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 21.

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 Equity and Achievement (SEA)

As of Spring 2019, the Student Success and Support Program (SSSP) has merged with the Student Equity Program and the Basic Skills Initiative and is now known as Student Equity and Achievement (SEA). The intent of the SEA Program is to increase student access and success through the provision of core support services. These services include orientation; assessment and placement; counseling; advising; and other education planning services, with the goal of providing 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 New Orientation and Placement unless they:

- have earned a college degree (associate degree or higher);
- are enrolled in Kindergarten-12th grade while taking Ohlone College courses;
- have completed coursework from other college(s);
- are not planning to earn a certificate, degree, or transfer from Ohlone College;
- are enrolling only in Summer classes.

For more information about who may be exempt from Orientation or other SEA requirements, please go to www.ohlone.edu/orientation/overview.
Applying for Admission

Students may apply for admission online at www.ohlone.edu/admissions/newstudents. Applying online is the fastest way to apply. Application forms are also available online via the Ohlone College web page at www.ohlone.edu/sites/default/files/documents/imported/appforadmission.pdf; inside each term’s class schedule; from the Office of Admissions and Records on the Fremont campus; and from the Student Services Center on the Newark campus. To be able to register for classes all new and former students in the following categories must submit an application for admission:

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

Students who attended Ohlone College during the previous Fall or Spring Semester do not need to submit a new application. Per 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 Physical Therapist Assistant, Registered Nursing, 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.

Health Sciences Programs Requiring Special Admission

In addition to the basic requirements for admission to Ohlone College, there are specific requirements for admission to the Physical Therapist Assistant, Registered Nursing, and Respiratory Therapist programs. Admission criteria may change periodically and placement is limited by space. Prospective students should check each program’s web page for the admissions application 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 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.

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 1 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 at 510-659-6439 for an International Student Application or download the application at www.ohlone.edu/international/admissionregistration.

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 52 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).

*More information on alternative forms of English proficiency accepted may be found online at www.ohlone.edu/international/englishrequirements. Students may also wish to consider joining the Ohlone College English Language Institute (ELI).

(continued on next page)
Ohlone offers academic and counseling services to international students. Students must maintain enrollment in at least 12 units of academic work each semester.

Ohlone also offers the opportunity for deaf international students to learn American Sign Language and engage in Ohlone College degree program studies. For more information, please visit www.ohlone.edu/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. Please also refer to the International Programs and Services section in Chapter 3 of this catalog.

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 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 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.

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. Permission packets for students attending dual enrollment classes located on their high school campus may be obtained from the coordinator of the dual enrollment program at the high school.

Kindergarten-9th Grade Students
Kindergarten-9th grade students may only register in a limited number of course offerings. The list of approved courses is available at www.ohlone.edu/admissions/k12admission and in the Kindergarten-9th grade application packet. Students are 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); at www.ohlone.edu/admissions/k12admission; and in the printed class schedule. Students are encouraged to submit their application early. The first day that admitted Kindergarten-9th grade students are 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.
New Student Orientation and Placement

Fremont Campus, Building 7, Second Floor, Room 7201
newstudent@ohlone.edu
www.ohlone.edu/orientation

Completing English and Math Placement Has Never Been Easier

Placement in English and Math is one of the critical first steps to helping students successfully start their college experience. It is also important that students understand their placement options and their rights to access transfer level coursework.

Ohlone’s new placement process is linked to the online orientation and is based on self-reported information, which relies on student’s honesty. Honesty will determine an appropriate placement level that will be essential to each student’s expedient success in college. Students with questions or concerns about their placement may visit a counselor on drop-in.

How Are Students Placed in Classes?

Students who are currently enrolled in high school (10th-12th grade) or who graduated from a United States high school after 2009 are placed using their high school GPA, high school course completion, and a brief guided placement survey. Students who did not graduate from a United States high school within the last ten years use guided self-placement instead of high school records.

Placement Model - English

<table>
<thead>
<tr>
<th>GPA</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school GPA greater or equal to 2.60</td>
<td>ENGL-101A (Reading and Written Composition)</td>
</tr>
<tr>
<td>High school GPA less than 2.60 or greater or equal to 1.90</td>
<td>ENGL-101A (Reading and Written Composition) and ENGL-101AX (Reading and Written Composition Supplement) is recommended</td>
</tr>
<tr>
<td>High school GPA less than 1.90</td>
<td>ENGL-101A (Reading and Written Composition) and ENGL-101AX (Reading and Written Composition Supplement)</td>
</tr>
</tbody>
</table>

Placement Model - MATH: SLAM* (Science, Liberal Arts, Math)

<table>
<thead>
<tr>
<th>GPA</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school GPA greater or equal to 2.30</td>
<td>MATH-156 (Math for Liberal Arts) or MATH-159 (Introduction to Statistics)</td>
</tr>
<tr>
<td>High school GPA less than 2.30</td>
<td>MATH-156 (Math for Liberal Arts) or MATH-159 (Introduction to Statistics) and MATH-199 (Success in Math) is recommended</td>
</tr>
</tbody>
</table>

*Appropriate transferable math courses vary by major. Please see a counselor for assistance in choosing the right path.

