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. 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 Kindergarten-12th grade 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.

Student Success and Support Program (formerly known as Matriculation)

The intent of the Student Success and Support Program is to increase student access and success through the provision of core support services, including orientation, assessment and placement, counseling, advising, education planning services, and follow-up for at-risk students. The goal is to provide all students with the support services necessary to assist them in achieving their educational goal and declared course of study.

All new students are expected to participate in orientation and assessment unless they:

- have earned a college degree (associate degree or higher);
- are enrolled in Kindergarten-12th grade while taking Ohlone College courses;
- are enrolling solely to take a course legally mandated for employment or necessary to meet changed industry or licensure standards;
- are enrolling for a reason other than career development or advancement; transfer; earning a degree or certificate; or completing a Basic Skills or ESL course sequence;
- are enrolling only in Summer classes.

For more information about who may be exempt from Orientation or other Student Success requirements, please go to www.ohlone.edu/org/orientation/overview.html.
APPLYING FOR ADMISSION

Students may apply online at www.ohlone.edu/org/admissions/howtoenroll.html. Applying online is the fastest way to apply. Application forms are also available online via the Ohlone College Web page at 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;
- Kindergarten-12th grade 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 Code of Regulations, Kindergarten-12th grade 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:

- Applicants to the Registered Nursing, Physical Therapist Assistant, or Respiratory Therapy Programs;
- Veterans;
- International students;
- Students planning to transfer to a baccalaureate 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 Therapist, 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 www.ohlone.edu/instr/healthsciences/ for admission criteria and program options. Prospective students should check the Web site for potential changes in the Registered Nursing, Respiratory Therapist, and Physical Therapist Assistant program admission process.

Ohlone College/Diablo Valley College Cooperative Program in Respiratory Therapy

The Respiratory Therapist 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 www.ohlone.edu/instr/healthsciences/ or the Counseling Center 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 www.ohlone.edu/org/admissions/residency.html.

International Student Admission

"International student" is defined here as a student who has or wishes to obtain an 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 www.ohlone.edu/org/international/docs/internationalapplicationpacket.pdf.

Application requirements:

- A completed International Student Application form.
- A non-refundable $50 International Student 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 (IETLS) scores of 5.5 or higher can be accepted in lieu of the TOEFL.*
- Copies of the student’s 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 www.ohlone.edu/org/international/englishrequirements.html. Students may also wish to consider joining the Ohlone College English Language Institute (see page 16.)

(continued on next page)
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 www.ohlone.edu/inst/defaustudies/.

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 per semester is assessed to all F-1 Visa-holding international students of Ohlone College. This fee is subject to change. Please contact the International Programs and Services Office at (510) 659-6439 for information.

For detailed information on International Admissions at Ohlone College visit www.ohlone.edu/org/international/. Please also refer to the International Programs and Services section of this catalog (page 25).

**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 have or wish to obtain an 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 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 — 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 and/or CSU transferable on a space available basis. PE and ATHL classes are not available for any Kindergarten-12th grade student enrollment. Kindergarten-12th grade students must meet all course prerequisites to be eligible for enrollment; for courses in English and Math this usually requires that the student take an Ohlone Placement Test. Per Title 5 of the California Code of Regulations, Kindergarten-12th grade coursework may not be used to conditionally admit Kindergarten-9th grade students to Ohlone College. For more information visit www.ohlone.edu/org/international/eli.html and/or contact the Ohlone College International Programs and Services Office at (510) 659-6439.

**Placement Testing**

Placement Testing Center
Building 7, second floor, Room 7205 on the Fremont campus
(510) 659-6126
www.ohlone.edu/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 at www.ohlone.edu/org/admissions/howtoenroll.html. A paper application is also available online at 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 current, valid 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 placement process takes approximately two hours to complete 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.

(continued on next page)
Before taking the ESL placement test students must submit an Ohlone College English as a Second Language (ESL) Placement Testing 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.

**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 29 students at one time.
- Space is limited; therefore, students must make reservations for all placement tests by using the online reservation system at www.ohlone.edu/org/placement/reservation.html. Reservations can also be changed and cancelled online. Students must know their Ohlone College student ID number and have a valid e-mail address in order to make a reservation.

**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 to the Registered Nursing, Physical Therapist Assistant, or Respiratory Therapist 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 an Ohlone College counselor to demonstrate course completion.
Students who are exempt from placement testing must see an Ohlone counselor in order to complete a Student Success (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 29 computer stations. Please refer to the Placement Testing Center’s Web site at www.ohlone.edu/placement/ for more information.

**Step 6:** Review study guides and sample questions
- Sample questions for English, math, and ESL placement tests are available online at www.ohlone.edu/org/placement/study-guides.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 current, valid photo ID (passport, driver’s license, etc).
- An Ohlone College student ID number.

**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, Counseling and Special Programs to request a retest earlier than the above guidelines.

**NEW STUDENT ORIENTATION**

Building 7, second floor on the Fremont campus
(510) 659-6036
orientation@ohlone.edu
www.ohlone.edu/org/orientation

Orientation is an important first step in students’ successful partnership with Ohlone College to develop and realize their educational goals. Orientation is designed to familiarize new students with the programs, services, and academic opportunities available to them at Ohlone College.

**Who Is Required to Complete Orientation?**

All new students are required to satisfy the Orientation requirement prior to registering for Fall or Spring Semesters, except those students who meet one of the following Orientation exemptions:
- have earned a college degree (associate degree or higher);
- are enrolled in Kindergarten-12th grade while taking Ohlone College courses;
- are enrolling solely to take a course legally mandated for employment or necessary to meet changed industry or licensure standards;
- are enrolling for a reason other than career development or advancement; transfer; earning a degree or certificate; or completing a Basic Skills or ESL course sequence.
- are enrolling only in Summer classes.

