



Photo courtesy of Dustin Ramirez

## CHAPTER 3 ADMISSIONS AND REGISTRATION

Ohlone College exists to serve residents of the cities of Fremont, Newark, and the Bay Area. Every effort is made to provide the information and services needed to facilitate successful attendance at Ohlone College. Students are individually held responsible for information contained in this catalog and in the Class Schedule. Failure to read and comply with policies, regulations, and procedures contained therein will not exempt a student from whatever penalties the student may incur.

### OPEN ENROLLMENT POLICY

Unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to the California Administrative Code, and shall be held only in places fully open to all such persons.

### STUDENT MATRICULATION PROGRAM

Matriculation is a process that enhances student access to the community colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

Matriculation is comprised of eight components: Admission; Placement; Orientation; Counseling and Advisement; Student Follow-up; Coordination and Training; Research and Evaluation; and Prerequisites, Co-requisites, and Advisory Classes. In some cases students may be exempt for one or more of

these components. The Admissions and Records and/or Counseling staff can assist students who request an exemption. Exempted areas include students who:

- Plan to enroll in non-credit or Community Education classes only;
- Have an earned associate or higher degree;
- Plan to enroll only in one performance or activity class.

Ohlone College agrees to:

- Assess basic educational skills and career goals;
- Provide orientation to the College's programs, services, and policies;
- Provide quality instruction;
- Provide quality counseling;
- Offer a wide variety of courses;
- Offer services to support student education;
- Follow-up on student progress toward their goal.

Ohlone College expects students to:

- Declare an educational goal;
- Attend classes;
- Complete homework assignments;
- Meet with a counselor to discuss educational goals and choices;
- Seek out support services as needed;
- Strive to make progress toward your goal.

Ohlone asks that students commit to an educational goal and will assist students in reaching that goal successfully.

## ADMISSION INFORMATION

Admission to Ohlone College is open to anyone who is a high school graduate, has a high school equivalency certificate or GED, or is 18 years of age or older and shows evidence of being able to profit from instruction. Students under 18 years of age qualify for admission by meeting one of the following requirements:

- Graduating from high school.
- Passing the California High School Proficiency Examination (CHSPE) or General Educational Development (GED) Examination.
- Meeting the high school sophomore, junior, and senior admission requirements described on page 23.

### Application for Admission

Students may apply online at <https://access.ohlone.edu>. Application forms are available online via the Ohlone College Web page at <http://www.ohlone.edu/org/admissions/forms/appforadmission.pdf>, inside each term's Class Schedule, and from the Office of Admissions and Records. To be able to register for classes all new and former students in the following categories must submit an application for admission:

- New students entering Ohlone College for the first time;
- Former students (students who did not attend Ohlone College during the previous Fall or Spring semester);
- All new or returning international students;
- K-12 students seeking special admission (an application is required every semester).



Photo courtesy of College Relations

### Programs Requiring Special Admission

In addition to the basic requirements for admission to Ohlone College, there are specific requirements for admission to the Registered Nursing, Respiratory Therapy, and Physical Therapist Assistant Programs. Admission criteria may change periodically and placement is limited by space. Refer to the Health Sciences Division Web site at [http://www.ohlone.edu/instr/div\\_health/](http://www.ohlone.edu/instr/div_health/) for admission criteria and program options. A change in Registered Nursing program admission criteria has been approved for Spring 2006 admission.

### Ohlone College/Diablo Valley College Cooperative Program in Respiratory Therapy

The Respiratory Therapy curriculum is offered by Ohlone College in cooperation with Diablo Valley College. Additional information regarding this cooperative program may be obtained by going to the Health Sciences Web site at [http://www.ohlone.edu/instr/div\\_health/](http://www.ohlone.edu/instr/div_health/) or the Career Development Office on the Diablo Valley College campus.

### Residency Information

A California resident, for purposes of community college admission, is a person who has maintained physical presence in California for at least one year and one day immediately prior to the first day of instruction with the demonstrable intent of making California his or her permanent home. Non-resident students who have attended three years of high school in California may be eligible for exemption from nonresident tuition per AB 540. Due to the complexity of residency requirements, students are encouraged to contact the Office of Admissions and Records at (510) 659-6100 with specific questions. Residency regulations may be found in sections 54000-54060 of Title 5 California Code of Regulations. A chart defining these regulations and detailing what documentation is needed is available on the Ohlone Web site at <http://www.ohlone.edu/org/admissions/fees.html#residency>.

