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## Chapter Two ADMISSION AND REGISTRATION

### Admission Information

Admission to Ohlone College is open to anyone who is a high school graduate, has a high school equivalency certificate or GED, or is 18 years of age or older. Students under 18 years of age qualify for admission by meeting one of the following requirements:

- Graduating from high school.
- Passing the California High School Proficiency Examination (CHSPE) or General Educational Development (GED) Examination.
- Meeting the Kindergarten-12th grade admission requirements as described on page 17.

### Open Enrollment Policy

Per §51006 of the California Code of Regulations, “The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6 of Title 5 of the California Code of Regulations.”

### Student Success and Support Program

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

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

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

For more information about who may be exempt from Orientation or other Student Success requirements, please go to [www.ohlone.edu/orientation/overview](http://www.ohlone.edu/orientation/overview).

## Applying for Admission

Students may apply for admission online at [www.ohlone.edu/admissions](http://www.ohlone.edu/admissions). Applying online is the fastest way to apply. Application forms are also available online via the Ohlone College web page at [www.ohlone.edu/admissions/docindex](http://www.ohlone.edu/admissions/docindex), inside each term's class schedule, from the Office of Admissions and Records on the Fremont campus, and from the Student Services Center on the Newark campus. To be able to register for classes all new and former students in the following categories must submit an application for admission:

- New students entering Ohlone College for the first time;
- Former students (students who did not attend Ohlone College during the previous Fall or Spring Semester);
- All new or returning international students;
- Kindergarten-12th grade students seeking special admission.

Students who attended Ohlone College during the previous Fall or Spring Semester do not need to submit a new application. Per Ohlone College Administrative Procedure 5011, Kindergarten-12th grade students are required to submit a new application every term.

### Transcripts for Admission

The following students are expected to submit official transcripts from all previously attended institutions:

- Applicants to the Registered Nursing, Physical Therapist Assistant, or Respiratory Therapy Programs;
- Veterans;
- International students;
- Students planning to transfer to a baccalaureate college or university;
- Students participating in intercollegiate sports.

The applicant is responsible for requesting that official transcripts are mailed directly to the Office of Admissions and Records. Applicants who have been out of high school for five years or more do not need to submit their high school transcripts.

### Programs Requiring Special Admission

In addition to the basic requirements for admission to Ohlone College, there are specific requirements for admission to the Registered Nursing, Physical Therapist Assistant, and Respiratory Therapist programs. Admission criteria may change periodically and placement is limited by space. Refer to the Health Sciences Division web page at [www.ohlone.edu/about-health-sciences-and-environmental-studies-division](http://www.ohlone.edu/about-health-sciences-and-environmental-studies-division) for admission criteria and program options. Prospective students should check this web page for potential changes in the Registered Nursing, Physical Therapist Assistant, and Respiratory Therapist program admission process.

### Ohlone College/Diablo Valley College Cooperative Program in Respiratory Therapy

The Respiratory Therapist curriculum is offered by Ohlone College in cooperation with Diablo Valley College. Additional information regarding this cooperative program may be obtained by going to the Health Sciences Division web page at [www.ohlone.edu/instr/healthsciences](http://www.ohlone.edu/instr/healthsciences) or the Counseling Center at Diablo Valley College.

### Residency Information

By state law Ohlone College is required to obtain evidence from students of physical presence in California and of their intent to make California their home state for other than a temporary period. A California resident, for purposes of community college admission, is a person who has maintained physical presence in California for at least one year and one day immediately prior to the first day of instruction with the demonstrable intent of making California his or her permanent home. Non-resident students who have attended three years of high school in California and graduated from a California high school may be eligible for exemption from non-resident tuition per AB 540. Due to the complexity of residency requirements, students are encouraged to contact the Office of Admissions and Records at 510-659-6100 with specific questions. Residency regulations may be found in sections §54000-54060 of Title 5 of the California Code of Regulations. Information regarding residency regulations and detailing what documentation is needed is available on the Admissions and Records web page at [www.ohlone.edu/admissions/residency](http://www.ohlone.edu/admissions/residency).

