STEPS TO SUCCESS
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The following steps are outlined below to guide students in achieving their educational goal:

Step 1 - Apply For Admission
Step 2 - Financial Aid
Step 3 - Submit Transcripts
Step 4 - Assessment
Step 5 - Prerequisites/Corequisites
Step 6 - Orientation/Counseling
Step 7 - Registration
Step 8 - Pay Fees

Student Success and Support Program

In September 2012, Governor Brown signed the Student Success Act of 2012 (Senate Bill 1456) into law. Now known as the Student Success and Support Program, California Community Colleges are required to provide nonexempt students with core matriculation services. Beginning fall 2014, new students receive enrollment priority based on the completion of key components: assessment, orientation, and an abbreviated student education plan. It is recommended that students meet regularly with an academic counselor and take advantage of other academic resources. Students are also directed to develop a comprehensive student education plan upon completing 15 credits, as well as to define their education goal and course of study. Students with an associate degree or higher may be exempt from these components. These services are designed to help students successfully meet their college goals. New, non-exempt students are expected to complete these activities. In addition all students should attend classes, complete assigned coursework, and maintain progress toward their college goals.

STEP 1
APPLY FOR ADMISSION

Para información sobre Admisiones comuníquese con la Oficina de Admisiones de Cuesta College, (805) 546-3140 ó vea la pagina

http://www.cuesta.edu/students/servs_classes/admrreg/apply-espanol.html.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

• Apply for Admission, Who May Attend, Residency, International Students, Enrichment Students, Veterans, Allied Health Programs and Information in Spanish all can be found at: http://www.cuesta.edu/apply

Application

All students must complete and sign an official Cuesta College Admission Application (online with electronic signature or in print) to be admitted to the college. All information provided by the applicant on the admission application must be true and accurate as required by law. Students who are enrolling at Cuesta College for the first-time and former students returning after an absence of a semester or more (not including summer) must submit an application available online at cuesta.edu/apply/.

Applications are available beginning:
• November 1 for Fall Semester
• April 1 for Summer Session
• October 1 for Spring Semester

STEP 2
FINANCIAL AID

Fill out the FAFSA online (http://fafsa.ed.gov)

• Make sure you have tax information for the preceding year ready. If possible, use the IRS Data Retrieval Tool to transfer data from the IRS directly into your application.

• If you are a dependent student, one of your parents must sign the FAFSA.

• Be sure to enter Cuesta’s Federal School Code (001192) in the school data section.

• Allow for one week for your application information to arrive at the schools you listed on the FAFSA.

• Apply before March 2 if you want to apply for a Cal Grant or Cuesta Scholarship.

• If you or your family need help filing the FAFSA, contact the Financial Aid Office for assistance.

Submit a GPA Verification form to the California Student Aid Commission (if necessary)

• New applicants for Cal Grants—including entering freshman—must submit some form of GPA verification to CSAC and complete a FAFSA by March 2.

• If you have completed 24 degree applicable units at Cuesta, our Admissions and Records office will submit your GPA verification electronically by the March 2 and September 2 deadlines every year.

• Transfer students with units at other California community colleges need to:
  1. Provide official academic transcripts to Cuesta College’s Admissions and Records office at least two weeks prior to the GPA submission deadline; AND
  2. Turn in a GPA verification form to the Admissions and Records office so that we can electronically submit your GPA data to CSAC (see link below)
• If none of the situations above apply to you, you can have your GPA verified by a college where you have completed 24 degree applicable units or by your high school (if you have not completed 24 degree applicable units at a college).

• Here are links to the GPA verification forms:
  GPA verification Form: http://www.csac.ca.gov/pubs/forms/grnt_frm/gpaform.pdf
  Non-SSN GPA Verification Form: http://www.csac.ca.gov/pubs/forms/grnt_frm/non_ssn_gpaform.pdf

Apply for the Cuesta Scholarship Program and any outside scholarships (http://cuesta.academicworks.com)
• Cuesta Scholarship applications are due March 2 of ever year
• Outside scholarships have varying due dates and eligibility criteria, so do your research into scholarships early!