### International Student Admission

Ohlone College is authorized under federal law to enroll non-immigrant students. All documents must be on file in the Office of Admissions and Records before a student can be considered for admission. Application deadlines are April 10 for Fall Semester and November 10 for Spring Semester.

To be considered for admission international students must:

1. Complete high school education or its equivalent with satisfactory grades.
2. Submit to the Office of Admissions and Records:
  - a. A completed International Student Application.
  - b. An International Student Application processing fee of \$100. This fee should be paid in U.S. dollars. The processing fee is not refundable. If the student is admitted to and enrolls at Ohlone College then the application processing fee is applied towards enrollment fees.
  - c. Official bank documentation, in English and U.S. dollars, of the student's ability to meet educational expenses, and a notarized affidavit of support if necessary.
  - d. Scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper based) or 173 (computer based) is required for admission.
3. Provide evidence of health insurance coverage prior to registration.

Ohlone offers full academic and counseling services to international students. Each international student must maintain enrollment in at least 12 units of academic work each semester. A limited number of spaces in the College's Hearing Impaired Program are available to F1 students.

### Special Student Admission - K-12 Students

K-12 students may take classes at Ohlone College with K-12 school permission and as space is available. Application information and forms are available on the College's Web site ([www.ohlone.edu](http://www.ohlone.edu)) and at local schools.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students. **Special status students must resubmit an application each term.**

## High School Sophomore, Junior, and Senior Admission (Grades 10, 11, and 12)

Ohlone College may admit high school students who—in the opinion of the Associate Vice President, Student Services, or designee—can benefit from instruction. Approval of the student's parent or guardian and principal are required. Home schooled students may substitute a district office administrator's signature for the principal's signature.

## Exceptional Students (Kindergarten through Grade 9)

Admission for exceptional students who have not yet completed the 10th grade requires signatures of the student's parent or guardian, principal, a teacher, a letter of recommendation, and a written statement from the student.

## Transcripts for Admission

The following students are required to submit official transcripts from all previously attended institutions:

- Students enrolling in 7 or more units;
- Students enrolling in 6 units or less and working toward a degree or certificate;
- Applicants to the Nursing, Physical Therapist Assistant, or Respiratory Therapy Programs;
- Veterans;
- International students;
- Students planning to transfer to a four-year college or university;
- Students participating in intercollegiate sports.

The applicant is responsible for requesting that official transcripts are mailed directly to the Office of Admissions and Records. Applicants who have been out of high school for five years or more do not need to submit their high school transcripts.

## TESTING CENTER

Building 1, fourth floor  
(510) 659-6126  
<http://www.ohlone.edu/org/placement>

## Ohlone College Placement Tests

The Ohlone College placement tests measure language, reading, and math skills. All tests are computerized and not timed. The placement tests are not pass or fail tests and are not used to exclude students from admission to Ohlone. The placement tests attempt to properly place students in reading, writing, and mathematics courses. The tests also identify prerequisite preparation (courses required before taking another course). Ultimate placement is often based on multiple criteria measures. Counselors can also review other factors such as previous coursework and any other appropriate information in order to place students into courses.

## Steps for Taking the Placement Tests

Step 1: Submit an admission application to Ohlone College and obtain an Ohlone College student ID number.

Students need to submit an application and receive an Ohlone College ID number before taking placement tests. Students can apply online at <https://access.ohlone.edu>. A paper application is available online at <http://www.ohlone.edu/org/admissions/forms/appforadmission.pdf>, inside each term's Class Schedule, and from the Office of Admissions and Records.

Step 2: Review important information.

- A photo ID (driver's license, school ID, or passport) is required for placement testing.

- An Ohlone College student ID number is required for placement testing.
- Testing is offered free of charge.
- The entire placement process will take approximately two hours to complete for both English and math. Students taking only one test (English or math) will finish earlier.
- No word translators, calculators, dictionaries, or other study aids are allowed during the test.

Step 3: Plan to arrive early to the Testing Center.

- The Testing Center (Room 1405A) can accommodate 30 students at one time.
- Testing is done on a first come, first served basis.
- Students must arrive at the Testing Center (Room 1405A) to start the test during the open hours. The Testing Center's hours are posted online at <http://www.ohlone.edu/org/placement/schedules.html#testschedules>

Step 4: Decide if it is necessary to take placement tests.

