



Photo courtesy of College Relations.

CHAPTER 2 ADMISSION AND REGISTRATION

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 K-12 admission requirements as described on page 16.

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.

MATRICULATION

Matriculation is comprised of eight direct student-related components: Admission; Placement; Orientation; Counseling and Advising; Student Follow-up; Coordination and Training; Research and Evaluation; and Prerequisites, Corequisites, and Advisory Classes. All new students are expected to participate in each of the matriculation components unless they meet at least one of the following conditions:

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

The Counseling staff assists students with exemption requests.

Ohlone College agrees to:

- Assess basic educational skills and career goals;
- Orient students to the College's programs, services, and policies;
- Provide quality instruction;
- Provide quality counseling;
- Provide a wide variety of courses;
- Offer services to support each student's education;
- Review student's progress toward individual goals.

Ohlone College expects students to:

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

APPLICATION FOR ADMISSION

Students may apply online via WebAdvisor at <https://webadvisor.ohlone.edu>. Applying online via WebAdvisor is the fastest way to apply. Application forms are also available online via the Ohlone College Web page at <http://www.ohlone.edu/org/admissions/forms/apptforadmission.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.

Students who attended Ohlone College during the previous Fall or Spring Semester do not need to submit a new application. Per California Education Code, K-12 students are required to submit a new application every term.

Transcripts for Admission

The following students are expected 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 Registered 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.

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/ for admission criteria and program options. Prospective students should check the Web site for potential changes in the RT program admission process.

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/ or the Career Development Office on the Diablo Valley College campus.

Residency Information

By state law Ohlone College is required to obtain evidence from students of physical presence in California and of their intent to make California their home state for other than a temporary period. 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 non-resident 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 of the 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 international students. The Ohlone College Office of International Programs and Services issues the Form I-20 to admitted international students. Students use the I-20 form issued by Ohlone College to apply for their F-1 Student Visa at the U.S. Embassy nearest to their home. Application deadlines are May 10 for the Fall Semester and October 10 for the 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 International Programs and Services the following:
 - a. A completed International Student Application, including high school transcripts in English.
 - b. A non-refundable International Student Application fee.
 - c. Official bank documentation, in English, demonstrating the student or sponsor's financial ability to cover the student's educational and living expenses for one year.
 - d. A completed Financial Affidavit of Support.
 - e. The required or higher score on the Test of English as a Foreign Language (TOEFL). A minimum score of 470 or above on the paper-based test (PBT); 150 on the computer-based test (CBT); or 52 on the Internet-Based Test (iBT) is required. The International English Language Testing System (IELTS) can be accepted in lieu of the TOEFL. Please inquire with the Office of International Programs and Services at (510) 659-6439 for information on Ohlone College's Conditional Admission service for students who do not yet have the required TOEFL score.

International students will be required to provide proof of health insurance coverage prior to registration in Ohlone courses.

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 Deaf Preparatory Program are available to F-1 Visa students. Please contact the Office of International Programs and Services at (510) 659-6439 for more information or visit the Web site at <http://www.ohlone.edu/org/international/>.

The Enrollment Process

Follow these steps to complete the Ohlone College Enrollment Process by computer or on paper.

APPLY



- Apply online at <https://webadvisor.ohlone.edu> or complete an Ohlone College paper application and submit it to the Office of Admissions and Records.
- Submit any necessary documents (immigration documents, etc.) to the Office of Admissions and Records.
- Receive a student ID number via e-mail after submission of all application materials or by calling the Office of Admissions and Records at (510) 659-6100 if an e-mail address is not available.
- Set up a WebAdvisor account at <https://webadvisor.ohlone.edu> to register, add, drop, waitlist, and pay for classes online.

TAKE PLACEMENT TESTS (for ESL, English, and Math Prerequisites)



- Go to <http://www.ohlone.edu/org/placement/> for information regarding placement tests and dates and times the Testing Center is open for placement testing.
- Take the required placement tests or clear all prerequisites for English and math with transcripts from previously attended institutions; see a counselor (Building 1, first floor) for assistance with clearing prerequisites.
- Review Test Summary on Web Advisor at <https://webadvisor.ohlone.edu> after completing required placement tests.
- See the Testing Center Web site at www.ohlone.edu/org/placement/ for an explanation of placement test results.

COMPLETE ORIENTATION AND RECEIVE COUNSELING



Orientation is **required** of all new students.