Complete any paperwork required by the Cuesta College Financial Aid office
• Make sure you read and accept the terms and conditions in your myCuesta portal.
• Check your financial aid status on the myCuesta portal to see if our office is requesting any additional documentation. The “student requirements” page will contain links to the forms that we require from you.
• If you want to apply for a student loan, you must attend a Student Loan Workshop.
• Turn any requested documents into the Financial Aid office as soon as possible. Do not wait until the semester has started or your aid will be significantly delayed!
• Once you have submitted all of the requested forms, your file will be reviewed within 4-8 weeks.
• If you need any assistance with completing your application, please contact the Financial Aid office at (805) 546-3143 or e-mail us at finaid@cuesta.edu

Choose a disbursement option through the my Cuesta Card website (https://mycuestacard.higheroneaccount.com/)
• An access card is sent to all students in a green envelope—don’t throw it away!
• Activate your card by entering the numbers on the website, then choose one of the following disbursement options:
  • Have your funds transferred to your personal checking/savings account;
  • Have a paper check sent to your address on file with Cuesta College; or
  • Open an account with Higher One and have funds transferred in automatically.
• If you do not activate the card and choose an option, your funds will be delayed by at least three weeks.
• Replacement cards can be ordered from the Cashier’s Office.

STEP 3
SUBMIT TRANSCRIPTS

Resources available online, for the convenience of our students including those attending via distance education, are the following:
• Submitting transcripts to Cuesta or how to order transcripts along with FAQs to help answer basic questions can be found at: http://www.cuesta.edu/student/aboutcad/records/index.html
• Academic policies relating to renewal, academic standing, adding courses, admissions, repeat, drop, FERPA, enrollment verification, Cal Grant GPA verification all can be found at: http://www.cuesta.edu/student/servs_classes/admrreg/records/index.html

Official transcripts from all other institutions must be submitted to the Cuesta College Records Office prior to enrollment. Lower division (freshman/sophomore level) coursework from regionally-accredited colleges and universities will be evaluated and may be transferred to Cuesta College to meet certificate requirements, degree requirements, and requirements for transfer certification. If non-native credits are from a college or university on the quarter system, these credits will be converted to semester credits (quarter credits/1.5=semester credits).

Non-native coursework will be evaluated based on regional accreditation standards using the grades received at that institution. Cuesta College considers a grade of C- as substandard and eligible for repetition.

Official (sealed) copies of transcripts from colleges, universities and high schools attended should be submitted to:

Cuesta College Records Office
PO Box 8106
San Luis Obispo, CA 93403-8106

Transcripts should be submitted ahead of registration, in time for academic advising and prerequisite clearance. Final official transcripts, showing all coursework and grades received, must be received before GE certifications and degree and certificate evaluations may be completed. Transcripts are evaluated based on the AACRAO guidelines for regionally-accredited post-secondary institutions.

Upon application for the associate degree or transfer certification, non-native coursework credits will be included and reviewed with the Cuesta College student record. Applications for the associate degree and transfer certification are available in the Admissions and Records Office or website at http://cuesta.edu/student/servs_classes/admrreg/.

Transcripts submitted to Cuesta College become the property of Cuesta College and will not be released to students, other colleges, or agencies. Plan to request a personal copy from your former college or university if you need one for your records.
STEP 4
ASSESSMENT

Resources available online, for the convenience of our students including those attending via distance education, are the following:

• Test preparation resources, including sample questions and tutorials, are available to all students on the Assessment Services website: http://www.cuesta.edu/student/getstarted/assessment_testing/resources.html
• Students may also request to take the Cuesta College assessment test remotely. For more information, email assessment@cuesta.edu.

Assessment placement results assist students with appropriate course selection and may be used to satisfy mandatory course prerequisites. The math, English, and English as a Second Language (ESL) assessments are computerized and untimed. They are given free of cost.

