

REGISTRATION

You will need a registration date and time to be able to register for classes. To obtain a registration date and time as a new student, you will need to complete the online orientation. You will be automatically assigned a registration date at the end of the orientation. If you are a returning student, you will receive a date and time after you complete your application. For continuing students, you are automatically assigned a registration date and time. An email will be sent to you informing you of that date. If you do not receive the email, please check this schedule of classes to determine your date and time.

To check your appointment, log on to the college’s Web site at www.canyons.edu and click on “My Canyons.”

Students register for courses according to a priority system. This priority system has been created to make your registration as easy as possible and to avoid overloading the computer system. You will be able to register on your date and time or during open registration. If you have missed your registration date due to extenuating circumstances, please bring documentation to the Admissions and Records office to petition for a new date and time.

In order to understand the College of the Canyons registration process, you must know your status as a student. Please determine the category that applies to you and note the registration time on the accompanying grid. You may also access online registration to obtain your registration appointment date and time. **We are now sending registration appointments by email. Be sure we have your correct email address. You can make changes to your email address by accessing the online registration system. Please be sure to allow emails from any email ending in @canyons.edu. Please do not block these emails, otherwise you may not receive your registration date.**

To determine your registration date and time, you need to know:

- The last two digits of your social security number.
- Your priority level (A, B, C, D, E, F, or G) based on your status as a student.
- Be sure to calculate all college units completed at College of the Canyons, and any units enrolled in the current semester or term.

Once you have determined your priority level, you will be assigned a 6-hour window to register for classes and will have an additional 4-hour window in the evening of the same day to make any changes to your schedule. You will then be blocked from the system until the Open Registration period.

To register for your classes, please log on to “My Canyons” at www.canyons.edu. You will log in during your registration date and time or during open registration. Click on Register/Add a class and follow the prompts. If you need help choosing classes, please see our online tutorials for help. They are located at www.canyons.edu/office/counseling. You may also register in person in the Admissions and Records office on the Valencia Campus or in the Student Services office in Quad 1 at the Canyon Country Campus.

Special Program Registration: If you are part of one of the following groups, please contact that department for your special registration date and time.

ASG	(661) 362-3257
Athletics	(661) 362-3200
CalWORKS	(661) 362-3015
DSP&S	(661) 362-3341
EOPS	(661) 362-3279
MESA	(661) 362-3448
Veterans	(661) 362-3469

Continuing Students

You were enrolled in classes at College of the Canyons anytime during the past semester.

- Priority A** Continuing Students who have between 45 and 100 units
- Priority B** Continuing Students who have between 30 and 44.9 units
- Priority C** Continuing Students who have between 15 and 29.9 units
- Priority D** Continuing Students who have between 0 and 14.9 units and students who have completed more than 100 units.

Returning (former) Students

You are returning after an absence of one semester or more and will receive a registration appointment when you submit a new application for admission to the Admissions & Records Office.

- Priority E*** Returning students who have attended College of the Canyons previously, but not in the last semester.

New Students (Matriculated)

You have never attended College of the Canyons. However, you have submitted an application file for the current term, and have completed Assessment, Orientation and Advisement, also know as “Matriculation.”

- Priority F*** New students who have completed matriculation.

HOW TO REGISTER

New Students (Non-Matriculated)

You have never attended College of the Canyons. You have NOT completed Assessment, Orientation, and Advisement, also known as “Matriculation.”

Priority G* New students who have not completed matriculation.

High School Students

High school students planning to enroll in classes must first complete the admissions process. High school students must submit a Special Admission Enrollment form and an Authorization to Consent to Medical Treatment form with all required signatures every semester before registering for classes. Appropriate high school officials must recommend the College of the Canyons degree applicable courses for which students are approved to enroll. High school students may enroll in up to 11.0 units per semester. Please see the College Calendar at the front of this schedule of classes to find the high school registration date. High school students must register in person at the Valencia or Canyon Country Campus.

High school **freshman and sophomores** have an additional requirement of obtaining instructor permission to enroll. Thus, they must wait until the first class meeting after the term begins, obtain an add form dated with first attendance and signed by the instructor. They may then proceed to the Admissions & Records office during business hours anytime prior to the add deadline with all forms described above to enroll in classes.

