 23, 30
3-5:30 pm	1 pm- 5 pm  January 12, 19, 26  12-3 pm	4:30-7 pm  January 6, 13, 20, 27	9:00-11:30 am  January 8, 15, 22, 29	9 - 12 noon

## ESL and Chemistry Assessment Schedule

### October 2009 - January 2010

#### Room 1840, Building 1800

Results are available within 24 hours. You can log into CLASS-Web or The Zone to get your results online.

### Continuing ESL Students

#### ESL Assessment Only

ESL Assessment Only sessions are on a first-come, first served basis. No appointments needed. Please arrive 15 minutes early. Bring a valid Photo ID (students will not be admitted without Photo ID) and know your Student ID number.

Continuing ESL Students (ESL Assessment only)	
Tuesday	Thursday
January 12, 19, 26	October 22, 29 November 5, 19 December 10 January 7, 21, 28
starting at 4:00pm ending at 5:30 pm	starting at 6:00 pm ending at 7:30 pm

### New ESL Students

#### ESL Assessment & Orientation

New ESL student sessions are on a first-come first served basis. No appointments needed. Please follow these steps before attending:

- 1 If you haven't already done so, apply to Chabot College online at [www.chabotcollege.edu](http://www.chabotcollege.edu).
- 2 Bring a valid Photo ID (students will not be admitted without Photo ID) and know your Student ID number.

New ESL Students (ESL Assessment & Orientation)		
Thursday	Thursday	Saturday
November 5, 19	November 12	November 14
December 10	December 3, 17	December 5
January 7	January 14	January 16
starting at 1:45 pm ending at 5:00 pm	starting at 5:45 pm ending at 9:00 pm	starting at 8:45 am ending at 12 noon

### Chemistry Diagnostic Test

Students interested in taking Chemistry 1A: General College Chemistry have the option of taking the Chemistry Diagnostic Test to fulfill their prerequisite for the class. This is a timed, paper and pencil test. If you pass the test you will meet the prerequisite for Chemistry 1A. If you fail, you will need to complete Math 55 or 55B and Chemistry 31 with a grade of "C" or higher in order to meet the prerequisite.

These sessions are on a first-come, first served basis. No appointments needed. Please arrive 15 minutes early. Bring a valid Photo ID (students will not be admitted without Photo ID) and know your Student ID number. *Please note: non-programmable calculators are permitted.*

Chemistry Diagnostic Test	
Tuesday	Thursday
January 12, 19, 26	October 22, 29 November 5, 19 December 10 January 7, 21, 28
starting at 4:00 pm ending at 5:30 pm	starting at 6:00 pm ending at 7:30 pm

*Please note: For ADA accommodations, please call the Disabled Student Resource Center (DSRC) at 510.723.6725.*

For more information please call: 510.723.6722 or email: [cc-assessment@chabotcollege.edu](mailto:cc-assessment@chabotcollege.edu).

## Financial Aid

### 3 What is Financial Aid?

Financial aid is money provided by the Federal Government, the State of California, and administered by Chabot College to help cover costs associated with attending college at Chabot. Financial aid comes in several forms:

- **Board of Governor's Fee Waiver (BOG):** Waives enrollment fees for qualifying California residents, and allows for \$20 parking permit each semester.
- **Grants and Scholarships:** Aid that does not have to be repaid, awarded based on financial need or merit.
- **Work Study:** Self-help aid that allows students to work part time to earn funds for college.
- **Student Loans:** Borrowed funds that must be repaid, and which are considered the last resort for funding at the community college level.

For more information about each of these forms of Financial Aid, please see the Chabot College website.

#### How to Apply for Financial Aid

Each year, each student completes the Free Application for Federal Student Aid (FAFSA) online, using the previous year's tax and income information. Applications are submitted electronically to the US Department of Education. Do not submit directly to the Financial Aid Office (FAO). Use Chabot's Title IV code of 001162 so that Chabot will receive the results electronically from the federal processor. February is the ideal time to do this application for the following Fall/Spring semesters in order to meet the March 2nd priority filing deadline. After the initial results are received by Chabot's FAO, each student submits verification documents to the office to complete the application process. See CLASS-Web or The Zone Financial Aid for details of your individual FA file and eligibility.

Get help with 2010-11 FAFSA by finding dates and times of workshops offered in Spring to meet March 2, 2010 Cal Grant and priority awarding deadline at [www.chabotcollege.edu/finaid](http://www.chabotcollege.edu/finaid). Students are encouraged to pre-register online.

#### How your Eligibility is Determined

To be considered eligible for federal and most state aid programs, a student must:

- Have a high school diploma, GED certificate, or pass Chabot College's ability-to-benefit test.
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate, associate or transfer program.
- Be either a US citizen or eligible non-citizen (i.e. permanent resident, resident alien, or refugee)
- Establish financial need by FAFSA application and verification process, providing all documents.
- Not be in default on federal student loan nor owe repayment on federal student grant
- Be registered with the Selective Service if required to be.

