



Ohlone's Women's Basketball Team is the 2010 Coast Conference Northern California Champions! Photo courtesy of Don Jedlovec.

## 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.

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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.

### 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/healthsciences/> 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/healthsciences/> 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. Information regarding residency regulations and detailing what documentation is needed is available on the Admissions and Records Web site at <http://www.ohlone.edu/org/admissions/residency.html>.

### 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. Students currently studying on an F-1 Visa at another school in the United States may apply to transfer to Ohlone College. 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 submit a completed International Student Application form, and other required application documents, to the International Programs and Services Office. Please contact the International Programs and Services Office at (510) 659-6439 for an International Student Application or download the application at <http://www.ohlone.edu/org/international/docs/internationalapplicationpacket.pdf>.

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## Application requirements:

- A completed International Student Application form.
- A non-refundable \$50 Application Fee.
- Proof of graduation from high school or the equivalent.
- Official bank documentation, in English, demonstrating the student's 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 57 or higher on the Internet-based Test (iBT) or 490 on the Paper-based Test (PBT) is required. International English Language Testing System (IELTS) scores of 5.5 or higher can be accepted in lieu of the TOEFL.\*
- Passport, Student Visa, current Form I-20, and I-94 (applicable to students who already have an F-1 Visa, are currently in the U.S. and who are applying to transfer to Ohlone College only).

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



Ohlone offers 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/>.

Full-time, F-1 Visa-holding students of Ohlone College are required to possess valid health insurance. Group health insurance coverage is provided, and a group health insurance fee in the amount of \$321 per semester is assessed to all full-time F-1 Visa-holding international students of Ohlone College who are ineligible to opt-out of this insurance coverage. This fee is subject to change. Please contact the International Programs and Services Office at (510) 659-6439 for information regarding opt-out criteria.

For detailed information on International Admissions at Ohlone College visit <http://www.ohlone.edu/org/international/>. Please also refer to the International Programs and Services section of this catalog (page 32).

### 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) 659-6524.

### Special Student Admission – Kindergarten-12th Grade Students

The term “special admission” applies to students who are currently enrolled in Kindergarten-12th grade. These students may enroll in Ohlone College courses that are UC/CSU transferable on a space available basis. PE and ATHL classes are not available for any K-12 student enrollment. K-12 students must also meet any and all course prerequisites to be eligible for enrollment; for courses in English and Math this usually requires the student taking an Ohlone Placement Test. Per Title 5 of the California Education Code K-12 coursework may not be used to waive college prerequisites. Parental and principal or school official approval is also required. K-12 students are exempt from paying the California Community College Enrollment Fee but are subject to the Electronic Access Fee, Health Services Fee, and the optional Student Activities Fee, unless all classes are off campus.

All K-12 students are required to submit a new application packet every term. Forms, directions, and timelines are available on the Ohlone Web site at <http://www.ohlone.edu/org/admissions/k12admission.html>.

### K-9th Grade Students

Kindergarten-9th grade students may register only in a limited number of course offerings. The list of approved courses is available at <http://www.ohlone.edu/org/admissions/k12admission.html> and in the Kindergarten-9th grade application packet. Students will be required to submit their completed application packet by a deadline several weeks before the start of the term. No applications for Kindergarten-9th students will be accepted after the deadline posted for each term. This deadline is available on page 2 of the printed Class Schedule and online at <http://www.ohlone.edu/org/admissions/k12admission.html>. Early application is encouraged. The first day that admitted Kindergarten-9th students will be able to register for classes is the first day of the term.

### 10th-12th Grade Students

Students in 10th-12th grade are allowed to register for only CSU and UC transferable classes. These courses are identified in the printed Class Schedule. 10th-12th grade students will be able to register for classes approximately two weeks before the start of the term.



# 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 submitting 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 Placement Testing Center is open.
- Take the required placement tests or clear all prerequisites for English and math with transcripts from previously attended colleges or universities; see a counselor (Building 7, third floor on the Fremont campus or 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 Placement 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.

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

**OR**

- Complete the Online Orientation at [www.ohlone.edu/org/orientation/](http://www.ohlone.edu/org/orientation/).
- Complete and submit electronically 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).