Assessment tests for math, English, and ESL are offered on a walk-in basis. Please visit our Assessment Services website to view available test dates and locations. Bring photo identification and your Cuesta student number with you on the day of the test. Prior to taking the assessment test, you must be a current Cuesta student or have submitted a Cuesta College admission application, and know your Cuesta student ID#. Prepare for the assessment tests by viewing the resources and study materials on the Assessment Services website.

First-Time College Student: First-time college students are expected to complete their English, ESL or math assessment tests prior to registering for courses. Placement levels are determined based upon assessment test results AND prior academic history. Final official high school transcripts should be submitted to the Cuesta College Records Office.

Disabled Student Accommodation: Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC campus) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

In addition, students may place into math, English or English as a Second Language courses in the following ways:

• Completion of college coursework with a “c” or better in math and English and submittal of a Prerequisite Clearance Request Form A along with a transcript.
• Placement test results from another California Community College, and submittal of assessment scores (math assessment scores are only valid for 18 months), along with a Test Score Clearance Form.
• If you have met one of the following criteria and have submitted verification:

MATH
1. Earned “ready for CSU college-level math courses” status on the EAP exam;
2. Passed the AP Calculus AB exam or AP Statistics exam with a score of three or above

ENGLISH
1. Earned “ready for CSU college-level English courses” status on the EAP exam;
2. Passed the AP English Language or Literature Composition Exam with a score of three or above

Test scores may be faxed to (805) 546-3982 or mailed to the Cuesta College Assessment Office, PO Box 8106, San Luis Obispo, CA 93403-8106.

STEP 5
PREREQUISITES/ COREQUISITES

Prerequisites, corequisites, and advisories are intended to enhance a student’s chance of success in a desired course. If a student does not meet prerequisites or corequisites for a course, as listed in the class schedule, the student may not be allowed to enroll or remain enrolled in that course. Successful completion of a prerequisite or corequisite course is achieved by a final course grade of “C” or better.

Cuesta students enrolled in prerequisite courses at the time of registration for the upcoming term will be allowed to enroll in the next level course without knowing the final grade in their current course. A grade of “C” or better must be earned in the prerequisite course to meet the prerequisite requirement. Students that do not successfully complete prerequisite courses will be administratively dropped from the higher level course once grades are final and have been posted.

Transfer Students
In order to use prerequisite coursework completed at another college, students must submit a Prerequisite Clearance Request Form A along with an official transcript prior to registering for classes. Prerequisite Clearance Request forms can be found at the Counseling Department, or on the prerequisite website: http://www.cuesta.edu/student/getstarted/prerequisites

Submit forms in one of the following ways:

• Hand deliver: to the Counseling Department in the Student Services building (SLO Student Services Center, Building 3100 or North County Campus Building N3000, room N3011).
• FAX: to Prerequisite Specialists at (805) 546-3113.
## Course Pre/Corequisite Clearance Request Required Before Enrolling in:

<table>
<thead>
<tr>
<th>Course Discipline/Subject</th>
<th>Course Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science Courses</td>
<td>BIO 201A, 201B, 202, 204, 206, 209C, 209D, 209S, 212L, 220L, 222L</td>
</tr>
<tr>
<td>Early Childhood Education Courses</td>
<td>ECE 209, 210</td>
</tr>
<tr>
<td>English Courses (Reading/Writing)</td>
<td>ENGL 099, 156, 201A, 201B, 201C</td>
</tr>
<tr>
<td>English Courses (Literature)</td>
<td>ENGL 205, 206, 207, 212A, 212B, 213, 215, 216, 217, 231, 242H, 244A, 244B, 246A, 246B</td>
</tr>
<tr>
<td>Library/Information Technology Courses</td>
<td>LIBT 201, 204, 205, 208, 209, 210, 214, 220</td>
</tr>
<tr>
<td>Licensed Vocational Nursing Courses</td>
<td>LVN 101, 101A, 101AL, 101B, 102, 102A, 102AL, 102B, 103, 103A, 103AL, 103B</td>
</tr>
<tr>
<td>Math Courses (non-transferable)</td>
<td>MATH 007, 021, 122, 123, 126A, 126B, 127, 128</td>
</tr>
<tr>
<td>Medical Assistant Courses</td>
<td>MAST 111, 111L</td>
</tr>
<tr>
<td>Paramedic Courses</td>
<td>EMS 107A, 107B, 107C, 210, 211, 211L, 212, 213A, 213B</td>
</tr>
<tr>
<td>Physical Science Courses</td>
<td>ASTR 210, 210L, CHEM 201A, 201B, 210FL, 211, 212A, 212B, GÉOL 229A, 229B, METE 212, OCEN 210, 210L, PHYS 205A, 205B, 208A, 208B, 208C</td>
</tr>
<tr>
<td>Psychiatric Technician Courses</td>
<td>PSYT 110, 207, 208, 209</td>
</tr>
</tbody>
</table>

