

WELCOME TO Spring 2009 Semester!

For all PACE Info see www.chabotcollege.edu/PACE .

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## **Adding & Dropping Classes**

**Add, Drop (NGR) and Withdrawal deadlines can be found on [CLASS-Web](#).**

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).

### **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 and register by the Add Deadline. Instructors have Add Authorization Numbers at the beginning of the term. Use [CLASS-Web](#) 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](#) 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".

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Petition for Credit/No Credit Grade (also called Pass/No Pass)

Download Petition to Complete Course for Credit/No Credit Grade (PDF) here:

<http://www.chabotcollege.edu/admissions/forms/cr-nc.asp>

Some courses at Chabot College are offered in which the student may choose to complete the course for either a Credit/No Credit grade OR for a standard letter grade. Students interested in petitioning for completing such courses for a Credit/No Credit grade should file a **Petition to Complete Course for Credit/No Credit Grade** form at the Office of Admissions Records before the Credit/No Credit deadline. The decision to opt for Credit/No Credit grading can not be reversed by either the student or instructor at a later date. The "CR" grade will be given to indicate completion of a course with "C" or better work.

PACE Counseling

Half-hour PACE Counseling appointments are available most Mondays and Thursdays between 1:30-7pm. To make an appointment, contact Ginger at griplinger@chabotcollege.edu or 510-723-6699, or Julie at jmachado@chabotcollege.edu or 510-723-6619. Please state what time/days are preferable to you and we will give you the next available slot on that day (M or Th) or in that general time frame (ex. 3pm or 5pm).

INFO from ADMISSIONS & RECORDS

Attendance Deadlines for Spring 2009 Semester full -term weekly census courses:

Add or NGR (no grade of record) in-person	February 6, 2009
Add or NGR (no grade of record) online	February 8, 2009
Census Day	February 9, 2009
Apply for Pass/No Pass	February 20, 2009
Drop with automatic W	April 19, 2009
Submit Spring 2009 Grades	June 4, 2009

Attendance Deadline for short-term classes are available on CLASS Web

Admissions & Records Office Hours for Students & Community

Monday through Thursday
9am to 7pm
Friday 9am to 12Noon

Admissions & Records Office Hours for Faculty & Staff

Monday through Thursday
7am to 9pm
Friday
7am to 5pm
Saturday, January 24
9am to 1pm

Confidentiality Reminder - Please review the Family Education Rights and Privacy Act posted on our website <http://www.chabotcollege.edu/Admissions/ferpa.asp>

Photo ID Center in Room 2361 Bldg. 2300.

Monday through Thursday

9am to 6pm

Friday

9am to 5pm

Hours are subject to change. Please call 723-6914 if you have any questions.

Grades are mailed to student who pay the \$3 optional mailing fee. If they did not choose to pay the fee they must access ClassWeb to view & print their grades. Fall Grade Mailers were delivered to postal service on Friday, January 16. MLK Holiday will affect delivery date.

PARKING UPDATE

The parking situation on January 20, 2009 will be as follows:

Lots A and B will be open. Lot A will be signed for Staff Only. New HC parking spots have been constructed at the west end of Lot B for the adaptive PE program.

Lots G and H will be open, unchanged status from last semester except a new drive from Lot G opening directly onto Depot Road has been constructed.

Lots D and E will be open, unchanged status from last semester.

Lot C will now be open. Construction materials have been moved out and the lot will be resurfaced and striped. It will be signed for Staff Only.

Lot J Annex, the soccer field, will be open with access from Hesperian Blvd. only. Access from Lot B is still under construction. The permanent Lot J is also still under construction with the Solar Photo Voltaic project.

Parking during the first weeks of a new semester is always a challenge so please give yourself a little extra time to get to class.

Students must purchase parking permits online at
<http://www.chabotcollege.edu/safety/parking/permits.asp>

PARAEDUCATORS — PARKING

ACOE Paraeducator Grant Recipients who want their parking fees paid must see Ginger Ripplinger Room B6 or Julie Machado (M & Th 1:30-7pm, Room 158 in Counseling) for the appropriate form.