- Complete the Online Orientation at www.ohlone.edu/org/orientation/
- Complete and electronically submit the Electronic Counselor worksheet, located at the end of the Orientation. The Electronic Counselor will then contact students to help in selecting classes and completing a Student Education Plan (SEP).

OR

- Attend an In-Person Orientation Session. Counselors at the Orientation will assist students to choose classes and develop a Student Education Plan (SEP).

REGISTER FOR CLASSES



- Make sure all holds are cleared and any outstanding balances paid before registering.
- Register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>).

OR, if a class is filled

- Add to the waitlist and attend the first class session.
- Go to <http://online.ohlone.edu/onlineeducation/> for information and instructions for online classes.

PAY FOR CLASSES Payment due upon registration



- Pay online by Visa or MasterCard at <https://webadvisor.ohlone.edu>. Payment is due upon registration.
- Pay by check by using the Drop Box in the Lobby of Building 1.
- Pay by cash at the Cashier's Window in Building 1, second floor.

PREPARE FOR CLASSES

- Print a copy of the class schedule from WebAdvisor to confirm registration and check for errors.

THEN

- Purchase books by going online to www.ohlonebookstore.com or visiting the Ohlone College Bookstore on the Fremont campus.

Special Student Admission – K-12 Students

The term “special student” applies to all students who are currently in grades K-12 and wish to enroll in Ohlone courses. In accordance with Title 5 of the California Education Code, K-12 students may enroll as special part-time students while they maintain their regular school attendance. Units earned may be used for high school credit and college credit. There is a seven-unit maximum for K-12 students during Fall and Spring Semesters and Summer Term.

Enrolling in classes at Ohlone College is the first step in a college career. K-12 students shall conform to the College’s academic rules and regulations and the code of conduct expected of all college students. K-12 students will be expected to participate at a college level. Class materials and content may include adult language and subject material. Grades received at Ohlone College become part of a permanent college record and college transcript. Students should make class selections accordingly with parent, school, counselor, and principal guidance.

Application information and forms are available on the Admissions and Records Web page (<http://www.ohlone.edu/org/admissions>) and at each district high school. It is advisable that K-12 students begin the admission process at least eight weeks before the start of any term due to the multiple signatures that are required for K-12 applications. K-12 students must submit an application each term.

K-12 Enrollment Steps

Admission for students who have yet completed the 9th grade requires a slightly different process than that for 10th-12th grade students. K-12 students should refer to the chart below and carefully follow the directions in the appropriate permission packet to avoid delays in completing the admission process.

Kindergarten-9th Grade Students

- Apply to Ohlone College online via WebAdvisor (<https://webadvisor.ohlone.edu/>) and obtain a K-9 permission packet online at www.ohlone.edu/org/admissions/highschool.html

- OR -

- Submit a paper application and obtain a K-9 permission packet at the Information Center (Building 1, first floor) or from any district high school.
- Obtain a parent’s signature
- Obtain a teacher’s signature
- Obtain a principal’s signature
- Complete the Health Waiver

10th-12th Grade Students

- Apply to Ohlone College online via WebAdvisor (<https://webadvisor.ohlone.edu/>) and obtain a 10-12 permission packet online at www.ohlone.edu/org/admissions/highschool.html

- OR -

- Submit a paper application and obtain a 10-12 permission packet at the Information Center (Building 1, first floor) or from any district high school
- Obtain a parent’s signature
- Obtain a principal’s signature
- Complete the Health Waiver

TESTING CENTER

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

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 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 via WebAdvisor at <https://webadvisor.ohlone.edu>. A paper application is also 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/>.

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/placement/>.

Step 6: Review study guides and sample questions

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

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 placement test students must submit an Ohlone College application and receive an Ohlone College Student 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 a student's 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. Information provided during Orientation will answer these questions and help new students make a smooth transition to college. 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.

Topics addressed at Orientation include the following:

- Information about Ohlone College, services available to students, 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;
- 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>



Photo courtesy of Shelby Auer.



Photo courtesy of Shelby Auer.



Photo courtesy of Shelby Auer.

The K-12 Enrollment Process

Follow these steps to complete the Ohlone College K-12 Enrollment Process by **computer** or **on paper**.