Classification of Students

- Full Time** Enrolled in twelve units or more
- 3/4 Time** Enrolled in between 9 units and 11.9 units
- 1/2 Time** Enrolled in between 6 units and 8.9 units
- 1/4 Time** Enrolled in between 3 units and 5.9 units
- Freshman** One who has completed 30 units or less
- Sophomore** One who has completed 31 units or more



Alpha Gamma Sigma

HITE and HONORS



Phi Theta Kappa

High Intensity Transfer and Enrichment Program (HITE)

HITE is designed to challenge students who have at least a 2.5 grade point average (GPA) to achieve their highest academic potential and to help them transfer successfully to a four-year college.

Alpha Gamma Sigma (AGS) is a California state honor society for two-year college students, and Phi Theta Kappa (PTK) is an international community college honor society. To join AGS you need a minimum 3.0 GPA. To join PTK you need a minimum 3.5 GPA.

The Transfer Alliance Program

The College of the Canyons special relationship with the transfer alliance colleges guarantees you special consideration for admission and scholarships.

The TAA members include UCLA, UCI, Pomona, Chapman, UCR, and UCSC.

Contact the HITE-Honors Office at (661) 362-3333, or come to STCN-111.

Hours: Monday & Wednesday: 10am -Noon & 2-5pm
 Tuesday & Thursday: 9am - 1pm & 4-6pm
 Friday: 8am - Noon

ONLINE PRIORITY REGISTRATION GRID FOR FALL 2009

WEEK 1	July 20-24	Mon July 20	Tues July 21	Wed July 22	Thurs July 23	Friday July 24
	7am-1pm	Special Programs Including Noncredit	Special Programs Including Noncredit	Priority A Last Two Digits of SSN 20-39	Priority A Last Two Digits of SSN 60-79	Priority A Last Two Digits of SSN 80-99
	1pm-7pm	Special Programs Including Noncredit	Special Programs Including Noncredit	Priority A Last Two Digits of SSN 40-59	Priority A Last Two Digits of SSN 00-19	Priority B Last Two Digits of SSN 34-67
	7pm-11pm	All Day	All Day	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today
WEEK 2	July 27-31	Mon July 27	Tues July 28	Wed July 29	Thurs July 30	Friday July 31
	7am-1pm	Priority B Last Two Digits of SSN 68-99	Priority C Last Two Digits of SSN 00-19	Priority C Last Two Digits of SSN 80-99	Priority C Last Two Digits of SSN 60-79	Priority D Last Two Digits of SSN 82-99
	1pm-7pm	Priority B Last Two Digits of SSN 00-33	Priority C Last Two Digits of SSN 40-59	Priority C Last Two Digits of SSN 20-39	Priority D Last Two Digits of SSN 65-81	Priority D Last Two Digits of SSN 48-64
	7pm-11pm	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today
WEEK 3	August 3-7	Mon Aug 3	Tues Aug 4	Wed Aug 5	Thurs Aug 6	Friday Aug 7
	7am-1pm	Priority D Last Two Digits of SSN 16-31	Priority D Last Two Digits of SSN 32-47	Priority E Last Two Digits of SSN 25-49	Priority E Last Two Digits of SSN 00-24	Priority F By Appointment
	1pm-7pm	Priority D Last Two Digits of SSN 00-15	Priority E Last Two Digits of SSN 50-74	Priority E Last Two Digits of SSN 75-99	Priority F By Appointment	Priority F By Appointment
	7pm-11pm	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today	Open to all Students Registering Today
WEEK 4	Aug 10-14	Mon Aug 10	Tues Aug 11	Wed Aug 12	Thurs Aug 13	Friday Aug 14
	7am-1pm	Priority F By Appointment	Open Online Registration	Open Online Registration	Open Online Registration	Open Online Registration
	1pm-7pm	Priority G By Appointment	All Students All Day	All Students All Day	All Students All Day	All Students All Day
	7pm-11pm	Open to all Students Registering Today	7am-11pm	7am-11pm	7am-11pm	7am-11pm

All students can register for non-credit classes starting on July 20, 2009.

OPEN REGISTRATION FOR PROGRAM CHANGES -- August 11-23

REGISTRATION INFORMATION

ADD CODES

Once classes begin, we still accept applications for admission. Although classes may be in a closed status, you should attend the first class meeting. If there are seats available, the instructor will issue an **Add Code** to students allowed to enroll in the course. The add code must be processed using the online or telephone registration systems. The exception to this rule is for the special admission high school students. They must process their add code forms in-person in the Admissions and Records office on the Valencia or Canyon Country campus during business hours.

