



Photo courtesy of College Advancement.

## 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.

*(continued on next page)*

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/appforadmission.pdf>, inside each term's Class Schedule, from the Office of Admissions and Records on the Fremont campus, and from the Student Services Center on the Newark campus. 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.



Photo courtesy of College Advancement.

### 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 and Environmental Studies Division Web site at [http://www.ohlone.edu/instr/div\\_health/](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 Respiratory Therapy 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 and Environmental Studies 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

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>.



Photo courtesy of Dustin Ramirez.

# 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 on the Fremont campus or the Student Services Center on the Newark campus.
- Submit any necessary documents (immigration documents and/or residency documents) to the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus.
- 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 on the Fremont campus or in the Student Services Center on the Newark campus) 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](http://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/](http://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, MasterCard, American Express, or Discover at <https://webadvisor.ohlone.edu>. Payment is due upon registration.
- Pay by check by using the Drop Box in the Lobby of Building 1 on the Fremont campus.
- Pay by cash at the Cashier's Window in Building 1, second floor on the Fremont campus.

## 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](http://www.ohlonebookstore.com) or visiting the Ohlone College Bookstore on the Fremont campus.

## International Student Admission

“International student” is here defined as a student who possesses or wishes to obtain the F-1 Student Visa to study in the United States.

Ohlone College admits and serves a diverse community of international students. Ohlone’s International Programs and Services Office issues the Immigration Form I-20 to admitted international students. Students then use the Form I-20 to apply for an F-1 Student Visa at a U.S. Embassy or Consulate in their home country. International student application deadlines are May 31 for the Fall Semester and October 31 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 a completed International Student Application form, and accompanying required documents, to the International Programs and Services Office. Students may contact the International Programs and Services Office at (510) 659-6439 for an International Student Application or may download the application from <http://www.ohlone.edu/org/international/-docs/internationalapplicationpacket.pdf>.

Application requirements include:

- A completed International Student Application form.
- A nonrefundable \$50 Application Fee.
- Official bank documentation, in English, demonstrating the student or student’s financial guarantor’s ability to cover the student’s educational and living expenses for one year.
- A completed Financial Affidavit (part of the application form).
- The required minimum score on the Test of English as a Foreign Language (TOEFL). A score of 52 or higher on the Internet-based Test (iBT) or 470 on the Paper-based Test (PBT) is required. International English Language Testing System (IELTS) scores of 5.0 or higher can be accepted in lieu of the TOEFL.

More information on alternative forms of English proficiency accepted may be found online at <http://www.ohlone.edu/org/international/englishrequirements.html>. Students may also wish to consider joining the Ohlone College English Language Institute (see next column.)

Ohlone offers full academic and counseling services to international students. Students must maintain enrollment in at least 12 units of academic work each semester.

Ohlone also offers the opportunity for Deaf international students to learn American Sign Language and engage in Ohlone College degree program studies. For more information, please visit <http://www.ohlone.edu/instr/deafstudies/>.



Photo courtesy of Dustin Ramirez.

## English Language Institute (ELI)

International students who are not yet proficient enough in English to gain direct admission to an Ohlone College degree program may wish to first join the Ohlone College English Language Institute (ELI). The ELI is a full-time intensive English language program designed for non-native speakers of English who possess or wish to obtain the F-1 Student Visa. Students who apply to the ELI and who wish to later join a degree program may be conditionally admitted by Ohlone College. For more information visit <http://www.ohlone.edu/org/-international/eli.html> and/or contact the Ohlone College International Programs and Services Office at (510) 659-6439.

## 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. Starting Summer 2008 K-12 students may not enroll in PE or ATHL classes.

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 information 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](http://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 on the Fremont campus) 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](http://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 on the Fremont campus) or from any district high school
- Obtain a parent’s signature
- Obtain a principal’s signature
- Complete the Health Waiver

# 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](http://www.ohlone.edu/org/admissions/highschool.html).
- Obtain the necessary signatures on the Student Permission Form.
- Submit the Student Permission Form and the Health Waiver to the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus. 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 Fremont or Newark campus or from any district high school.
- Submit the paper application, Student Permission Form, and the Health Waiver to the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus. 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.