Prior to enrolling in any of the above courses, students are required to submit a prerequisite clearance form. Please contact the Assessment Office at Cuesta College for more information.
STEP 6
ORIENTATION/COUNSELING

Counseling
Counselors are master’s level professionals who are trained to provide personal, academic, and career counseling services. Counselors are available to meet with students by appointment or on a walk-in basis.

Counselors can help you with:
• Completion of prerequisite clearance forms
• Student Education Plan (SEP)
• Academic degree planning
• Transfer planning
• Information about programs offered at Cuesta College
• Assistance with Course Selection
• Schedule changes
• Graduation requirements
• College placement tests
• Academic probation and dismissal
• Test anxiety
• Study and note-taking strategies
• Time management
• Academic problems
• Strategies for managing stress, anxiety, and depression
• Crisis intervention
• Community referrals
• Career planning and exploration

Resources available online, for the convenience of our students including those attending via distance education, are the following:
• Website
• Smart Q&A
• Phone/email appointments
• Online counselor chat
• Online orientation
• myCuesta Counseling Channel Announcements

Walk-in counseling is limited to 15 minutes and is appropriate for:
• Referral to campus and community services
• Short-term academic planning
• Informational quick questions
• Emergency problem solving

Please note: Evaluation of transcripts from other college or Student Education Plans cannot be completed at walk-in.

Counseling Appointments:
During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan.

Orientation and Abbreviated Student Educational Plan
The Cuesta College new student orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transfer, as well as policies and procedures of the college. New students are expected to complete the online orientation and abbreviated Student Education Plan prior to registering for courses.

Once an application has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into my.Cuesta.edu. The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

myCuesta Follow-up Orientation
The myCuesta Follow-up Orientation is facilitated by a Cuesta College counselor after students have completed the online orientation and are held during the summer months. Please call the Cuesta College Assessment office at (805) 546-3951 for dates and to reserve a spot. Sessions fill quickly.

• Local High School Outreach: Cuesta counselor liaisons to high schools are provided to support the enrollment of local students at Cuesta College.

Specialized and Targeted Follow-up Orientation and Counseling
Counselors also provide specialized and targeted counseling for the following groups of students:
• CalWORKS: Academic and personal counseling for
qualified students

• Career Technical Education: Academic and personal counseling for qualified students
• Extended Opportunity Programs and Services (EOPS): Academic and personal counseling for qualified students
• Disabled Student Programs and Services (DSPS): Academic and personal counseling for qualified students
• International Students: Cuesta College enthusiastically welcomes international students from around the world. The international student counselor provides academic counseling and assists the student with paperwork required for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning
• Reentry Students: The Reentry Program is designed to be a support system for students 25 and older, returning to school after an absence of five or more years
• Student Athletes: Academic and personal counseling for participating students
• AB540 Students: Academic and personal counseling for qualified students
• Foster Youth: Academic and personal counseling for qualified students
• Veterans: Academic and personal counseling for qualified students

Comprehensive Student Educational Plan (SEP)
During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits. Prior to making an appointment with a counselor, verify that all official academic transcripts have been received by Cuesta.

Transfer Information (www.assist.org)
ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

English as a Second Language (ESL)
Application/Evaluation/Orientation/Registration

New students in the English as a Second Language (ESL) program must take the ESL assessment. Students will receive their evaluation results and class recommendations immediately after taking the tests.