### International Student Admission

"International student" is defined here as a student who has or wishes to obtain an F-1 Student Visa to study in the United States. Ohlone College admits and serves a diverse community of international students. Ohlone's International Programs and Services Office issues the Immigration Form I-20 to admitted international students. Students then use the Form I-20 to apply for an F-1 Student Visa at a United States Embassy or Consulate in their home country. Students currently studying on an F-1 Visa at another school in the United States may apply to transfer to Ohlone College. International student application deadlines are May 31 for the Fall Semester and November 15 for the Spring Semester.

To be considered for admission, international students must submit a completed International Student Application and other required application documents to the International Programs and Services Office. Please contact the International Programs and Services Office at 510-659-6439 for an International Student Application or download the application at [www.ohlone.edu/international/internationalapplicationpacket.pdf](http://www.ohlone.edu/international/internationalapplicationpacket.pdf).



Application requirements:

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

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\*More information on alternative forms of English proficiency accepted may be found online at [www.ohlone.edu/international/englishrequirements](http://www.ohlone.edu/international/englishrequirements). Students may also wish to consider joining the Ohlone College English Language Institute (see next section for more information).

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

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

Full-time, F-1 Visa-holding students of Ohlone College are required to possess valid health insurance. Group health insurance coverage is provided, and a group health insurance fee per semester is assessed to all F-1 Visa-holding international students of Ohlone College. This fee is subject to change. Please contact the International Programs and Services Office at 510-659-6439 for information.

For detailed information on International Admissions at Ohlone College visit [www.ohlone.edu/international](http://www.ohlone.edu/international). Please also refer to the International Programs and Services section of this catalog (page 27).

### English Language Institute (ELI)

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



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

The term “special admission” applies to students who are currently enrolled in Kindergarten-12th grade. These students may enroll in Ohlone College courses that are UC and/or CSU transferable on a space available basis. PE and ATHL courses are not available for any Kindergarten-12th grade student enrollment. Kindergarten-12th grade students must meet all course prerequisites to be eligible for enrollment; for courses in English and Math this may require students take an Ohlone Placement. Please refer to [www.ohlone.edu/placement/faq](http://www.ohlone.edu/placement/faq) for additional information regarding prerequisite clearance for Kindergarten-12th grade students. Parental and principal or school official approval is also required. Kindergarten-12th grade students are exempt from paying the California Community College Enrollment Fee but are subject to paying the Electronic Access Fee, Health Services Fee, and the optional Student Activities Fee. Students who are enrolled exclusively in classes located at off-campus sites are also exempt from the Electronic Access Fee, Health Services Fee, and Student Activities Fee. Students who are enrolled only in online classes are subject to the Electronic Access Fee.

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All Kindergarten-12th grade students are required to submit a new application for admission every term. Permission packets for those students who are attending classes on an Ohlone College campus may be obtained at [www.ohlone.edu/admissions/k12admission](http://www.ohlone.edu/admissions/k12admission). Permission packets for students attending dual enrollment classes located on their high school campus can be obtained from the coordinator of the Dual Enrollment Program at their high school.

### Kindergarten-9th Grade Students

Kindergarten-9th grade students may register only in a limited number of course offerings. The list of approved courses is available at [www.ohlone.edu/admissions/k12admission](http://www.ohlone.edu/admissions/k12admission) and in the Kindergarten-9th grade application packet. Students will be required to submit their completed application packet by a deadline several weeks before the start of the term. No applications for Kindergarten-9th grade students will be accepted after the deadline posted for each term. This deadline is available on the academic calendar on the Admissions and Records web page ([www.ohlone.edu/admissions/academiccalendar](http://www.ohlone.edu/admissions/academiccalendar)) and at [www.ohlone.edu/admissions/k12admission](http://www.ohlone.edu/admissions/k12admission). Early application is encouraged. The first day that admitted Kindergarten-9th grade students will be eligible to register for classes with an add authorization code is the first day of the term.

### 10th-12th Grade Students

Students in 10th-12th grade are only allowed to register for CSU and UC transferable courses. These courses are identified online in WebAdvisor (<https://webadvisor.ohlone.edu>), the printed class schedule, and this catalog. 10th-12th grade students will be eligible to register for classes approximately two weeks before the start of the term.