Students are expected to take placement tests if they plan any of the following at Ohlone College:

- To obtain a certificate or an associate degree.
- To take an English or math course.
- To take courses which have English or math prerequisites.
- To apply for financial aid without a high school diploma or equivalent. (Students who are taking placement tests for this purpose should inform the Testing Center that they are taking placement tests to meet the Ability to Benefit [ATB] requirements.)
- To apply to the Registered Nursing, Physical Therapist Assistant, or Respiratory Therapy programs at Ohlone College.

Students are not expected to take the placement tests if they meet any of the following conditions:

- Have earned an associate degree or higher degree from an accredited institution in the United States.
- Will enroll in courses for which there are no English or mathematics prerequisites.
- Have satisfactorily completed appropriate courses from another accredited college or university in the U.S. (Students are required to present official transcripts to demonstrate course completion.)

Students who are exempt from placement testing must see a counselor in order to complete a matriculation waiver form.

Step 5: Determine when tests need to be taken

Students should plan to take placement tests at the earliest possible date. Test sessions closer to the beginning of each term are usually more crowded. Availability is limited to the Testing Center's open hours and 30 computer stations. Please refer to the Testing Center's schedule online at [http://www.ohlone.edu/org/placement/schedules.html#test\\_schedules](http://www.ohlone.edu/org/placement/schedules.html#test_schedules)

Step 6: Review sample questions

Sample questions for English, math, and ESL placement tests are available online at <http://www.ohlone.edu/org/placement/studyguideshtml>.

Special assistance is available to students who have a disability or require special accommodations.

## English as a Second Language (ESL) Placement Testing

Before taking the ESL test students must submit an Ohlone College application and receive an Ohlone College ID number. ESL placement testing includes Orientation and academic advising. Students are expected to stay for the entire placement process, which is approximately 4 1/2 hours. The ESL placement test includes writing an essay on an assigned topic, a listening comprehension test, and reading and grammar tests. Math tests are not offered during ESL testing; students who need to take a Math placement test should refer to the Math Placement Test information. No study guides, calculators, dictionaries, or other study aids are allowed during the test.

Students taking the ESL test need to bring the following items to the test:

- a photo ID (passport, driver's license).
- an Ohlone College ID number.

Important testing information:

- Testing is offered free of charge.
- Students should plan to take the tests as early in the semester as possible because seating is limited.
- Students should meet outside the room indicated on the Placement Testing schedule in the Class Schedule.
- Students must arrive 15 minutes early for the test.
- Late students are not admitted.
- Re-testing is generally allowed one year after the initial testing.

## NEW STUDENT ORIENTATION

Building 1, first floor  
 (510) 659-6036  
 orientation@ohlone.edu  
<http://www.ohlone.edu/org/counseling/orientation.html>

Attending a New Student Orientation is a great way to learn more about the programs and services offered at Ohlone College that will support students' educational and personal objectives. Students who are new to college have many questions regarding class selection, how to register for classes, what the workload will be like, and how to get involved in campus life. Orientation also helps students become familiar with the campus, learn where different campus services are offered, meet other new students, get direct help from counselors, learn about four year colleges and universities, and take the mystery out of getting a college education. Information provided during Orientation will answer these questions and help new students make a smooth transition to college.

Topics addressed at Orientation include the following:

- Information about Ohlone College, student services, and academic departments;
- Determining English and math placements;
- Requirements for an associate degree, certificates, and transfer to four-year colleges and universities;
- One-on-one advising with an Ohlone College counselor to develop an educational plan based on student objectives and placement test results;
- Creating individual class schedules;
- Support services available

New students are required to participate in an orientation session before registering for classes. A complete list of orientation exemption criteria is available online at <http://www.ohlone.edu/org/counseling/orientation.html> and in the current Class Schedule.

Students have a variety of Orientation options:

- Complete the Online Orientation and attend an in-person group Advising Session;
- Complete the Online Orientation and complete an Online Advising Session (via e-mail);
- Attend an In-Person College Orientation;
- Complete a Personal Development (PD) course;
- Attend an ESL (English as a Second Language) Placement Test and Orientation session.