Visit the assessment testing calendar for upcoming test dates or call (805) 546-3941 (SLO) or (805) 591-6209 (NCC).

STEP 7
REGISTRATION

Resources available online, for the convenience of our students including those attending via distance education, are the following:

• Our registration page helps the student login to the myCuesta web portal with instructions on how to complete the online orientation and steps on how to add/drop your classes. http://www.cuesta.edu/student/getstarted/register. The website describes how the waitlist works, what’s new in registration where can you register, and what does the registration error mean. We also provide when online registration is available with other forms and policies to refer for assistance.

• Registration forms and explanations of each form can be found at this page: http://www.cuesta.edu/student/getstarted/register/reg_forms/index.html.

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide priority registration for students on the basis of need are set forth in Administrative Procedures 5055 and listed under Enrollment Priority under the College Policies, Rules, and Regulations section of this catalog. Visit the Cuesta web site for priority registration dates at: http://cuesta.edu/student/getstarted/register.

Students add and drop classes online through myCuesta web portal at https://my.cuesta.edu. All students are assigned a myCuesta username and temporary password that is emailed from the Admissions Office once an admission application is processed. Login information can also be accessed at the “Student Username and Temporary Password” link on the myCuesta login page.

Course Add and Drop Policy
It is the student’s responsibility to add and drop courses by the deadlines posted on the Cuesta web site, in the online Class Finder, and the enrolled student’s myCuesta Class Schedule/Receipt. Summer session classes are considered short term courses for add and drop deadlines.

Adding Courses
Students may add classes online by the add deadline, which is the day prior to the census date. The census date is the date course enrollment is reported to the State for apportionment funding. Once a course begins, only the instructor may authorize enrollment by issuing the student an add code if there are seats available in the course at the first class meeting. Add codes must be entered by the student online in myCuesta within the add deadline to officially enroll in a course.

To add a course online, students login to myCuesta at my.cuesta.edu and go to the Student tab and My Web Services channel. In the Registration folder, go to “Register Add/Drop Classes” and enter the 5-digit course reference number (CRN) for the course by clicking “Submit Changes.” The student may enter the 4-digit add
code in the box provided and click “Validate” to register after the course begins within the add deadline. Students may also add classes in-person at a registration center and must provide photo identification.

- Full-term course add deadline: The day prior to the posted census date, which is the end of the 2nd week of the term.
- Short-term or Summer course add deadline: Within 20% of the course or the day prior to the posted census date.

**Readmit**
A student who was inadvertently dropped by an instructor may be allowed to be readmitted/re-added beyond the normal add deadline with instructor approval. The deadline to be readmitted is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Readmit Cards are available at any registration center.

**Transfer**
Instructor or department-arranged transfers will be allowed beyond the normal add deadline for students transferring from one course reference number (CRN) to another of the exact same course or to a lower or higher level class in established prerequisite levels of the same discipline. The deadline to be transferred is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Transfer Cards are available at any registration center and require both instructors’ signatures of approval.

Registration fees for the original CRN to be dropped will be credited while fees associated for the course to be added will be assessed to the student’s account.

**Dropping Courses**
To drop a course online, students login to myCuesta at my.cuesta.edu and go to the Student tab and My Web Services channel. In the Registration folder, go to “Register Add/Drop Classes” and use the drop-down menu beside the course to select the drop option then click “Submit Changes.” Students may also drop classes in-person at a registration center and must provide photo identification.

**Dropping Course for a Full Refund**
Students must drop a course by the Sunday before the start of the term or prior to the first class meeting of a short term or Summer course to receive a full refund of fees, less a $10.00 processing fee. A written request for a refund must be submitted to the Cashier’s Office by the end of the 4th week of the term or by the end of the following week after a short-term or Summer course ends. No notation (grade or symbol) will be posted on the student’s academic record when a course is dropped within refund deadlines. **Students will be held financially responsible for fees related to classes not dropped within the refund deadlines.**

**Dropping Course for a Partial Refund**
The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student’s myCuesta Class Schedule/Receipt. See the Fees section of the schedule for more information. A written request for a refund must be submitted to the Cashier’s Office by the end of the 4th week of the term or by the end of the following week after a short-term course ends (includes summer course.) No notation (grade or symbol) will be posted on the student’s academic record when a course is dropped within refund deadlines.

