Admission to the College
/ Getting Started

"Untitled" - from 2013 COC Student Calendar. Photographer: Tanner Ctt
Any person applying for admission to the college must qualify using one of the following conditions:

A. Be a graduate of a high school, or have passed the California High School Proficiency Exam.

B. Has completed coursework for high school graduation and is in possession of a Certificate of Specialization, or the equivalent.

C. Be 18 years of age or over and be capable of profiting from the instruction offered.

D. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work" and must be identified as a special part-time or full-time student.

2. Students may be admitted from K-10 if identified as "highly gifted."

3. Students may be admitted as a special part-time or full-time student if:
   (a) The class is open to the general public, and
   (b) The student is currently enrolled in grades 11-12. Exceptions may be made for some special programs and course work, and
   (c) The student has demonstrated eligibility for instruction by completing assessment and orientation.

Eligibility for Admission Definitions:

A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.

B. A special part-time student is identified as attending high school and College of the Canyons concurrently, and is enrolled in 11.0 college units or less.

C. A special full-time student is identified as a high school student who has been completely released by his or her high school to attend College of the Canyons full-time, and is enrolled in 12.0 units or more.

D. A highly gifted student would be a student in K-10 who has a score of 150 or higher on the most current version of the WISC intelligence test.

The College may restrict admission in some courses and programs. For instance, special admission students cannot enroll in Culinary Arts 226-Food and Wine and HLHSCI 151-Emergency Medical Technician I as both courses have an age restriction. In addition, special admission students must obtain departmental consent for all courses in welding and manufacturing.

Students enrolling in grades 11-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms deemed necessary. Home school programs for grades 11-12 must meet the guidelines for special admit students to apply for admission.

Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

Pursuant to California Education Code Section 76300 (f), specially admitted part-time students may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed.

Specially admitted students released from their high school to attend College of the Canyons full-time must pay the enrollment fee and all other appropriate fees as assessed.

Admission Procedure - Application

A formal application for admission must be filed with the Admissions and Records Office. This should be done as soon as the decision has been made by the individual to seek admission to the College. Students returning after missing one semester or more must submit a new application to reactivate their student history file.

Documents Required (Transcripts)

Applicants entering as first-time freshmen must arrange to have academic transcripts from their high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts should arrive prior to the student's registration date to be used to meet course prerequisites and prevent an interruption in the automated registration process. All transcripts become the property of the College, and photocopies may not be released.

Student Correspondence

College of the Canyons is making every effort to communicate with students by sending correspondence through email. The College provides each student with a College of the Canyons email address. This email account is assigned once a student submits an application and sets their "My Canyons" username and Password. The email account is supported by Microsoft. We advise you to check your email often, as information we send will often be time sensitive and important to your college career.

Credit Accepted

College of the Canyons accepts credit for courses completed at colleges and universities and credits earned by any of the regional accrediting associations. Upon petition and upon evaluation credit may be accepted from schools and colleges having other types of accreditation. Students must have 12 units in residence before credit will be placed on the academic transcript. Some exceptions apply; for more information contact Admissions and Records.
Residency
New and returning students to College of the Canyons are classified for the purpose of determining California residency and/or non-resident status. The classifications are as follows: Unmarried minors (persons under 18 years of age), who are US Citizens or a status that allows residence, whose parents have resided in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Persons over 18 years of age, who have legal residence in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

Applicants having less than one year of residence in California immediately prior to the first day of instruction of the term they expect to attend are classified as non-residents for tuition purposes.

United States citizens, permanent residents, and aliens without lawful immigration status who have attended a California high school for at least three years and then graduated may qualify for a non-resident tuition waiver. Contact Admissions and Records for more details.

Non-immigrant alien students are required to pay the non-resident tuition and may need to meet certain other admission requirements. Contact Admissions and Records for more information.

International Students
College of the Canyons is authorized under federal law to enroll non-immigrant alien students. International students applying for admission and subsequent student visas must meet special admission requirements. For a statement of these requirements and procedures, inquiries should be made to the Director of International Students.

MATRICULATION
Matriculation is a process that brings the college and the student into an agreement for the purpose of realizing the student's educational objectives. Essentially, it is a process designed to support and encourage student success but it is also charged with ensuring fair and consistent assessment and placement, and equal access to campus resources.

