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 in this chapter of the catalog.

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)

The Ohlone College Student Equity Plan identifies institutional efforts to support student groups who are traditionally underrepresented populations. The purpose of the Student Equity Plan is to improve students’ rates of achievement to become comparable to other student groups. The plan focuses particular attention on improving the outcomes for Black, Latinx, and First-Generation students since these groups are represented in two or more equity metrics and/or represent a significant population of students at Ohlone. Through collaborative college-wide efforts, the college advances the commitment to closing the achievement gap for students from traditionally underrepresented populations. This work is focused on implementation of the Guided Pathways framework which sets students on their path through intentional academic planning and comprehensive support to achieve success.

At the core of these efforts is the Student Equity and Achievement (SEA) Program. The intent of the SEA Program is to increase student access and success through the provision of core support services. These services include orientation, 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.
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, from the Office of Admissions and Records on the Fremont campus, and from the Student Services Center on the Newark campus.

All new and former students in the following categories must submit an application for admission so they can register for classes.

- 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 Therapist programs;
- Veterans;
- International students;
- Students planning to transfer to a baccalaureate college or university;
- Students transferring from another community college;
- Students participating in intercollegiate sports.

Applicants are 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.

Applicants to the Physical Therapist Assistant, Registered Nursing, and Respiratory Therapist programs need to include their official transcripts in their completed application packet and drop them off in the application drop box at the Newark campus.

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/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.

Did you know???

Ohlone’s tagline “Connect • Engage • Succeed” represents Ohlone’s promise to their students, their communities, and themselves.
**International Student Admission**

“International student” is defined 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 June 30 for the Fall Semester and November 13 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 s10-659-6439 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 International Student Application Fee;
- A non-refundable mail fee (if acceptance materials need to be mailed);
- 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).
- Proof of English proficiency. 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).

*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).

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

Ohlone College 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 international@ohlone.edu 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/el or contact the Ohlone College International Programs and Services Office at international@ohlone.edu.

**Special Student Admission - Kindergarten-12th Grade Students**

Special admission applies to students who are currently in Kindergarten-12th grade. These students may enroll in Ohlone College courses that are UC and/or CSU transferable on a space available basis. Parental and principal or school official approval is also required. Physical education (PE), athletics (ATHL), and noncredit 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. Students currently in high school (10th-12th grade) will be placed using high school GPA, high school course completion, and a brief guided placement survey. Please refer to www.ohlone.edu/placement for additional information regarding prerequisite clearance for Kindergarten-12th grade students.

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/spp. 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-12th grade students are exempt from paying the California Community College Enrollment Fee and the Student Representation Fee but are subject to paying the Electronic Access Fee, Health Services Fee, Transportation Fee, and the optional Student Activity Fee. Students who are enrolled exclusively in classes located off-campus sites are also exempt from the Electronic Access Fee, Health Services Fee, and Student Activity Fee. Students who are enrolled only in online classes are subject to the Electronic Access Fee and the Health Services Fee.

**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 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). 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) 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 Level, Room 7201
newstudent@ohlone.edu
www.ohlone.edu/orientation

English and Math Placement

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 placement process is available online and is based on self-reported information, which relies on a student’s honesty to help determine the appropriate placement level. Students with questions or concerns about their placement may meet with a drop-in counselor (www.ohlone.edu/counseling-department).

Students who are interested in Physical Therapist Assistant, Registered Nursing, or Respiratory Therapist programs need to refer to the Health Sciences Division web page (www.ohlone.edu/healthsciences) for specific admission information.

English and Math Placement Models

Students who are currently enrolled in high school (10th-12th grade) or who graduated from a United States high school after 2011 are placed using their transfer-level coursework.

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

- Completed coursework at a regionally accredited college or university;
- Advanced Placement (AP) tests;
- English as Second Language (ESL) students are placed through a self-guided ESL placement process.

Chemistry Placement

In the spirit of Assembly Bill 705, the Chemistry Department now uses the evaluation of high school transcripts for placement into Chemistry 101A instead of a chemistry placement test. 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 registering in Chemistry 101A.

English as a Second Language (ESL)

For students whose first language is not English, Ohlone offers self-guided English as a Second Language (ESL) Placement. Students will be asked to evaluate their own skills and abilities in using English and will decide on which classes are best for them. Students will look at reading samples, real students’ writing, and listening material in the self-guided placement process. Please refer to the ESL Placement web page at www.ohlone.edu/placement/schedules-esl for details about the ESL placement process.