**Dropping a Course without a W for Withdrawal**
No notation (grade or symbol) will be posted on a student’s academic record if a course is dropped by the last day to drop without a “W” which is the end of the second week of the term for a full-term course or within 20% of a short-term or Summer course. The last day to drop without a “W” deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student’s myCuesta Class Schedule/Receipt.

- Students who drop all courses and receive no academic grade or symbol (“W”) in a term will not be eligible for priority registration as a continuing student in the next term.

**Dropping Courses with a W for Withdrawal**
Students may drop or withdraw from a course through the end of the 12th week (Sunday) for a full-term course or within 60% or a short term or Summer course and receive a “W” for withdrawal symbol on their academic record. The last day to drop with a “W” deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student’s myCuesta Class Schedule/Receipt.

- A student may earn a no more than a maximum of three (3) withdrawals (“W” symbol) in a non-repeatable course.

**Administrative Withdrawal/Cancelled Classes**
Students will be notified by phone, myCuesta email and/or mail if administratively dropped or if a class has been cancelled by action of the college. It is the student’s responsibility to submit a refund request form to the Cashier’s Office.

**Petitions**
Forms and petitions are available online at http://cuesta.edu/student/getstarted/register/reg_forms/ or at any registration center. All registration forms require the student’s signature, identification, and may require additional approval from a college official before the student is allowed to enroll.

**Pass/No Pass (P/NP) Grading Option**
For courses identified as a grading option of GP in the online Class Finder or Cuesta College Catalog, the student
may change the grading option from a letter grade to Pass/No Pass grading (P/NP) within the first 20 percent of the course. Refer to the course listing for the Pass/No Pass grading policy. Students are encouraged to consult Counseling staff if they have questions regarding graded courses for degree and transfer requirements.

**Credit Overload**
A Credit Overload petition is to receive permission to enroll in more than 19 credits in the fall or spring term or in more than 9 credits in the summer. Approval from a Cuesta counselor is required.

**Schedule Conflict**
Students obtain approval by petition if enrolling in two courses whose meeting times conflict. Course meeting times and days must be clearly noted on the petition. The instructor whose class time will be missed must document how they will monitor and oversee the time to be made up.

Student must provide justification or extenuating circumstances to allow enrollment in courses that conflict. A scheduling inconvenience is not an acceptable justification or extenuating circumstances.

**Registration Centers**
Adds and drops by registered students will be processed at the locations below. South County Center at Arroyo Grande High School is closed during the summer and term breaks.

- **North County Campus Student Services**
  Building N3000, (805) 591-6225

- **San Luis Obispo Campus Student Services**
  Building 3100, Student Service Center, (805) 546-3955

- **South County Center**
  Arroyo Grande High School, (805) 474-3913

**Waitlist**
When priority registration begins for a term, students will have the opportunity to enroll, via the myCuesta web portal, in an available waitlist seat for a closed class. Students must meet all registration requirements for the course, including prerequisites and corequisites, prior to registering for a waitlist seat. If a student drops and a seat opens, the first waitlisted student will be notified via their myCuesta Student email account and will have 24 hours to register for the class. If you do not register before the notification period expires, you will be removed from the waitlist. Students should monitor their myCuesta student email twice daily, morning and evening. It is the student's responsibility to register once notified and pay applicable fees owed.

**Waitlist Restrictions**
Students will be blocked from enrolling in a waitlist seat under the following conditions:

- The student is enrolled in another section of the same course or enrolled in another waitlist seat for the same course.
- The student has a hold.
- The student has not met prerequisite or co-requisite requirements. Courses with “Department Approval” such as PSYT, LVN, EMS that have special admission requirements.
- Cross-listed (CL) courses, such as mediated Math courses.
- The student has exceeded the repeat limits for the course. This includes work-in-progress which occurs if the student is already enrolled in the course in the prior term (spring for summer registration; summer for fall registration) and has not received a final grade.
- The class is not approved on a Permit to Enroll form for an Enrichment student.
- All waitlist seats are filled.