- Establish academic eligibility by making Satisfactory Academic Progress according to financial aid policy.

Your financial aid need is based on the FAFSA you submit; the FAO will help determine the type and amount of aid for which you qualify. Academic eligibility is based on the student's academic performance (minimum 2.00 grade point average, 67% completion rate, and less than 150% of your program length in attempted hours.) The FAO will send you an award letter that tells you types and amounts of aid you are eligible to receive. Loans are only available by manual request.

#### Repayment of Funds

Federal law requires students repay a portion of the federal funds received if they withdraw before the 60% point of the term, even if the withdrawal is not determined until after the end of the term. If you cannot provide documentation of the last date of attendance for each class, you will have to repay all grant aid received during that semester. A hold will be placed on all academic and financial services until repayment is made.

#### Important Things to Know

- The Financial Aid Office will not provide copies of tax or other documents. Please bring copies (not your originals) to our office when responding to requests for documents.
- If you only need to turn in documents, you may use the lock-box located outside our door. Please ensure that the student's name and Chabot ID (W#) or social security number are on each document submitted. However, this will delay processing of your file; we recommend you take the time to submit in person.

#### For More Information

It is imperative that financial aid applicants and recipients be aware of eligibility requirements, policies and procedures so they may take a more active role in funding their education. Please take the time to review the following resources to learn more about financial aid and funding your education.

- **CLASS-Web Financial Aid :** Many financial aid questions can be answered on the Class-Web or The Zone Financial Aid site at <http://banner-web.clpccd.cc.ca.us:7000>, like what documents are needed to process your file, holds, your eligibility for financial aid, academic progress status, and award types with amounts. Use your Chabot PIN to access.
- **Chabot Financial Aid Handbook:** The Chabot Financial Aid Office website provides a wealth of information, available 24 hours a day, assisting students to understand types of financial aid available, policies and procedures, and eligibility requirements. Links to Federal and State websites provide valuable information.

For more information, call the Chabot Financial Aid Frequently Asked Questions (FAQ) Line: 510.723.6746 or go to the website: [www.chabotcollege.edu/finaid](http://www.chabotcollege.edu/finaid).

# Board of Governors Fee Waiver Application

## California Community Colleges 2009-2010 Board of Governors Fee Waiver Application (Summer 2009, Fall 2009 & Spring 2010)

This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. **The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office.** (Note: Students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are NOT California residents. If you are NOT a California resident, you are not eligible for a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.)

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last      First      Middle Initial

Email (if available): \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street      City      Zip Code

Has the Admissions or Registrar's Office determined that you are a California resident?       Yes     No

### IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your RDP. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

**Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.**

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code?  
 (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.) \_\_\_\_\_  Yes     No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status:       Single     Married     Divorced     Separated     Widowed     Registered Domestic Partnership

### DEPENDENCY STATUS

The questions below determine whether you are considered a Dependent or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question number 11.

**Please answer all questions.**

1. Were you born before January 1, 1986? \_\_\_\_\_  Yes     No
2. As of today, are you married or in a Registered Domestic Partnership (RDP)? \_\_\_\_\_  Yes     No
3. Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training? \_\_\_\_\_  Yes     No
4. Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2010? \_\_\_\_\_  Yes     No
5. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court? \_\_\_\_\_  Yes     No
6. As of today, are you an emancipated minor as determined by a court in your state of legal residence? \_\_\_\_\_  Yes     No
7. As of today, are you in legal guardianship as determined by a court in your state of legal residence? \_\_\_\_\_  Yes     No
8. At any time on or after July 1, 2008, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? \_\_\_\_\_  Yes     No
9. At any time on or after July 1, 2008, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless? \_\_\_\_\_  Yes     No
10. At any time on or after July 1, 2008, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? \_\_\_\_\_  Yes     No

• If you answered "Yes" to any of the questions 1 - 10, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). **Skip to Question #13.**

• If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2008 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? \_\_\_\_\_  Will Not File     Yes     No
12. Do you live with one or both of your parent(s) and/or his/her RDP? \_\_\_\_\_  Yes     No

• If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, **you are a dependent student for all student aid except this enrollment fee waiver.** You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.



# Board of Governors Fee Waiver Application

**METHOD A ENROLLMENT FEE WAIVER**

13. Are you (the student **ONLY**) currently receiving monthly cash assistance for yourself or any dependents from:

TANF/CalWORKs?  Yes  No

SSI/SSP (Supplemental Security Income/State Supplemental Program)?  Yes  No

General Assistance?  Yes  No

14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  Yes  No

• If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

**METHOD B ENROLLMENT FEE WAIVER**

15. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household that they support? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2010.) \_\_\_\_\_

16. **INDEPENDENT STUDENT:** How many persons are in your household that you support? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2010.) \_\_\_\_\_

17. **2008 Income Information**  
(Dependent students should not include their income information for Question# 17, a and b below.)