### Placement

Placement Center  
Building 7, second floor, Room 7205  
Fremont Campus  
510-659-6126  
[www.ohlone.edu/placement](http://www.ohlone.edu/placement)

Placement is the process Ohlone College uses to determine the appropriate English, Math, and English as Second Language (ESL) level for students to start in their first college semester. All students planning to earn a degree; take English, Math or ESL courses; or waive course prerequisites need to complete the placement process.

Ohlone College uses the following approaches to place students into English, ESL, and Math sequences. For English and Math, students will be placed into the highest possible courses utilizing any of the following criteria:

- completed course work at a regionally accredited college or university;
- review of high school GPA and completed coursework for students who have graduated from high school in the last five years;
- Early Assessment Program (EAP)/Smarter Balanced Assessment Consortium (SBAC), or a combination of EAP/SBAC and Expository Reading and Writing Course (ERWC) grades;
- Advanced Placement (AP) tests;
- computerized assessments in English and Math (Accuplacer) at Ohlone or from other California Community Colleges.

For English as Second Language (ESL), students are placed through a computerized test and an essay on an assigned topic.

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## Steps for Completing Placement

### STEP 1: Submit an application to Ohlone College and obtain an Ohlone College student ID number.

Students must submit an application and have received a student ID number before completing placement. The application is available online at [www.ohlone.edu/admissions/appforadmission.pdf](http://www.ohlone.edu/admissions/appforadmission.pdf).

### STEP 2: Determine how to complete placement.

Students need to see a drop-in counselor ([www.ohlone.edu/counseling/dropin](http://www.ohlone.edu/counseling/dropin)) and bring an unofficial copy of their transcripts and/or AP results if they have:

- completed coursework at another college;
- passed Advanced Placement (AP) exams;
- graduated from a United States high school in the last five years;
- SBAC scores, CAASPP EAP results, and ERWC grades;
- completed the Accuplacer placement tool in English and Math.

Students who are interested in Registered Nursing, Physical Therapist Assistant, and Respiratory Therapist programs need to refer to the Health Sciences Division web page at [www.ohlone.edu/instr/healthsciences](http://www.ohlone.edu/instr/healthsciences) for specific admissions information.

### STEP 3: Review important information.

- An Ohlone College student ID number is required for placement.
- Placements are offered free of charge.
- A current, valid photo ID (driver's license, school ID, or passport) is required for placement.
- The Accuplacer placement process will take approximately two hours to complete both English and math. Students completing only one placement (English or math) will finish earlier. See additional notes on page 18 regarding the English as a Second Language (ESL) placement.
- No word translators, calculators, dictionaries, or other study aids are allowed during the placement.
- The Placement Center (Fremont campus, Building 7, second floor, Room 7205) can accommodate 30 students at one time.
- Space is limited; therefore, students are required to make reservations by using the online reservation system at [www.ohlone.edu/placement/reservation](http://www.ohlone.edu/placement/reservation). Reservations can also be changed and cancelled online. Students must know their Ohlone College student ID number and will use their Ohlone student email address in order to make a reservation.

### STEP 4: Determine when to complete placement.

Students should plan to complete placement at the earliest possible date. Placement sessions closer to the beginning of each term fill up quickly. Please go to the Placement Center web page at [www.ohlone.edu/placement](http://www.ohlone.edu/placement) for dates. Any changes and additions to the Placement Center's hours will be posted online.

### STEP 5: Review sample questions

Study guides for the English, math, chemistry, and ESL placements are available online at [www.ohlone.edu/placement/studyguides](http://www.ohlone.edu/placement/studyguides).

Special assistance is available to students who have a disability or require special accommodations.

For more information, please contact the Placement Center at 510-659-6126 or visit the Placement Center in Building 7, second floor, Room 7205, Fremont campus.

## English as a Second Language (ESL)

Before completing any placements, students must submit an application to Ohlone College and obtain an Ohlone College student ID number. The application can be found online at [www.ohlone.edu/admissions/appforadmission.pdf](http://www.ohlone.edu/admissions/appforadmission.pdf) or in the center of the class schedule.