ASCC BOOK SCHOLARSHIPS

Every semester, the ASCC takes applications for Book Scholarships to help students purchase books for the following semester. There is always a deadline to get your applications in. The schedule is not yet set, but check in mid-April for the Fall 2009 Book Scholarship Application. I will try to send it out in a News Flash as soon as I hear about it, but you can always check with your ASCC Office. For more info, see

<http://www.chabotcollege.edu/StudentLife/Scholarships/BookScholarship.asp>

TIPS to help with TEXTBOOK COSTS

*Check the Library to see if the books you need are on reserve

*Form study groups with classmates who have the required textbooks

*Photocopy pages needed for assignments from classmates' textbooks (photocopiers are available in the Library and by A&R in Building 100)

NEED HELP?

Learning Connection programs are ready to provide learning support to your students this spring. All peer tutors have been recommended, hired, and trained by Chabot faculty.

PATH, Room 2351: Peer tutors are available to assist students in most classes across the curriculum. Students should come to Room 2351 to schedule appointments with tutors. Science, ESL, Spanish, French, and English tutors are available during hours posted in PATH to assist students who drop in.

Language Center, Room 2351: Tutors are available to assist English as Second Language students in the Language Center. ESL students may also enroll in ESL 127, a computer-based Pronunciation Lab, and English 128, the Faculty-Student Tutorial in ESL. Students may work at their own pace on software programs in grammar, vocabulary, editing, listening/speaking.

World Languages Center, Room 2351: Tutors are available on both an appointment and drop-in basis to assist students studying a world language. Conversation groups are available, as are such computer programs as Rosetta Stone in Spanish and French. Students may enroll in FORE 1L to earn 1/2 unit credit for developing their French or Spanish language skills.

WRAC Center, Building 100, Library mezzanine: Peer tutors are available to assist students with their college reading and writing assignments. Students who would like to work one-one-one with an instructor on their reading and writing should enroll in English/General Studies 115, the Faculty-Student Tutorial in Writing and Reading Across the Curriculum. (Students may come to the WRAC Center for an appointment with an instructor; we'll help them enroll in the correct 115 section.)

Chabot Communication Coaches, Building 100, Library mezzanine: Students who want to improve their communication skills, especially their speaking and listening skills, may drop in to meet with a Chabot Communication Coach. Coaches can help students prepare a formal presentation or assist students with their less formal college communication needs. Look for more information about the Chabot Communication Coaches as this new program is developed!

Math Lab, NEW LOCATION--Room 3906: Students enrolled in math classes can get assistance from math instructors and tutors in the Math Lab. Students can earn credit for their work by enrolling in Math 122, Math Lab.

Peer Advisors are stationed at their green carts or in the Transfer Center (by Counseling in Bldg. 100) to help students navigate their way through "the system" so they can take advantage of the many opportunities available to them at Chabot.

More information about all Learning Connection programs is available on our website: www.chabotcollege.edu/learningconnection.

AA DEGREE MATH REQUIREMENT IS CHANGING

beginning Fall 09, Math 55 (Intermediate Algebra) will be required for an AA Degree--statewide. I just found out (that this also means that Business 16 (Business Math) will NO LONGER meet the AA Degree requirement. So it appears that ALL students wanting an AA Degree will have to get through Math 55.

If a student started Chabot BEFORE Fall 09 and maintains his/her catalog rights (meaning that they HAVE to enroll in at least 1 class at Chabot per year), the old requirement applies.

TRANSFERRING TO CSU?

Their deadlines for Winter and Spring is November 30th, with no late applications. At this time there is no change to our Fall 2009 deadline (August 31, 2009) but I would advise students not to wait too long if they are considering Fall. To apply for CSU, go to www.csumentor.edu .

If you want a waiver of the \$55 application fee, make a PACE Counseling appointment to complete a Transfer Admission Guarantee. You will need to wait 4-6 weeks until you receive a letter from CSUEB explaining the application process before you can complete the online CSU Mentor application. If a student applies and pays for the application before they receive a letter from CSU EB, they will not get reimbursed!

TB TESTING at the HEALTH CENTER

The Chabot Health Center offers TB testing for students and staff. Here is a short list of our policies regarding TB testing:

1. TB testing is free for registered students. If students require more than one test, each additional test will be \$15.
2. TB testing is free for returning staff ONLY. We require a letter of necessity from Human Resources for all staff/faculty.
3. Newly hired staff and faculty will be charged \$15 by the health center, which they may have reimbursed through HR.
4. TB tests are by appointment ONLY. Tests are given Monday-Wednesday and Friday, with limited times available. All new patients (staff OR student) are required to complete new patient paperwork. Students are required to show proof of enrollment.
5. Patients are required to return 48-72 hours after the initial TB test for the TB reading. Patients will be given a copy of the results at this time, and a copy will also be forwarded to HR (for staff). If the test is not read within this time, it is considered void and will need to be repeated at a cost of \$15.

