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MISSION OF OHLONE COLLEGE

VISION STATEMENT

Ohlone College will be known throughout California for our inclusiveness, innovation, and superior rates of student success.

IN PURSUING ITS VISION, THE OHLONE COLLEGE COMMUNITY IS GUIDED BY THE FOLLOWING CORE VALUES:

- Provide lifelong learning opportunities for students, college personnel, and the community
- We open access to higher education and actively reach out to underserved populations
- Promote diversity, inclusiveness, and openness to differing viewpoints
- Maintain high standards in our constant pursuit of excellence
- We value trust, respect, and integrity
- Promote teamwork and open communication
- Practice innovation and actively encourage risk-taking and entrepreneurship
- Demonstrate stewardship for our human, financial, physical, and environmental resources

MATRICULATION

“Matriculation” is comprised of eight components: Admissions; Assessment; Orientation; Counseling and Advising; Student Follow-up; Coordination and Training; Research and Evaluation; and Prerequisites, Co-requisites, and Advisory Classes. In some cases, students may be exempt from one or more of these components. The Admissions and Records and/or Counseling staff will assist you should you request an exemption. Exempted areas include: enrollment only in noncredit or community services classes, having earned an associate or higher degree, or planning to enroll only in one performance or activity class.

OHLONE COLLEGE AGREES TO:

- assess your basic educational skills and career goals
- orient you to the College's programs, services, and policies
- provide quality instruction
- provide quality counseling
- provide a wide variety of courses
- offer services to support your education
- follow-up on your progress toward your goal

WE EXPECT YOU, THE STUDENT, TO:

- declare an educational goal
- attend classes
- complete homework assignments
- meet with a counselor to discuss your educational goals and choices
- seek out support services as needed
- strive to make progress toward your goal

ACCREDITATION

Ohlone College is accredited by the national Accrediting Commission for Community and Junior Colleges (ACCJC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Ohlone has been accredited since 1970. Accreditation visits are made every six years by the Western Association of Schools and Colleges, (a division of ACCJC) [3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177. The last visit was in 2008.

DEGREES OFFERED

Ohlone College confers the degree of Associate in Arts or Associate in Science upon those stu-

dents who have completed a minimum of 60 semester units, with appropriate major field courses and general requirements with a "C" or better grade point average. Such degrees are authorized by the Board of Governors of the California Community Colleges. Students must apply to the Office of Admissions and Records by the end of the eighth week of the semester in which they expect to receive their degree or certificate. This form can be obtained from the Office of Admissions and Records or by downloading the form at www.ohlone.edu/org/admissions. The forms should be returned by the applicant to that office. Summer graduates must apply to the Office of Admissions and Records by the end of the eighth week of the spring semester preceding the summer in which they expect to complete their course work. See the Academic Calendar for specific application dates for each term.

OHLONE COLLEGE MAIN INFORMATION DESK

(510) 659-6000

The Main Information Desk, located in Building One on the Main Campus, is available 8:00am – 5:00pm to answer your questions, give you directions, and has general information for pick-up.

TRI-CITIES ONE-STOP CAREER CENTER

(510) 742-2323

The Tri-Cities One-Stop Career Center, Newark, has been designed to offer free resources and services in support of employers and all job, education and training seekers. The One-Stop Career Center is a member of *EASTBAY Works*, a regional partnership designed to coordinate employment activities throughout Alameda and Contra Costa counties. Examples of some of the One Stop resources and services include: job listings, labor market information, computers with Internet access, job search workshops (i.e., resume writing, interview preparation, etc.), career assessment tools, career counseling. The Career Center is located at the Ohlone College Newark Center for Health Sciences and Technology in Room 1211. Hours of operation are: Monday and Wednesday 9:00am-5:00pm; Tuesday and Thursday Noon -7:00pm.

COMMUNITY EDUCATION

(510) 742-2303

<http://commed.ohlone.edu>

Community Education courses are designed to meet the not-for-credit educational needs of individuals in the Tri-Cities area. No tests or exams or grades are required for enrollment. Classes provide knowledge, skills, and hands-on activity appropriate to the content. Improve job skills, prepare for promotion, or explore new careers by taking not-for-credit workshops. Choose from computer training, writing and speaking skills, and personal development classes. Many classes are available on-line. Some of the classes are: Creating Web Pages, Creating Web Graphics, MS Word, MS Excel, MS Access, MCSE Preparation, CCNA Preparation, small business courses, etc. For complete information and class listings, please check the website: <http://commed.ohlone.edu>. The Community Education program is self-supporting and receives no taxpayer funding. Fees from participants pay for all classes and workshops.

A. Traffic School

(510) 742-2303

Traffic School is offered in an online format. Students may enroll for traffic school at:

<http://commed.ohlone.edu>. For more specific information on dates and fees phone the Community Education office.

B. Ohlone for Kids

(510) 742-2304

Summer Enrichment Program

www.ohloneforkids.com

OFK features enrichment classes designed for students entering grades 4-10. Students enjoy

learning in a variety of interactive, experiential classes that include mathematics, algebra readiness, SAT & PSAT preparation, public speaking, reading, creative writing, journalism, robotics, and science.

OHLONE COLLEGE CENTER FOR DEAF STUDIES

(510) 659-6269 V

(510) 659-6272 TTY

Ohlone College has one of the largest and most comprehensive programs in California designed to meet the academic and vocational needs of deaf and hard-of-hearing students. The program is staffed by fulltime and part-time instructors, all trained and certified in the area of education of deaf and hard-of-hearing people. Counselors provide assistance with registration; personal, academic, and social concerns; and educational, vocational, and career guidance.

The Ohlone Deaf program is unique in that there are both self-contained and mainstreamed classes. Students may work toward a certificate, AA/AS degree, or may fulfill requirements needed to transfer to four-year institutions such as Gallaudet, NTID/RIT, CSUN, or other state universities. Counselors are available to assist students with any of these educational plans. As an important complementary program, Ohlone has a nationally recognized Interpreter Preparation A.A. degree or certification program. In addition, the Ohlone College Center for Deaf Studies is in close proximity to the California School for the Deaf located in Fremont.

The large deaf student population allows for a wide variety of extracurricular activities including special interest clubs on campus. There are many activities for students within the local and Bay Area Deaf communities as well.

For registration information and/or an appointment with a Counselor, please call (510) 659 - 7326/VP TTY, or V: (510) 659 - 6269.

GALLAUDET UNIVERSITY REGIONAL CENTER

(510) 659-6268 V/TTY

Since 1983, a partnership between Ohlone College and Gallaudet University has brought to the campus the Gallaudet University Regional Center at Ohlone College (GURC-OC). This team brings the resources and expertise of Gallaudet University to the Western Region of the United States. The region comprises 12 Western States (Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming). Focusing on the education of the deaf and hard of hearing and related issues, the GURC-OC provides: conference planning, graduate and undergraduate extension courses, workshops and training, needs assessments, technical assistance, resources, referrals, working with the Professional Studies and Outreach at Gallaudet University. The center is the local contact for deaf and hard-of-hearing students wishing to obtain information or attend Gallaudet University. GURC-OC maintains a lending library of books and videos related to deafness. Students, parents, and professionals in the Tri-City area can easily take advantage of the Lending Library by stopping by the office. Gallaudet University Region Center is located on the main campus in Building 20. To contact the GURC-OC office call (510) 659-6268 V/TTY; (510) 659-6033 fax. Or, e-mail GURC-OC at: gurc.ohlone@gallaudet.edu

GARY SOREN SMITH CENTER FOR THE FINE AND PERFORMING ARTS

(510) 659-6031

With the completion of the Gary Soren Smith Center for the Fine and Performing Arts, more than 60,000 square feet of instructional laboratory and performance space was added to the campus in 1995. In addition to the 405-seat G. Craig Jackson Theatre, the Center includes the 200-seat NUMMI Studio Theatre, Lam Plaza, 2 television broadcast studios, a fully digital radio station, a

600-seat outdoor amphitheater, a dance studio, and the Franklin and Jean Louie Art Gallery. The Smith Center also serves as home to the performances of the Music Department and professional artists' series, called Smith Center Presents! For more information and tickets for performances, visit or call the Box Office from T-Th noon-7 p.m., and F-Sat noon-4 p.m.

LOUIE MEAGER ART GALLERY

(510) 659-6176

For 31 years, the Louie Meager Art Gallery has been presenting professional fine arts and closing each academic year with a juried Ohlone College student art show. Since the gallery's relocation to the Smith Center 10 years ago, the program has expanded to include a Guest Speakers roster of six speakers/panels each year, lobby wall shows, and artist workshops. The gallery has published six original-research-academic exhibit catalogues and one tri-page brochure since 1997. The gallery is open before performances in the Jackson Theatre up through intermission. Admission to the gallery is always free. For more information, please contact gallery director Kenney Mencher at (510) 659-6176 or e-mail: kmencher@ohlone.edu.

KOHL RADIO

(510) 659-6221

The radio broadcasting program is a career-oriented, operations intensive curriculum featuring the latest technology. Lecture and lab situations combine to provide students with the background and skills required to meet the needs of the radio communications industry. Students are exposed to digital studio systems and digital multitrack production techniques. The curriculum is presented by industry professionals and is designed to focus on the business of radio broadcasting. The working lab of the program is 89.3 KOHL, a full-time FM broadcast facility. The station's operational platform is a comprehensive broadcast business and equipment package that parallels current industry standards. The KOHL Radio studios are located in the Smith Center for the Fine and Performing Arts on the Ohlone College Campus, with transmitter atop Mission Ridge. The station's format is high-energy contemporary hit radio that challenges students to refine commercial broadcast techniques in a professional environment.

OHLONE COLLEGE BROADCASTING-FILM & TELEVISION

(510) 659-6295

Ohlone College's Broadcasting Department gives students the hands-on training and experience in film production, film directing, film editing, AVID editing, Final Cut Pro editing, shooting video for TV, film production, video production and TV news production.

Classes are taught by top professionals who have worked for Pizar, Industrial Light and Magic, EXTRA, NBC Nightly News, WB, Major League Indoor Soccer, Telemundo, KTVU & KPIX TV.

Students work with professional-grade film, video and editing equipment including full-size Sony DV Cams, Sachtler Tripods and Heads, AVID Media Composer Adrenalin and Final Cut Pro non-linear editing, Arri Lights, Chyron, Mackie and other systems that you would find in a production facility.

Graduates of the Film & Television program are now working at HBO, The Bachelor TV series, News 12 The Bronx, KPIX, KTVU, KSBW, KOIN, KCOY, and in the film industry.

We produce and air a live weekly newscast on ONTV Cable 28 and many of our short films and news programs are available online at www.ohlonetv.com.

Deaf students are also encouraged to sign up for our new ASL Live Newscast classes.

For more information please call Gary Kauf at 5106596295, or email at gkauf@ohlone.edu. Stu-

dents are always invited to drop in and watch any production class. You can check out our programs at www.ohlonetv.com

MONITOR

(510)-659-6075

The Monitor is Ohlone's newspaper, written, edited and produced by students. It is distributed free every Thursday on both the Fremont and Newark campuses. The Monitor contains up-to-the-minute news, features, sports, and community information. Feel free to give feedback, ideas, or ask questions through the Monitor's e-mail: monitor@ohlone.edu

MIDNIGHT

(510)-659-6075

Midnight is Ohlone's culture and arts magazine. It is written, edited and designed by students. Midnight is distributed free once every semester on both the Fremont and Newark campuses. It contains features, profiles, photos, graphics, fiction and poetry. Feel free to give feedback, ideas, or ask questions through the Midnight e-mail: monitor@ohlone.edu

INTERNATIONAL EDUCATION PROGRAM

INTERNATIONAL PROGRAMS AND SERVICES

(510) 659-6439

The International Programs and Services office assists international students who are applying to and attending Ohlone College. It also oversees Ohlone's Study Abroad programs.

A. INTERNATIONAL STUDENT PROGRAM

(510) 659-6439

Students from many different countries throughout the world study at Ohlone College. An international student is considered to be any student in need of an F-1 Student Visa, or currently holding one. The International Programs and Services office is responsible for the following: international student admissions, international applications, immigration (F-1 Visa) regulation advisement, and international student orientations. It also oversees the operation of the Ohlone College English Language Institute (ELI). Contact the International Programs and Services office for more information. (www.ohlone.edu/org/international)

B. STUDY ABROAD

(510) 979-7441

In Fall semesters Ohlone conducts its annual Semester in Sydney, Australia program. Participants earn transferable credits, and make significant progress toward their degree objectives, all the while learning "Down Under" in this beautiful former host city of the Olympics. Short-term study abroad trips (to England and China, for example) are also sometimes conducted. Contact the Ohlone Study Abroad Coordinator for more information. (<http://www.ohlone.edu/org/studyabroad/contact.html>)

OHLONE COLLEGE FOUNDATION

The Ohlone College Foundation exists to support Ohlone students, faculty, facilities, and programs. It exists to broaden educational opportunities for students by providing scholarships and emergency loans to students who might otherwise, for financial reasons, be unable to attend. Just as importantly, the entire Ohlone community benefits from the Foundation's provision of computer equipment, other specialized facilities, and community-focused programs at the Fremont Campus

and Newark Center. Contributions of any size are enthusiastically welcomed and greatly appreciated – and supporting the Foundation is a great way to invest in the future. To learn more about the Foundation or how you can give, please call (510) 659-6020.

OHLONE COLLEGE STUDENT SERVICES INFORMATION

Student Services help students toward success in all aspects of college life. The staff is committed to student progress toward academic, career, and personal/social goals.

A. ADMISSIONS & RECORDS

(510) 659-6100

The major objective of the Office of Admissions and Records is to provide for the admission and registration of all students. In addition, the office is responsible for maintaining accurate academic records and preparing reports reflecting student enrollment. General functions include transfer credit evaluation, general education and IGETC certification, transcripts, enrollment verifications, residency determinations and certification of completion of certificate and degree requirements. You may register, view your account, and check classes with WEB ADVISOR located on the Ohlone College web homepage (www.ohlone.edu).

B. ATHLETICS

(510) 659-6044

A member of the Coast Conference, Ohlone boasts many sports teams, including: soccer (men & women), waterpolo (men & women), volleyball (women), basketball (men & women), baseball (men), softball (women), and swimming (men & women). For more information, contact the Athletic department located in Epler Gym (Building 9).

C. BOOKSTORE

(510) 659-6061

The Bookstore is owned and operated by the Ohlone Community College District and is located in Building Five. The primary responsibility is to serve the students and faculty of Ohlone College by providing textbooks and course materials. The Bookstore carries a wide selection of general books, greeting cards, gifts, and clothing. Students with EOPS Vouchers may hold their books until they have received their voucher or purchase with their own money/charge and then bring in the receipt after receiving EOPS Voucher and be refunded. For further information, hours of operation and Bookstore policies, please call (510) 659-6061. You may also order on-line at: <http://www.ohlonebookstore.com>.

D. CAFETERIA & VENDING SERVICES

(510) 659-6000 x5074

The college contracts with a food service company, a food vending machine company, and a drink vending company to provide food and entertainment to Ohlone students. Cafeteria service is provided Monday through Thursday from 7:30am-8:30pm and Fridays 7:30am-2:00pm.* The cafeteria is closed during holidays and semester breaks. Refunds from the food and beverage vending machines are available through the food service cashiers in the cafeteria. *Hours are tentative.