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. <b>Adjusted Gross Income</b> (If 2008 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. <b>All other income</b> (Include <b>ALL</b> money received in 2008 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2008 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

**SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS**

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  Yes  No  
*Submit certification.*

19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  Yes  No  
*Submit certification.*

20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  Yes  No  
*Submit documentation from the Department of Veterans Affairs.*

21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  Yes  No  
*Submit documentation from the CA Victim Compensation and Government Claims Board.*

22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  Yes  No  
*Submit documentation from the public agency employer of record.*

• If you answered "Yes" to any of the questions from 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

**CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW**

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2008 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA, additional financial assistance may be available in the form of Pell and other grants, work study and other aid.
- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).
- Financial aid program information and application assistance is available in the college financial aid office.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (Dependent Students Only) \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA INFORMATION PRIVACY ACT**

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

FOR OFFICE USE ONLY			
<b>BOGFW-A</b> <input type="checkbox"/> TANF/Cworks (B1) <input type="checkbox"/> SSI/SSP* (B2) <input type="checkbox"/> GA (B3)  <input type="checkbox"/> BOGFW-B (BB) <input type="checkbox"/> BOGFW-C (BC)	<b>Special Classification</b> <input type="checkbox"/> (13) Dep. of Veteran** (BF3) <input type="checkbox"/> (14) Dep. of Natn'l Guard** (BF2) <input type="checkbox"/> (15) Recipient / Dep - Medal of Honor (BF4) <input type="checkbox"/> (16) Dep. of 9/11 Victim (BF5) <input type="checkbox"/> (17) Dep. of deceased law/ fire personnel (**deceased/disabled) (BF1)	<b>RDP</b> <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible <input type="checkbox"/> Advised Verbally of Ineligibility  [S:\FinAid\FAForms\0910 FA\forms - set up\0910 set up][Revised 03-2009]

Comments: \_\_\_\_\_

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_



## Nonresident Tuition Exemption For Eligible CA High School Graduates

The law passed by the Legislature in 2001 as AB 540.

### General Information

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 University of California, and the California State University (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.

## Para estudiantes e/egibles que se graduaron de una High School de California

La legislatura aprobó la ley bajo el nombre AB 540.

### Informacion General

Todos los estudiantes (menos los extranjeros que no sean inmigrantes) que cumplen con los requisitos siguientes no tienen que pagar la matricula de no-residente en las universidades publicas del estado de California, que son: los California Community Colleges, California State University, y University of California.

- Los Requisitos:
  - El estudiante tiene que haber asistido a clases de un High School en el estado de California (pública o privada) por 10 menos tres años
  - El estudiante tiene que haberse graduado de un High School de California o haber aprobado un examen de graduación (por ejemplo, el GEO o el examen California High School Proficiency) antes del comienzo del periodo académico.
  - Todos los estudiantes que no tengan un estado de inmigración legal deben someter una declaración con la universidad en la cual indiquen que ya han sometido una petición para arreglar tal estado o, si esto no es posible en la actualidad, que lo van a hacer tan pronto califiquen.
- Los estudiantes que tienen visas de no-inmigrantes (las visas de estudiante ‘F’ y las visas de turista ‘B’) no califican para esta excepción.
- El estudiante tiene que someter una petición para la excepción con la universidad, incuyendo una declaración legal firmada en la cual afirma que ha cumplido con todos los requisitos pertinentes. Esta información se mantendra confidencial al menos cuando la ley requiera que se proporcione.
- Los estudiantes elegibles para esta excepción que piensan cambiarse a otra universidad pública deben someter una nueva petición para esta excepción a cada universidad en la cual se piensen matricular (y si es necesario los documentos necesarios).
- Aunque los estudiantes no-residentes que cumplan con esos requisitos no tendrán que pagar la matricula de no-residente, no se convierten en residentes de California a través de esta nueva ley Siguen siendo non-residents.
- La ley AB540 no ofrece a los estudiantes sin documentos la posibilidad de conseguir becas gubernamentales. Estos estudiantes siguen inelegibles para estas becas, tanto al nivel nacional como al nivel estatal.

# California Nonresident Tuition Exemption Request

## For Eligible California High School Graduates

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines. *Note: This form is accepted by all California Community Colleges and all Universities in the both the University of California and California State University systems.*

**Eligibility:**

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at \_\_\_\_\_ and I declare the following:  
*Specify the college or university.*

*Check Yes or No boxes below.*

Yes  No I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

Yes  No I have attended high school in California for three or more years.

*Check the box that applies to you – check only one box below.*

I am a nonimmigrant alien as defined by federal law.  
*Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).*

I am not a nonimmigrant alien.  
*US citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box.*

Provide information on all school(s) you attended in grades 9 - 12.