**Auditing**
Auditing is permitted in classes on a space-available basis only. Admission applications are not required. Enrichment students may not audit courses. Instructor approval is required. Students who audit earn no credits or grades. Audit Forms are available at any Cuesta campus in the Admissions and Records, Cashier or Student Services offices.

Audit fees are $15 per credit plus any course fee listed in the class schedule. Students enrolled in 10 credits or more receive the first three audit credits free. Students wishing to audit must delay enrollment after second week for full-term courses or after 20% for short-term or summer session to add a class. Audit payments may be submitted to the Cashier’s Office at the San Luis Obispo and North County campuses.

**STEP 8 PAY FEES**

**Schedule of Fees Payable at Registration**
(per term)
Credit (enrollment) fees are subject to change by the California State Legislature. If fees are increased for this term, additional charges will be added to each student's account that must be paid before grades will be released. For tax purposes, students are responsible for retaining receipts as a record of fees paid.

- **Enrollment Fee** $46.00
  Note: Per credit, subject to change.

- **Non-Resident Tuition** $200.00
  Note: Per credit, in addition to the $46.00 enrollment fee.

- **Health Fee** $19.00 (Fall/Spring)
  $16.00 (Summer)
  Note: North County Campus and San Luis Obispo Campus only.
Student Center Fee $10.00
Note: $1.00 per credit Fall/Spring San Luis Obispo campus only - $10.00 maximum per academic year.

Student Representation Fee $1.00
Note: Fall/Spring only – per term.

ASCC Student ID Card Fee
$10.00 (Fall/Spring)
$ 5.00 (Summer)

Parking Permit Fee
North County and San Luis Obispo Campuses only – per term, per vehicle.

Automobiles/vans/trucks $30.00 (Fall/Spring)
$15.00 (Summer)

Each additional automobile/van/truck $30.00 (Fall/Spring)
$15.00 (Summer)

Motorcycles/mopeds (per vehicle) $15.00 (Fall/Spring)
$  8.00 (Summer)

Each additional motorcycle/moped $15.00 (Fall / Spring)
$  8.00 (Summer)

Materials Fee. See course descriptions for specific amounts.

Fee Descriptions

Enrollment Fee
Enrollment fees are charged per unit of enrollment credit and are set by the State of California. These fees are subject to change. If you need help paying this fee, you may qualify for a Board of Governor’s Fee Waiver (BOGW). An application is available in the Financial Aid Office or you may complete the free application for Federal Student Aid (FAFSA) application online. Completed BOGW applications and documents of income sources must be submitted to the Financial Aid Office before your registration materials are submitted. Refer to the Financial Aid section for BOGW eligibility requirements. If you are a new applicant, fill out the BOGW application. You must reapply each year for consideration. See the forms section of this class schedule for the application.

Non-Resident Tuition
The cost of tuition for international and out-of-state students is in addition to the enrollment fee. If you have questions about residency status, please contact the Admissions Office for assistance.

Health Fee
In accordance with the California Education Code and District policy, Cuesta College has a mandatory health fee. Students, excluding those with the exceptions listed, are required to pay the Health fee each term regardless of the number of credits they are taking. This fee is nonrefundable once the term or session begins and is subject to change per local Board action. The health fee is not an eligible tax credit fee.

Health Fee Exemptions: (Education Code Section 76355)

• Students enrolled in non-credit courses.
• Students who are taking classes only at the South County Center (Arroyo Grande High School) and off-campus sites.
• Any student who depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization to the Student Accounts/Cashier’s Office.
• Any student who is attending Cuesta under an approved Apprenticeship Program.

Student Center Fee
The Student Center fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at the San Luis Obispo Campus. The fee, which is not to exceed $10.00 per academic year, is based upon the number of credits taken during this period at the rate of $1.00 per credit. An academic year consists of fall and spring terms.