APPLY ONLINE

- OR -

APPLY VIA A PAPER APPLICATION



TAKE PLACEMENT TESTS (for ESL, English, and Math Prerequisites)



REGISTER FOR CLASSES



PAY FOR CLASSES Payment due upon registration



PREPARE FOR CLASSES

- Complete an online Ohlone College application at <https://webadvisor.ohlone.edu/>.
- Obtain a K-9 or 10-12 permission packet online at www.ohlone.edu/org/admissions/highschool.html.
- Print the signature pages and obtain necessary signatures.
- Submit the signature pages and Health Waiver to the Office of Admissions and Records. All materials should be submitted by the deadline in the Academic Calendar in the Class Schedule in order to ensure the earliest possible registration.
- Receive a student ID number 2-3 business days after submission of all application materials via e-mail or by calling the Office of Admissions and Records at (510) 659-6100 if an e-mail address is not available.
- Set up a WebAdvisor account at <https://webadvisor.ohlone.edu> to register, add, drop, waitlist, and pay for classes online.

- Complete an Ohlone College paper application.
- Obtain a K-9 or 10-12 permission packet at the Information Center (Building 1 Lobby) on the Fremont campus or from any district high school.
- Obtain necessary signatures on signature pages.
- Submit the paper application, all signature pages, and the Health Waiver **together** as one packet to the Office of Admissions and Records by the deadline in the Academic Calendar in the Class Schedule in order to ensure the earliest possible registration time.
- Receive a student ID number 2-3 business days after submission of all application materials via e-mail or by calling the Office of Admissions and Records at (510) 659-6100 if an e-mail address is not available.
- Set up a WebAdvisor account at <https://webadvisor.ohlone.edu> to register, add, drop, waitlist, and pay for classes online.

- Take the required placement tests. Placement testing is required for all students enrolling in English or math classes or classes with an English or math prerequisite. Per Title 5 of the California Education Code, K-12 classes cannot be used to meet college prerequisites.

- Register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>).
OR, if a class is filled
- Add to the waitlist and attend the first class session.

PLEASE NOTE: Submitting the Ohlone College application and permission packet does not register students for classes. Registration is accomplished online via WebAdvisor.

- Pay online by Visa or MasterCard at <https://webadvisor.ohlone.edu>.
- Pay by check by using the Drop Box in the Lobby of Building 1.
- Pay by cash at the Cashier's Window in Building 1, second floor.

- Print a copy of the class schedule from WebAdvisor to confirm registration and check for errors.
THEN
 - Purchase books by going online to www.ohlonebookstore.com or visiting the Ohlone College Bookstore on the Fremont campus.
- PLEASE NOTE:** Grades received at Ohlone College become part of a permanent college record and college transcript. K-12 students will be expected to participate at a college level.

REGISTRATION INFORMATION

Class Schedule

The Ohlone College Class Schedule, published three times a year (Summer/Fall, Fall, and Spring), includes application and registration procedures, class offerings, Academic Calendar dates, and program and general information. Schedules are mailed to continuing students and are 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://webadvisor.ohlone.edu>.

Schedule for Registration

Continuing students are assigned the earliest registration times and appointments based on having a declared academic program (major) and by the number of Ohlone units earned toward that program. Registration appointments are e-mailed to students prior to the start of registration.

New and former students receive the next opportunity to register but do not receive specific appointments. New and former students cannot register for classes until they have completed the admission process.

K-12 students receive the last opportunity to register, starting approximately two weeks before the beginning of the term.

Registration Procedures

Students should acquaint themselves with Ohlone College registration policies by studying the information in this Catalog, the Class Schedule, and registration materials supplied by the Office of Admissions and Records, Counseling, and the Information Center. Registration dates are published in the Academic Calendar in the Class Schedule. Offices are open for extended hours several days before and after the start of each term in order to assist students. Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Registration by proxy is permissible with written permission from the student.

Prerequisites Taken at Another College or University

Students who have completed course prerequisites at another college or university will need to meet with an Ohlone counselor to determine if the coursework can be used to waive the Ohlone prerequisite(s). The counselor will need to review the student's transcript. Information about clearing prerequisites is available online at <http://www.ohlone.edu/org/counseling/aboutcounseling/clearprereqs.html>. Students may contact the Counseling Department at (510) 659-6110. If the counselor determines that the student has successfully met the course prerequisite(s), the counselor will enter a waiver in the student database and then the student can register for the course online via WebAdvisor.