- 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. Students register for classes online via WebAdvisor.

- Pay online by Visa, MasterCard, American Express, or Discover.
- Pay by check by using the Drop Box in the Lobby of Building 1 on the Fremont campus.
- Pay by cash at the Cashier's Window in Building 1, second floor on the Fremont campus.

- 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](http://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.

## TESTING CENTER

Building 1, fourth floor on the Fremont campus  
(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, from the Office of Admissions and Records on the Fremont campus, and from the Student Services Center on the Newark campus.

**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 on the Fremont campus) 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 on the Fremont campus) to start the test(s) 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 (English 172-176 excepted).
- 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 United States. Students are required to present official transcripts to demonstrate course completion.

Students who are exempt from placement testing must see an Ohlone 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/>.

**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/-studyguides.html>.

Special assistance is available to students who have a disability or require special accommodations. Please contact the Testing Center at (510) 659-6126 to inquire.

### 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 Student 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.

### Retest Policy

Students may retake the English and/or Math Placement Tests one time within a one-year period. Students must wait a minimum of 3 weeks from their initial test date and then they may attend any regularly scheduled test session. For the English as a Second Language (ESL) test, students can only take the test once per semester.

Students with special circumstances may submit a petition to the Dean of Counseling to request a retest earlier than the above guidelines.

## NEW STUDENT ORIENTATION

Building 1, first floor on the Fremont campus  
(510) 659-6036  
orientation@ohlone.edu  
<http://www.ohlone.edu/org/orientation>

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/orientation> 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/orientation>.



High school students attend Ohlone during their senior year as part of the College Connection program. *Photo courtesy of Julie Polk.*



*Photo courtesy of Julie Polk.*

## 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 on the Fremont campus, Fremont and Newark city libraries, and other community locations. Students and the community may also search for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>) by clicking on Search for Sections.

### 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 Electronic Counselor at <http://www.ohlone.edu/org/counseling/electcounsel.html> or call the Counseling Department at (510) 659-6110. If the counselor determines that the student has successfully met the course prerequisites then the counselor will enter a waiver and the student will be able to register online via WebAdvisor.

## 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 that are filled. When a class is filled, students will be asked if they want to add to the waitlist. If space becomes available in the class 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.

Students should be sure to attend the first class session if they are on a waitlist, as waitlisted students who do not attend the first class session may not be added to 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. Students are added into classes from the waitlist through the last day to add without the instructor's signature. After that date, faculty completely control which students are added into classes.

## 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 the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus. Students should refer to the Academic Calendar in the Class Schedule for more information. All Add/Drop forms must be submitted 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 on the Fremont campus or the Student Services Center on the Newark campus. An instructor's signature is not required to drop a class. 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; students who are still enrolled after the last day to drop must receive a 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 and charges being issued for the class.

## 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.



Photo courtesy of College Advancement.

## 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, view placement test scores, view a class schedule, submit payments, print an unofficial transcript, and check grades. Students can go online to WebAdvisor and have access to their student schedule, financial aid information, balance, and grades. WebAdvisor also provides the first opportunity for students to register and 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. Please see next page for detailed instructions.

## Registering for Classes

Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Students cannot register before their scheduled registration day and 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 going online to <http://www.ohlone.edu/org/counseling/aboutcounseling/onlineappt.html>, calling (510) 659-6110, or by making an appointment at the Counseling Window (Building 1, first floor on the Fremont campus).

## 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 Advancement.

# Getting a WebAdvisor Account

- Step 1:** Go to the Ohlone College Web page at [www.ohlone.edu](http://www.ohlone.edu).
- Step 2:** Click on the WebAdvisor link located at the top right hand corner.
- Step 3:** Click on "Sign up for WebAdvisor access. It's FREE!"
- Step 4:** Click on "I need an Ohlone College Web Services Account" under Step 2.
- Step 5:** Enter your student ID number in the Colleague ID Number box, your first name, last name, birth date (in the requested format), and your zip code. See the example below. Then hit "Submit".
- Step 6:** Create a unique security question and answer and password. Please choose a security question and answer and a password that you can easily remember. Hit Submit and your user name will be e-mailed to the e-mail address on your student record.