## 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>). Registration instructions are available on page 23 and online at <http://www.ohlone.edu/org/admissions/-howtoregister.html>

**OR, if a class is filled**

- Add to the waitlist and attend the first class session.
- Go to <http://www2.ohlone.edu/instr/onlineeducation/> for information and instructions for online classes.

## PAY FOR CLASSES

Payment is due upon registration.



Payment must be received within five calendar days of registration or students may be dropped from classes due to non-payment. For further information please see page 36.

- Pay online by Visa, MasterCard, American Express, or Discover at <https://webadvisor.ohlone.edu>.
- Pay by check by using the Drop Box in the Lobby of Building 1 on the Fremont campus or the drop box located outside the Cashier's Office (Building 1, second floor, Fremont campus).
- Pay by cash, check, or credit card at the Cashier's Office 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.

# The 10th-12th Enrollment Process

This chart shows the enrollment process for 10th-12th grade students. The Kindergarten-9th grade enrollment process is outlined in the application packet (found online at <http://www.ohlone.edu/org/admissions/k12admission.html> or at the Fremont and Newark campuses) and includes additional course restrictions, application deadlines, and last priority for registration.

## APPLY ONLINE

- OR -

## APPLY VIA A PAPER APPLICATION



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



## REGISTER FOR CLASSES



## PAY FOR CLASSES Payment is due upon registration.



## PREPARE FOR CLASSES

- Complete an online Ohlone College application at <https://webadvisor.ohlone.edu/>.
- Obtain a 10th-12th grade permission packet online at <http://www.ohlone.edu/org/admissions/k12admission.html>.
- Obtain the necessary signatures on the Student Permission Form.
- Submit the Student Permission Form and Health Waiver to the Office of Admissions and Records on the Fremont campus or to the Student Services Center on the Newark campus. All materials should be submitted by the 10th-12th grade priority date in order to ensure the earliest possible registration. The priority date can be found on page 2 in the Class Schedule and online at <http://www.ohlone.edu/org/admissions/k12admission.html>.
- 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. See page 22 for more information about WebAdvisor.

- Complete an Ohlone College paper application (available in the center of the printed Class Schedule or online at <http://www.ohlone.edu/org/admissions/forms/appforadmission.pdf>).
- Obtain a 10th-12th grade permission packet at the Fremont or Newark campus or from any district high school.
- Submit the Student Permission Form and the Health Waiver together as one packet 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 10th-12th grade priority date in order to ensure the earliest possible registration. The priority date can be found on page 2 in the Class Schedule and online at <http://www.ohlone.edu/org/admissions/k12admission.html>.
- Receive a student ID number 2-3 business days after submitting 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. Please refer to <http://www.ohlone.edu/org/placement> for information regarding placement tests and dates and times that the Placement Testing Center is open.

- Register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Registration instructions are available on page 23 and online at <http://www.ohlone.edu/org/admissions/howtoregister.html>. Beginning Summer 2009 10th-12th grade students may not enroll in any PE, ATHL, or non-CSU/UC transferable courses. CSU/UC transferable courses are identified in the catalog and Class Schedule.

**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. Instructions for WebAdvisor are found on page 23.

Payment must be received within five calendar days of registration or students may be dropped from classes due to non-payment. For further information please see page 36.

- Pay online by Visa, Mastercard, American Express, or Discover at <https://webadvisor.ohlone.edu>.
- Pay by check by using the Drop Box in the Lobby of Building 1 on the Fremont campus or the drop box located outside the Cashier's Office (Building 1, second floor, Fremont campus).
- Pay by cash, check, or credit card at the Cashier's Office 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. 10th-12th students will be expected to participate at a college level.

## PLACEMENT TESTING CENTER

Building 7, second floor, Room 7205 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 student 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, or 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 Placement Testing Center.

- The Placement Testing Center (Building 7, Room 7205 on the Fremont campus) can accommodate 28 students at one time.
- Testing is done on a first come, first served basis.
- Students must arrive at the Placement Testing Center (Building 7, Room 7205 on the Fremont campus) to start the test(s) during the open hours. The Placement 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 Placement 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 math 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 Placement Testing Center's open hours and 28 computer stations. Please refer to the Placement 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 Placement 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 4½ 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 three weeks from their initial test date and then they may attend any regularly scheduled test session. Students may take the English as a Second Language (ESL) and Chemistry tests once per Fall or Spring 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

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Building 7, third 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.