School	City	State	Date From (Month/Year)	Date To (Month/Year)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus instructions.*

**Affidavit:**

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

*Please print the following information.*

Full Name (as it appears on your campus student records): \_\_\_\_\_

Campus/Student ID Number: \_\_\_\_\_

Mailing Address (number, street, city, state, zip code): \_\_\_\_\_

Email Address / Phone Number (optional): \_\_\_\_\_

Signature / Date: \_\_\_\_\_

# The Zone Information

## Using The Zone?

The Zone is a web portal that provides a single point of access to a variety of content and college services like on-line registration, Blackboard, Zonemail and much more. The Zone is customized for you to quickly find information and have access to tools and resources used on a regular basis.

### Set Up Your Zone

1. Go to <http://thezone.clpccd.edu>
2. W ID: enter W ID, including the W
3. PIN: the same six-digit number used to log into Class-Web .
4. Log into The Zone.

### How Do I Get My W ID So I Can Log Into The Zone?

1. Go to CLASS-Web:  
<http://banner-web.clpccd.cc.ca.us:700>
2. Log in with Social Security number. PIN is initially set to birth date in format MMDDYY.
3. If you forgot your PIN, enter SSN and click "Forgot PIN?" button, answer security question, reset six-digit PIN.  
*Note: If this step does not work, go to the Office of Admissions & Records or send an email to: [ccarcom@chabotcollege.edu](mailto:ccarcom@chabotcollege.edu)*
4. Click link "What is my W ID?", write down your number, then click the "Exit" icon to log out of CLASS-Web.
5. Click link to go to The Zone login page.

### Still Can't Log On?

If your CLASS-Web login has been disabled, you must contact the Office of Admissions & Records. Call 510.723.6700 or send an email to [ccpinreset@chabotcollege.edu](mailto:ccpinreset@chabotcollege.edu)

If you get an error when trying to log into The Zone, please send an email to [helpzone@clpccd.org](mailto:helpzone@clpccd.org) or call 510.723.6966.

### Access New Student Email – Zonemail

1. Find your student email address in The Zone, on the Home tab, under Quick Check. Click link "What is my college/district email address?"
2. Click the Email icon.
3. Log in with the email username (just the part before the @ sign) and the password is the same six-digit PIN used for The Zone.
4. Optional direct access to Zonemail: <http://stumail.clpccd.edu>

### Online Classes - Access Blackboard Through The Zone

1. From within The Zone, click on the Blackboard tab, then click on the Blackboard icon to log in.
2. One-time login setup: Enter your Blackboard account information on the "External Account Synchronization" screen.
3. Blackboard Username: your W ID including the W.
4. Blackboard Password: the first two letters of your first name, the first two letters of your last name, and the last four digits of your W ID.
5. Click the "Save" button.
6. The next time you click the Blackboard icon within The Zone, you'll automatically be logged into Blackboard.

### Can't Log Into Blackboard?

If you are unable to log into Blackboard and/or if you are unable to reset your own password, contact Blackboard Student Support by filling out the help form at <http://www.chabotcollege.edu/online>

### Email Options for Blackboard Students

1. Log into The Zone at <http://thezone.clpccd.edu>
2. On the Home tab, under Quick Check, click "What is my college/district email address?"
3. Click the link "Update Email Address"
4. In the drop down for "Type of E-mail to Insert", select "Email for Blackboard" and click the Submit button.
5. Type your personal E-mail address and click the Submit button.

### Forward Zonemail to Personal Email (Optional)

1. From Zonemail inbox, click on "Settings".
2. Click the "Forwarding & POP/IMAP" link.
3. Select "Forward a copy of incoming mail to..."
4. Enter your personal email address.
5. Click "Save Changes" at the bottom of the page.

USERNAME / USER ID		PIN/ PASSWORD
CLASS-Web	SSN OR W ID	6 - digit PIN
The Zone	W ID	6 - digit PIN
Blackboard	W ID	First 2 letters of first name+first 2 letters of lastname+last 4 digits of W ID
Zonemail-college email	Zonemail username	6-digit PIN

Need Help?

Send an email including your W ID to: [helpzone@clpccd.org](mailto:helpzone@clpccd.org) or call 510.723.6966

## How To Register

### 4 Registration Schedule

- Continuing Students – priority registration begins on November 9, 2009 See below for an explanation of the Priority Number system.
- New and Returning Students – start to register on November 23, 2009.
- Concurrent Enrollment Special Admits – start to register on November 30, 2009.