Add code forms are no longer valid after the add deadline. Please see the College Calendar at the front of this schedule of classes for the add deadline or ask your instructor for the exact date of your class. After the add deadline, you must have documented extenuating circumstances to add a class. Obtain a Late Add Form and Petition to the Academic Standards Committee in Admissions and Records. This form is due no later than the withdrawal deadline for your class. Please see the College Calendar at the front of this schedule of classes for the withdrawal deadline. Obtain short-term class deadline dates from your instructor; they are listed on the class roster in the right hand corner.

If an instructor gives you permission to add a class, he or she will give you an add code form that lists the section number, the name of the course, assigns an add code, and shows instructor signature and first date of attendance. Access the online registration system, click on **Express Registration**, enter the section number of the class, and then enter the four-digit add code number when prompted. You must pay your fees within 7 calendar days from the day you register. You must process your add by the add deadline. Once the deadline passes, your add code will no longer be valid. Ask your instructor for the add deadline for your class. It is listed on the right-hand corner of the class attendance roster.

To add a Continuing Education (noncredit) class, please obtain add form from the instructor. Continuing Education courses do not require an add code. The signed form must be returned to the Continuing Education office on the Valencia campus, room V-110.

DROP CLASSES

If you are eligible to use online registration, you may drop using **"My Canyons"** until the withdrawal deadline. All other students must come into the Admissions & Records office to drop classes during business hours. If you drop your class prior to the drop deadline, no marks will appear on your transcript for that class. If you drop after the drop deadline but before the withdrawal deadline, a W will appear on your transcript as a grade.

Please see the section marked Grades to understand what the grade of W means. You cannot drop a class after the withdrawal deadline. A final grade will be issued if you do not drop the class prior to the withdrawal deadline. See the calendar page for full semester deadline date information. Obtain short-term class deadline dates from your instructor; they are listed on the class roster in the right-hand corner. Success in college depends upon regular class attendance. Generally, instructors will drop a student who has excessive class absences. It is your responsibility to know the attendance regulations of each of your instructors.

Once classes begin, students may no longer be dropped for non-payment of fees. This means you are responsible to drop your classes if you no longer plan to attend. If your fees are not paid by the add deadline for each class, a hold may be placed on future registration and all services: enrollment verifications, grades, transcripts, degrees, etc. No registration statements or parking permits will be mailed one week before the start of classes. If you have a BOGW and requested parking, you may pick up the parking permit at the cashier's window in the Student Business Office.

WAITLIST

When you register for a class and all the seats are filled, the registration system will ask if you want to be placed on a waitlist. This means that all seats in the class are taken, and you will be waiting for a seat to open up. If you answer yes, you will be added to the waitlist and given a waitlist number. For example, 3/10 means that you are number 3 on a waitlist of 10 students. Then as students drop themselves out of the class, or are dropped for non-payment, seats will become available. The college will then enroll students from the waitlist into the class automatically. As students are enrolled, students remaining on the waitlist will move up closer to the top of the list. This process will be run daily until classes begin. Remember, this process may take place while you are away, and you have seven days to pay your fees. If payment is not received, you will be dropped from the class and will lose your position on the waitlist. It would be wise to make arrangements that fit your situation.

Once you are moved into the class from the waitlist, you will receive an email and phone call notifying you that you are enrolled and have seven calendar days to pay your fees. You should pay your fees right away or you may be dropped from the class and also lose your place on the waitlist. If this occurs, you can attempt to place yourself back on the waitlist, but there is no guarantee you will be able to get on the waitlist again. If you do not want the class, you can go online and drop it from your schedule, however, you cannot be placed back in your previous position on the waitlist.

You can only be in one section of the same class, such as ENGL-091. However, you can be on multiple waitlists for different classes like ENGL-091, GEOG-101, and HIST 111. Please make sure the following are up to date so that you are able to move from a waitlist to a class successfully. To move from the waitlist into the class you must meet the following criteria:

- We have your most current phone number and email address on file. We will contact you both by phone and email.
- You do not have any holds from a previous term.
- The class is not one you have taken previously.
- You have met any course prerequisites by submitting transcripts prior to the start of the registration period.
- The class does not conflict with any other already on your schedule.
- You will not be enrolled in more than 18 units if you are moved into the class.