Placement Model - MATH: B-STEM (Business, Science, Technology, Engineering, and Math)*

<table>
<thead>
<tr>
<th>GPA</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school GPA greater or equal to 3.40 and Calculus</td>
<td>MATH-101A (Calculus with Analytic Geometry)</td>
</tr>
<tr>
<td>High school GPA greater or equal to 3.40 and Pre-calculus</td>
<td>MATH-167 (Calculus for Business and Social Science) or MATH-187 (Pre-calculus II)</td>
</tr>
<tr>
<td>High school GPA greater or equal to 2.60 and Algebra II or higher</td>
<td>MATH-186 (Pre-calculus I)</td>
</tr>
<tr>
<td>High school GPA less than 2.60 and Algebra II or higher</td>
<td>MATH-186 (Pre-calculus I) and MATH-186X (Pre-calculus I Supplement)</td>
</tr>
<tr>
<td>No Algebra II or higher in high school</td>
<td>MATH-152 (Algebra II)</td>
</tr>
</tbody>
</table>

*Appropriate transferable math courses vary by major. Please see a counselor for assistance in choosing the right path.

Ohlone College uses these additional approaches to place students into English, ESL, and Math sequences:

- Completed coursework at a regionally accredited college or university;
- Early Assessment Program (EAP)/Smarter Balanced Assessment Consortium (SBAC);
- Advanced Placement (AP) tests;
- English as Second Language (ESL) students are placed through a computerized assessment and an essay on an assigned topic.

Chemistry Placement

In the spirit of Assembly Bill 705, the Chemistry Department has chosen to no longer use a Chemistry test for placement into Chemistry 101A. Instead, the Chemistry Department now uses the evaluation of high school transcripts.

Self-reporting is not available for Chemistry placement. To challenge the Chemistry 102 prerequisite, students need to bring an unofficial high school transcript to a drop-in counselor to demonstrate that they meet the following requirements:

- Passed high school chemistry in the past three years and
- Have a high school GPA of at least 3.0.

Students who satisfy the Chemistry 102 prerequisite must still complete the Math 152 prerequisite (or place higher than Math 152) before enrolling in Chemistry 101A.
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/sites/default/files/documents/imported/appforadmission.pdf or in the center of each term’s class schedule. Placements are offered free of charge. The ESL placement process takes 4 ½ hours to complete.

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

- Students should plan to attend a placement session as soon as possible because seating is limited.
- Students must bring a current, valid photo ID (driver’s license, school ID, or passport).
- No translators, dictionaries, or other study aids are allowed.
- Students should meet outside the specified room at least 10 minutes early.
- Late students are not admitted.

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 and on the Admissions and Records web page (www.ohlone.edu/admissions/academiccalendar). 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 2018 a student received a W in ENGL-101A. During Spring 2019 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.

How Will Orientation and Placement Help Students?

The Orientation and Placement program is designed to familiarize new Ohlone College students with the resources and services necessary to successfully start their journey. International students need to contact the International Programs and Services Office at international@ohlone.edu or 510-659-6439.

What information is covered in the Orientation and Placement process?

- English and math placements
- How to sign-up for the Counseling and Registration Session (CARS)
- How to set up the Ohlone student email account
- Essential college services and resources
- Information about certificate, degree, and transfer programs
- Information about Student Success Programs
- Information about financial aid
- Fees (tuition, books, other supplies, and parking permit)

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).
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.

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. If space becomes available in the class, students on the waitlist will be added into 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, waitlisting for both ENGL-101A-01 and ENGL-101A-02). WebAdvisor allows a student who is already waitlisted in one section of a class to register in a different section of the same class (for example, waitlisting for ENGL-101A-01 while already registered in ENGL-101A-02). However, students will not be registered 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 for the waitlist and are subsequently registered from the waitlist.

Students must attend the first class session of any course 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). 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) 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 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. If there is a block preventing registration such as needing to submit a new application, unmet prerequisites, time conflicts, unit overload issues, or an outstanding balance, an error message will appear at the top of the WebAdvisor screen, above where it says “UNSUCCESSFUL REGISTRATION.” Students may call Admissions and Records at 510-659-6100 or email admissions@ohlone.edu for help understanding an error message. A new application is required every semester for Kindergarten-12th grade students, and for any student who takes a leave of absence 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, calling 510-659-6110, or by making an appointment at the Counseling Window (Building 7, Third Floor on the Fremont campus).

Did you know???

On September 25, 1974 the permanent campus on Mission Boulevard in Fremont opened for classes.