Students who have determined that they need to complete ESL placement should read and follow these directions:

- Students must have an Ohlone College student ID number.
- Students must bring a current, valid photo ID (driver's license, school ID, or passport).
- Placements are offered free of charge.
- Students should plan to complete placement as soon as possible because seating is limited.
- No translators, dictionaries, or other study aids are allowed.
- Students should meet outside the specified room at least 15 minutes early.
- Late students are not admitted.
- Retesting is allowed once per semester.
- Math placement is not offered during the ESL placement. Students who need to take a math test should refer to the Placement web page at [www.ohlone.edu/placement](http://www.ohlone.edu/placement).

## Retest Policy

Students must wait a minimum of 21 days after their first placement in order to retest. After that they will have to wait one year from the second date. For example, if a student completes the Math placement on May 2 but is not satisfied with the math results then the student may complete the Math assessment a second time on or after May 23. The student would then be ineligible to complete the Math placement again until May 23 of the following year. The third retest is the final time.

Students may complete the English as a Second Language (ESL) placement once per Fall or Spring Semesters. There is no maximum.

Students may take the chemistry test once for the intended semester (Summer/Fall Terms – April through August; Spring Semester – October through January), but for a maximum of two times while at Ohlone.

Students with special circumstances may submit a petition to the Placement Coordinator to request an earlier retest than the above guidelines.



## New Student Orientation

Building 7, second floor on the Fremont campus  
510-659-6005  
orientation@ohlone.edu  
www.ohlone.edu/orientation

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

### Who Is Required to Complete Orientation?

All new students are required to satisfy the Orientation requirement prior to registering for Fall or Spring Semesters, except those students who meet one of the following Orientation exemptions:

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

Students in Category 1 or 2 are automatically exempted as long as the degree and Kindergarten-12th grade information is included on the application. Students who believe they qualify for an Orientation exemption under Category 3 or 4 should send an email to [orientation@ohlone.edu](mailto:orientation@ohlone.edu) stating how they meet the exemption and provide documentation that supports the request. Upon approval students will then be cleared from the New Student Orientation requirement.

It is highly recommended that former and Orientation-exempt students meet with a drop-in counselor. For more information regarding drop-in counseling please visit [www.ohlone.edu/counseling/dropin](http://www.ohlone.edu/counseling/dropin).

### What Information is Provided at Orientation?

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

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

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

## Registration Information

### Class Schedule

The Ohlone College class schedule is produced twice a year (Summer/Fall Terms and Spring Semester). The class schedule is available online via WebAdvisor (<https://webadvisor.ohlone.edu>) and printed copies are available for purchase from the Ohlone Bookstore in Building 5 on the Fremont campus. WebAdvisor (<https://webadvisor.ohlone.edu>) contains the most up-to-date information about each term's classes. Application and registration procedures, academic calendar dates, and general information are also available on the Admissions and Records web page ([www.ohlone.edu/admissions](http://www.ohlone.edu/admissions)).

### Schedule for Registration

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

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

10th-12th grade students are able to register for classes approximately two weeks before the start of the term. 10th-12th grade students cannot register for classes until they have completed the admission process.

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

### Registration Procedures

Students should acquaint themselves with Ohlone College registration policies by studying the information in this catalog, the class schedule, and registration materials

supplied by the Office of Admissions and Records. Registration dates are published in the academic calendar in the class schedule (online at [www.ohlone.edu/admissions/academiccalendar](http://www.ohlone.edu/admissions/academiccalendar)) and on the Admissions and Records web page ([www.ohlone.edu/admissions](http://www.ohlone.edu/admissions)). Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Registration by proxy is permissible with written permission from the student.

Per §55040 of the California Code of Regulations, enrollment will not be allowed in a non-repeatable course that was previously completed with a grade of C or better. Enrollments will also not be allowed in a course that has already been repeated the maximum times allowed. All repeat policies are enforced through WebAdvisor and students will be blocked from registering for courses when the maximum number of enrollments has already been attained. A course with a letter grade, including a W, counts as an enrollment.

Per §58161 of the California Code of Regulations, effective Summer 2012 a course with a letter grade, including a W, counts as an enrollment. If a student receives a substandard grade (D, F, NP) at Ohlone the student will be allowed to enroll in that same course again in order to successfully complete the course. A student will be allowed three attempts, including W grades, to complete the course. The third enrollment in the course at Ohlone will become the final enrollment at Ohlone, regardless of the grade earned by the student. Once the course is completed with a satisfactory grade (A, B, C, or P) the course cannot be taken again at Ohlone. For example: During Fall 2017 a student received a W in ENGL-101A. During Spring 2018 the same student received an F in ENGL-101A. The next time that the student takes ENGL-101A, regardless of the grade (A, B, C, D, F, P, NP, or W), is the last time ENGL-101A can be taken at Ohlone College.