E. CALWORKS PROGRAM

(510) 659-6000 x7551

The CalWORKS Program supports eligible students to obtain their educational degrees and certificates and is available to help students meet their Department of Social Services requirements quickly and effectively by providing the following services: Educational training programs, Work Study assignment paid jobs that don't affect cash assistance, Communication between the Department of Public Social Service (DPSS) about student's needs, re-

quests and requirements, Helpful information on welfare reform and government requirements. Referrals to other departments on campus such as:

- o Disabled Services (DSPS)
- o Extended Opportunity Programs and Services (EOPS)
- o Cooperative Agencies Resources for Education (CARE)
- o Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC)

F. CAMPUS ACTIVITIES

(510) 659-6255

Visit Campus Activities on the first floor of Building One, room 1130, for more information about how to become involved with student government, clubs, and other Ohlone College campus programs and events.

1. ASOC

(510)659-6063

Also known as the Associated Students of Ohlone College, the ASOC is the voice of the students in the governance of the college. Every spring an executive board of President, Vice President, Treasurer, Secretary, Representative at Large, Legislative Representative, and Student Member of the Board of Trustees are elected by a majority vote of the student body. Every fall and spring students can elect to participate in student government by filling out the petition to be a Senator. All students are encouraged to participate and if you meet the minimum requirements, you are encouraged to run for a position or become a Senator. Meetings are mandatory for ASOC council members and are held every Tuesday from 4:00-6:00pm in Building Six, Room 6105. For more information, stop by Campus Activities or the ASOC office (room 1130).

2. Student I.D. Card/Validation

The ID card production system produces a video image of you on a security plastic card, much like your banking cards. All students are expected to pay the Student Activity Fee, which grants you a FREE Student ID card or validation sticker, for \$5 each Fall and Spring semester, and \$2.50 for Summer session. Student Government uses the revenue generated from the Student Activity Fee to support student activities such as: printing costs of the Monitor, clubs, speakers, scholarships, and so forth. The ASOC Student ID card is your valid Ohlone College Student ID, and proves your eligibility for established student discount programs from theaters, symphonies, amusement parks, and much more! This serves as your official Ohlone ID and also serves as your library and discount ticket. Photos are taken at least one week prior to the start of each semester and six weeks into the semester (summer ID photos are taken only for one week prior to the term and three weeks into the summer term).

- Students who choose not to benefit from ID card privileges must choose not to pay the fee in a waiver letter directed to the ASOC and available through Campus Activities.
- Student ID cards, pictures, and validation stickers are available in Building One, Window 9, on the Main Campus. Check the Office of Admissions and Records, Information Desk, or Campus Activities for hours.

3. Student Activity Fee

The \$5 (fall & spring) Student Activity Fee goes to supporting nearly \$147,000 in campus events and programs for students at Ohlone College. Each spring, faculty put in requests to support their programs and the Associated Students of Ohlone College Budget Committee weighs the importance of the proposals to the needs of the students. Funding goes to programs and events such as: Welcome Day, Unity Week, Student Handbooks, the printing of the Monitor, Fine Arts, Graphic Arts, Mathematics, Science, Athletics, Wellness Education, Speakers Committee, Performing Arts, Buildings & Grounds, etc.

4. Clubs & Organizations

Student organizations are a vital part of the Ohlone College community. Join the student government association (ASOC), which meets every Tuesday, 4:00-6:00pm in Building Five, room 5301. You can also join a club listed below or organize a new club. For student leader and advisor names, contact Campus Activities at (510) 659-6255. Brief descriptions were provided by some of the active clubs prior to the printing deadline.

a. Alpha Gamma Sigma Honor Society (AGS)

The purpose of the Sigma Beta chapter of the AGS Honor Society is to foster, promote, maintain, and recognize scholarship among the students of Ohlone College. AGS develops programs offering cultural, social and enrichment experiences; promotes service to the college and community; and emphasizes the development of leadership, character, and judgment. In addition, the Sigma Beta chapter seeks to help each active member develop his or her personal, professional, and intellectual skills. Membership means a certificate for the recognition of academic achievement, competitive edge on transfer status to other colleges, and competition for scholarships. Students are eligible for membership in AGS after completing 12 units with a 3.0 or better grade point average. For more information, contact a club representative at ags@ohlone.edu.

b. Asian Pacific American Student Association (APASA)

The purpose of APASA is to promote unity on campus through the collaborative participation with other ethnic clubs and to promote Asian-American culture on campus, while bringing down the barriers of prejudice. In the next year, APASA plans to host cultural events, social activities, fundraisers, and meetings. For more information, contact advisor Renee Gonzales at (510) 659-7311 or rgonzales@ohlone.edu.

c. Forensics (Speech and Debate) Team

One way to develop personal communication, leadership, and critical thinking skills is to participate in the Ohlone Forensics program. Students do NOT need previous experience and everyone is welcome. Students may participate on the non-traveling team where they will learn about Forensics by observing other students compete or by judging high school speakers. Students may also participate on the traveling team, which allows the opportunity to speak at tournaments throughout California and the United States. For more information, contact instructor Kay Harrison at kharri-son@ohlone.edu.

d. MEChA (Movimiento Estudiantil Chicano de Aztlan)

The purpose of MEChA is to promote higher education to our Latino/Chicano community. Over the next year, MEChA members plan to do fundraising, food drives, and attend the MEChA Statewide and National Conferences. For more information, contact advisor Brenda Arteaga at (510) 659-6081.

e. Muslim Student Association (MSA)

The purpose of MSA is to spread awareness of the Islamic Religion in the Ohlone College community and to unify the Muslim population at the college. In the next year, MSA plans to hold a conference, potlucks, and guest speakers. For more information, contact advisor Nadia Dadgar at (510) 979-7495.

f. Nursing Students of Ohlone College (NSOC)

The nursing students welcome all Ohlone College nursing students and alumni to join a club that promotes communication and growth among nurses and the communities they serve. The NSOC is active in many activities, including: curriculum decisions and program planning, providing community services, developing fundraisers, and attending student-nursing conventions. For more information, contact advisor Poonam Khare at pkhare@ohlone.edu.

g. Speech Communications Club

The Speech & Communications Club is a student club that promotes the field of communication academically and professionally. Each year we host events like the Annual Careers in Communication Panel in the Fall semester and Speech Night held in the Spring semester. The Speech & Communication Studies Club is also an active participant in the college's annual Unity Week celebration by inviting speakers, performers and scholars from our field to present and promote diversity and unity in our community. The club also hosts Sigma Chi Eta, a national honor society for communication students. For more information, contact advisor Brenda Ahnholz at bahnholz@ohlone.edu

h. Peer Mentor Program

The Peer Mentors of Ohlone College help students and the community create a personal connection to the College by providing outreach programs and services, such as orientations, campus tours, and recruitment workshops. Peer Mentors are committed to raising awareness about the benefits that Ohlone College has to offer and promoting higher education. Over the next year, the Student Ambassadors plan to host Welcome Day, New Student Orientations, and College Workshops, as well as participate in Unity Week and Club Days. For more information, visit the Peer Mentors web site at <http://www.ohlone.edu/org/peermentors/>

G. COOPERATIVE AGENCIES RESOURCES FOR EDUCATION PROGRAM (CARE)

CARE is a program within EOPS (see EOPS for more information) specifically designed for single parents receiving CalWorks and/or TANF benefits, formerly AFDC, and who have children under fourteen years of age. The CARE Program is a unique educational program that represents the cooperative effort between the Department of Social Services, the Employment Development Department and Ohlone College. Its goal is to assist single parents in achieving their educational goals and/or career goals. CARE offers its students additional services by way of support groups, peer advising, and special workshops. CARE students also receive car service vouchers, parking permits or assistance with their transportation, and assistance with childcare expenses.

Students interested in receiving CARE services must first be EOPS students, and receiving TANF benefits. Interested students should complete the EOPS application available in Room 1140 in Building One.

H. TRANSFER CENTER

510-659-6241

Building One, First Floor, #1102C

Transfer Services: The Transfer Center (TC) seeks to provide resources and services for a successful transfer experience. TC resources and services include: library of catalogs and reference handbooks, University Representative Visits, Transfer Workshops and Information Sessions, guaranteed admission and concurrent enrollment programs, college/university/major search resources, and an online calendar of on and off-campus transfer events. Visit the TC website at <http://www.ohlone.edu/org/transfer> for more detailed information and links.

Transfer Admissions Agreements/Guarantees (TAA/TAG): have been articulated with at least ten institutions at this point in time: CSU East Bay, San Jose State University, CSU Monterey Bay, UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Cruz, UC Santa Barbara, Golden Gate University, and Santa Clara University. A Transfer Admission Agreement/Guarantee is a contract between the student, Ohlone College, and the specific University. You may apply for a TAA/TAG once you've completed 30 transferable units. To be eligible you must have achieved a certain grade point average (depending on the university and major), plan on completing courses listed on the contract, and maintain an identified level of academic performance. If accepted by the University, you must complete the stated requirements, in order to be guaranteed admission for the identified term. Keep in mind you will

still need to follow up your TAA/TAG application with a formal application to the University. The first step in this process is to meet with a counselor in the Counseling Department.

University Representative Visits: Students can meet one-on-one with university representatives to further discuss transfer plans, requirements, and address personal questions or concerns. To make appointments, use the web-based appointment scheduling system located on the Transfer Center homepage or contact the Transfer Center.

Transfer Day: Every Fall Ohlone College hosts Transfer Day for its currently registered students. The purpose of Transfer Day is to provide our students, counselors and other interested persons a setting where information and guidance concerning California higher education opportunities can be shared.

Transfer Workshops: The Transfer Center offers a number of workshops and information sessions throughout the school year to better equip students in transfer planning. Topics include: CSU/UC Applications, Personal Statements, Campus/Program Highlights, TAA/TAG, How to Choose a Major, and Financial Aid for Transfer Students, and Concurrent Enrollment programs. We create new workshops each semester so check our website or visit the Transfer Center for additional topics.

I. STUDENT SUCCESS CENTER

510-979-7555

Building One, Fourth Floor, #1403

The Student Success Center (SSC) is designed to provide career resources for students. SSC core services include the following: Career Counseling, career assessments, computerized career information system, career resources library, and job search resources. For more information about our services, please refer to our website: <http://www.ohlone.edu/org/ssc/>

Career Counseling: Counselors work individually with students to assist them with their career exploration. Students work with counselors to explore specific majors and careers, and set goals regarding career choices. Individual career counseling appointments are available.

Career courses: Ohlone College offers courses designed to help students define, explore and gather information about careers while receiving academic credit. Career development courses include the following:

PD 150 Career Planning

PD 149 Career Testing Workshops

Please refer to the course descriptions on line, or in the schedule book for further information.

Computerized career information systems: Computers are available in SSC during office hours. These systems are loaded with comprehensive career exploration software: including Choices and Eureka programs. These programs offer self assessment tools, career and major information, job search resources, plus financial aid and scholarship information. Please visit SSC and register for program access.

Resource Library: The library contains a variety of books encompassing career development, major, career and industry specific information, and occupational information reference books.

Job & Internship Listings:

The Student Success Center offers students the opportunity to visit our center and read through the multiple listings we receive from private industry, state, federal and municipal government offices, and non-profit organizations. In addition, Students will be able to access job information from our on-line service, MonsterTrak.com Students may contact SSC to obtain their individualized username and password for MonsterTrak.

Work Experience Education (WEX)

The SSC serves as host to the Work Experience Education (WEX) program. WEX uses a student work or volunteering experience as a basis to receive academic credit. WEX education

helps students clarify career goals and result in greater self-confidence and increased motivation. For more information about WEX, please refer to the WEX website: <http://www.ohlone.edu/org/wex/>

J. CHILD LAB & CHILD DEVELOPMENT CENTER

(510) 656-3328

The Ohlone College Child Development Center is a new, state-of-the-art 9,000 square foot facility. The Ohlone College Child Development Center is an emergent learning environment that offers childcare from infant through prekindergarten (through age 5). The facility also houses a teacher-training program for students interested in pursuing a career in Early Childhood Studies. The program, operated in partnership with Kidango, is open Monday through Friday, 7:00 am-6:00pm. The program serves as the Laboratory School for Early Childhood Studies, a preschool as well as complete child care facility. Morning, afternoon and full day schedules are available for students, faculty, staff and community members. Tuition assistance is available. Parent meetings are offered several times during the semester. For more information or for a tour of the facility, call (510) 656-3328. The Ohlone Child Development Center is located between parking lots H and K.

K. COUNSELING SERVICES

(510) 659-6110

Building One, First Floor

Counselors assist students individually and in groups with academic, career, personal and social counseling matters. Additionally, students are offered special workshops and classes to help with added academic, vocational, and other school related concerns. Please come to the Counseling Department in Building One to make an appointment, or see a drop-in Counselor. Spanish, Cantonese and Mandarin speaking counselors are available, too. For Counseling Department hours, please check out the website at: <http://www.ohlone.edu/org/counseling>. Electronic counseling is also available on the Counseling Web page, as is E-Sars, an on-line appointment scheduling system.

L. DISABLED STUDENTS PROGRAMS & SERVICES

(510) 659-6140

(510) 659-7362 (Learning Disabilities Resources Program)

(510) 659-6269 (Deaf Center)

Counseling for Deaf Students

(510) 659-6269 V

(510) 659-7326 TTY/VP

DSPS is designed to open the doors to educational and occupational opportunities for disabled individuals in the community. Any student with a physical, emotional, or learning disability is eligible for services. Support services include: specialized counseling, registration assistance, note takers, scribes, testing accommodations, disabled student parking, tutoring, and special classes. We have assistive technology such as the phonic ear, talking calculators, and varispeech recorders. Our adaptive computer technology equipment assists students with learning disabilities, physical mobility limitations, and low vision. Adaptive physical education courses are also available. This program is coordinated with Deaf Student Support Services.

Our Learning Disabilities Resource Program offers assessment to determine eligibility for services, specialized learning classes to develop academic skills, tutoring, learning strategies for disability management, and assistance with vocational planning.

Students who are clients of the Department of Vocational Rehabilitation can make use of our Workability III program to receive employment counseling, work readiness training, and job

search/placement assistance.

M. EXTENDED OPPORTUNITY PROGRAM AND SERVICES

(510) 659-6152

EOPS at Ohlone College offers an array of access and support services to low-income and educationally disadvantaged students. The goal of EOPS is to provide access to educational opportunities by assisting students in their educational and vocational pursuits. Located in Building One, room 1140, EOPS information is available at (510) 659-6152 or through their e-mail at: eops@ohlone.edu.

EOPS offers its students:

Academic Advising: students receive assistance with admissions, registration, financial aid, and the development of their educational plans.

Financial Assistance: grants are awarded to assist with educational expenses.

Outreach Services: recruitment services are available to high schools and community agencies.

Priority Registration: students have the opportunity to register early each semester.

Book Vouchers: eligible students receive book vouchers each semester to assist with the purchasing of required textbooks.

Transfer Services: students receive assistance with the process of transferring to a four-year university. This assistance includes application completion help, fee waivers, transfer agreements, personal statements, and other transfer related issues.

Workshops: informational sessions on various topics are offered throughout the academic year.

