

## ADMISSION AND REGISTRATION

The college year is divided into three sessions: fall and spring semesters and a summer intersession. A spring intersession is also available between the fall and spring semesters. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of the time of day or period of the year they attend classes. The college library, laboratories and other facilities are available throughout each session.

## ADMISSION PROCEDURES

Students should observe the following admission procedures:

1. File application materials on the forms available in the Admissions and Records Office.
2. Request official transcripts to be sent to Cuyamaca College from all colleges attended in the United States. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution. Transcripts submitted by students who never enroll are kept on file for two years.

Cuyamaca College accepts credit from institutions accredited by one of the six regional accrediting associations and foreign transcripts evaluated by either Academic Credentials Evaluation Institute (ACEI) or International Education Research Foundation (IERF). Please refer to the specific guidelines in this catalog regarding the evaluation of foreign transcripts.

3. Take the English and Math Assessment. The recommendations that result from this assessment will be helpful in selecting appropriate English and math classes and in planning a successful college program. Students may obtain clearance from the assessment process if they have:
  - taken an English and math class at a college and received a grade of Credit or a minimum grade of "C," or
  - earned an Associate Degree or higher, or
  - completed an Advanced Placement Examination, or
  - completed the assessment process at a local college.

To obtain a clearance, you are required to bring to the Counseling Center one of the following:

- a grade report, or
  - a transcript or diploma, or
  - a copy of your Advanced Placement Examination results with scores of 3, 4 or 5, or
  - assessment scores from any local college.
4. Arrange for a counseling appointment for program advisement.
  5. Complete the formal registration process as outlined in the class schedule.

## ASSESSMENT AND TESTING PROGRAM

The faculty, staff and administration of Cuyamaca College are committed to students' success. A program for student success has been designed which includes a component that requires that new, readmit and transfer students participate in an assessment process. Counselors review the results of the assessment process with students to help them select courses and develop an educational plan. This office, located in Bldg. Z200, provides individual and group testing in English and mathematics.

## CHANGE OF ADDRESS

A change of address must be immediately reported to the Admissions and Records Office.

## FEES

Cuyamaca College is part of the California Community College system and requires enrollment, student center construction and health services fees for all students, payable at the time of registration. The Board of Governors Waiver Program provides methods to assist low income students pay these fees. Eligibility requirements are available in the Admissions and Records Office and the Financial Aid Office.

A parking fee will be charged to all students using the parking facilities. If a student elects to purchase a multi-car parking permit, the permit may be used on any number of vehicles, but entitles the student to the use of a single parking space per permit. See "Parking and Traffic Regulations" for more information.

Students are required to purchase their own textbooks and supplies and may be required to pay for equipment which is lost or broken after it has been issued.

All students are encouraged to support the student activity program through the purchase of a Student Benefit Card.

## FOREIGN TRANSCRIPTS

Transcripts (educational credentials) issued in foreign countries (from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Cuyamaca College accepts the evaluation of foreign transcripts **only** from the following **two** academic evaluations companies:

1. **Academic Credentials Evaluation Institute, Inc. (ACEI)**  
P.O. Box 6909  
Beverly Hills, CA 90212 USA  
TEL (310) 275-3530  
FAX (310) 275-3528
2. **International Education Research Foundation (IERF)**  
P.O. Box 66940  
Los Angeles, CA 90066 USA  
TEL (310) 390-6276  
FAX (310) 397-7686

You will need to contact the evaluation company you select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

### CUYAMACA COLLEGE'S PROCEDURE FOR THE EVALUATION OF FOREIGN TRANSCRIPTS

1. We must receive a detailed evaluation report from one of the companies listed above with **subject breakdowns, course descriptions** and **grades** from the *official* foreign transcripts. The official report must be **in English** and in a *sealed* envelope.
2. The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education courses for graduation.
3. **English** and **speech** courses on any evaluation report will be awarded elective credit only.
4. Courses will **only** be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. Courses will **not** be used for General Education Breadth or IGETC certifications.
6. In some instances, additional documentation such as the course syllabus or detailed course description, may be needed before an evaluation of foreign coursework can be completed.
7. Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

## INSTRUCTIONAL MATERIALS

Students may be required to provide instructional and other materials required for a credit or non-credit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the District.

## INTERNATIONAL STUDENT PROGRAM

### ADMISSION

1. Applications for admission must be received by the following deadlines:
  - Summer & Fall semester – June 1
  - Spring semester – November 1

All application materials must be received by the above deadlines.
2. TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 or a 133 TOEFL computer score. The TOEFL test must be completed by the application deadline.
3. New students must enroll in the appropriate level English class.

### FULL-TIME STATUS

An international student must maintain a minimum of 12 units each semester at Cuyamaca College.