WEBADVISOR (<https://webadvisor.ohlone.edu>)

WebAdvisor is Ohlone's online academic management system, and is available for free to all current Ohlone students. WebAdvisor is the most convenient way to register for classes, add and drop classes, add to a waitlist, submit payments, and check grades. Students can go online to WebAdvisor and have access to their student schedule, financial aid information, balance, and grades. WebAdvisor also offers the most current class information. Students can go online to <https://webadvisor.ohlone.edu> to set up a free WebAdvisor account after their application has been completed and they have received a Student ID number from the Office of Admissions and Records.

How to Create a WebAdvisor Account

1. Go to the Ohlone College Web page (www.ohlone.edu) after receiving the e-mail from Admissions and Records that the application has been completed.
2. Click on the WebAdvisor link on the top right hand corner of the Ohlone College Home page.
3. Click on "Sign up for WebAdvisor access. It's FREE!"
4. Click on "I need an Ohlone College Web Services Account" under Step 2.
5. Enter the Colleague ID Number (Student ID number), as well as the first name, last name, birth date, and zip code exactly as they were entered on the application.
6. Click on Submit.
7. Enter a security question and the answer to that question. Students should choose a question and answer that will never be forgotten. For example, "What month was I born in?" or "What is my mother's maiden name?"
8. Enter a six digit password.

Students who receive an error message after Step #6 indicating that they have entered invalid data need to contact the Office of Admissions and Records so they can verify the data in the student record. Students may contact Admissions and Records at (510) 659-6100 or by e-mail at admissions@ohlone.edu.

Registering for Classes

Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Students cannot register before their scheduled registration time. Students are also prevented from registering if they have an outstanding balance, incomplete application, or need to submit a new application. Students should meet with an Ohlone College counselor if they need help choosing their classes. Students may make an appointment with a counselor by calling (510) 659-6110, going to <http://www.ohlone.edu/org/counseling/aboutcounseling/online-appt.html>, or by going to the Counseling Window (Building 1, first floor).

How to Register for Classes

1. Go to WebAdvisor (<https://webadvisor.ohlone.edu>) after creating a WebAdvisor account.
2. Click on Students
3. Click on Log In.
4. Enter the User ID and Password. Students who have forgotten their User ID may contact Admissions and Records at (510) 659-6100. Students who have forgotten their WebAdvisor Password will need to contact the Help Desk at (510) 659-7333 and ask them to reset the WebAdvisor account.
5. Go to the Registration section on the left side.
6. Click on Register for Sections.
7. Click on the appropriate option. Choose Search and Register for Sections if the exact classes are unknown. Choose Express Registration if the exact class information is already known.
8. Enter the term and the class information and hit Submit.
9. Choose the desired action (Register, Remove from List, or Waitlist) and hit Submit.

If there is an error preventing registration such as unmet prerequisites, time conflicts, or overload issues, an error message will appear at the top of the WebAdvisor screen. Students may call Admissions and Records at (510) 659-6100 for help understanding an error message.

Waitlisting

Waitlisting is a way to electronically stand in line for a filled class. During the registration period students may place themselves on waitlists for specific classes which are filled. 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 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 who have errors preventing registration such as an outstanding balance, unmet prerequisites, class conflicts, or overload issues will not be added into a class from the waitlist even if space is available in the class. These students will be e-mailed of the error preventing registration into the class from the waitlist and given information as how to resolve the error.

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 into the class from the waitlist by the instructor. Students who decide not to take a class they have waitlisted should be certain to drop themselves from the waitlist, as they will be subject to any fees and grades for courses in which they are registered from the waitlist.

Adding Classes (Registration After the Start of Class)

Up through the 10% point of the class students may add full-term classes, where space is available, using WebAdvisor. After that date students may only add full-term classes by submitting an Add/Drop form with the instructor's signature to Admissions and Records. Students should refer to the Academic Calendar in the Class Schedule for more information. All Add/Drop forms must be returned to the Office of Admissions and Records Office or the Admissions and Records Drop Box in the Building 1 Lobby on or before the last day to add classes. Per Title 5 of the California Education Code, students cannot add classes after the last day to drop with a W.

Dropping Classes or Withdrawing

Students can drop classes via WebAdvisor through 75% of the class or by bringing a completed Add/Drop Form to the Office of Admissions and Records. Students will receive a W grade if they drop a class after the last day to drop without a W. However, W grades are not considered punitive and students are always encouraged to drop classes in which they are not doing well and are concerned that they may receive a failing grade. Classes cannot be dropped after the deadline to receive a W and will result in a required letter grade (A-F).

Students may be dropped from classes 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.

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.



Photo courtesy of College Relations.