There are specific guidelines for applicants. This includes: income vs. family size; resident of California; full-time enrollment at Ohlone; completed less than 70 units from all colleges attended; eligible for Board of Governor's Waiver; and eligible for (or completed one) English 151A, English 162, Math 190 or Math 190V.

See information also listed under CalWORKs Program and Cooperative Agencies Resources for Education Program.

N. FINANCIAL AID

(510) 659-6150, Fremont Campus, Bldg. 1, Window 7; NCHST (510) 742-2341, Rm. 1312

For information on grants, loans, scholarships, enrollment fee waivers, and other aid available, contact the Financial Aid staff. If you qualify for an enrollment fee waiver and register before your fees are waived, you may lose your fee waiver opportunity.

1. Free Applications for Federal Student Aid (FAFSA) worksheets for 2008-09 are still available and there is still time to submit them for the academic year. It is to your advantage to file the FAFSA on-the Web as soon as possible at www.fafsa.ed.gov.
2. The Board of Governors Waiver (BOGW) Program is to help low income students pay the enrollment fees. The BOGW is a grant program and does not require repayment. BOGW applicants do not have to be enrolled in a specific number of units. BOGW pays the enrollment fees for the academic year and summer session. This program is available to California residents only. The waiver does not apply to audit classes or classes dropped before the fee waiver was awarded.

To obtain an enrollment fee waiver application, you can stop by the Financial Aid office each semester, at least one week prior to your registration. Or download from the Financial Aid website at <http://www.ohlone.edu/org/finaid/bogw.html>. Do not assume that your enrollment fees will be waived automatically.

To be eligible you must:

- Be a California resident for one year and one day, and;
- Be qualified for financial aid, such as a Pell Grant, a Cal Grant, or assistance from EOPS, or;

- Be a recipient of AFDC (Aid to Families with Dependent Children), TANF (Temporary Assistance to Needy Families), SSI/SSP (Supplemental Security Income), or General Relief. You must show proof, i.e., copy of a CA7 with current or last month's date, agency verification, etc., or;
- Have certification by the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent's fee waiver, or;
- A recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack.
- A dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.
- Meet the following income standards. You must show 2007 Federal Tax Returns or other income verification.

TOTAL FAMILY INCOME	
Number in Household (including yourself)	2007 Income
1	\$ 15,315
2	\$ 20,535
3	\$ 25,755
4	\$ 30,975
<i>Each additional family member</i>	<i>\$5,220</i>

Note: Transfer Students - If you have already been determined eligible for financial aid, contact the Financial Aid office, (510) 659-6150, immediately.

3. Grants/Loans

Grants

PELL Grant

Supplemental Educational Opportunity Grant

Extended Opportunity Program and Services Grant

Cal Grant B and C

California Community College Board of Governors Fee Waiver

Local and Outside Scholarships

Ohlone College Foundation Grant

Federal Work Study

Loans

Stafford Loan (formerly known as CGSL)

ShortTerm Emergency Loans

Many community groups and individuals from the Fremont Community College District area contribute to scholarship programs for Ohlone College students. The following is a list presented with appreciation:

City of Fremont Housing Scholarship

Country Club of Washington Township Women's Club

Deeksha Inc. Re-entry Scholarship

Foundation of National Student Nurses

JVA Business Services

Ohlone College Foundation

San Tomas 365 Voiture 40 et 8
Washington Hospital Medical Staff Scholarship
Urbaneck/Levy Education Fund

O. HOUSING

Listings for local housing opportunities are posted in the cafeteria lobby (second floor, Building 5). Listings include rooms, apartments, and houses to rent or share. All arrangements are made between the owner and the student. Facilities are neither sponsored nor supervised by the College. Housing cards are available from the Information Desk in the Lobby of Building One.

P. INTERPRETER SERVICES

(510) 659-6271

Provides interpreters and note takers to Deaf students for classes, meetings, and college events.

Q. LIBRARY

Circulation Desk: (510) 659-6160

Email: librarians@ohlone.edu

Reference Services: (510) 659-6171

Web site: www.ohlone.edu/org/library

The College Library (Learning Resources Center) is located on the Fremont campus in Building One on the 3rd and 4th floors. Visit the library's web site to browse H.A.N.S. online catalog, obtain general information about services and current open hours, and find links to subscription databases (providing full text access to journals, magazines and newspapers.) A combination of over 30 computers and SunRay stations are available to campus visitors and Ohlone students who wish to browse the Internet, access online resources, and use Microsoft Office Suite software. In addition, a variety of individual and group study spaces are available. Reference Librarians are available during all open hours and respond to in-person, telephone, and email requests for assistance.

R. PARKING

There is **No Free Parking** on either campus. Please park only in designated areas and designated parking stalls. Should a vehicle be found illegally parked and/or without displaying a valid parking permit, it will be cited and may be towed. Student Semester Parking Permits may be purchased at either the Ohlone College or Newark Center Bookstore at the cost of \$35/auto; \$18/motorcycle (non-refundable). Daily parking permits may be purchased for \$2 and are valid only for the day purchased. Lost or stolen parking permits are not refunded or replaced by the college district. Semester Parking Permits may be hung face-forward from the rear view mirror and Daily Parking Permits must be displayed face-up on the dashboard for Campus Police personnel viewing. Parking permits are valid at both campuses.

Semester Parking Permits: allows students to park in lots C, D, E, G, H, and K at the Ohlone Fremont campus and in any parking lot at the Ohlone Newark CHST campus. Students may not park in spaces marked "Staff", "Visitor", "Administration", or "Police" or "Emergency Vehicle". Students with a valid Semester or Daily Parking Permit may park in Lot B (Staff Parking Lot) at the Ohlone Fremont campus after 5:00 pm Mondays through Fridays and on Saturdays. Semester Parking Permits **are not valid** for parking in any of the upper lots M, N, O, and P. (Lots N, O, and P are currently closed due to construction of the Student Services building.)

Daily Parking Permits: allows students to park in lots C, D, E, G, H, K, and M at the Ohlone Fremont campus and in any parking lot at the Ohlone Newark CHST campus for the day of purchase. Students may not park in spaces marked "Staff", "Visitor", "Administration", or "Police" or "Maintenance".

Motorcycles: may park in Lot W in the designated Motorcycle parking spaces or in a vehicle parking space in lots, C, D, E, G, H, and K. A motorcycle riders parking in the upper lots (M, N, O, or P) must purchase a Daily Parking Permit.

Carpool Parking: is provided for students who have two (2) or more occupants in the vehicle and display a valid Semester or Daily Parking Permit. Carpool parking also requires a Carpool Parking Permit. There is no cost for the Carpool Parking Permit. Students may file an application with Campus Police Services for a Carpool Parking Permit. The application will be reviewed and if approved, a Carpool Parking Permit issued for the vehicles and persons listed in the application.

S. SAFETY & SECURITY SERVICES

Campus Police/Operational Procedures

(510) 659-6111

The Ohlone College Police Services, known as Campus Police Services (CPS), including Safety and Security, was established by Board of Trustees Resolution 63-74-75. The Officers are trained, and the training reimbursed, per Commission of Peace Officer Standards and Training Post guidelines, Resolution 66-81-82. The College is committed to full implementation of the Student Right to Know and Campus Safety Act of 1990. Physical plant security, traffic, parking control, prevention-detection of crime, enforcement of Federal, State, and Municipal laws are the responsibilities of CPS. CPS has the primary responsibility for directing, planning, and control of vehicle and pedestrian traffic on college grounds. CPS oversees the painting of roadways and curbs, placement of control signs, removal of hazardous obstructions, etc.

Reporting and Response Systems

The Procedures Manual contains the rules and regulations that govern the conduct of CPS personnel and enforcement procedure of the District. It is the responsibility of the Chief of CPS to maintain the Procedures Manual and communicate additions and deletions to employees. An operational Memorandum of Understanding with the Fremont Police Department and Newark Police Department which includes records, patrol, investigative, communications, and incarceration support is maintained at the CPS Office. Fremont Police are to be called for assistance in any instance where a major crime has been committed, or for an auto accident in which there are visible injuries or complaint of pain.

CPS personnel are on-duty 6:00am – 11:00pm Monday through Friday, and 7:00am – 10:30pm Saturday and Sunday. Office hours at the Ohlone Fremont campus are 8:00am – 10:00pm Monday through Friday. During the summer, office hours are 8:00am – 10:00pm Monday through Thursday. Officers can always be reached by phone even if there is no one in the office. Officers carry portable or cell phones when the office is closed. For the Fremont campus, to contact from on-campus phones, dial 6111 or from off-campus phones or pay phones, dial (510) 659-6111. for the Newark campus to contact from on-campus phones, dial 2311 or from off-campus phones or pay phones, dial (510) 742-2311. All incoming calls are handled as soon as possible. CPS personnel make reports of criminal and other emergencies to which they respond. FOR MEDICAL EMERGENCIES ON CAMPUS, DO NOT HESITATE TO CALL 911, then notify CPS.

Security of Facilities

Unauthorized persons are not allowed into buildings that are secured for evenings, weekends and holidays. If an individual needs to gain entry into a building, CPS Personnel first check that person's identification (unless the person is known). An entry is then made in the activity log, stating the building, time, date, and name of the person allowed into the building. CPS has the authority to request Buildings and Grounds staff to respond to situations that present a threat to the public safety/liability of the District.

Authority for Law Enforcement

Campus Police Officers are granted authority to act as Police Officers by 830.32(a) of the Pe-

nal Code and 72330 of the Education Code. Campus Security Officers act as security guards only and do not have police powers. They take crime reports, take reports of minor auto accidents, write parking citations, patrol the campus (foot, on bicycles, in vehicles, and on T-3 Motion) and observe and report any unusual conditions or circumstances. Sufficient equipment, along with Post-trained and non Post-trained personnel to accomplish its assigned responsibility of 7 days per week coverage of facilities owned, operated or under the control of the Ohlone Community College District, shall be maintained.

Crime Prevention and Safety Education

Crime prevention material is distributed by CPS to the campus community. They make inspections of facilities to insure physical security, design and present programs to reduce risk from criminal acts, review plans and new construction additions to facilities to insure against design defects that could contribute to criminal acts. In addition, CPS makes preventative patrols of grounds, make necessary arrests and detentions, and interact with all other law enforcement and investigative agencies. Crime prevention and safety brochures such as, Preventing Sexual Assault, Escort Service, Earthquake Procedures, Parking Rules and Regulations include safety tips and are provided by CPS. Material includes how to call Campus Police for emergencies and how to report crimes. These brochures are given to students during registration for Semester classes and are available at various locations on Campus. In addition, a rape awareness program is held at least once a year for both Staff and Students.

Crime and Arrest Records

Records of crime on Campus and crime data are available upon request at the CPS Office. The crime data is posted on a public bulletin board at the Security Office, public bulletin boards throughout the campus and distributed annually to staff and students. Arrests are shown in parenthesis ().

	2001	2002	2003	2004	2005	2006	2007
MURDER	0	0	0	0	0	0	0
RAPE	0	0	0	0	1	0	0
OTHER SEX OFFENSES	1(1)	1	1	1	1	0	4
ROBBERY	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	x	x	1(1)	0	0	0	2
SIMPLE ASSAULT	2(1)	1(1)	6(1)	3	0	2	3
ASSAULT WITH A DEADLY WEAPON	0	1	1(1)	0	0	0	0
BATTERY	6	4(1)	5(1)	0	9	0	0
BURGLARY	12	13(1)	11	19	0	13	5
CAR THEFT	2	1	2	5	0	2	6
LIQUOR LAWS	2	0	0	1	0	3	7
DRUG LAWS	0	1	1	1	0	2	0
WEAPONS POSSESSION	0	1(1)	1(1)	0	0	0	2

The statistics listed above reflect the most current and accurate data. Questions and suggestions regarding Campus Safety and Security may be directed to Campus Police Safety/Security (510) 659-6111.

T. STUDENT HEALTH CENTER

(510) 659-6258 Ohlone Main Campus

The Health Center provides primary care, first aid, physicals, immunizations, referral services, and health education for Ohlone students. Some services require a nominal fee. The Student Health Center is a collaborative venture with Washington Township Hospital and the Ohlone Community College District. Services are provided by a licensed nurse practitioner and physi-

cian. Hours on the Ohlone main campus are: Monday through Thursday 9:00am-2:00pm and 4:00 pm to 6:00 pm. The Health Center is located in Building 16 on the Ohlone main campus.

Health Services Fee

Ohlone College provides health services for students through a Student Health Center. In accordance with state community college regulations, all enrolled students will be charged a Health Services Fee of \$17 per semester (\$14.00 for Summer session). The ONLY exemptions for this fee are as follows:

- Students taking classes held ONLY on Sundays or at off campus locations, other than the Newark Ohlone Center, are not eligible for services and exempt from the fee.
- Students who rely only on prayer for healing in accordance with teachings of a bonafide religious sect, denomination or organization may seek exemption from the fee and services. To apply for a waiver, students must provide a statement of such reliance from an official of the sect, denomination or organization to the Office of Admissions and Records at least one week prior to their registration dates.
- Students who are taking only classes which are part of a contract agreement with this District.
- There are no other exemptions for the Health Services Fee.

U. TUTORING SERVICES

Tutoring and assistance with basic learning skills are provided by several College services and programs. The Math and English Learning Centers are located on the second floor of Hyman Hall. Both offer individualized assistance with basic skills. Tutoring is also available in the Accounting Lab, Anthropology/Geography/Geology Tutoring Center, Biology Tutorial Center, Chemistry Learning Center, Health Science Lab, and Student Technology Center. Counseling Services, Extended Opportunity Programs and Services (EOPS), and Disabled Student Services (DSPS) provide tutoring and learning readiness programs and coordinate services with the Learning Centers, Learning Laboratories, and Tutoring Centers.

1. Mathematics Lab

(510) 659-6174

Math faculty, instructional assistants, and student tutors provide drop in tutoring in this lab, located in HH218 and HH219 (8:00am-9:45pm Monday through Friday and 8:00am-5:00pm Saturday). Computer terminals are available for student projects and self-paced tutorial work.

2. English Learning Center

(510) 659-6087

The English Learning Center, located in Hyman Hall 217, is a place where students of all abilities can improve their reading, writing, and study skills. The Center supports many of the department's lecture classes and also offers a series of one-unit courses taught largely within the center. This one-unit course focuses on vocabulary, learning techniques, spelling, reading comprehension, and rapid reading. The Center provides a setting for students who wish to work independently or seek tutorial assistance. Staff and student tutors are available to help anyone with a problem involving English. Over 200 computers are available for studying English skills, exploring the internet for research, or writing papers.

3. Instructional Computer Labs

These labs are designed to enhance your learning experience. There are a number of computer labs available to students, each one with a particular specialization. Please note the particular location, hours, and resources available in each computer lab listed below. NOTE: printing is available at a charge. Users must purchase a print card or bring their own computer disk.

Chemistry Learning Center (Building 2, room 2319): free walk-in tutoring in chemistry is available to all students enrolled in chemistry classes at Ohlone. Hours are posted at the lab, but you may call (510) 659-6023 for more information.

Computer Studies Lab (HH119): available for students enrolled in Computer Science, Multimedia, and Computer Graphics classes. For more information call (510) 659-6007.

Computer Applications/Typing Lab (Building 6, room 6104): available for students enrolled in most BOT classes and the primary lab for CS101L students. For more information call (510) 659-6180 or 6234.