The primary purpose of matriculation is enhancing student success. The matriculation agreement acknowledges responsibilities of both the College and the student to attain this objective. All students must participate in the process unless granted a specific exemption. For the College, the agreement includes providing an admissions process, orientation to college, student services, pre-enrollment assessment, counseling and advisement on course selection, a curriculum or program of courses, follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

For the student, the agreement includes at least a general identification of an educational goal at the point of enrollment and declaration of a specific educational objective after reaching 15 college units. Students agree to be responsible for consistent class attendance, to complete assigned coursework, and to maintain constructive progress toward their educational goals. Students agree to participate in orientation, assessment, counseling and other follow-up services as designated by the College to help them reach their educational goals.

The College is committed to student success and, with this in mind, provides the following matriculation services.

ADMISSION
New students must complete and submit an application for admission either online (www.canyons.edu) or in person prior to enrollment at College of the Canyons. The College uses the information received from the application and transcripts to refer students to specialized services across campus, and to complete the assessment process and online orientation. These services will allow students to progress towards completion of their stated educational goals.

ASSESSMENT
Comprehensive assessment testing is available to assist students in an evaluation of their skill levels. Assessment testing in math, English or ESL is required of all new non-exempt students. Testing is free, there are no grades, and students are allowed to work at their own pace. Counselors and program advisors use test scores to determine appropriate placement in classes and to help students develop their first semester educational plan. Any student who plans to enroll in a math or English class, or in a class that has a math or English prerequisite, must take the assessment test. A student may retest once every 160 days from the original test date if a course in a sequence has not yet been completed. Testing twice into the same course level means that the student must take that course and will not be allowed to retest. Scores are valid for two calendar years. If no college English, math, or ESL courses are taken for two years, students must retest to update their assessment profiles.

Assessment tests are used to evaluate skill levels and are not intended to advance a student to a higher level. Once a student enrolls in a course in a sequence and has received a grade, the student can no longer test to skip forward in the sequence. The course must be completed with a "C" or better before moving on to the next level. If students feel that they have the skills to be successful in a higher-level course, but lack the academic evidence, they will be referred to the counseling office for information on possible options.

ORIENTATION
Online orientation is required of all new and first-time to College of the Canyons non-exempt students. It provides valuable information about the services, programs, and courses available at the College. Students who successfully complete the online orientation will be given an early registration date. To access orientation go to www.canyons.edu and click on "New Student Info."

Counseling faculty offer New Student Advisement workshops on educational planning and course selection for new students prior to the first day of registration. Students are encouraged to bring their placement results and a draft of their course selections to the advisement session.
sessions. Go to www.canyons.edu and click on “New Student Info” for the dates and locations of new student advisement workshops. Students may also print their registration date and time from the Web.

COUNSELING
Consultation with a counselor to plan courses, establish goals, and chart an educational path is one of the most important connections a new student can make. Professional counselors are available to assist students in identifying interests, aptitudes and educational objectives. All matriculated students are encouraged to meet with a counselor to formulate a Student Educational Plan (SEP).

EXEMPTION CRITERIA
Each element of the matriculation process is considered to be a step toward student success. The goal of matriculation is to assist students in developing, identifying, and reaching their educational goals.

Students who wish to be exempt from any of the matriculation components (orientation, assessment, and counseling) may request an exemption at the admissions or counseling counter.

Students may be exempt from some or all of the matriculation requirements if they meet one or more of the following criteria:
1. Have an A.A. degree or higher
2. Are upgrading job skills or taking continuing education for employment
3. Are taking less than six units of personal enrichment classes
4. Have credit in math and/or English from another college

See the “Regulations” section of the current catalog for more information on exemptions from matriculation requirements.

COUNSELING / PROGRAM ADVISEMENT
The mission of the Counseling Department is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities.

Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

Program Advisors are available throughout open office hours at the drop-in desk in the Counseling Office for quick consultations. Program Advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact the Counseling Office at www.canyons.edu/offices/counseling to schedule private half-hour appointments with counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

New students may attend a New Student Advisement Workshop after completing the online orientation. By the end of the workshop, students will have developed a list of which classes to take their first semester at CCC. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals.

Counseling classes are taught by counselors and cover such topics as college success skills, career development, and transfer planning. See Schedule of Classes for specific offerings. Specialized counseling is also provided through the DSP&S, EOPS, and CalWORKS.