New F-1 Visa-holding students of Ohlone College should plan on attending the International Student Orientation, held one time during the week before the start of the Spring and Fall semesters. Please contact the International Programs and Services Office at (510) 659-6439 for more information.

Students have a variety of Orientation options

- Complete the Online Orientation;
- Attend an In-Person College Orientation;
- 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>.

## REGISTRATION INFORMATION

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### 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 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 for free 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.

10th-12th grade students will be able to register for classes approximately two weeks before the start of the term.

Kindergarten-9th grade students receive the last opportunity to register, starting the first day 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. Registration dates are published in the Academic Calendar on page 2 in the Class Schedule and on the Admissions and Records Web page ([www.ohlone.edu/org/admissions](http://www.ohlone.edu/org/admissions)). Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Registration by proxy is permissible with written permission from the student.

### Registering for Courses with Prerequisites

Many courses have prerequisites that must be successfully completed prior to enrollment. Students registering for courses that require prerequisites will be allowed to register for the course during the term they are enrolled in the prerequisite course, even though final grades have not been posted. However, once final grades are posted, students must have completed the prerequisite course with a grade of C or better, or they will be dropped from the course.

Students will not be able to register for classes for which Ohlone does not have record that they have successfully completed the course prerequisites. Per Title 5 of the California Education Code, Kindergarten-12th grade classes cannot be used to meet college prerequisites.



*Photo courtesy of Dustin Ramirez.*

## Prerequisites Taken at Another College or University

Students who have completed the course prerequisite at another college or university must speak to a counselor (Building 7, third floor on the Fremont campus or at the Student Services Center in Room 1312 on the Newark campus) about getting the prerequisite waived. The counselor will need to review the student's transcript. 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. Additional information about clearing prerequisites is available online at <http://www.ohlone.edu/org/counseling/aboutcounseling/clearprereqs.html>.

## 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 on WebAdvisor 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 if they are added into the class from the waitlist. 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 need to attend the first class session of any class for which 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, even if space is available in the class. Students who decide not to take a class they have waitlisted need to drop themselves from the waitlist, as they will be subject to any fees and grades for classes in which they are registered from the waitlist. Students are added into classes from the waitlist through the date on the Academic Calendar in the Class Schedule. 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 regarding registration deadlines. All Add/Drop Forms must be submitted on or before the last day to add classes with the instructor's signature. 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 the 75% point 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 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.



Per Title 5 of the California Education Code, students are restricted in the number of W grades they may receive in the same course. Once a student has earned three W's in the same course at Ohlone College the student will be restricted from registering for the course again. The student will need to meet with the appropriate division dean and the Dean of Counseling to request permission to register for the course an additional time. If the division dean and the Dean of Counseling approve the student's request to take the course again the student may be required to meet with a counselor regularly and/or obtain tutoring. If the division dean and the Dean of Counseling approve the student's request then the student will need to submit the signed petition form to the Office of Admissions and Records so the Admissions and Records staff can register the student.

If a student is allowed to take a course after receiving four W grades then Title 5 of the California Education Code requires that the student must earn a letter grade for the fifth (or subsequent) time taking the course. A student may not drop the course with a W after four W grades have already been earned; after the fourth W the student must receive a letter grade (A-F).

## 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 a class schedule, view placement test scores, view financial aid information, check a student balance, submit payments, print an unofficial transcript, and check 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 page 22 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 7, third floor on the Fremont campus).

# 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="19910302"/>	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 19910302 if your birth date is March 2, 1991).
<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, 94538).

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

The information entered 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) **046365** J. Dean MWF 8/30/10-12/17/10 8:00am-9:00am 8204

- Enter the Synonym (the six-digit number), 046365 in this example, in the first column on the left.
- Then enter the term, 2010 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.” Students who are still unable to retrieve their WebAdvisor password or who have forgotten the answer to their security question will need to contact the Help Desk at [helpdesk@ohlone.edu](mailto:helpdesk@ohlone.edu) and ask them to reset the WebAdvisor account. Students who have forgotten their User ID may retrieve it by going to WebAdvisor and clicking on “What Is My WebAdvisor User Name?” Students need to include their Ohlone student ID number in any communication with Ohlone.