Business Administration/Accounting Lab (Building 8, room 8113): available to all students enrolled in Business Administration and Accounting classes. Hours vary, but contact (510) 659-6000 extension 5113 for more information.

English Learning Center (HH217): available for students enrolled in English classes or working on various writing assignments.

Math Learning Center (HH218, HH219): available to students enrolled in Math classes. Hours are Monday through Friday 8:00am-9:45pm and Saturdays 8:00am-5:00pm. For more information call (510) 659-6174.

Music Technology Lab (Building 2, room 2105): available for student enrolled in Music classes. Hours are posted at the lab.

Speech Lab (Hyman Hall 217): Hours vary, but contact 510-659-6087 for more information.

V. VETERANS EDUCATIONAL BENEFITS

(510) 659-6199

As a Veteran you may be entitled to receive monthly compensation towards college under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), the Montgomery GI Bill Active Duty Educational Assistance Program, or the Montgomery GI Bill Selected Reserve Educational Assistance Program. To apply, you must fill out an application for educational benefits that are available in the Veterans Office. During the first semester, Veterans with prior college credit must submit all transcripts and have them reviewed by a counselor before the College will certify enrollment to the Veteran's Administration. Contact the Veterans Office for further information. Veterans who wish to change their educational programs, adjust their current academic unit loads, or withdrawal from the College must notify the Veterans and Admissions and Records Offices.

REGISTRATION INFORMATION

A. SCHEDULE OF CLASSES

The Ohlone College Schedule of Classes, is available on the college website and published twice a year (summer/fall and spring). The schedule includes application and registration procedures and forms, class offerings, calendar dates, program and general information. Schedules are mailed to currently enrolled students and are available from the Bookstore, the Newark Ohlone Center, Fremont and Newark libraries, and other community locations. The schedule is also available on the college website.

B. REGISTRATION PROCEDURES

Students are responsible for knowing college policies by studying the information in the Catalog, the Schedule of Classes and registration materials supplied by the Office of Admissions and Records, Counseling, and the Information Center. The following registration procedures apply to students enrolling in day, evening, on-campus, off-campus and online classes.

1. **WEB ADVISOR** - You may register, view your account, and check classes via Web Advisor located on the Ohlone College web page (www.ohlone.edu).
2. **Late Registration** – Available the week prior to classes as per the schedule of classes. Registration by proxy is permissible with written permission from the student. Registration

is usually available 48 hours after an application is submitted.

C. ACADEMIC REGULATIONS

DEADLINES

Familiarize yourself with the academic calendar found on the website or in the Schedule of Classes. This calendar specifies deadlines that apply to all semester-length classes, but it does not apply to self-paced, short-term, annual courses, or those that meet for less than a semester – add/drop deadlines for these courses can be calculated using the percentages listed in the schedule of classes.

REGISTRATION / ATTENDANCE RESPONSIBILITIES

It is a STUDENT'S responsibility to ensure that (s)he is officially enrolled in classes, that course prerequisites are met by the start date of the class, and for attendance. Students may be dropped by instructors for not attending the first class meeting or for excessive absences, however, it is the STUDENT'S responsibility to officially drop the class. Students who do not attend, and do not drop, may still be held responsible for fees, grades, etc.

D. ADDING / DROPPING CLASSES; CREDIT / REFUNDS

Students may add and drop classes using Web Advisor, unless the class is filled, until the published deadlines.

1. Students should attend the classes in which they wish to enroll. If space is available, the instructors may give them signed and dated add cards. The students should print their names and student ID numbers on the cards and bring them to the Office of Admissions and Records (A&R).
2. All cards must be returned to the Office of Admissions and Records on or before the last day to register for or add classes (see the Schedule of Classes for specific dates).

ADDS

Classes that are full, or past open registration deadlines can be added with an instructor's signature on an add / drop card. These cards are available on the A&R webpage, at the Information Desk or at the A&R Office. Completed forms can be turned in to the drop box in the Lobby of Building One, at NOC, or at the A&R Window. Adds after the allowed add period require a special form with signatures of BOTH the faculty member and the Dean of the academic division.

DROPS

Students can drop classes via the Web Advisor system through the 13th week of the semester or by depositing a completed drop card in the Building One lobby or the NOC drop box or by coming to the Office of Admissions and Records after classes have begun. Dropping a class is both the student's responsibility and option. Dropping does not require faculty signature and can be accomplished at any time prior to the start of the term/class, as well as through 75% of the class. The time of the drop produces different actions on your record. Prior to the start of the term/class No "W" will be assigned. If 20-74% of the class has passed, then the student will receive a "W" or withdraw. At 75% of the class time has passed and the student has not dropped, the student will receive a letter grade. The Academic Calendar provides you with more detailed information regarding specific dates.

After classes begin, students may be dropped from class by the instructor if they do not attend the first or second class meeting or for excessive absences. However, it is ultimately the responsibility of the student to withdraw from a class that he or she no longer plans to attend. Failure to do so can result in a failing grade being issued by the instructor.

CREDIT / REFUNDS

Students are entitled to a credit to their account or a refund when (s)he withdraws from a class on or before the published "last day to drop a full-term class and be eligible for a refund" deadline". That and other important dates are published in the online and paper versions of the

Class Schedule. If you feel you qualify for a credit / refund you will need to submit a Student Petition for Special Action form. These can be found online in the forms section of the Admissions and Records website, the A & R office or the Information desk located on the first floor of Building One. Petitions can take between 1 to 4 weeks to process.

ACADEMIC STATUS & PROGRESS

The status of a student may fall within five categories ranging from the honor of inclusion on the "President's List" to "Dismissal," the latter resulting in separation from the College. The categories are as follows: Honors, Clear Standing, Probation, Subject to Dismissal, and Dismissal.

A. COUNSELING/ACADEMIC ADVISING

Each student who is on probation and/or subject to dismissal is encouraged to seek an appointment with a counselor to determine the cause of the below average performance. Steps to prevent recurrence of below average work might include group counseling, further aptitude and/or interest assessment, a change of objective, or greater diligence on the part of the student.

B. CREDIT BY EXAMINATION

The student who has achieved knowledge elsewhere; an understanding equivalent to that required by one or more College courses, may receive academic credit by successfully completing a comprehensive course examination. Courses for which such credit may be obtained are identified by the code letters "CE," "GE," and "OE" following the course descriptions in the College Catalog. To apply for credit by examination, the student must be registered, must have completed 6 or more units at Ohlone College, and must be in good academic standing. The student must be enrolled in at least one other class during the semester in which credit by examination is requested. For more information refer to your College Catalog.

C. CREDIT FOR MILITARY & NONCOLLEGIATE COURSES/TRAINING

Students seeking credit for military and/or non-college courses should meet with a counselor to determine procedure for verification of credit and applicability of such credit to their educational goals. Veterans who have completed a minimum of one full year active duty and have completed basic training are eligible, upon submission of a DD214 form to the Office of Admissions and Records, for two units of credit for health science, two units for military science and two units for physical education. Veterans with service school training also may be eligible for credit after Admissions and Records evaluation. Other non-collegiate courses as recommended by the American Council on Education may be accepted for credit. For more information refer to your College Catalog.

D. DISMISSAL FROM CLASS OR THE COLLEGE

Ohlone College, guided by the Education Code of the State of California, regards the following as causes for disciplinary measures which may lead to dismissal from class or from College: excessive absences, serious lack of academic effort, unsatisfactory conduct, violation of any state law or municipal ordinance on the College campus, and action detrimental to the best interests of the College. Readmission of a student dismissed for disciplinary reasons is dependent upon favorable administrative action.

E. FINAL EXAMINATIONS

Examinations are given at the end of each semester. Students are required to take the examinations for the courses in which they are enrolled. No examinations are administered prior to the regular schedule except under extraordinary circumstances. Student requests for exception to the examination schedule shall be submitted to the Vice President, Educational Services.

F. GRADES

The awarding of a grade to a student is the responsibility of the instructor of the course in which the student is registered. The earned grade as assigned by the instructor shall be final and shall become a part of the student's permanent record.

1. Grading System

Ohlone College uses the following letter grade system for evaluating the quality of students' work:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
CR	Credit (at least satisfactory)	0
NC	No Credit (less than satisfactory or failing)	0

2. Non-Evaluative Grades

I	Incomplete	0
IP	In Progress	0
MW	Military Withdrawal	0
RD	Report Delayed	0
W	Withdrawal	0

3. Credit/No Credit Option

Many courses offer a student the option of a letter grade or credit/no credit. This allows the student the opportunity to explore outside the current major interest without undue concern for the grade point average. A maximum of 15 units of credit/no credit may be applied toward the AA/AS degree. Courses taken on a credit/no-credit basis cannot be used to satisfy the major field requirements for an AA/AS degree or Certificate of Achievement and may not be accepted for transfer by transfer institutions. The only exception is within the five **general** degrees (Natural Science, Liberal Arts, Social Science, Fine Arts and Business), toward which only six units of credit/no-credit courses may be used to satisfy the major field requirements. For more information, please refer to your College Catalog.

4. Change of Grade

In any course offered at Ohlone College, the instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the Education Code of California and adopted by the Board of Trustees of Ohlone College. The determination of the student's grade by the instructor shall be final in the absence of clerical or evaluative error. A change in the student's letter grade to CR or NC will be made in the Office of Admissions and Records, if the student elected to take the class under the Credit/No Credit option. These grades cannot be changed back to a letter grade after the credit/no credit deadline has passed.

5. Grade Reports

Grades are available on both Telereg and Web Advisor. The student can view and print-out both an unofficial transcript and current term grades for themselves. Grade reports will not be mailed out, but can be requested and picked-up by those students who need such documentation for insurance or reimbursement purposes.

6. Incomplete Grades

An incomplete grade may be assigned only when a student has failed to complete the final examination, a final class project, or a term paper because of illness or an unforeseen per-

sonal emergency. It is the student's responsibility to contact the instructor in such cases. When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one academic year. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" form to the Office of Admissions and Records. Students who do not complete the contract will be assigned a grade of "F" after the end of the term in which the incomplete was given.

7. Students may not reenroll in a course in which they have an Incomplete Grade.

Students may present evidence of extenuating circumstances to support a request for an extension of the time limit. Petitions must be received before or by the end of the term in which the one-year time limit expires.

G. STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the number of units in which they are currently enrolled.

- Freshman: A student who has earned from 0 to 29 1/2 semester units of college credit.
- Sophomore: A student who has earned from 30 to 60 semester units of college credit.
- Fulltime: A student enrolled in 12 or more semester units.
- Part-time: A student enrolled in 11 1/2 or fewer units.

H. STUDENT LOAD

A student's load is defined as the total number of units carried in any one semester. Fifteen units constitute the normal semester load. Permission to carry a load of more than 17 1/2 units may be granted by a counselor if a student has the recommended minimum GPA.

I. ATTENDANCE

Students should attend the first meeting of their classes to assure maintenance of their enrollment. Students who fail to attend the first or second sessions of their classes may be dropped from class by the instructor. Regular attendance and participation is required of all students enrolled in courses at Ohlone College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites. Regular attendance is an obligation assumed by every student at the time of registration. Students may be dropped from class by the instructor (up to the withdrawal deadline) for excessive absences, frequently defined as cumulative absences which equal twice the weekly hours of a given class. Students have the responsibility for verifying their enrollment status. If students choose to withdraw from classes, it is their responsibility to do so by submitting drop cards by the term deadline to the Office of Admissions and Records.

Student Financial Aid Guide

2008 - 2009



Dear Financial Aid Applicant:

Welcome to Ohlone College and to the Financial Aid Office!

We know your decision to attend this College will prove to be a rewarding one. Our office is proud of Ohlone College and of our students. We will do our best to help you keep your financial challenges manageable.

Financial aid procedures are complex, demanding and sometimes confusing. Timely and responsible delivery of your financial aid requires a close partnership between you, the applicant, this office and several other entities. This handbook is a guide to your role and will assure smooth and speedy service for you and a better understanding of the financial aid process.

Each member of the Financial Aid Team is now assigned a specific case load of students to better serve you. Remember the name of your team member; jot down his or her e-mail address and telephone number. Make an appointment to come in and introduce yourself to you team member. You will be working together for the duration of your time at Ohlone. We promise to provide you with equitable treatment under the law, honest answers, and confidential handling of your records. If at any time you feel we are not honoring these commitments with courtesy and professionalism, let me know.

Have an awesome academic year!

Deborah Griffin

Director, Financial Aid

TABLE OF CONTENTS

WHAT IS FINANCIAL AID	141 - 142
How to Apply for Financial Aid	
When to Apply for Financial Aid	
Cal Grant Program Deadline	
Financial Aid Priority Deadline	
If You Have Missed the Priority Deadline Date	
DETERMINING A STUDENT'S AND/OR PARENTS' FINANCIAL NEED	142 - 143
Student Budget	
How Expenses are Established	
How Financial Aid is Packaged	
FEDERAL GRANT PROGRAMS	143 - 144
Federal Pell Grant	
Federal Supplemental Educational Opportunity Grant (FSEOG)	
Bureau of Indian Affairs (BIA)	
Federal Work-Study Program (FWSP)	
STUDENT LOAN PROGRAM	144 - 145
Federal Stafford Loan	
STATE GRANT PROGRAMS	145 - 146
Cal Grants	
Cooperative Agencies and Resources for Education (CARE)	
Extended Opportunity Programs & Services (EOPS)	
Other Programs	
BOARD OF GOVERNOR'S WAIVER PROGRAM	146 - 147
INSTITUTIONAL PROGRAMS	147
Ohlone College Foundation Scholarship Programs	
Emergency Short-Term Loan Program (STL)	
SCHOLARSHIPS	147
Ohlone College Foundation Scholarship Programs	
STUDENT FEES	148
Non-Resident Tuition Fees	
Enrollment Fees	
Health Fees	
Other Fees	
REPAYMENT OF FEDERAL FUNDS REQUIREMENTS	148
RIGHTS AND RESPONSIBILITIES	148 - 149
SATISFACTORY ACADEMIC PROGRESS POLICY	149 - 151
Satisfactory Academic Progress Standards	
Student Probation, Ineligibility, and Disqualification	
Appeals Process	

TABLE OF CONTENTS

Course Withdrawal, Incompletes, Repeats, etc.	
Confidentiality	
Concurrent Enrollment	
FINANCIAL AID CHECK DISBURSEMENT POLICY	152
Disbursement Dates	
Disbursement Requirements	
WHO DO I SEE WHEN I HAVE QUESTIONS?	152
Financial Aid Staff	
GENERAL INFORMATION	153
Academic Programs and Facilities	
Accreditation	
College Refund Policy	
Document Submission and Photocopy Policy	
Employment Information	
Evening Students	
Service for the Disabled/Vocational Rehabilitation	
Student Health	
Veterans Benefits	
HOW TO SURVIVE FINANCIAL AID	154
FAMILY RIGHTS & PRIVACY ACT	155
EQUAL OPPORTUNITY STATEMENT	155
DISTRICT POLICIES & PROCEDURES	156

WHAT IS FINANCIAL AID?