New Student Orientation

Orientation is an important first step in each student’s successful partnership with Ohlone College to develop and realize educational goals. Orientation is designed to familiarize students new to Ohlone with the programs, services, and academic opportunities available to them. International students need to contact the International Programs and Services Office at international@ohlone.edu or 510-659-6439.
Only first-time college students are required to complete Orientation. Students are automatically exempt from Orientation if they indicate on their application that they
- have completed college coursework after graduating from high school;
- are enrolled in Kindergarten-12th grade while taking Ohlone College classes; or
- are only enrolling in Summer Term.

All students are encouraged to meet with a counselor for course selection and advisement. For more information about meeting with a counselor, visit www.ohlone.edu/counseling-department.

What information is provided during Orientation?
- One-on-one meeting with a counselor to select classes in the student’s pathway
- English and math placements
- Help setting up an 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)

For more information about Orientation, please go to www.ohlone.edu/orientation.

Registration Information

Class Schedule

Classes for each term are available online via WebAdvisor (https://webadvisor.ohlone.edu) by clicking on Search for Sections. Application and registration procedures, academic calendar dates, and general information are available on the Admissions and Records web page (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. Continuing students who have a comprehensive Student Education Plan (cSEP) on file with the Counseling Department receive a bump in their registration priority. 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 and registration information provided by the Office of Admissions and Records. Registration dates are published in the academic calendar 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, 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. Excused Withdrawal (EW) or Military Withdrawal (MW) are not counted towards the number of attempts. 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 2020 a student received a W in ENGL-101A. During Spring 2021 the same student received an F in ENGL-101A. The next time that the student takes ENGL-101A, regardless of the grade (A, B, C, D, F, P, NP, or W), is the last time ENGL-101A can be taken at Ohlone College.

Registering for Courses with Prerequisites

Many courses have prerequisites that must be successfully completed prior to enrollment. Students 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 Level 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 the student 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 in WebAdvisor for a filled class. During the registration period, students may place themselves on a waitlist for specific classes that are filled. If a class is full, students will be asked on WebAdvisor if they want to be added to the waitlist. If space becomes available in the class, students on the waitlist will be notified by email with instructions on how to add themselves to the class. Students are notified about open spots in the class 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 are unable to add themselves to a class need to attend the first day of class to see if there is space available. If there is space available, the instructor may issue an add authorization code.

Students who have blocks preventing registration such as an outstanding balance, unmet prerequisites, conflicts with another class, overloads, or other academic issues are not able to add into a class even if space is available. These students have three days from notification of an open spot to resolve any issues preventing registration. After three days from notification, students are removed from the waitlist so the next student in line has an opportunity to register.

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 students who are 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 are not able to add 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.

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 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 a class via WebAdvisor (https://webadvisor.ohlone.edu) through the 75% point of the class. 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 registered 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.

Auditing

Students wishing to audit a credit class may do so under the following conditions. Auditing is not available for noncredit classes.

- Registration as an audit student is permitted only after students desiring to register in the class for credit toward a certificate or degree have had the opportunity to register.
- Registration as an audit student is permitted only after approval has been obtained from the instructor.
- The Audit Application Form must be submitted to the Office of Admissions and Records by the add deadline for the class. However, Audit Application Forms are not processed until all students who wish to register for credit have had the opportunity to do so. The Audit Application Form is available on the Admissions and Records web page (https://www.ohlone.edu/admissions/docindex).
- The class must be eligible to be audited; not all Ohlone classes allow audit students. The class listing in WebAdvisor indicates if the class can be audited.
- No students auditing a class are permitted to change their enrollment in that class to receive credit for the class.
- Students have paid the appropriate enrollment and/or audit fees at the Cashier’s Office on the Fremont campus.
- Units associated with auditing are not counted toward minimum requirements for financial aid, student employment, etc.

Please refer to Chapter 4 of this catalog for the audit fee. The audit fee is not refundable. Students enrolled in credit classes for 10 or more units per semester are not charged a fee to audit three or fewer units per term. To obtain this credit, students must contact the Cashier’s Office after the third week of the term.

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 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. 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 appears 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.

Some students are required to submit a new application before they can register for classes. 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/appointment, calling 510-659-6110, or by making an appointment at the Counseling Window (Building 7, Third Level on the Fremont campus).