Photo courtesy of Don Jedlovec

## Registering for Courses with Prerequisites

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

## Prerequisites Taken at Another College or University

Students who have completed a course prerequisite at another college or university must speak to a counselor (Building 7, third floor on the Fremont campus or at the Student Services Center in Room NC1312 on the Newark campus) about getting the prerequisite waived before being able to register for the course. The counselor will need to review the transcript. If the counselor determines that the course prerequisites have been successfully met then the counselor will approve a waiver and students will be able to register online via WebAdvisor. Additional information about clearing prerequisites is available online at [www.ohlone.edu/counseling/clearprereqs](http://www.ohlone.edu/counseling/clearprereqs).

## Waitlisting

Waitlisting is a way to electronically stand in line for a filled class. During the registration period, students may place themselves on a waitlist for specific classes that are filled. During the registration period, if a class is full students will be asked on WebAdvisor if they want to add to the waitlist. If space becomes available in the class, students on the waitlist will be added to the class and notified by email. Students are added to the class from the waitlist in the order they were added to the waitlist. Students may check their status on the waitlist via their WebAdvisor account. There is no guarantee that students on a waitlist will be added into a class.

Students who have blocks preventing registration such as an outstanding balance, unmet prerequisites, conflicts with another class, overloads, or other academic issues will not be added into a class from the waitlist even if space is available. These students will remain on the waitlist until they have resolved the issue preventing registration, or three days from notification if no action is taken.

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

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

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

## Adding Classes (Registration After the Start of Class)

Students may add full-term classes, where space is available, using WebAdvisor (<https://webadvisor.ohlone.edu>) through the date posted on the academic calendar on the Admissions and Records web page ([www.ohlone.edu/admissions/academiccalendar](http://www.ohlone.edu/admissions/academiccalendar)). After that date students may only add full-term classes by obtaining an add authorization code from the instructor. Students are responsible for registering themselves in classes via WebAdvisor with the add authorization code. Students should refer to the academic calendar in the class schedule and on the Admissions and Records web page ([www.ohlone.edu/admissions/academiccalendar](http://www.ohlone.edu/admissions/academiccalendar)) for more information regarding registration deadlines.

## Dropping Classes or Withdrawing

Per §55024(a)(1) of the California Code of Regulations, students can drop classes through the 75% point of the class via WebAdvisor (<https://webadvisor.ohlone.edu>). Instructor permission is not required to drop a class. Students will receive a W grade if they drop a class after the last day to drop without a W. However, W grades are not considered punitive and students are encouraged to drop classes in which they are not doing well and are concerned that they may receive a substandard grade. Classes cannot be dropped after the deadline to receive a W; students who are still enrolled after the last day to drop must receive a letter grade (A-F).

Students may be dropped from classes by the instructor if they do not attend the first or second class meeting or for excessive absences. However, students are ultimately responsible for withdrawing from a class that they no longer plan to attend. Failure to do so can result in a failing grade being issued by the instructor and charges being issued for the class.

## WebAdvisor (<https://webadvisor.ohlone.edu>)

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

## Registering for Classes

Students register for classes online via WebAdvisor (<https://webadvisor.ohlone.edu>). Students cannot register before their scheduled registration day and time. Students are also prevented from registering if they have an outstanding balance, incomplete application, or need to submit a new application. A new application is required every semester for Kindergarten-12th grade students, and for any student who takes a leave from attending Ohlone for longer than one semester. Students should meet with an Ohlone College counselor if they need help choosing their classes. Students may make an appointment with a counselor by going online to [www.ohlone.edu/counseling/onlineappt](http://www.ohlone.edu/counseling/onlineappt), calling 510-659-6110, or by making an appointment at the Counseling Window (Building 7, third floor on the Fremont campus).

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### Did you know???

The Morris and Alvera Hyman Hall on the Fremont campus was named after the founders of the Fremont Bank, in recognition of a significant endowment established in their honor.

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