Financial aid is money made available by federal, state, institutional and private sources in the form of grants, scholarships, loans, and wages. Such aid makes it possible for you to continue your education beyond high school even if you and your family cannot meet the full costs of the college or university you choose to attend. All programs are based on the premise that parents have the primary responsibility of assisting their dependents to meet educational costs and that financial aid is only available to fill the gap between a family's contribution and your annual educational expenses.

Who Can Apply For Financial Aid?

To be considered for financial aid, you must meet all the following minimum requirements:

1. A U.S. Citizen or an eligible Non-Citizen: An eligible Non-Citizen is a U.S. permanent resident who has a document, such as an I-151, I-94, I-688 or I-551 (Alien Registration Receipt) from the U.S. Citizenship and Immigration Service verifying that your stay in the U.S. is for other than a temporary purpose.
2. Demonstrate financial need.
3. Enrolled in at least 6.0 units (half-time).
4. Enrolled in a declared academic program of at least 24 units required for completion
5. Show satisfactory progress in a course of study. See Satisfactory Academic Progress Policy.
6. Is not in "default" status of a Federal student loan, such as a Direct Loan, Perkins Loan, Federal Stafford Loan, California Loans to Assist Students (CLAS), or Supplemental Loans for Students (SLS).
7. Cannot owe a repayment to either the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG) programs.
8. Registered with the Selective Service, if required to do so.
9. Students who do not have a high school diploma, GED, or equivalent, must take a placement test and qualify as having the "ability to benefit" (ATB) from college.

How to Apply for Financial Aid

Step One: Requirements

Learn Ohlone College's requirements for enrollment, testing, fee waivers, financial aid, etc. are. Read the catalog and class schedule. See a counselor. Pay attention to eligibility requirements and deadlines. You can also visit Ohlone College's website at <http://www.ohlone.edu>.

Step Two: The Application

In California, you may apply for aid from several sources by completing a single application – The Free Application for Federal Student Aid (FAFSA). You will need to put Ohlone College's Title IV Code (004481) and address 43600 Mission Boulevard, Fremont, on the FAFSA. You can also apply online at <http://www.fafsa.ed.gov>. Apply for a PIN at <http://www.pin.ed.gov> for yourself (and a parent if you are a dependent). A very limited number of paper FAFSA forms are available from the Financial Aid Office

After you have completed your application, you will receive an email from the U.S. Department of Education with a link to your Student Aid Report (SAR). Verify that all the information on the SAR is correct. If the information on the SAR is not correct, either make the correction online at <http://www.fafsa.ed.gov> or submit the SAR with corrections needed to the Financial Aid Office if your award has already been processed.

Step Three: Enrollment Fee Waiver

If you have not yet registered for classes, complete your Board of Governors Fee Waiver Application. You must obtain a fee waiver before registering for classes. After your fee waiver is entered in the system, don't forget to ask for the reduced parking fee voucher.

Step Four: Documentation

Approximately two-to-three weeks after submitting your FAFSA, you will be sent a Missing Document Request. This Request letter will list the forms and other documents you will need to submit to the Financial Aid Office to complete your file. Forms can be obtained from <http://www.ohlone.edu/org/finaid/missinginfodocs.html>. Please provide signed copies of documents when requested. We do not make copies and will not accept original documents in place of copies.

The following documents may be requested:

1. A signed copy of the student's and/or the parents' federal tax return form including all attachments, schedules, and W-2s for the prior calendar year.
2. Income Verification Worksheet A,B&C form completed by the Social Services Agency (TANF, CalWORKs, General Assistance); Social Security Office (SSI, SSDI, SA, etc.); Veteran Benefits, etc.
3. Unofficial college transcripts from every college or university you have attended other than Ohlone College – even if you did not receive aid.
4. Additional data and forms. Requesting additional information may be necessary if further clarification is needed.

Your aid cannot be processed until ALL documents are submitted and your file is completed.

Step Five: Notification of Award Letter

After completing your financial aid file, it will be reviewed for awarding purposes. Once awarding is complete, an award letter will be posted on your WebAdvisor account. There are two disbursement dates scheduled for each semester. The Ohlone College Student Financial Aid Handbook will be posted on the department website and will contain the dates of each scheduled disbursement for both semesters, including additional important information every student receiving aid is required to know.

Step Six: Federal Stafford Student Loan Program

For students wanting to apply for a Federal Stafford Loan, loan applications will only be available by attending a loan workshop. A loan will be processed once the student's file is complete and any grant monies has been awarded. The loan amount will also be reflected on award letter posted on WebAdvisor.

Step Seven: You must Renew for Financial Aid Each Year

Every academic year you must renew your financial aid application (FAFSA) to continue receiving aid for the next academic year. Continuing financial aid students should receive a renewal reminder via email from FAFSA by the end of January. The quickest way to renew is to renew online at <http://www/fafsa.ed.gov>.

When to Apply

Every year the FAFSA is made available beginning January 1st, for the next academic year.

Cal Grant Program Deadline for 2008-2009 is March 2, 2008.

You must have the FAFSA and the GPA Verification completed and mailed by March 2, 2008 for the entitlement grant and September 2, 2008 for the competitive grant.

Financial Aid Priority Deadline: July 1, 2001

You must have a completed financial aid file by July 1, 2008 for the Fall 2008 and Spring 2009 semesters.

If you have missed the priority deadline date:

After the priority deadline, it is first come, first served. You are encouraged to apply as soon as

possible since any surplus funds that become available will be awarded. In addition, you can continue to apply for the Federal Pell Grant and the Federal Stafford Loan until April 2009. If you have

Standard Student Budget Allowance	Dependent & Independent- Without a Dependent at Home	All Others Away From Home
<i>*Tuition</i>	<i>If Applicable</i>	<i>If Applicable</i>
<i>Enrollment Fees</i>	\$ 676	676
<i>Meals and Housing</i>	4,050	10,152
<i>Books and Supplies</i>	1,972	1,972
<i>Personal / Miscellaneous</i>	3,024	3,024
<i>Transportation</i>	1,000	1,500
Total Student Budget Allowance	\$10,722	\$17,324

any questions, call or come to the Financial Aid Office. Staff members are available to answer your questions and help you complete the forms.

Please keep in mind that it may take up to two months from the time you apply for aid to the time your award is completely processed.

DETERMINING THE STUDENT'S FINANCIAL NEED

Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution (e.g., Cost of Attendance - Expected Family Contribution = Need). Contribution is determined from the information reported on the FAFSA and is verified by a federal income tax return (1040/1040A/1040EZ) and agencies providing non-taxable income to the family. All awards are subject to the availability of funds.

Student Budget

In order to treat all students equally, standardized budgets have been established and are applied to all applicants. This means that all students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation, and registration fees. Exceptions may be made to the budget in cases where special need can be shown and documented.

OHLONE COLLEGE 2008 – 2009 NINE-MONTH STUDENT BUDGETS

*Non-Resident Tuition:

\$181 per unit, plus a **\$20** per unit enrollment fee.

Additional Mandatory Fees:

May be added to the Student Budget if required for students' course of study upon submission of appropriate documentation to the Financial Aid Office.

Dependent/Child Care Expenses:

May be added to the Student Budget upon submission of appropriate documentation to the Financial Aid Office.

How Financial Aid Is Packaged

Once your financial need and eligibility are established, a "package" of aid is provided which may be a combination of different aid programs such as grant(s), work-study, and loan monies.

Oholone College most often meets a student's need with a combination of grant and self-help aid. Self-help aid consists of Federal Work-Study or a Federal Stafford Loan.

FEDERAL GRANT PROGRAMS

Federal Pell Grant

The Pell Grant is a federally-funded program. This grant cannot exceed one-half the cost of your education. To be eligible, you must be an undergraduate student, enrolled in an eligible program, and demonstrate financial need. Grants range from approximately \$400 to \$4,050 per academic year. The amount awarded, as determined by the Federal Pell Grant Program is, in most cases, based on your previous year's income and current asset information you provided in the application.

If you want to apply for the Federal Pell Grant and other federal financial aid programs, use the FAFSA. Deadline to apply is May 5, 2009.

U.S. Department of Education PIN

When you apply for financial aid, you will receive a Personal Identification Number (PIN) from the U.S. Department of Education. This will give you access to your personal information in various U.S. Department of Education systems over the Internet. For some applications, it will serve as your electronic signature. Request a PIN at <http://www.pin.ed.gov>.

You can use your PIN to do the following:

- Access, complete, and electronically sign your Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA.
- View the status and results of your processed FAFSA.
- Make corrections to your Student Aid Report (SAR).
- View a history of any Federal student aid you received.

Because the PIN serves as your electronic signature and if you are a dependent student, one of your parents will also need a PIN. Your PIN provides access to your personal records, you will need to keep it in a safe place. Do not give your PIN to anyone. You will be able to use the same PIN in the future to apply electronically for student aid and access your U.S. Department of Education records.

You can use your PIN at the following US Department of Education websites:

FAFSA, Renewal FAFSA, FAFSA Corrections on the Web – <http://www.fafsa.ed.gov>

National Student Loan Database System – <http://www.nslsds.ed.gov>

You may obtain additional PIN information including how to use it, security information, or obtaining a new PIN, by going to the web site at <http://www.pin.ed.gov> or contact Customer Service at 1-800-4-FED-AID (800-433-3243), TTY 1-800-730-8913.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federally-funded program designed to supplement other sources of financial aid for students with established need. FSEOG awards range from \$400 to \$1,000 per year. FSEOG is available for as long as it takes to complete the first undergraduate degree.

When you apply for financial aid, you will automatically be considered for this program based on eligibility requirements, packaging policies and availability of funds, on a first-come, first-served basis.

If you are awarded FSEOG funds, you must complete at least 6.0 units with a grade point average of at least a 2.00 to continue to receive these funds.

You must file the FAFSA in order to be considered.

Academic Competitiveness Grant (ACG)

Academic Competitiveness Grants (ACG) may be awarded to eligible students up to amount of \$750 for the first year and up to \$1,300 for the second year. In order to be eligible, a student must be a U.S. citizen, be a Pell Grant recipient, be enrolled full time in a degree program, have unmet need, and have completed a rigorous course of study in high school (after January 1, 2006 for first

year students and after January 1, 2005 for second-year students). In order to receive the award in the second year, the student must have a cumulative GPA of at least 3.0.

Bureau of Indian Affairs Grant (BIA)

BIA grants provide money to help defray the costs of your education if you are of American Indian descent. Grant amounts may vary according to individual agencies of the BIA. For information or applications, contact the Bureau of Indian Affairs, Central California Agency, Higher Education Coordinators, 2800 Cottage Way, Sacramento, CA 95825 or call 916-979-2560.

Federal Work-Study Program

FWS is a federally-funded program which enables students to earn part of their financial aid awards through employment. Through this program, students work part-time and are paid the minimum federal hourly wage. Maximum FWS awarded is \$1,000 per semester or \$3,500 total per academic year. Most positions are on campus, but a limited number are community service, jobs as mentors/tutors local elementary school students in reading and/or math.

To be eligible, a student must be a U.S. Citizen or a Permanent Resident, enrolled in at least six units, and maintain good academic standing while employed under the program. To apply, you must file the FAFSA and then find employment on campus. You must also comply with the Ohlone College Human Resources Office hiring procedures and requirements before you will be allowed to begin working. The Financial Aid Office, as well as your supervisor, must have written approval from the Human Resources Office before you may begin working. Community Service work study students must also sign a release form.

FEDERAL STUDENT LOAN PROGRAM

Aid That You Must Pay Back

Federal Stafford Loan

The Federal Stafford Loan program helps students from both low- and middle-income families. The variable interest rate on the loan changes every July 1st, but is capped at 8.25%. Stafford loans through Ohlone College are guaranteed by the State of California on behalf of EdFund. There are two types of Stafford Loan – Subsidized and Unsubsidized. On a Subsidized loan, the federal government pays the interest while the student is enrolled at least half-time in an eligible educational institution with a 2.0 or higher GPA, as well as during the six-month grace period after completion of enrollment. An Unsubsidized loan is not need based and interest accrues while the student is in school.

Your need will be determined by subtracting other sources of student aid and the expected family contribution from the college costs. The maximum amount based on eligibility for a dependent student is \$3,500 a year as a freshman (30 or less units) and \$4,500 a year as a sophomore (30 or more units). Subsidized or Unsubsidized amounts will be determined based on unmet need. Independent students may be eligible for an additional \$4,000 in unsubsidized monies.

You must be enrolled in at least six semester units (half-time status), and demonstrate satisfactory academic progress (2.0 or higher cumulative and current grade point average) at the time of loan application. Repayment begins six months after you cease being a half-time student, withdraw or graduate from college.

First time loan students must attend a loan counseling workshop to be able to apply for a Stafford loan. Returning loan students may complete the online loan counseling.

A CAUTION ABOUT STUDENT LOANS – It takes time for a loan application to be processed by the College, the lender, and the government. **Delivery of loan checks will be 30 days from the beginning of the loan period for new borrowers to ensure their continued enrollment at the time the check is disbursed.** Student loan checks are released to the students after enrollment has been verified. You should not plan to use the loan money to pay registration fees, early fee payments or to buy your textbooks.

STATE GRANT PROGRAMS

The State of California, through the California Student Aid Commission (CSAC), sponsors several grant programs for undergraduate students. These include Cal Grants, Bilingual Teachers Grants and Law Enforcement Personnel Dependents scholarships.

To qualify for any state-funded grants, you must be a California resident, be a U.S. Citizen or Permanent Resident, obtain a social security number, and be attending (or plan to attend) an eligible school or college in California. You can only receive one Cal-Grant, either Cal-Grant A, B, or C.

The deadline to apply for the state grant programs is March 2 prior to the academic year in which you intend to enroll.

Cal Grant Program

Applicants must file a FAFSA and GPA (Grade Point Average) Verification form. A GPA Verification Form must be completed by the high school or the last college you attended. Ohlone College electronically transmits GPA information for students who have completed 24 or more college units. Please keep in mind the March 2nd deadline when you ask to have your GPA Verification Form processed in time. If you currently have a Cal Grant, a renewal verification will be mailed to you.

To renew your Cal Grant, you must re-apply for financial aid and you must meet the deadline date in March, continue to have financial aid need, make academic progress, have a valid Social Security number on file, and be enrolled at an eligible school or college.

The Financial Aid Office will post disbursement dates for the Cal Grant B or C check .

Cal Grant A

Although this grant is used at a four-year college, you are encouraged to apply for it while attending Ohlone College. If you qualify for a Cal Grant A and want to attend a public community college first, you can have CSAC hold the award (for no more than two years), until you transfer to a four-year college provided that you continually qualify financially.

To be eligible for a new (first time) Cal Grant A, you must not have completed more than six semesters or nine quarters of college study, and you must be enrolled for at least six units of course work.

Cal Grant B

This grant provides a living allowance for entering college freshmen who come from very low income families. Because this grant is intended for students who would be unable to attend college without such help, Cal Grant B awards are available only for students who have completed no more than one semester of full-time college work (12.0 semester units) as an entitlement award or for students who have completed 24 or more units on a competitive basis.

At Ohlone College, grants can range from \$500 to \$1,551 per academic year. You must be enrolled in at least six units to be eligible.

Cal Grant C

This grant is intended for students who desire to train for specific occupations, vocations, or technical careers, but do not have the financial resources to enter a training program because they are from low-to-middle income families.