## Web Services Account Setup

Get your user name and password for access to Ohlone services by completing the form below.

<b>Colleague ID Number:</b>	<input type="text" value="0000002"/>	This is the seven digit number that can be found on the e-mail you were sent when your application was completed. Please input leading zeros (for example, 0000002).
<b>First Name:</b>	<input type="text" value="John"/>	Enter the first name you used when you submitted an application to Ohlone.
<b>Last Name:</b>	<input type="text" value="Doe"/>	Enter the last name you used when you submitted an application to Ohlone.
<b>Birth date (YYYYMMDD):</b>	<input type="text" value="19901225"/>	Enter your date of birth beginning with the year, followed by the month and day. Be sure to include all four digits of the year, two digits for the month, and two digits for the day (for example, enter 19840102 if your birth date is January 2, 1984).
<b>Zip Code:</b>	<input type="text" value="94538"/>	Enter the five digit zip code you used when you submitted an application to Ohlone (for example, 94539).

After you have entered all of the information above, click on the Submit button to complete the sign up process.

The information you enter to create your WebAdvisor account must be identical to the information that is on your student record. If you receive an error message about invalid data it is because the information you entered doesn't match your student record. If you receive an error message about invalid data please contact Admissions and Records at (510) 659-6100 or by e-mail at [admissions@ohlone.edu](mailto:admissions@ohlone.edu). Please provide your student ID number, first and last name, birth date, and zip code so Admissions and Records staff can compare the information you provide with your student record.

# Online Registration Process

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## How to Find Classes

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Look in the printed Class Schedule or go online to WebAdvisor (<https://webadvisor.ohlone.edu>). In WebAdvisor,

1. Click on Search for Sections.
2. Enter the appropriate Term and Subject, or any other search criteria. At least two fields must be selected.
3. Click on Submit to find the class that meets your needs.

## How to Register for Classes

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1. Go to WebAdvisor at <https://webadvisor.ohlone.edu> after creating a WebAdvisor account.
2. Click on Students.
3. Click on Log In.
4. Enter your User ID and Password.
5. Go to the Registration section on the left side.
6. Click on Register for Sections.
7. Click on Express Registration if you already know the exact classes you want to take.
8. Enter the synonym in the first column on the left and the term in the last column on the right.

**Example:** To register for ENGL-101A-01 during Fall Semester

(01) **037981** R. Frye MWF 9/2/08-12/19/08 8:00am-9:00am HH-208

- Enter the Synonym (the six-digit number), 037981 in this example, in the first column on the left.
- Then enter the term, 2008 Fall Term, in the last column on the right.
- Hit Submit and remember to complete step 9 below.

9. Choose Register from the Action drop-down box in the first column on the left (other possible actions are Remove from List or Waitlist). Then hit Submit.
10. Choose Waitlist from the Action drop-down box if the class is full and you want to add yourself to the waitlist, which is a way to “electronically stand in line” for a full class. Then hit Submit.

Students cannot register before their scheduled registration time. If there is an error preventing registration such as needing to submit a new application, unmet prerequisites, time conflicts, unit overload issues, or an outstanding balance, an error message will appear at the top of the WebAdvisor screen, above where it says UNSUCCESSFUL REGISTRATION. Students may call Admissions and Records at (510) 659-6100 or e-mail [admissions@ohlone.edu](mailto:admissions@ohlone.edu) for help understanding an error message.

## Forgot Your Password or User ID?

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Students who have forgotten their WebAdvisor Password should first go to WebAdvisor and click on “I Forgot My WebAdvisor Password.” If you’re still unable to retrieve your password you’ll need to contact the Help Desk at [helpdesk@ohlone.edu](mailto:helpdesk@ohlone.edu) and ask them to reset your WebAdvisor account. Students who have forgotten their User ID may contact Admissions and Records at (510) 659-6100 or [admissions@ohlone.edu](mailto:admissions@ohlone.edu). Students should include their student ID number in any communication with the College.