#### Priority Registration for Continuing students begins on November 9, 2009.

The priority number is the total number of units completed at the Chabot-Las Positas Community College District followed by a random digit. Registration appointment dates for continuing students are based on the student's priority within the following groups:

- 1st Priority - Group 07: Those who have completed a Student Educational Plan (SEP) plus the assessment, orientation and counseling components of the matriculation process
- 2nd Priority - Group 05: Those who have completed or are automatically qualified for exemption from the matriculation process (assessment, orientation, and counseling)
- 3rd Priority - Group 03: Those who have completed two of the three matriculation components (assessment, orientation, and counseling)
- 4th Priority - Group 00: Continuing students who do not fall under the previous three categories.

For more information, please see [www.chabotcollege.edu](http://www.chabotcollege.edu).

#### How to Read Priority Numbers

Example: If Priority Number is 070459:

- First two digits (07) are the Priority Group number explained above.
- Next three digits (045) are the units completed as of the prior term, plus current term enrollment
- Last digit (9) is a random digit.

Some students may qualify for exemption from certain matriculation components by completing a Request to Review Priority Registration Status form with a counselor.

Students must be registered in at least one course past the "NGR" deadline each semester to maintain priority registration status as a continuing student.

#### Instructions for Online Registration Using CLASS-Web or The Zone for all students

- Go to [www.chabotcollege.edu/CLASS-Web](http://www.chabotcollege.edu/CLASS-Web) or The Zone.
- Enter your 9-digit User ID which corresponds to your assigned "W" ID number or your Social Security Number.
- Enter your 6-digit PIN. The PIN is initially set to your birth date in MMDDYY. You will be prompted to personalize your PIN.
- Contact the Office of Admissions & Records in Bldg 100 at 510.723.6700 to clear any registration Holds
- Select "Students Services & Financial Aid" on the Main Menu and click on "Registration."
- In the Registration Menu click on "Add/Drop or Withdraw from Classes."
- Select "Term" and click on the "Submit" button.
- Update your declared major, employment expectation, and education goal or request voter information on the Pre-Registration Student Information Page. Update information as necessary and click on the "Submit Changes/Registration Menu" button.
- Read the instructions on the Add/Drop Classes Page completely. Scroll down to the Add Class section of the page and enter the CRNs you have selected in the boxes.
- Make sure there are openings in the classes you have chosen and that you have met the required prerequisites. You will not be permitted to register in classes that overlap in times. You may not enroll in more than 18 units per semester or term. In order to take more than the maximum please see a counselor for approval.
- When you finish, click on the "Submit Changes" button.
- Review your enrollment in the Current Schedule Section. If all the courses you selected do not appear, scroll down to the Registration Errors section to check the class status.
- Contact the Office of Admissions & Records in Bldg 100 at 510.723.6700 or [ccarcom@iserver.clpccd.cc.ca.us](mailto:ccarcom@iserver.clpccd.cc.ca.us) or Student Online Services at 510.723.6770 for more assistance.

#### Prerequisites

A prerequisite is a requirement that must be completed prior to the registration of a course. For instance, Math 65 must be taken before Math 55; Math 65, in this case, is the prerequisite for Math 55.

Many courses offered by Chabot College require the completion of prerequisite courses taken at Chabot, or the equivalent taken at another accredited institution. The Chabot College Catalog and Class Schedule list prerequisites after each course description when applicable.

Students are responsible for meeting prerequisite(s) whenever listed. Please note that Chabot's registration system, CLASS-Web or The Zone, recognizes only prerequisites completed at Chabot. If a student completed an equivalent course at another institution, s/he must submit documentation to either the Counseling Division (for a prerequisite override) . Until prerequisite equivalence is established, the student will be unable to register for the class. To remove the prerequisite block, you must process a Prerequisite Override.

## How to Register (continued)

### Prerequisites by Email

If you have already sent official (sealed) transcripts to Admissions and Records you can request a prerequisite override via email to [smoore@chabotcollege.edu](mailto:smoore@chabotcollege.edu). On subject line, write: Prerequisite Override. Include the following information in body of email:

- Your Name
- Course you wish to take, name and number (e.g. Math 65)
- Your Student ID Number,
- Your phone number.

Your transcripts will be forwarded to a counselor who will review your documentation and verify prerequisite course equivalency. If your request is approved, you should be able to register no later than 48 hours after we receive your documentation provided your registration date has arrived and seats still remain in the class. You will be contacted if your request is not approved.

If you have not sent official transcripts to Admissions and Records:

### Prerequisites In-Person

1. Bring unofficial transcripts showing successful completion of equivalent prerequisite course work to the Counseling Appointment Desk on the first floor of Building 100.
2. Tell the counselor on duty that you need to override the prerequisite for the course you wish to take.
3. Fill out the top of the override form.

**NOTE:** If you are currently taking the prerequisite course, you will need to supply a letter from the instructor on college letterhead with the following information:

1. The name and number of the course
2. Your name
3. The grade the instructor expects you to receive
4. The instructors contact phone number

After dropping off your transcript, a counselor will review your documentation and verify prerequisite course equivalency. If your request is approved, you should be able to register no later than 48 hours after we receive your documentation provided your registration date has arrived and seats still remain in the class. You will be contacted if your request is not approved.