Students will receive additional information about Orientations, as well as a list of Orientation dates, when they take the Placement Tests. This information is also available on the Orientation Web site at <http://www.ohlone.edu/org/counseling/orientation.html>

## REGISTRATION INFORMATION

### Class Schedule

The Ohlone College Class Schedule, published three times a year (Summer/Fall, Fall, and Spring), includes application and registration procedures and forms, class offerings, academic calendar dates, and program and general information. Schedules are mailed to current students and also available from the Ohlone College Bookstore, Fremont and Newark city libraries, and other community locations. The Class Schedule is also available online via WebAdvisor at <https://access.ohlone.edu>.

### Registration Priority

The order of priority for registration takes into account the number of completed and in-progress Ohlone College units, as well as the following priority groups:

1. Continuing students
  - a. with declared academic programs (major)
  - b. with non-declared academic programs (major)
2. Returning and new students
3. K-12 students

To qualify for priority registration, students must have an active academic program identified other "non-declared."

### Registration Procedures

Students should acquaint themselves with College policies regarding registration by studying the information in this Catalog, the Class Schedule, and registration materials supplied by the Office of Admissions and Records, Counseling, and The First Resort. Registration dates and times are made available by e-mail or letter to returning students and to new students who apply by the priority application deadline published in the Class Schedule. Students can register for classes online or in person during extended hours the week before each term begins.

### WebAdvisor

WebAdvisor, Ohlone's online academic management system, is available online to students at <https://access.ohlone.edu> and is the most convenient way to register for classes, drop classes, submit payments, and check grades. WebAdvisor also provides the first opportunity for students to register and offers the best selection of classes. Students can go online to <https://access.ohlone.edu> to set up a WebAdvisor account after submitting a current application to Ohlone College. WebAdvisor is available to all Ohlone College students.

### Extended Registration

This option is available the week prior to the start of the semester, per dates posted in the Academic Calendar in the Class Schedule. Registration is usually available 48 hours after an admission application has been submitted. Registration by proxy is permissible with written permission from the student.

### Waitlisting

Waitlisting is a way to electronically stand in line for a filled class. When a class is filled, students will be asked if they want to add to the waitlist. Once a vacancy becomes available, students on the waitlist will automatically be added to the class and notified by e-mail. Students are added to the class from the waitlist in the order they were added on the waitlist. Students should be sure to attend the first class session if they are on a waitlist, as students who do not attend the first class session may not be added to the class from the waitlist by the instructor.

### Adding Classes (Registration After the Start of Class)

Up through the 10% point of the class students may add classes, where space is available, using WebAdvisor. After that point faculty signatures are required. Students should refer to the Class Schedule for more information. All add/drop forms must be returned to the Office of Admissions and Records drop box on or before the last day to register for or add classes. Please see the Academic Calendar for specific dates.

Students should attend the classes in which they wish to enroll. If space is available the instructors may give students signed and dated add/drop forms. Students should print their name and student ID number on the add/drop forms and bring them to the Office of Admissions and Records drop box for processing.

### Dropping Classes or Withdrawing

Students can drop classes via WebAdvisor through 75% of the class or by depositing a completed drop form in the Building 1 lobby on the Fremont Campus or by coming to the Office of Admissions and Records. Classes dropped after the date that a W is required will receive a W. Classes cannot be dropped after the deadline to receive a W and will result in a required letter grade (A-F).

After classes begin students may be dropped from class or a waitlist by the instructor if they do not attend the first or second class meeting, or for excessive absences. However, students are ultimately responsible for withdrawing from a class that they no longer plan to attend. Failure to do so can result in a failing grade being issued by the instructor.

### Cross-Registration – California State University, East Bay

Through the efforts of the Regional Association of East Bay Colleges and Universities, a cross-registration plan has been worked out with California State University, East Bay. Under this plan qualified Ohlone College students may be allowed to enroll in one to three undergraduate courses at California State University, East Bay. Interested students should consult with an Ohlone counselor to obtain further information about guidelines, requirements, and procedures for registration.

### REVISION OF REGULATIONS

Any regulations issued by the Administration of the College shall have the same force as those printed in this catalog and shall supercede, after notice has been made, any ruling on the same subject that may appear in the printed Catalog or other official bulletins of the College.



Students attend Welcome Day, a one-day class where they can learn about Ohlone and meet other new students.

Photo courtesy of College Relations