Grant awards are limited to approximately \$576 at community colleges for programs ranging in length from four months to two years. You must be enrolled in at least six semester units and demonstrate occupational achievement or aptitude in the chosen field.

California Chafee Grant Program

If you are or were in foster care and have financial need, you may qualify for up to \$5,000 a year for college or career and technical training. You may also be able to use your grant to help pay for child care, transportation, and rent while you're in school.

To be eligible, the student must:

- Be a current or former foster youth and not have reached your 22nd birthday as of July 1 of the award year. The court must have established your dependency when you were between the ages of 16 and 18.
- Must have financial need.
- Be enrolled in at least 6 units in an eligible program
- Make satisfactory academic progress
- File the FAFSA and the California Chafee Grant Program applications.

Child Development Grant

The Child Development Grant awards qualified students up to \$1,000 annually for students pursuing a child development permit to teach or supervise in a licensed child care center. To be eligible, the student must:

- Be at least a half-time student in a year or longer Title IV-eligible, child development related program.
- File the FAFSA and the California Child Development Grant Program applications.
- Sign a Service Commitment Agreement to provide the full year of service in a licensed child care center for each year the grant is awarded

Cooperative Agencies and Resources for Education (CARE)

The CARE program is sponsored as an Extended Opportunity Programs and Services (EOPS) support service. Students who are single parents with children under the age of fourteen and receive TANF benefits are eligible to apply. The program offers monthly support groups, workshops, auto repair vouchers, and financial assistance toward child care and transportation costs. You must be an EOPS student to participate in the CARE program.

Extended Opportunity Programs and Services (EOPS)

This is a state-funded program designed primarily for the recruitment and retention of students affected by educational, language, social and economic disadvantages. To be eligible, the family income for a dependent student must not exceed \$29,025 for a family of four, and \$4,890 for each additional family member.

All students must demonstrate financial need and maintain enrollment in a minimum of 12.0 semester units. To maintain EOPS eligibility you must apply for financial aid annually.

EOPS provides comprehensive counseling, retention, and transfer services. Students who participate in all services will receive book assistance. If you are interested in the EOPS/CARE program, contact the EOPS Office for information and an application at Blanchard Building/Building One, Room 1140. Telephone inquiries can be made to (510) 659-6152.

Law Enforcement Personnel Dependents Scholarships

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officer, Sheriff, Deputy Sheriff, Marshall, Deputy Marshall, etc.), who have been killed or disabled in the line of duty.

For information and an application, write directly to: California Student Aid Commission, P.O. Box 510845, Sacramento, CA 94245-0845.

BOARD OF GOVERNORS WAIVER (BOGW) PROGRAM

The California Community Colleges instituted this program for California residents who are low-income students. This is a grant program and does not require repayment. Students are required to obtain the fee waiver before registering for classes. This program will assist students with enrollment fees, health fees and parking permit fees. Students who apply for and are granted this

waiver will not have to pay the enrollment fees when registering for classes or the \$13 per semester health fees. The waiver does not apply to audit classes.

Parking permits have increased to \$35 per semester so the California Community Colleges has extended the fee waiver program to include any fees above the \$20 parking permit fees to help students with the cost of this increase. Students must request the Parking Permit Partial Waiver voucher from the Financial Aid Office before purchasing their semester parking permits. Please note this does not apply to the \$20 summer session parking permit fees.

This program is available to California residents only. To obtain an enrollment fee waiver, you must contact the Financial Aid Office at least one week prior to your registration. Do not assume that your enrollment fees will be waived automatically.

To be eligible, you must be a California resident, as determined by the Office of Admissions and Records, and qualify in one of the following:

1. Determined to be qualified for financial aid according to your SAR.
2. A current recipient of TANF, or SSI/SSP (Supplemental Security Income), or General Assistance/General Relief. You must show proof, i.e., CR-7, agency verification, etc.
3. Have a letter of certification by the California Department of Veterans Affairs or the National Guard Adjutant General stating that you are eligible for a dependent's fee waiver.
4. Meet the following income standards. You must show 2007 Federal tax returns and/or other income verification.

TOTAL FAMILY INCOME

Number in Household (including yourself)	2007 Income
1	\$ 15,315
2	\$ 20,535
3	\$ 25,755
4	\$ 30,975
5	\$ 36,195
6	\$ 41,415
7	\$ 46,635
<i>Each additional family member</i>	<i>\$5,220</i>

INSTITUTIONAL PROGRAMS

Ohlone College Foundation Grants and Scholarship Programs

The Ohlone College Foundation provides grant, scholarship, and loan monies to eligible students annually. Through its fundraising efforts and individual donations, the Foundation provides funds for scholarships such as: Semester Abroad Scholarships, Honor Society Scholarships, Art League European Trip Scholarships, Valedictorian Scholarships, Associated Students of Ohlone College Scholarships, and Drama Department Scholarships. In addition, the Foundation funds the Federal Supplemental Educational Opportunity Matching Grant Program, the Nursing Book Grant Program, the Ohlone Foundation Grant Program (OFG), and the Emergency Short-Term Loan Program.

Ohlone College Emergency Short-Term Loan Program (STL)

Ohlone College offers a special STL program that allows students, having financial difficulties, to apply for STL funds up to \$300 per semester. Any recovery fees will be charged to the borrower. Contact the Financial Aid Office for information on availability of the program, the eligibility requirements, and repayment options.

SCHOLARSHIPS

Throughout the year, the Financial Aid Office receives announcements of scholarship opportunities for Ohlone College students. The focus of each scholarship is different; some require high grades, most require financial need, and some are awarded to students who are majoring in certain areas. The Financial Aid Office will post these announcements on the scholarship board, as well as make general announcements in campus media. Visit <http://www.ohlone.edu/org/scholarships/> for announcements. Students are also encouraged to register with FastWeb.com to customize scholarship searches: <http://www.fastweb.com>.

STUDENT FEES

Non-Resident Tuition Fee

Determination of whether a student is a California resident or non-resident is made by the Office of Admissions and Records. A student must show documentation verifying he/she has been in the state for one year and one day to be considered a California resident. There is a tuition fee for non-resident students of \$181 per semester unit in addition to a \$20 enrollment fee per unit. Tuition fees must be paid at the time of registration.

Enrollment Fees

Enrollment fees are currently \$20 per unit semester/term. Enrollment fees are subject to change by the legislature or Board of Governors.

Health Fees

\$17 per semester and \$14 for the summer session for all students.

Parking Permits Fees

\$35 per vehicle/\$18 per motorcycle or \$2.00 daily rate. During Summer, parking permit fees are \$15 per vehicle/\$8 per motorcycle. If you apply and receive a fee waiver you are eligible for reduced parking permit fee.

Other Fees

See class schedule.

REPAYMENT OF FEDERAL FUNDS REQUIREMENTS

If you receive a Federal grant and then withdraw from all of your classes before 60% of the term has elapsed, you may owe money back to the grant program. Based on the date you completely withdraw, the Financial Aid Office will calculate the "earned" portion of your grant and will determine the amount you must repay.

A complete withdrawal from classes will affect your financial aid. We urge you to carefully evaluate your options before taking such a step. Counseling, advising, tutoring, and other support services are available to help you maintain enrollment in one or more of your classes.

NOTE: You will not owe a repayment if you complete 60% or more of the academic term.

If you decide that you must withdraw from all of your classes before the 60% point, it is your responsibility to officially complete the withdrawal process with the Office of Admissions and Records. In addition, you must immediately notify the Financial Aid Office that you are no longer enrolled so that your repayment amount can be calculated and repayment arrangements made. If you withdraw from all of your classes without making appropriate arrangements, you may lose your eligibility for future Federal financial assistance from any federally eligible school.

RIGHTS AND RESPONSIBILITIES

Ohlone College Takes Responsibility for the Following:

1. The assessment of satisfactory academic progress as a condition of financial aid eligibility. The Financial Aid staff will work in conjunction with the Office of Admissions and Records to assess a student's progress as quickly and efficiently as possible.
2. The Counseling Department assists the financial aid applicant with development of educational objectives and with recommendations of ability to benefit.
3. The Financial Aid staff will notify the student of his or her financial aid eligibility, the basis for the determination, procedures for appeal, and re-instatement of aid.
4. The Financial Aid Office, with assistance from the College, will publicize the satisfactory standards in any of the following forums: Student Financial Aid Guide, consumer information, brochures, College newspaper, College catalog, and flyers.

The Student Must Take Responsibility for the Following:

1. Review, understand, and consider all information about Ohlone College academic programs and regulations before enrolling. Please refer to the current College catalog.
2. Complete all the application forms accurately and submit them on time and to the right place. If this is not done, your aid could be delayed for months since errors cause misunderstanding and misrepresentation of the information provided. All errors must be corrected before any financial aid can be released. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. *Criminal Code*.
3. Promptly return all additional documentation, verification, corrections, copies, and/or new information requested by either the Financial Aid Office or the agency to which your application has been submitted.
4. Read and understand all forms that you are asked to sign. You should keep a copy of everything you sign or submit for a signature. These documents are legal and binding. It is a good idea to start a special file of these documents--they are important and you will need them for years.
5. Notify the lender (if you have a loan) of a change in your name, address or college status.
6. Perform the work that is agreed upon in accepting a Federal Work-Study award.
7. Know and comply with the deadlines for application or re-application for aid.
8. Please be advised that if you are awarded any financial aid, you will be required to sign a statement declaring your educational goal and that you will progress toward that goal in a satisfactory and timely manner.

A student at Ohlone College, receiving financial aid, has the right to the following:

1. Information on federal, state and institutional financial aid programs.
2. Notice of deadlines of applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees and tuition.
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes consideration of costs of tuition and fees, room and board, supplies, personal and miscellaneous expenses, child care, plus the student's assets, parental contribution, and other financial aid (such as scholarships) and other information.
5. Notice of what resources are considered in the calculation of student need. This includes all items mentioned in #4.
6. Notice of how much financial aid need (as determined by "packaging") has been met and not met.
7. An explanation of the various programs awarded in the student's package. If a student feels unfairly treated, he or she may request for reconsideration of the award.
8. An explanation of the portion of financial aid the student received that must be repaid and what

portion is grant aid or work-study and does not need to be repaid. If the aid is a loan, the student has the right to know the interest rate, total amount to be repaid, when the repayment is to begin, and conditions of deferments and cancellations.

9. Notice of how Ohlone College determines whether a student is making "satisfactory academic progress" and what happens if he or she is not.
10. The student has the right to appeal his or her financial aid award or any other decision of the Financial Aid Office pertaining to them which does not fall under the jurisdiction of federal or state regulations. That right includes: answers to questions, explanations of policies and decisions, and request for reconsideration. The Financial Aid Office reserves the right to request any additional documents as deemed necessary for verification in order to comply with institutional policy.
11. Notice of what facilities are available for disabled students.

SATISFACTORY ACADEMIC PROGRESS POLICY

The policy of Ohlone College is to provide financial aid to those eligible students who are achieving satisfactory progress toward a specific educational objective. The establishment of such an objective, achievement of passing grades, and completion of courses leading to the objective are the responsibilities of the student. The assessment of the satisfactory progress is the responsibility of the College. The mandate for this policy is 34 Code of Federal Regulations: 668.16(3)1, 674.9(a)(5)(d), 675.9(a)(5)(e), 676.9(a)(2), and 177.201(a)(1)(l).

Satisfactory Academic Progress Standards

A student is making satisfactory progress when meeting all of the following:

1. Indicates purpose, intent or goal by filing with the Financial Aid Office specific educational objective identifying a degree, a certificate, or intent to transfer to another college. **The educational objective must be declared before aid is awarded.** While at Ohlone College, you can only have three declared majors to receive Financial Aid. Financial aid will cover only one declared major at a time.
2. Obtains certification of ability to benefit (ATB test) if not a high school graduate and does not have a certificate of General Education Development (GED) or its equivalent.
3. Attains or completes degree objective within the greater of attempting six semesters of full-time attendance equivalent or attempting 150% of the number of units required to complete the declared program. Programs with prerequisites or other requirements as stated in the catalog are exempted from this limit. Example: Nursing programs.
4. Successfully completes the units for which financial aid was awarded each semester. If a student fails to maintain satisfactory academic progress in two consecutive terms in which financial aid was awarded, the student will be denied further aid.
5. Successfully completes 67% of the attempted units for the term.
6. Successfully maintains a cumulative grade point average (GPA) of 2.0 or better.
7. Successfully meets standard during the summer term when financial aid is awarded for the summer term or the fall and spring terms preceding the summer term.

A student is maintaining satisfactory academic progress when the following are accomplished:

- a. Has completed the units in which they were enrolled the day that the second financial aid reconciliation is processed.

Enrollment Status	Number of Units	Complete At Least
<i>Full-Time</i>	<i>12.0 or more</i>	<i>12.0 units</i>
<i>3/4 Time</i>	<i>9.0 - 11.5</i>	<i>9.0 units</i>
<i>1/2 Time</i>	<i>6.0 - 8.5</i>	<i>6.0 units</i>
<i>* Less than 1/2 Time</i>	<i>0.5 - 5.5</i>	<i>0.5 units</i>

*Note: May not be eligible for Pell Grant.

Complete is defined as earning a grade symbol of either A, B, C, D or CR. The following grade symbols are considered to be NOT SATISFACTORILY COMPLETED: F, W, NC, Incomplete, In Progress, Report Delayed.

- b. Has maintained a minimum semester GPA of 2.0.

What is the impact of transferred units (from another college) on maintaining Satisfactory Academic Progress?

1. All transferred units accepted by Ohlone College count toward the set time frame limits to receive student financial aid at Ohlone College.
2. Maintains a current grade point average of at least 2.0.

The Assessment of Satisfactory Progress Standards are applied in the following:

1. Upon recording of grades by the Office of Admissions and Records.
2. Prior to the first disbursement of each term for students on probation.
3. Adjustments of awards (other than Pell Grant) for unit changes will not be made during a term unless the student falls below six units. If the student reduces units during an aided term, the satisfactory standards will be applied upon the recording of grades to determine if the student has maintained eligibility.
4. For the Federal Stafford Loan Program, progress is assessed at the time the application is certified by the Financial Aid Office and again before each loan check is disbursed.

Who May Be Placed on Financial Aid Probation

1. A student who fails to meet satisfactory academic progress standards is permitted one Probation term on aid in which to meet the standards. The student must attend a Satisfactory Academic Progress (SAP) Workshop.
2. If a student is disqualified and then re-instated, they are re-instated on a Probation status.
3. A probationary student at one college will be considered on Probation status at Ohlone College.
4. A student on Probation status is ineligible from aid when he/she does not meet all the standards by the end of the Probation term.

When is a student considered Ineligible or Disqualified from receiving financial aid?

1. A student is considered ineligible because of one of the following reasons:
 - a. They have received a BA or BS degree or higher.
 - b. They have attempted 150% or more units for their declared academic program at any post secondary institution.

- c. They have received financial aid for six (6) semesters or more.
2. A student is considered to be disqualified from financial aid because of one (or both) of the following reasons:
 - a. They have failed to make satisfactory academic progress during the semester after being placed on Financial Aid Probation.
 - b. They have been placed on Financial Aid Probation status for two consecutive terms or a total number of three (3) times during their financial aid history at Ohlone College.