### Prerequisite by Fax

You can fax unofficial college transcripts, AP scores, or letter described above to (510) 723-7012. Unofficial transcripts must include your name and the name of the college. Please also send a cover sheet that includes the following information:

- ATTN: Stacey Moore
- RE: Override for (name and number of course, e.g. Math 55)
- Your Name
- Your Student ID Number
- Your phone number

If your request is approved, you should be able to register no later than 48 hours after we receive your documentation provided your registration date has arrived and seats still remain in the class. You will be contacted if your request is not approved.

### Repeating Classes

Except as provided in the College Catalog for specific classes or in cases of extenuating circumstances, a student by state law is limited to *two* attempts to repeat a course for the purposes of raising a substandard grade (D, F, and NP).

Students may not repeat courses that are limited to one attempt in which they received passing grades of A, B, C, or P. Please refer to the College Catalog for more information.

### Adding & Dropping Classes

Add, Drop (NGR) and Withdrawal deadlines can be found on CLASS-Web or The Zone.

*Important Note: Instructors have the option of dropping students who do not attend either of the first two class meetings or because of excessive absences (four consecutive or six cumulative hours).*

### Students Add Number

Only the last four digits of the priority number are considered by an instructor at the beginning of each course when determining “add” priority for additional students. The “add” priority number for new students will be zero for their initial semester of enrollment. Returning students add number can be found on CLASS- Web. The add number will reflect the number of units earned at Chabot College with an additional random digit added the end.

### Adding Classes

Students may attempt to add into open full-term classes during the registration period prior to the start of instruction.

To add after the start of instruction, attend the first class meeting and obtain an Add Authorization Number from the instructor and register by the Add Deadline. Use CLASS-Web or The Zone to enroll with your Add Authorization Numbers before the deadline date.

### Dropping Classes

Students are responsible for dropping or withdrawing from classes. Failure to follow the withdrawal procedures may result in a grade of “F”. Students who drop before the No Grade of Record (NGR) period will not have a grade appear on their transcript. Use CLASS-Web or The Zone to drop any course. If a class is cancelled or a drop occurs before the NGR deadline, the resulting balance on the student account can be applied to future terms or students may apply for refunds through the Office of Admissions & Records.

### Class Withdrawals

Students are responsible for dropping or withdrawing from classes. Use CLASS-Web to withdraw from classes prior to the “W” deadline date. “W” grades are subject to all fees and/or tuition. Withdrawals do not affect student GPA; however, excess “W” notations may result in poor progress or dismissal status, and may affect financial aid or athletic eligibility. Full payment of enrollment fees (and tuition fees, if applicable) is required for courses dropped with grades of “W”.

### Extenuating Circumstances Withdrawal

Students may withdraw from a class with extenuating circumstances after the Withdrawal deadline. An Extenuating Circumstances Withdrawal Petition, available through Counseling, along with supporting documentation must be filed by the student with the instructor who will approve and verify that the class is being passed with a minimum grade of D. If approved, the petition is forwarded to the Dean of Counseling for final approval. Circumstances that will be considered are acute medical problems, acute personal or family problems, employment-related problems, or other similar circumstances preventing a student from completing the class.



## Student Fees and Tuition

- 5** Fees must be paid in full by the scheduled payment due date or you will be dropped from your classes. Enrollment is conditional. The college reserves the right to cancel your registration.

### Spring 2010 Fee Schedule

If you register...	Payment* is due...
November 9 - December 11, 2009	January 6, 2010

\*Students pending Financial Aid eligibility determination must contact the Financial Aid Office.

### FACTS Payment Plans

Students should consider the online deferred payment plan option offered through FACTS.

#### FACTS Payments on the 5th of the Month

Last Day To Enroll	Req'd Down Payment	Number of Payments	Months of Payments
Dec. 3	0	5	December - April
Dec. 21	10%	4	January - April
Jan. 25	25%	3	February - April

Go to the [www.chabotcollege.edu/Admissions/fees/FACTS.asp](http://www.chabotcollege.edu/Admissions/fees/FACTS.asp) for more information.

### Enrollment Fee

The enrollment fee for all students, except those exempt by law, is \$26 per unit. Full payment of enrollment fees (and tuition fees, if applicable) is required for courses dropped with grades of "W".

### Non-Resident Tuition

Non-residents of California are required to pay a tuition fee of \$190 per unit in addition to the enrollment fee and basic fees.

### International Student Tuition

The tuition fee for international students, non-immigrant aliens or students on other types of visas is \$190 per unit in addition to the enrollment fee and basic fees AB 540 (California Non-Resident Tuition Exemption). Certain non-resident students may be exempt from non-resident tuition fees. For further information, contact the Office of Admissions & Records at 510.723.6817. See pages 15-17 for more information and affidavit.