Waitlist Continuing Education (noncredit classes)

When a noncredit class has reached capacity, students will be added to a waitlist; students on a waitlist will appear on the class roster. You will be telephoned by continuing education staff explaining that you have been placed on the waitlist and directed to attend class. If the instructor agrees there is room, you will be given a signed add slip where you may officially register through the Continuing Education office. At this time, noncredit classes will not be issued an add code.

PREREQUISITES

Some courses require the completion of prerequisites. A prerequisite is a course that must be completed, or a placement score that must be achieved, before a more advanced course is attempted. Students are advised to consult the course descriptions found in the current college catalog or schedule of classes to identify course prerequisites.

All prerequisites must have been completed with a satisfactory grade. "Satisfactory grade" means the grade earned must be a C or CR (P) or better; D, F, FW, or NC (NP) grades are not acceptable.

Many of our courses have prerequisites. Our policy allows you to enroll in the next course, but unless your final grade in the prerequisite course meets the minimum grade of a C, you will not be allowed to stay in the next course. Once the previous semester grades are posted you will be dropped from the more advanced course. The drop may happen after the semester has begun and could impact your ability to obtain another course.

Prerequisite - a condition of enrollment, typically a course or a placement score that a student is required to meet before being allowed to enroll in a more advanced course or educational program.

Co-requisite - means that there are two courses offered that connect to each other and the student is required to enroll in both of them.

Strongly Recommended - means that students are advised to strengthen their subject skills by taking the recommended course but are not required to do so.

Challenge Process

Prerequisite challenge petitions are available in the Counseling and Admissions & Records offices. A prerequisite may be challenged for the following reasons:

- The prerequisite has not been made reasonably available;
- The prerequisite was established in violation of regulation, or in violation of District approved processes;
- The prerequisite is discriminatory or applied in a discriminatory manner; and/or
- You have knowledge or ability to succeed in the course despite not meeting the prerequisite.

In each case the student must provide documentation to support the challenge. Examples of documentation are transcripts, copies of certificates, proof of knowledge of the required material, etc.

The procedure for prerequisite challenge petitions is as follows:

1. Fill out a Prerequisite Challenge Petition.
2. Submit to Admissions & Records (if the class is closed an add form with instructor's signature must also be attached).
3. Admissions & Records will enroll you in the class pending petition approval. You must pay for the class at this point and continue attending class until the petition is approved or denied.
4. The petition will be forwarded by Admissions & Records to the appropriate division for review.
5. **If the petition is approved**, you will be sent a copy and will be officially enrolled in the class.
6. **If the petition is denied**, you will be sent a copy of the petition, an administrative drop will be processed and a refund of class fees will be sent to you.

REPEAT CLASSES

The registration system will block you from repeating a course in which you have received a passing grade, or if you have repeated it too many times.

REGISTRATION INFORMATION

A course may not be repeated for credit or for grade point average improvement if a grade of C or better has been received. Any exception to this regulation must be approved by petition prior to registration.

Courses in which you have previously received a substandard grade (D, F, FW, or NC (NP)) can be repeated only once, unless otherwise indicated in this schedule of classes. The last grade received will be counted in grade point average and units.

AUDIT CLASSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to Ed Code 76370. Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowed repeats. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. The following list of courses has been approved for auditing:

Physical Education activity-all
 Nursing Science- all
 Animation Science-all
 Art-091L
 Dance-160, 161
 ESL-040, 050
 Graphics and Multimedia Design- 090L, 094L, 097L
 Music- 080, 081, 082, 083, 116, 153, 173, 174, 175,176,
 177, 185,186
 Photography-090L, 091L
 Radio/TV/Film-090L, 091L
 Theatre-090L, 092L, 093L, 120, 161, 190

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Education if you wish to audit classes.

Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. Students wishing to audit a course must be in at least grades 11 to 12. Those students in grades kindergarten through 8 are not eligible to audit classes. The exception to this rule is the music classes listed above.
3. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
4. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
5. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Education Office.
6. Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Education Office.



**High School Registration
is now Online.**

Please see page 100 for instructions.