Students who meet one of these exemptions need to submit a Request for Exemption from Matriculation Requirements, available through the Orientation Web site at www.ohlone.edu/org/orientation/overview.html. Students will then be cleared from the New Student Orientation requirement.

It is highly recommended that former and orientation-exempt students meet with a drop-in counselor. For more information regarding drop-in counseling please visit www.ohlone.edu/org/counseling/about-counseling/drop.html.

**Did you know?**
Ohlone offers more than 180 associate degrees and certificates!
What Information is Provided at Orientation?

- Ohlone resources and services
- Study skills and other strategies for college success
- Math and English placement test results
- One-on-one advising with an Ohlone College counselor
- Creation of an initial student education plan and registration for classes
- Students' rights and responsibilities
- Associate degree and transfer requirements

English as a Second Language (ESL) students receive an orientation during the time of ESL placement testing.

New F-1 Visa-holding students attending Ohlone College should contact International Program and Services at (510) 659-6439 for information about orientations for International students.

REGISTRATION INFORMATION

Class Schedule

The Ohlone College Class Schedule is produced twice a year (Summer/Fall and Spring). The Class Schedule is available online via WebAdvisor (https://webadvisor.ohlone.edu/) and printed copies are available for purchase from the Ohlone Bookstore in Building 5 on the Fremont campus. Application and registration procedures, academic calendar dates, and general information are also available on the Admissions and Records Web site (www.ohlone.edu/org/admissions).

Schedule for Registration

Continuing students are assigned the earliest registration times and receive a registration appointment 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. 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. 10th-12th grade students cannot register for classes until they have completed the admission process.

Kindergarten-9th grade students receive the last opportunity to register, starting the first day of the term. Kindergarten-9th grade students cannot register for classes until they have completed the admission process.

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 in the Class Schedule (online at www.ohlone.edu/org/admissions/academiccalendar.html) and on the Admissions and Records Web page (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.

Enrollment will not be allowed in a non-repeatable course that was previously completed with a grade of C or better. Enrollments will also not be allowed in a course that has already been repeated the maximum times allowed, per Title 5 of the California Code of Regulations. All repeat policies are enforced through WebAdvisor and students will be blocked from registering for courses when the maximum number of enrollments has already been attained. A course with a letter grade, including a W, counts as an enrollment.

Per §58161 of the California Code of Regulations, effective Summer 2012 a course with a letter grade, including a W, counts as an enrollment. If a student receives a substandard grade (D, F, NP) at Ohlone the student will be allowed to enroll in that same course again in order to successfully complete the course. A student will be allowed three attempts, including Ws, to complete the course. The third enrollment in the course at Ohlone will become the final enrollment at Ohlone, regardless of the grade earned by the student. Once the course is completed with a satisfactory grade (A, B, C, or P) the course cannot be taken again at Ohlone. For example: During Fall 2014 a student received a W in ENGL-101A. During Spring 2015 the same student received an F in ENGL-101A. The next time that the student takes ENGL-101A, regardless of the grade (A, B, C, D, F, P, NP, or W), is the last time ENGL-101A can be taken at Ohlone College.

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 yet 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 courses for which Ohlone does not have record that they have successfully completed the course prerequisites. Per Title 5 of the California Code of Regulations, Kindergarten-12th grade courses cannot be used to meet college prerequisites.

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 NC1312 on the Newark campus) about getting the prerequisite waived before the student will be able to register for the course. 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 approve a waiver and the student will be able to register online via WebAdvisor. Additional information about clearing prerequisites is available online at 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 a waitlist for specific classes that are filled. During the registration process, if a class is full 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. Students are added to the class from the waitlist in the order they were added to the waitlist. Students may check their status on the waitlist via their WebAdvisor account. There is no guarantee that students on a waitlist will be added into the class.

Students who have blocks preventing registration such as an outstanding balance, unmet prerequisites, conflicts with another class, overloads, or other academic issues will not be added into a class from the waitlist even if space is available. These students will remain on the waitlist until the issue preventing registration is resolved by the student.

Students are restricted from waitlisting in more than one section of a class (an example would be ENGL-101A-01 and ENGL-101A-02) WebAdvisor will allow a student who is already registered in one section of a class to waitlist in one other section of the class. However, students will not be added into the waitlisted class while they are still registered in a different section of the same class. The student must drop the registered class in order to be moved into the next available space in the waitlisted class.

Students who decide not to take a class for which they are waitlisted must remove themselves from the waitlist. Students are liable for any fees and grades received if they fail to remove themselves for the waitlist, and are subsequently registered from the waitlist.

Students must attend the first class session of any class for which they are waitlisted. Those students who do not attend the first class session will not be added based upon their waitlist status, even if space opens up in the class. Students are added into classes from the waitlist through the day prior to the first class session. After that date, faculty have complete control over which students are added into their classes.

Adding Classes (Registration After the Start of Class)

Students may add full-term classes, where space is available, using WebAdvisor through the date posted on the Academic Calendar on the Admissions and Records Web page (www.ohlone.edu/org/admissions/academiccalendar.html). After that date students may only add full-term classes by obtaining an add authorization code from the instructor. Students are responsible for registering themselves in classes via WebAdvisor with the add authorization code. Students should refer to the Academic Calendar in the Class Schedule and on the Admissions and Records Web page (www.ohlone.edu/org/admissions/academiccalendar.html) for more information regarding registration deadlines.

Dropping Classes or Withdrawing

Students can drop classes through the 75% point of the class via WebAdvisor. Instructor permission 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 substandard 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.

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.

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. A new application is required every semester for Kindergarten-12th grade students, and for any student who takes a leave from attending Ohlone for longer than one semester. 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 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).