### Mailing Fee

An optional fee of \$3 will be assessed each semester to cover the cost of various mailings that students receive throughout the term (registration mailer, grade report, etc.).

### Health Services Fee

The Associated Student Body adopted a mandatory health service fee of \$14 per semester and \$9 during the summer is assessed to students to support health services for enrolled students. The only exceptions to not paying the Student Health Fee are as follows:

- Students who are taking classes held only on Saturday or at an off-campus site, including approved apprenticeship programs; or

- Students who rely on prayer for healing in accordance with teachings of a bona fide religious sect, denomination, or organization. To apply for a waiver, students must provide a statement of such reliance from an official of the sect, denomination or organization to the Office of Student Life Bldg. 2300.

### Materials Fee

Students will be assessed a fee for enrollment in the following classes:

- \$1 for CHEM 1A, 1B, 30A & 30B.
- \$10 for ART 3A, 3B, 3C, 3BD, 10 & 11, DIGM 31A, 31B, 32A & 32B, MCOM 32, 33A, 33B, 34, 38 & 39 and all PHOT classes.
- \$15 for ART 16A, 16B, 16C, 16D & 49.11.
- \$25 for ART 17, 18, 20 & 49.12.
- \$35 for ART 19.
- \$8 for CPR card.

### Associated Students Activity Fee

An optional fee of \$5 will be charged each semester. Students paying this fee receive an activity sticker, which provides merchant discounts and discounts on student activities. Chabot College clubs, scholarships, the Student Center, and other student-related services are supported with this fee.

### Enrollment Fee Refund Policy

To apply for an enrollment fee refund, file an Application for Refund of Fees form at the Office of Admissions & Records.

- No refunds will be given to students who withdraw from classes after the no-grade-of-record (NGR) deadline.
- Non-resident and International tuition refunds will be given as follows:
  - Prior to the first day of instruction: 90%
  - During the first week of instruction: 75%
  - After the first week of instruction: No refund
- A \$10 processing fee will be subtracted from each enrollment fee refund. (No processing fee will be charged if classes were cancelled by the College.)
- The mailing fee, health services, and student activity fee are not refundable.
- Refund checks will be sent by mail approximately six to eight weeks from the Chabot-Las Positas Community College District Business Office after the request is submitted.

### 6 Student Photo Identification Card

The Photo ID Office is located on the second floor of Bldg. 2300, in Rm. 2362. Hours are posted and subject to changes throughout the term. You must bring a copy of your current registration and one other form of identification such as a California Drivers License. Place your active Validation/Priority sticker and student Activity Stickers on the back of your ID card. It is important that you carry this card with you at all times. The card is required for identification purposes when requesting college services or seeking entrance to a college sponsored event.

### 7 Parking Fees

Parking at Chabot College is by permit only. Student Semester Parking Permits are *only* available online through CLASS-Web or The Zone.



**8** Chabot Bookstore is your source for all the educational books and supplies you need to be a successful student at Chabot College. We support your academic achievements and look forward to serving you.

**Buy Your Spring Textbooks Online Beginning: Monday, January 4, 2010**

Shop early and get the best selection of used books! Beginning August 4, you may order spring semester books. Go to the "Student Detail Schedule" in CLASS-Web or The Zone and click the "Order my Chabot books" link to view the books required for your classes. Select the books and place your order from there. Select UPS ground for local area delivery. Pick up online orders in the store from Mon., January 11 to Thu, January 14, 2010.

**Buy Spring Textbooks & Supplies in the Store Beginning: Monday, January 11, 2010**

Credit card acceptance: Visa, Master Card, and Discover Card. Students may use a parents' credit card by presenting the card and a note signed by the card holder authorizing the purchase. California ID required.

ATM: An ATM machine maintained by the Chabot Federal Credit Union is located inside the Bookstore.

Sorry we no longer accept personal or business checks.

**Spring Semester Book Refund/Exchange Deadline: Saturday, January 23, 2010**

Receipts are required for all refunds or exchanges. Refund/exchange exceptions allowed until February 5, 2010 only with proof of registration showing that you dropped the class, and restocking fees apply.

Refunds or exchanges of textbooks: You need the current cash register receipt and Chabot student ID. For a full refund, new books must be returned in brand new, clean condition with no writing, scratches, damages, or bent pages. Shrink-wrapped or boxed books may be returned only if undamaged and wrapped in the original packaging. Used books must be in salable condition. The Bookstore may refund the used book price for a new book that is returned unwrapped, unboxed, or damaged, and we reserve the right to make a decision on the refund based on the condition. Restocking fees apply to online orders.

Refunds on purchases made by check: Return the book by the refund deadline. We issue a Due Bill redeemable for cash ten business days from the date of the original purchase if the check cleared.