### FINANCIAL RESOURCES

1. Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education to the satisfaction of the Admissions and Records Office (approximately \$13,850 per year).
2. An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
3. Financial aid is not available for international students.
4. All employment requires approval by petition to the International Student Committee. In some instances an international student may work on campus for 20 hours per week. Working off campus while attending college requires approval by the Immigration and Naturalization Service and the International Student Advisor.

### HEALTH

Cuyamaca College **strongly** recommends that international students obtain a health and accident insurance policy. The Health and Wellness Center has information on where to acquire such a policy.

### HOUSING

Cuyamaca College does not have on-campus housing; however, we do work with a homestay agency and have many apartments nearby.

## GRADING STANDARDS

International students are subject to all Cuyamaca College grading, probation and disqualification standards.

## ADVANCED DEGREES

International students with an associate degree or its equivalent are considered beyond the scope of community colleges and are discouraged from applying to Cuyamaca College.

## NOTIFICATION OF ADMISSION

Students will be notified of their acceptance to Cuyamaca College as soon as their application materials are received and approved. Students are expected to be available for preregistration orientation and educational counseling two weeks prior to the start of each semester.

## NONRESIDENT TUITION REFUND

Refunds will be made for the following reasons only:

1. *Erroneous determination of nonresident status.* If a student is erroneously determined to be a nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented within the period for which the fee was paid.
2. *Compulsory military service.*
3. *Withdrawal from college or reduction of program.* Nonresidents withdrawing or reducing their program may have their fees refunded, according to the "Refund Schedule" below.

## REFUND SCHEDULE

The refund schedule for international student tuition, nonresident tuition, enrollment, student center construction and health services fees is as follows:

- Full semester courses:  
100% refund through first two weeks of instruction  
0% refund after second week of instruction
- 8 week courses:  
100% refund through first week of instruction  
0% refund after first week of instruction
- Other short-term classes:  
Contact the Admissions and Records Office or see the current class schedule for dates.

## RESIDENCY INFORMATION

Each person enrolled or applying for admission to any California community college will provide such information and evidence of residence as deemed necessary by the District Governing Board to determine residence classification. Falsification of residency information may result in admission to the college being denied. Guidelines for determining residency are outlined in the California Administrative and Education Codes. The determination of a person's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the person proposes to attend.

### I. RESIDENCE CLASSIFICATION

- A. A "resident" is a person who has been both physically present, and has established intent to make California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California Administrative Code). The "residence determination date" is the day immediately preceding the first day of instruction of the semester or session to which the person seeks admission.
- B. A "nonresident" is a person who has not been both physically present or established intent to make California his/her residence for more than one year immediately preceding the residence determination date. Persons so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition fee as established by the Grossmont-Cuyamaca Community College District Governing Board.

### II. DETERMINATION OF RESIDENCE

- A. Residence. To determine a person's place of residence, the following rules are observed:
  1. Every person has, in law, a residence.
  2. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
  3. There can only be one residence.
  4. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
  5. A residence cannot be lost until another is gained.
  6. Residence can be changed only by the union of act and intent.
  7. A man or woman may establish his or her residence.
- B. Adults. Persons 18 years of age or older may establish residence in accordance with Section A.

- C. Minors. Persons under 18 years of age may establish residence in accordance with the following:
1. A married minor may establish his/her own residence.
  2. If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
  3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
  4. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
  5. A person who is a minor, and resides with either the father or mother (or both), may be classified as a resident of California if the parent (or parents) with whom the minor lives has established residence in California for more than one year prior to the residence determination date.
- D. *Exceptions.*
1. Persons who have attended a California high school for at least three years and have graduated from a California high school, or have attained the equivalent status, are exempt from paying non-resident tuition. This exemption applies to persons who would usually be classified as non-residents, including undocumented immigrants. Nonimmigrant aliens, including persons on F and B visas, are not eligible for this exemption.
  2. A minor who remains in California after resident parents establish residence elsewhere (within one year immediately prior to the residence determination date), may retain resident status until the minor has attained the age of majority and has resided in California long enough to establish residence, so long as, once enrolled, continuous full-time attendance is maintained. Nothing in this section will require attendance during summer intersession or any session beyond the normal academic year.
  3. A person classified as a nonresident shall not obtain resident classification, as a result of maintaining continuous attendance at an institution, without meeting the other requirements of obtaining such classification.
  4. A minor who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident. Certain requirements must be met.
  5. An undergraduate student who is a dependent (natural or adopted child, stepchild or spouse) of a member of the armed forces of the United States stationed in California on active duty, is exempt from paying nonresident tuition. If the member of the armed forces, whose dependent is in attendance at Cuyamaca College (1) is transferred, on military orders, to a place outside of California, or (2) retires from active duty, the dependent shall not lose his or her exemption status for the one year duration it takes to establish residency. After one year has elapsed, the dependent is subject to reclassification according to the policies stated in this section.
  6. A person who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be waived from paying nonresident tuition for the entire period he/she is stationed on active duty in California.
  7. A person who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be waived from paying nonresident tuition for up to one year for the time he/she lives in California after being discharged. This one year waiver after the discharge date allows the time necessary to establish residence. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
  8. A person who is an adult alien will be entitled to resident classification if he/she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that he/she has established residence in California for more than one year prior to the residence determination date for the semester or session for which he/she proposes to attend.
  9. An unmarried minor alien will be entitled to resident classification if the minor and the minor's parents have not been precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the parents have established residence in California for more than one year prior to the residence determination date for the semester or session for which the minor proposes to attend. An exception is made to minors, for establishing residency, if the minor is a U.S. citizen and his/her parents are undocumented aliens.
  10. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.

11. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:
  - a. Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
  - c. Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.
12. A person who is a full-time employee of a California community college, or a person who is a child or spouse of a full-time employee of a California community college, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.
13. A minor shall be entitled to resident classification if, immediately prior to enrolling at a California community college, the minor has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California for more than one year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident so long as continuous full-time attendance is maintained.
14. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:
  - a. The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
  - b. Such absence from California was for a period of not more than four years.

- c. At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

A nonresident tuition fee shall not be charged to a person who meets each of the conditions specified in subdivisions a. to c., inclusive.

### III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

- A. Residence is established only by the union of both act and intent. The following factors may be used to demonstrate that intent. No one factor is decisive, however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.
  1. Filing California personal income taxes as a resident of the state.
  2. Registering to vote and voting in elections in California and not in any other state.
  3. Possession of a California Driver's License and resident vehicle license plates.
  4. Obtaining a divorce as a resident of California.
  5. Possession of a hunting or fishing license as a resident of California.
  6. Licensing from California for professional practice.
  7. Carrying on of a business or employment in California.
  8. Active resident membership in service or social clubs.
  9. California address on W-2 form.
  10. Ownership of residential property or continuous occupancy or letting of apartment on a lease basis in California.
- B. Factors that negate intent will also be considered.
- C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.

### IV. REVIEW AND APPEAL OF CLASSIFICATION

Any person, following a final decision on residence classification by the college, may make a written appeal to the Chancellor of the District or designee within 30 calendar days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Associate Dean of Admissions and Records, and information contained in the person's appeal, will make the determination and notify the person by United States Mail, postage prepaid.



## V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE

Students must complete reclassification forms, which are available in the Admissions and Records Office, for a change in classification from nonresident to resident status. Students will be requested to provide appropriate documentation to prove California residence, for more than one year prior to the residence determination date, for the semester or session which the student is claiming resident status.

Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

## VI. NONRESIDENT TUITION

A person classified as a nonresident will be required to pay nonresident tuition, in addition to other fees required by the college. Nonresident tuition must be paid at the time of registration.

## VII. INTERNATIONAL STUDENT TUITION

A nonresident person who is a citizen and resident of a foreign country will be required to pay international student tuition, in addition to other fees required by the college. International student tuition must be paid at the time of registration.

# SCHOLASTIC REQUIREMENTS FOR ADMISSION

High school graduates or equivalent, or students who are over 18 years of age and have the ability to benefit from the instruction offered, may attend Cuyamaca College.

While it may be advisable for a student to qualify for a high school diploma through a local adult school, non-graduates over 18 years of age may be admitted directly to Cuyamaca College.

Transfers from accredited colleges and universities are eligible for admission to Cuyamaca College.

High school students who are in the 11th and 12th grades may attend with the approval of the appropriate high school official, the appropriate college official and the student's parents.

# SPECIAL REGULATIONS FOR VETERANS

Veterans seeking service-connected benefits should meet with the Cuyamaca College Veterans Clerk.

Upon filing an application for admission to Cuyamaca College a veteran should immediately contact the Veterans Office on campus. The military form DD-214 must be presented to the Veterans Office.

Veterans must request official transcripts of all previous college work to be sent to the Admissions and Records Office. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution.

Veterans who have completed at least one year of honorable active service will receive two units of credit for Exercise Science. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

A veteran may not repeat a course and receive veterans' benefits where a "D" or "F" grade was received unless the course is required for graduation or a grade of "C" is required for the degree.

Veterans should pay special attention to add/drop deadlines and consult the campus Veterans Office when any change in enrollment is made.

Any veteran who petitions for readmission to the college following disqualification must meet with a counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

Veterans should be aware that short-term classes, telecourses and other flexible schedules may create change of training time affecting benefits. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.

# TRANSCRIPTS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college with regard to fees, tuition, loans or other charges may request transcripts. Two transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy. An emergency or rush transcript will be provided for \$5 per copy.

# VERIFICATIONS OF ENROLLMENT

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college with regards to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.). Verification of enrollment may be obtained at \$3 per copy. Exception: This charge will not be assessed for student loan deferments. An emergency or rush verification of enrollment will be provided for \$5 per copy.