REGISTRATION
Registration is the formal process of arranging courses desired by the student into a program of classes and of securing a seat in classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons.

Students are given a registration date and time and may register anytime on or after this date and time. For online registration: www.canyons.edu. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes. Students registering during the late registration period must meet all criteria to be eligible to attend. See the current Student College Calendar for specific information.

Clearance of Obligations (Holds)
All obligations to the College must be met before a student’s record will be considered clear. Outstanding obligations will prevent registration for classes, the ability to obtain verifications of enrollment, grades, academic transcripts, degrees, and any other services offered by the College.

Classification of Students
- Full Time: Enrolled in twelve units or more in a full-length semester
- 3/4 Time: Enrolled in 9 to 11 units
- 1/2 Time: Enrolled in 6 to 8 units
- 1/4 Time: Enrolled in 3 to 5 units

Freshman: One who has completed 30 units or less
Sophomore: One who has completed 31 units or more

Schedule of Fees
Fees are due at the time of registration each semester or each time materials are acquired or services rendered. Fees must be paid at the time of registration. If all fees are not paid at the time of registration, the student will be removed from all courses.
All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 2013. Fees are subject to change. Consult the online Class Schedule or the Student Business Office for current fee schedules.

**Enrollment Fee**

Students are required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the fee is $46 per unit. The enrollment fee and other fees are subject to change during the academic year. Check the online Class Schedule for the most up-to-date fee information.

**Additional Fees**

- **Annual Student Fee**
  - Center Fee: $1 per unit; $10 maximum
  - Audit Fee (Paid in Community Education Office): $15/Unit
  - Credit by Examination Fee: $55.00
  - Health Fee (Semester): $19.00
  - Health Fee (Summer/Winter): $16.00
  - International Student Tuition: $189 plus $46 Enrollment fee per unit plus $10 Capital Outlay fee per unit
  - Non-resident Student Tuition: $189 plus $46 Enrollment fee per unit plus $10 Capital Outlay fee per unit
  - Office Transcript (first two free): $5.00
  - Office Transcript (2 business days): $10.00
  - Office Transcript (on demand): $15.00
  - Refund Processing Fee (once classes begin): $10.00
  - Parking Fee (Semester): $50.00
  - Parking Fee (Winter/Summer): $25.00
  - Parking Fee (Motorcycles): $15.00
  - Student Association Fee: $1.00
  - Student Support Fee: Optional
    - Fall/Spring: $15.00
    - Winter/Summer: $10.00
  - Catalog: $3.00

**Credit by Examination Fee**

Credit by examination fee applies equally for resident, non-resident, and international students. See the Credit by Exam policy and procedure for more information.

**Health Fee**

College of the Canyons requires all students attending college, both full and part-time, to pay the health fee as outlined in California Education Code section 76695. According to statute, students who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low-income students eligible for a Board of Governors Enrollment Fee Waiver.

Exemption forms are submitted to the Student Business Office on the Valencia campus or the Canyon Country campus in Quad 1.

**Parking Fee**

Students with a BOGW-A fee waiver will have their parking fee waived. Students with a BOGW-B or C fee waiver will pay $20 per semester and $10 for Winter or Summer parking. Each semester, students with a BOGW-A are eligible to purchase one (1) parking pass at a discounted rate.

**Capital Outlay Fee**

The Capital Outlay Fee is charged to all nonresident and international students. This fee is used to supply the student with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, sheet music, tools, equipment, clothing, and those materials which are necessary for a student's educational training and employment. In most cases, these materials are being provided at or below cost to the college. See the individual department for a complete list of materials. Instructural materials fees vary by course, and are listed in the course description of all classes charging this fee. Students may waive this fee prior to the refund deadline if they choose to provide the materials themselves. To waive these fees, please see the Student Business Office on the Valencia campus in Seco Hall 101 or the Canyon Country campus in Quad 1.

**International Student/Non-Resident Tuition**

Students classified as non-residents by the residency determination date each semester or term, are subject to non-resident tuition. Students classified as international students (have an F-1 or J-1 visa) are subject to international student tuition. For the 2013-2014 academic year, tuition is set at $189 per unit, plus a Capital Outlay Fee of $10 per unit, plus an Enrollment Fee of $45 per unit for a total of $225 per unit for non-resident and international students.

Enrollment fees and other fees are subject to change during the academic year.

College of the Canyons