Used book buy back: During finals week in May, the Bookstore may buy your used textbooks and pay up to 50% of the original price. Prices vary depending on if we need the book. We do not guarantee a buy back value of every book. Book buy back dates are posted in the Bookstore.

## Chabot College Bookstore

**Spring 2010 Back to School Bookstore Hours**

Bookstore hours subject to change. For latest updates, check our website at [www.chabotbookstore.com](http://www.chabotbookstore.com), or call: 510.783.9800.

Week of January 11-16

Monday through Thursday: 7:45am – 6:30pm  
 Friday: 7:45am – 4pm  
 Saturday: Closed  
 Sunday: Closed

Week of January 18-23

Monday through Thursday: 7:45am - 8:30pm  
 Monday: Closed  
 Tuesday through Thursday: 7:45am – 8:00pm  
 Tuesday through Thursday Closed : 3:00pm - 4:00pm  
 Saturday: 9am - 2pm  
 Sunday: Closed

Week of January 25 - 30

Monday through Thursday: 7:45am - 7:30pm  
 Friday: 7:45am – 4pm  
 Saturday: Closed  
 Sunday: Closed

Week of February 1 - 5

Monday through Thursday: 7:45am - 6:30pm  
 Friday: 7:45am – 12:00 pm  
 Saturday: Closed  
 Sunday: Closed

The Bookstore carries a variety of lower cost alternative to new books including: used books, ebooks, custom books, codes with ebooks, and rental books.

Check out our selection at [www.chabotbookstore.com](http://www.chabotbookstore.com).

# Chabot College Schedule Planner

**TIP #1**  
**Helpful Planning Tips!**  
 If you work . . . . . we suggest you take no more than  
 40 hours per week . . . . . 6 units  
 30 hours per week . . . . . 9 units  
 20 hours per week . . . . . 12 units (full-time status)  
 5 to 15 hours per week . . . . . 14-16 units

**TIP #2**  
 1 unit = 1 class hour per week & 1 class hour = 2 study hours per week.  
 For example: If you took a 3 unit course, you will spend 3 hours in class plus 6 hours studying for the class per week.

**TIP #3**  
 There are 168 hours per week and people spend approximately 70 hours a week sleeping, eating, and for personal grooming and maintenance.

**TIP #4**  
 18 units per semester is considered to be the maximum load for a student. In order to take more than 18 units, approval must be obtained from a counselor.

	M	T	W	Th	F	S
8:00						
8:30						
9:00						
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8:30						
9:00						
9:30						
10:00						

Course	CRN	Days	Time	Units
Example: PSCN 10	31423	MW	12-1:50	2

## How to Read the Class Schedule

D/E/S	CRN	Type	Day[s]	Times	Room	Instructor	Dates	Code	Sec
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>CRN: Class Registration Number needed to register for a specific class</b></p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>COURSE CONFLICT/OVERLAP: Students may not enroll in two classes that meet during any part of the same hour</b></p> </div> </div>									
<p><b>ADMJ 50 INTRO TO ADMIN OF JUSTICE 3.0 UNITS</b></p> <p>History and philosophy of administration of justice in America; theories of crime, punishment, and rehabilitation; ethnics, education and training for professionalism in the system.</p>									
D30551	Lec	MW		10:30 11:45	519	STAFF	8/28-12/13	GR	001
E32329	Lec	M		7:00 9:50	*225	LACER	8/28-12/13	P/N	SL1
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>DAYS:</b> D = Day Class E = Evening Class S = Saturday Class</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>LOCATION:</b> Classes marked with an *asterisk meet in an Off-Campus Location</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>GRADING CODE:</b> GR = Courses must be taken for letter grade P/N = Courses must be taken for pass/no pass OP = Courses may be taken for letter grade or pass/no pass</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p><b>SECTION NUMBERS:</b> American Culture courses begin with A (e.g. A01)</p> </div> </div>									

### Important Definitions

If you should see the words: Prerequisite, Corequisite or Strongly Recommended in the class schedule or catalog, it is important for you to understand the definitions of these terms.

**Prerequisite:** A condition of enrollment which a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. The computer used for registration recognizes completion of prerequisites at Chabot College or Las Positas College only. It is important to submit official transcripts in order to determine if other course work completed is equivalent to prerequisites listed for courses. Contact the Counseling Division located in Bldg. 100 at 510.723.0735 for assistance.

**Corequisite:** A condition of enrollment consisting of a course which a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

**Strongly Recommended:** A condition of enrollment which a student is advised, but not required, to meet before, or in conjunction with enrollment in a course or educational program. Strongly recommended preparation represents a set of skills or a body of knowledge with which a student will achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in the course or program.

*The Chabot-Las Positas Community College District reserves the right to cancel classes, to make other changes as college needs require, and to change, without notice, any of the information, requirements and regulations in this schedule of classes.*