Appeals Process

Students have the right to appeal actions taken related to financial aid ineligibility and disqualification. An Application for Appeal must be submitted, including supporting documentation, to the Financial Aid Office. A counselor must assist with the preparation of an appeal, which includes a Student Education Plan (SEP). Decisions on appeals are made by members of the Financial Aid Advisory Committee and all Committee decisions are final. Contact the Financial Aid Office for instructions. Students should note that appeals will not be considered if the student's financial aid file is incomplete.

Withdrawal from Courses

READ THE REPAYMENT OF FEDERAL FUNDS REQUIREMENT POLICY. It may be necessary for you to repay either all or a portion of your student financial aid if you withdraw from your courses at the College. According to the Ohlone College Repayment of Federal Funds Requirements Policy, all funds received by the student may be subject to repayment to the Student Financial Aid Programs.

Course Incompletes, Repeats, and Credit by Examination, Etc.

If you received financial aid during the semester you completed a particular class and decided to register a second time for that same class, that class (units) will not be included when determining the total number of units to pay the student financial aid.

The financial aid program will not pay for Incompletes (I), Repeats (R), Withdrawals (W), No Credit (NC), Failures (F), or Credit by Examination (CE) Courses. Contact the Financial Aid Office for further clarification.

Financial Aid Confidentiality Policy

Ohlone College's basic policy is to regard information pertaining to financial aid students and the amounts of their awards as confidential. The financial aid information you, your family or your guardian submits to the Financial Aid Office is used only to establish your eligibility. In compliance with the *Family Educational Rights and Privacy Act* of 1974 (FERPA), **we will not release this information to anyone without the student's written permission**. Students are required to come to the Financial Aid Office with the proper photo identification and Student ID number to receive information about their student financial aid status.

Concurrent Enrollment

Students who receive aid for aggregate enrollment under a consortium arrangement are assessed for satisfactory progress on the aggregate academic record. The student is responsible for providing required records upon completion of the enrollment period.

FINANCIAL AID CHECK DISBURSEMENT POLICY

All checks, including scholarships, Short-Term Emergency Loan, and Stafford Loans, are disbursed at the Cashier's Office.

Pell Grant and Cal Grant checks will be mailed unless the student has an outstanding balance with the College or their account is on Hold. If a student wishes to pick up the grant check in person, Financial Aid must be notified, in writing, three weeks before the next disbursement. The pick-

up request will continue for the remainder of the academic year. **Grant checks to be picked up will be available the next business day following the disbursement date.**

For your check to be released, you must do the following:

1. Be enrolled a minimum of 6.0 units to receive the Cal Grant, FSEOG, Stafford Loan. (EOPS students must be enrolled in at least 12.0 units.)
2. Complete any appeal paperwork or probation requirements as requested.
3. Must not have an outstanding balance with the Cashier's Office.
4. Have current picture identification. Secondary I.D. may also be required.
5. Sign a warrant release form.

Checks are to be picked up at the Cashier's Office in Building 1, Second Floor, during the regular hours the Cashier's Office is open. If you know you were to receive a grant check and you do not receive your check in the mail two weeks after the disbursement date, please contact the Cashier's Office. Checks to be picked up will be held for 10 working days from the date of the disbursement. If you have not picked up your check within 10 working days, it will be canceled

Financial Aid checks are disbursed two times each semester for students awarded the federal Pell Grant, otherwise the following aid is disbursed once a semester: FSEOG, EOPS Grant, Stafford Loans.

Fall 2008 Disbursement		
File Completion Date	Disbursement Date	Type of Disbursement
August 25, 2008	September 4, 2008	First Disbursement
September 8, 2008	September 18, 2008	Make-up Disbursement
September 29, 2008	October 10, 2008	Cal Grant Disbursement
October 20, 2008	October 30, 2008	Second Disbursement
November 10, 2008	November 25, 2008	Make-up Disbursement
November 24, 2007	December 4, 2007	Make-up Disbursement
Spring 2009 Disbursement		
File Completion Date	Disbursement Date	Type of Disbursement
January 20, 2009	January 29, 2009	First Disbursement
February 2, 2009	February 12, 2009	Make-up Disbursement
February 17, 2009	February 26, 2009	Cal Grant Disbursement
March 9, 2009	March 19, 2009	Second Disbursement
April 13, 2009	April 23, 2009	Make-up Disbursement
May 5, 2008	May 12, 2008	Make-up Disbursement
Summer 2008 Disbursement		
File Completion Date	Disbursement Date	
June 8, 2009	June 25, 2009	

Warning: To accept a financial aid check at more than one school, for the same enrollment period, is illegal.

Stafford Loan Borrower:

Student loan borrowers will receive a Stafford Loan Disbursement Information sheet from the lender when the bank disburses the check to Ohlone College. The College will then notify the borrower, by mail, when the check is available to be picked up at the Cashier's Office. Loan checks are disbursed once a semester based on the student's status and loan certification date.

WHO DO I SEE WHEN I HAVE QUESTIONS?

To provide better and more comprehensive services to Ohlone College students, each team member is assigned a caseload by students' last names. If you have questions regarding your financial aid file, contact the team member assigned to your last name. Listed also are the specific programs monitored by each team member.

Financial Aid Team:

Name & Program	Extension	E-mail	Last Names Beginning:
Trang Banh, Veterans Benefits, Cal-Grants	7548	tbanh@ohlone.edu	A-D
Minh Dinh, Pell Grants	7377	mdinh@ohlone.edu	
Susan Elbe, Stafford Loans, Chaffee Grant, Work Study	7378	selbe@ohlone.edu	E-K
Thao Nguyen Return to Title IV	6195	tnguyen@ohlone.edu	L-P
Spencer Washington ACG, Emergency Loans, Scholarships	7332	swashington@ohlone.edu	Q-Sh
Andrea Wright, FA Orientation, FAFSA, SAP, Loan Workshops	6011	awright@ohlone.edu	Si-Z

Deborah Griffin, Ext. 6151, dgriffin@ohlone.edu, Director, Financial Aid, Foster Youth Success Initiative Liaison

Financial Aid Location:

Fremont: Building One, Window 7

Telephone: (510) 659-6150

Fax: (510) 659-7309

Email: financial_aid@ohlone.edu

NCSHT, Room 1312

Telephone: (510) 742-2341

Fax: (510) 659-7309

Email: financial_aid@ohlone.edu

Financial Aid Office Hours:

Fall and Spring semesters

Monday – Wednesday	10:00am –5:00pm
Thursday	10:00am – 2:00pm, 3:00 – 6:00pm
Friday	By appointment only

Summer term

Monday & Wednesday	10:00am – 5:00pm
Thursday	10:00am – 2:00pm, 3:00 – 6:00pm
Friday	Closed

GENERAL INFORMATION

Academic Programs and Facilities

Information on various academic and occupational programs offered by Ohlone College as well as a description of courses offered and listings of faculty and staff personnel can be found in the current College catalog. Physical location of facilities are in the College catalog and class schedule.

Accreditation

Ohlone College is accredited by the national Accrediting Commission for Community and Junior Colleges (ACCJC), an institutional accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and the U.S. Department of Education. Ohlone College has been accredited since 1970. Accreditation visits are made every six years by the Western Associations of Schools and Colleges, (ACCJC is a division of WASC) [3402 Mendocino Avenue, Santa Rosa, CA 95403 (707) 569-9177]. The last visit was in 2001.

College Refund Policy

For non-resident students who must withdraw from the College or reduce their program of study, please contact the Office of Admissions and Records for information concerning tuition and/or enrollment fee refund schedule. See refund procedures in the schedule of classes.

Document Submission and Photocopy Policy

The Financial Aid Office does not provide photocopy services. Photocopy machines are located on the campus. ALL documents submitted to the Financial Aid Office will become the property of the Financial Aid Office. Applicants are advised to maintain a copy of ALL documents submitted for their own records.

Applicants are required to read all information materials and instructions prior to completing and submitting all documents. Applicants are responsible for reviewing all documents for completeness and accuracy prior to submission.

Employment Information

For information regarding employment, you are encouraged to contact the Transfer and Career Center at Ohlone College.

Evening Students

The Financial Aid Office is open Thursday until 6:00 p.m. to accommodate evening students. If you are unable to come by during our regular office hours, call (510) 659-6150 for an appointment.

Services for the Disabled/Vocational Rehabilitation

Ohlone College offers services for students with disabilities. Students seeking this type of assistance should contact the Office of Disabled Student Services.

Student Health Center

Students should contact the Student Health Center at Ohlone College.

Veterans Benefits

Veterans should contact the Veterans Office at Ohlone College, (510) 659-6199.

HOW TO SURVIVE ON FINANCIAL AID

HOW TO SURVIVE ON FINANCIAL AID

The money to pay for rent, transportation, food, books, supplies, fees, and other educational expenses should come from:

First: Your Parents

If you are a dependent, the U.S. Department of Education has determined that your education is primarily a parental responsibility. For financial aid purposes, a dependent is a student under 24 years old who is not married, does not have a dependent who received more than half their support from the student, is not a Veteran, nor orphan or ward of the court.

Second: You

You are the primary beneficiary of your education whether you are dependent or independent.

These two obligations are expressed in financial aid terms as the parental contribution and the student contribution/self-help, respectively. Together they make up the family contribution.

Third: Financial Aid

The purpose of financial aid is to enable lower-income families and students to have the same access to education as others.

Therefore, to successfully survive, you are encouraged to do the following:

1. Identify your costs for the year, month by month. The Student Expense Budgets are average costs for this area and for Ohlone College. They can provide you a place to start planning your own expenses and income.
2. Calculate how much you have available from work, savings or your spouse for each month's expenses.
3. Consult your parents. Include their support in cash or in-kind (housing, food) toward those monthly expenses.
4. Refer to your award letter. Unless you told us otherwise, the award assumes you are a full-time student. If you will not be enrolled in at least 12 units, reduce the grant amounts by about 25% if you plan for 9 - 11.5 units, and by 50% if you plan for 6 - 8.5 units.

If you have a Federal Stafford Loan, the second semester disbursement is paid after the last day to drop a class with a 'W' each semester. You must then budget this amount to last for all the remaining months. If you spend your loan proceeds too early, you could force yourself to go without necessary monies, therefore, possibly having to drop out of school and then have to begin repaying the loan.

5. Live lean -- budget carefully and stick to your budget.
6. Anticipate the unexpected. Save for emergencies.
7. Keep your grades up, go to class and do not drop classes. If you have to drop, follow College procedures. If you have questions, contact the Financial Aid Office.
8. Do not forget to request a fee waiver prior to registering for classes.

FAMILY RIGHTS & PRIVACY ACT

Students at Ohlone College are guaranteed certain rights regarding their school records and information which they provide to the College. (Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93380). These rights include:

1. The right to inspect and review official college records directly related to him or her.
2. The right to challenge the correctness of these records.

These rights are designed to protect the privacy of all students. The Director of Admissions and Records has been designated as "Records Officer," as required by the Act. It is the policy of the College that except as permitted by state or federal law, no record, file, document, or other materials, or personally identifiable information contained therein, shall be released to any individual, agency, or organization without the express written consent of the student.

A. Release of Student Information

The College can be required under the Solomon Amendment to release to the U.S. Department of Defense the following information concerning its students: name, address, telephone number, date of birth, level of education, major, degrees received, and other educational institutions in which a student was previously enrolled. Any student who does not wish such information to be released about his or her status or participation must notify the Director of Admissions and Records in writing at the beginning of each semester or session of attendance. For more information refer to the Vice President, Educational Services.

EQUAL OPPORTUNITY STATEMENT

Ohlone College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free of all forms of harassment, in which all students and employees are treated with dignity and respect.

Ohlone College is committed to equal opportunity in educational programs, employment, and campus life. The College does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in College programs, activities, and application for employment.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain and hold employment, and qualify for advancement in the District without discrimination.

Ohlone College is committed to nondiscrimination in compliance with the Civil Rights Act; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination in Employment Act of 1967; and nondiscrimination laws of the State of California.

Ohlone College is committed to the civil rights responsibilities spelled out in *The Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Education Programs* spelled out in Title VI of the Civil Rights Act. As such, the lack of English language skills will not be a barrier to admission to and participation in vocational educational programs at Ohlone College.

Inquiries regarding equal opportunity, nondiscrimination, Title IX and Title IX compliance may be made as follows:

Staff inquiries: Mr. Lyle Engeldinger, Director of Human Resources, Building One, Ohlone College, P.O. Box 3909, Fremont, CA 94539; (510) 659-6088

Student inquiries: Mr. Ron Travenick Vice President, Student Development, Building One, Ohlone College, P.O. Box 3909, Fremont, CA 94539; (510) 659-6107.

DISTRICT POLICIES & PROCEDURES

A. STANDARDS OF STUDENT CONDUCT & DISCIPLINE AND DUE PROCESS PROCEDURES

A District Policy Manual is available for reference in the Office of the Associate Vice President, Student Services, located in Building One. Copies of the following policies/procedures are available:

- Standards of Student Conduct and Discipline and Due Process Procedures
- *District Complaint Procedures*
- Prohibition of Sexual Harassment Policy
- Procedures for Complaints of Unlawful Discrimination
- Policy on Academic Dishonesty
- Title IX Complaint Procedures
- Policies on Times, Place and Manner
- Equal Education and Employment Opportunity
- Access and Accommodation

Attached are just portions of some of these policies. For complete information, please check the Ohlone webpage or pick-up a copy from the Office of the Vice President, Educational Services.

1. Student Conduct

In joining the academic community at Ohlone College, the student has the right and shares the responsibility to exercise the freedom to learn. Like other members of the academic community, the student is expected to conduct himself/herself in accordance with standards of the College that are designed to perpetuate its educational purposes. These procedures are in accordance with Education Code Section 66300, which requires each community college district to adopt standards of student conduct along with applicable penalties for violation.

- A. Students shall respect and obey civil and criminal law, and may be referred to law enforcement authorities for violation of laws of the city, county, state, and nation.
- B. A charge of misconduct may be imposed upon a student for violating provisions of Ohlone College regulations and the State Education and Administrative Codes as related to College attendance or while on College-owned or College-controlled property or at a College-sponsored activity (Education Code 76034). Examples of "cause" with respect to charges of misconduct are noted in Education Code Section 76033; authority for adoption of rules and regulations is noted in Section 76937. Violations of such codes and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:
 1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
 2. Forgery, alteration, or misuse of College documents, records, or identification;
 3. Obstruction or disruption of instruction, administrative processes, College activities, community services, disciplinary procedures, or other authorized College activities;
 4. Disrupting the peace or quiet of any part of the campus or of a member of the academic community by unauthorized loud or unusual noises; or by threatening conduct such as verbal abuse, quarreling, or challenging to fight; or by fighting;
 5. Continued disruptive behavior; continued willful disobedience; habitual profanity or vulgarity; or the open and persistent defiance of the authority of, or persistent abuse of College personnel;
 6. Assault, battery, sexual assault, or any other threat of force or violence upon a student or College personnel;
 7. Stalking or any form of harassment of a member of the College community or visitor. Such conduct is defined as that which would cause a reasonable person to be

severely distressed or fearful of physical harm.