Due to high demand, we do not have any available appointments for TB testing until January 28th. We will continue to update our availability in future emails. For questions, or to book your appointment, you may stop by or call the Health Center at the number listed below.

Thank you for your cooperation!

Breanna Ostensen, CMA(AAMA)
Front Desk, CCSHC
Bldg. 100, Rm. 120
Phone: (510) 723-7625
Fax: (510) 723-7129

HOT JOBS in the TECS Center

This week in the TECS (Transfer, Employment & Career Services Center, Room 146, inside Counseling) we are pleased to share the following employment opportunities:

1. City Clerk Technician (City of Richmond)

Appointment Type: Full Time

Salary: \$3595-\$4368/month

High school graduation or equivalent AND two years of office administrative or files/records maintenance experience required. College or business school training is desirable.

DEADLINE: February 19, 2009

2. Office Specialist II (City of Santa Clara)

Appointment Type: Full Time

Salary: \$4476-\$5459/mo

Must be 18 years of age, have graduated from high school or possess a GED. One year of general clerical and typing experience, and computer proficiency in Microsoft Word and Excel is required.

DEADLINE: February 4, 2009

3. Police Aide (City of Berkeley)

Appointment Type: Part Time

Salary: \$13.36/hr

Must be at least 18 years of age; be currently enrolled in an accredited college or university carrying a minimum of 6 semester or 9 quarter units; possess a valid Class C California Driver's license with a satisfactory driving record; possess a high school diploma or GED and maintain a C or better grade point average.

DEADLINE: Continuous

For more information about these jobs and others, please visit the TECS center in Building 100, Rm. 146.

Thank you,

Stefanie Montouth
Career/Transfer Specialist
TECS Center

Chabot College
(510) 723-7680
smontouth@chabotcollege.edu

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## **CHABOT NURSING APPLICATION PERIOD is CLOSED**

**Application:** The nursing application for Fall 2009 is closed. Applications must be postmarked 01/15/2009 to be accepted. Final transcripts must be postmarked 01/31/2009.

**Information:** Next Information Meeting will be February 3, 2009 Room 2223 Noon - 1:00. Reservations not required. All counselors are invited to the information meeting to renew or update your knowledge of the Chabot Nursing Program.

**Brochures** will be updated in and printed in January. Students interested in Nursing should see [www.chabotcollege.edu/nurs](http://www.chabotcollege.edu/nurs) .

Thanks for all of your assistance to students applying to the program.

Catherine Gentiluomo  
Administrative Assistant Nursing  
(510) 723-6896 office  
(510) 723-7298 fax  
cgentiluomo@chabotcollege.edu

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OBAMA STIMULUS PLAN & EDUCATION

According to info released on 1/15, the Obama Budget Stimulus Plan, The American Recovery and Reinvestment Bill of 2009, would:

- * Provide \$15.6 billion to increase the maximum Pell Grant by \$500, from \$4,850 to \$5,350 for the 2009-10 academic year;
- * Increase unsubsidized Stafford Loan limits by \$2,000;
- * Provide an additional \$490 million for federal work-study to support undergraduate and graduate students who work;
- * Provide \$6 billion for higher education infrastructure, including technology upgrades and energy efficiency improvements. The funds would be distributed to states by formula in proportion to each state's share of full-time equivalent undergraduate students. Funding will be allocated by states to institutions based on the demonstrated need of each institution for facility modernization, renovation, and repair (CCC submitted \$721 million in project requests);

* Provide \$50 million to help the Department of Education administer surging student aid programs while navigating the changing student loan environment; and,

* Provide \$79 billion in state fiscal relief to prevent cutbacks to key services, including \$39 billion to local school districts and public colleges and universities distributed through existing state and federal formulas, \$15 billion to states as bonus grants as a reward for meeting key performance measures, and \$25 billion to states for other high priority needs such as public safety and other critical services, which may include education.

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