8. Willful misconduct which results in injury or death to a student or College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District;
 9. Theft or damage to property belonging to the College, a member of the College community, or a campus visitor; any computer-related crime as identified by the California Penal Code (502[e][3]);
 10. Unauthorized entry to and/or use of College property;
 11. The use, sale, or possession on campus of, or presence on campus under the influence of alcohol, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule D in Section 41_60 of the Business and Professions Code;
 12. Willful or persistent smoking or other tobacco use in any area where smoking or tobacco use have been prohibited by law or by regulation of the governing board;
 13. Gambling on College property or College-controlled property;
 14. Violation of College policies or campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expression;
 15. Failure to comply with lawful directions of College officials acting in performance of their duties;
 16. Possession or use of explosives, dangerous chemicals, or deadly weapons on College property or at a College function without prior authorization of the College President;
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
2. Disciplinary Action

A. Disciplinary action may be taken as a result of student misconduct. Type of action shall be determined by the appropriate College official(s) directly and/or with recommendation of the Student Conduct Board (see page 3). Penalties are listed in the degree of severity, but not in chronological administration.

1. **WARNING:** Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action.
2. **REPRIMAND:** Written statement of violation of a specified regulation including the possibility of more extreme disciplinary action.
3. **DISCIPLINARY PROBATION:** Exclusion from participation in privileges or extra-curricular College activities set forth in the written notice of disciplinary probation for a specified period of time.
4. **SUMMARY SUSPENSION:** A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to an alleged infraction of student conduct standards, removing a threat to the well-being of the students, or removing for the good order of the College a student or students whose presence would prevent the continued normal conduct of the academic community, protection of property, and of the educational process.
5. **DISCIPLINARY SUSPENSION:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. May include exclusion from campus.
6. **EXPULSION:** Termination of student status for an indefinite period. The conditions of readmission, if readmission is permitted, shall be stated in the order of ex-

pulsion.

- B. Any student suspended (disciplinary) or expelled who has violated Section 245 of the Penal Code (assault) must be reported to law enforcement authorities as stated in Education Code Section 76035.
- C. Disciplinary actions are not recorded with a student's academic record. Disciplinary suspension and expulsion are recorded in the office of the Dean of Students, until date of removal of the disciplinary status.
- D. Discipline policies (informal and formal) and Due Process Procedures are stated in the full policy and procedures document regarding student conduct.

B. DISTRICT COMPLAINT PROCEDURES

A student may file a complaint when he or she believes that a faculty or College staff member has violated College rules, policies or procedures, or other local, State or Federal laws including the Civil Rights Act; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; and the nondiscrimination laws of the State of California. The following is a list of types of complaints considered under these procedures.

1. Academic Complaint

An academic complaint may be filed with an Academic Dean when a student feels that a faculty member has violated State law, Federal law, or College policies and procedures relative to grading or other academic matters. All grades awarded by the instructor of record shall be final. The State Education Code (55760) permits a complaint to be filed with respect to grading only in situations where a grade was assigned due to "mistake, fraud, bad faith, or incompetence."

2. General Student Complaint

A general student complaint may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy, or procedures; or other local, State and Federal laws. A complaint of discrimination, ADA compliance, or sexual harassment is not included in this category. The Complaint Procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the complaint. The student must notify the staff person or representative of a group that s/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the Academic Dean. Additional information is available from the Vice President, Academic Affairs.

3. Title IX Complaint

These procedures are used when a complaint concerns discrimination on the basis of sex including sexual harassment. These procedures are available from the information rack in Blanchard Center from the Vice President, Educational Services who serves as compliance officer for student matters regarding Title IX regulations.

4. Section 504/ADA Complaint

These procedures are used when a complaint concerns matters pertaining to compliance with the Americans with Disabilities Act (ADA) and discrimination on the basis of a disabling condition. The procedures are available from the information rack in Blanchard Center and from the Vice President, Educational Services. The Dean of Students serves as compliance officer for student matters concerning ADA regulations.

5. Civil Rights Complaint

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; and the nondiscrimination laws of the State of California. The procedures are available from the information rack in Blanchard Center and from the Vice President, Educational Services. The Vice President, Educational Services serves as the compliance officer of all of the above except ADA complaints. The Dean of Students serves as the compliance officer for ADA complaints. Students wishing to pursue a civil rights complaint beyond the college level should direct their inquiries to the Office of Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

C. PROHIBITION OF SEXUAL HARASSMENT POLICY

It is the policy of the Ohlone Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment and/or sex discrimination as defined and otherwise prohibited by Federal and State law. Engaging in sexual harassment and/or sex discrimination within the College environment and during any off-campus College-sponsored activities is unacceptable and shall be a violation of this policy. Sanctions shall be taken against any student, employee or non-employee conducting business with the District who engages in sexual harassment and/or sex discrimination.

1. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature that:

- is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
- is used as a basis for educational or employment decisions affecting such individual;
- has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which creates an intimidating, hostile or offensive educational or work environment.

2. Definition of Sexual Discrimination

Sexual discrimination is defined as the differential treatment on the basis of sex in employment, educational programs and activities. Sexual discrimination examples in the treatment of students include but are not limited to: admissions, access to programs and facilities; vocational education, physical education; competitive athletics; graduation requirements; student rules, regulations and benefits; treatment of married and/or pregnant students; financial assistance; extracurricular activities; or comments consistently targeted at one gender.

3. Complaint Process

Ohlone College encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. Information on the process, timelines and forms to make an informal or formal complaint is available from the Vice President, Student Development located in Building One at (510) 659-6262.

D. ACADEMIC DISHONESTY

As a student at Ohlone College, you are expected to pursue your course work with integrity and honesty. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. The two most

common kinds of academic dishonesty are "Cheating" and "Plagiarism." Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements. Students are responsible for knowing what constitutes academic dishonesty and for consulting with instructors about questions or concerns.

Copies of the Policy on Academic Dishonesty are available on the information rack in Building One, and from the Vice President, Instructional Services (Building One).

E. OPEN ENROLLMENT POLICY

All courses shall be open to enrollment by any student who has been admitted to the college, except those students may be required to meet prerequisites pursuant to Title 5.

F. SMOKING POLICY

1. Smoking is prohibited in all college automobiles, vans and buses and buildings and facilities including the outdoor theatre, athletic field areas and Newark Center.
2. Smoking is only permitted in the parking lots.
3. Smokers are responsible for extinguishing smoking materials and depositing such materials in ash receptacles.

If you would like information on how to quit smoking for yourself or someone you care about, please visit the Student Health Center or call 1-800-NO-BUTTS.

G. MAINTAINING A DRUG-FREE CAMPUS

This statement of policy and information is provided to students and employees of Ohlone College in accordance with the Drug-Free Workplace Act of 1988, 34 CFT, Part 85F and the Drug-Free Schools and Communities Act of 1989, P. L. 101-226, Section 22.

1. Students and employees of Ohlone College are notified that the unlawful manufacture, distribution, dispensing, possession, or use of drugs and alcohol is prohibited in all areas of the Ohlone College campus and as part of any College activities. Action will be taken against students and employees for violation of such prohibition.
2. Students and employees are hereby informed of the following:
 - a. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment in the state prison.
 - b. Use of illicit drugs and abuse of alcohol are dangerous to students, employees, and others and to the general welfare of the College. Health risks include physical and mental illnesses, which may lead to disability and even death.
 - c. Information about counseling, treatment, rehabilitation, and assistance programs may be obtained from College counselors, personnel office staff and community health care providers.
 - d. Penalties as noted in item "F" may be imposed upon students and employees for drug and alcohol violations occurring on campus or in College-sponsored activities.
3. In accordance with law, this statement of policy and information shall be distributed to students and employees annually.
4. Employees engaged in the performance of any federal grant shall as a condition of employment, abide by the terms of this statement of policy (A) and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. The College shall notify the federal agency within ten days after receiving notice under item (D) from an employee or otherwise receiving actual notice of such conviction.

6. Students and employees who are found in violation of the standards of conduct described in paragraph "A" shall be subject to College sanctions as follows:
 - a. Students shall be subject to sanctions (outlined in the Standards of Student Conduct and Discipline and Due Process Procedures) up to and including expulsion.
 - b. Employees shall be subject to appropriate personnel action up to and including termination of employment.
 - c. Students and employees may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. The College shall make a good faith effort to continue to maintain the campus free of drug and alcohol use through implementation of items "A" through "F" of this document.
8. The College shall conduct a biennial review of this program to determine its effectiveness, implement needed changes, and ensure consistent enforcement of sanctions.

Adopted by the Board of Trustees Ohlone Community College District, on August 8, 1990

H. ALCOHOL & DRUG ABUSE POLICIES

In accordance with Public Law 101-226 "Drug Free Schools and communities Act Amendment of 1989," the Board of Trustees of Ohlone Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by any person on District property. Any student or employee in violation of this policy is subject disciplinary action up to, and including expulsion from the District or termination from employment for violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of the President/Superintendent of the Ohlone Community College District.

The possession, use and sale of alcoholic beverages by anyone on Ohlone Community College District controlled property is a misdemeanor as per California Business Code 25608 (community college) and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by Federal, State, Local or campus security authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the Ohlone Community College District.

GLOSSARY

Academic Renewal - a means whereby a student may petition to have previous college work (grades and credits) excluded from current grade point average, if that work is over five years old and is not reflective of the student's present level of ability or performance.

Academic Year - the regular terms of instruction not including summer session — fall and spring semesters.

Advisory on Recommended Preparation - a condition of enrollment that a student is advised to meet before or in conjunction with enrollment in a course or educational program.

ASOC - Associated Students of Ohlone College. All Ohlone College students are members of ASOC and are represented by an elected and appointed student government called the ASOC Council.

Assessment Test - a standardized test, which may be, used for placement of students in English and mathematics courses and skills prerequisite levels.

Associate Degree - a degree awarded upon completion of a prescribed program of study in a major field at Ohlone College. The Associate of Arts (AA) and Associate of Science (AS) are degrees that may be earned at Ohlone College.

Associate Degree Applicable Courses - courses are degree applicable unless identifies with the

notation "Not applicable to Associate Degree." Only degree applicable courses are included in calculation of the grade point average.

Audit - to attend a class without official enrollment under conditions stated by the College.

Baccalaureate - refers to the baccalaureate or bachelor's degree usually achieved after four years of undergraduate college study. Ohlone College offers the first two years of baccalaureate work in many fields of study.

Certificate of Achievement - indicates completion of a specific occupational program of study and training usually in one year.

Certificate of Completion - indicates completion of a series of courses or other requirements pertaining to a field of study. The requirements for a Certificate of Completion may not exceed 17 units.

Class Load - the number of class units which a student takes in any given term. A full time class load is twelve or more units. A standard class load is fifteen units.

Clear Standing - indicates that a student's grade point average in the previous semester and cumulative grade point average are C (2.0) or better.

Continuing Student - a student who was enrolled at Ohlone College during the most recent previous semester (not including summer session).

Coop Ed - cooperative education — a program of college credit for work experience combined with college study.

Corequisite - a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

Course Prerequisite - a necessary condition for enrollment in a course or major. Course prerequisites usually consist of a previous course or courses in a related subject and/or the instructor's permission.

Credit - a completed and passed unit of study recorded on the student's official college record.

CSU - California State University System. Of the twenty state universities, the two closest to Ohlone College are CSU Hayward and San Jose State University.

Curriculum - (plural, curricula) often called discipline. All the courses of study offered by the College. May also refer to a particular course of study (major) and the courses in that area.

Dismissal - a status caused by low academic or progress performance. The dismissed student may not continue at the College without approval for reinstatement. See catalog section on Academic Regulations.

District - the area served by Ohlone College is the Ohlone Community College District. The District is the governing entity of the College.

Drop/Add - revision of program of courses when you want to drop, change, or add a course.

Elective - any course not required for a major field or general education requirements.

Enrollment - official recorded placement of a student in a class.

EOPS - Extended Opportunity Programs and Services — special support services, financial assistance, and educational programs to assist students who have experienced economic, educational, or social disadvantage.

Former Student - a student who has attended Ohlone College at some time but did not enroll during the most recent previous semester.

Full-Time Student - a student taking twelve or more class units in a regular semester.

G.P.A. - Grade Point Average. The G.P.A. is computed in the following manner. You receive a certain number of points for each grade. Per unit and "A" grade is worth 4 points, a "B" worth 3, a "C" worth 2, a "D" worth 1, and an "F" worth 0. The total number of points accumulated is then divided by the number of course units taken for a letter grade. The result is the grade-point aver-

age. Credit (CR), No Credit (NC), Withdraw (W), Military Withdraw (MW), or Incomplete (I) grades are not computed in the grade-point average. Current G.P.A. is for the most recent semester. Cumulative G.P.A. is for all college work to date. NOTE: Only Associate Degree applicable courses are included in calculation of G.P.A.

General Education Certificate - transfer courses certified by Ohlone College for meeting General Education requirements at the California State Universities.

General Education Requirements - course requirements for Associate Degree.

Grant - Financial Aid funds that need not be repaid.

IGETC - Intersegmental General Education Transfer Curriculum (see p. 54).

Major - area or field of concentration for occupational certificate or associate degree.

Matriculation - Matriculation is defined as a process that brings a college and a student who enrolls for credit to agreement for the purpose of realizing the student's educational objective. On the college's part, the agreement includes providing and admission process; and orientation to college programs, services, and procedures; pre-enrollment assessment and counseling for course selection; a suitable curriculum; continuous follow-up of student progress; and a program of institutional research and evaluation.

Nonresident - a person who has not lived continuously in California for one full year prior to enrollment and therefore does not meet residency requirements.

Part-time Student - any student enrolled for less than twelve units of coursework.

Petition - a request, usually written on a standard form, to adjust a study list or curriculum to fit an individual situation and/or request exception to a policy or regulation.

PRC - Permanent Record Card or Transcript. A record of coursework attempted, coursework completed, grades, and any other credit or academic notations. The PRC is a student's full academic record at Ohlone College.

Prerequisite - a condition of enrollment that a student is expected to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Probation - an indication that performance is below standard because of academic or progress deficiencies; a trial period in which a student is permitted to redeem failing grades or deficient units.

Quarter - a subdivision of the academic year consisting of three terms (fall, winter, and spring quarters).

R-2 - an identification symbol for the student official program, a form on which a student lists his/her classes each semester.

Resident - a person who has resided in California for one full year prior to enrollment and who meets other residency requirements.

Semester - a subdivision of the academic year into two sessions, usually fall and spring, each lasting approximately eighteen weeks. To convert semester units to quarter units, multiply by 3/2. To convert quarter units to semester units multiply by 2/3.

Skills Prerequisite - A recommended condition for enrollment in a course or major. Skills prerequisites usually consist of a previous reading, writing, mathematics, or critical thinking course, or placement score, that indicate(s) a chance for successful achievement by the student enrolling in the course.

Student Help - students working in on-campus jobs funded by the College are "Student Help."

TBA - To Be Announced (TBA) is noted in the Schedule of Courses when the instructor, room, or time of a course was not known at time of schedule printing. Lists are posted at registration time to provide information to replace TBA.

Transcript - official copy of a student's academic record (courses and grades).

Transfer - to transfer your community college credits to a four-year college or university.

Unit - courses are assigned a unit value based on one unit of credit for every hour of lecture or 3 hours of laboratory time per week by the student. A student's progress at the College is determined in part by the number of units completed.

UC - University of California. There are nine University of California campuses.

Work Study - usually refers to "College Work Study," a program of federal aid that provides funds for student jobs on campus.