The following are examples of Student Center fee calculation for a student taking classes on the San Luis Obispo Campus and at another Cuesta College site for one academic year:

<table>
<thead>
<tr>
<th>Fall Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 credits at San Luis Obispo Campus</td>
<td>$7.00*</td>
</tr>
<tr>
<td>3 credits at North County Campus</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Term</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits at San Luis Obispo Campus</td>
<td>$3.00**</td>
</tr>
<tr>
<td>4 credits at North County Campus</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

*$7.00 paid in Fall + $3.00 paid in Spring = $10.00 fee paid in full for academic year.
**Fee partially paid for year

This fee is nonrefundable unless the student drops the associated San Luis Obispo campus class on or before the Sunday prior to the start of the term/session for a full-term course or before the first class meeting for a short-term course.

Student Center Fee Exemptions
The Student Center fee shall not apply to:

• A student enrolled in non-credit courses.
• A student who is a recipient of the benefits under the TANF (Temporary Aid to Needy Families) program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.
• Students enrolled in courses at North County or South County only.
**Student Representation Fee**
A vote of the students during the spring 2002 semester authorized the collection of a mandatory $1.00 student representation fee from every credit student each semester. Monies collected are used by the student government to advocate and lobby for student legislative issues such as eliminating fee hikes, advocating for adequate childcare for student parents, and increasing state funding for community colleges. Other uses include leadership training, meeting with other student leaders and elected officials, and necessary supplies to support students in their advocacy and lobbying efforts.

The fee is charged during the registration process. A student may refuse to pay the fee for religious, political, financial, or moral reasons. Students must sign a waiver prior to registration. The fee is nonrefundable once the semester begins. The student representation fee is not an eligible tax credit fee. Forms are available in the Admissions and Records Office, Cashier’s Office and at the Student Life and Leadership Office at all campus locations. The form is also available on the Web at www.cuesta.edu/student/documents/admissions_records/repfeewaiver.pdf for students to print and complete. The form may be submitted to the Admissions and Records Office or faxed to (805) 546-3975.

Associated Student Governments are allowed to implement the student representation fee according to Education Code 76060.5. This per-semester fee can be utilized by the ASCC to fund only those purposes listed above.

NOTE: The student representation fee may not be used to support individual candidates or campaigns.

For further information, please contact your ASCC Representative at the San Luis Obispo Campus Student Center, Building 5300.

**ASCC Student ID Card Fee**
The Student ID Card provides a college picture ID for use in campus labs, the library, the bookstore, and other locations on campus. The fee helps fund student jobs, student activities, critical campus programs and services, as well as providing discounts within the community.

For more information on ASCC Student ID Card benefits, please visit our website http://cuesta.edu/student/studentid/studentid.html. This optional fee is nonrefundable/nonreversible once the term or session begins. The ASCC Student ID card is to be purchased/renewed each term, even if a student has already had her or his picture taken. The ASCC card fee is not an eligible tax credit fee.

If the ASCC Student ID card is lost, stolen, or mutilated, the student will be provided, free of charge, one replacement during the student’s Cuesta career. For any additional cards there is a $2 replacement fee. Contact the Student Life and Leadership Office at (805) 546-3289 for picture ID dates, times, and information.

**Parking Fee**
Parking permits required for all vehicles parked on all campus property or roadways.

**Term permits per vehicle are:**
- **Automobiles/vans/trucks**: $30.00(Fall/Spring) $15.00 (Summer)
- **Each additional automobile/van/truck**: $30.00 (Fall/Spring) $15.00 (Summer)
- **Motorcycles/mopeds**: $15.00 (Fall/Spring) $8.00 (Summer)
- **Each additional motorcycle/moped**: $15.00 (Fall/Spring) $8.00 (Summer)

Registered students may purchase parking permits on-line through myCuesta/my Web Services. Permits purchased two weeks prior to the start of the semester will be mailed to the address on the student record. All other online permit purchases may be picked up at the campus police office. This fee is nonrefundable once the term or session begins. The parking permit fee is not an eligible tax credit fee.

For a copy of the College parking regulations, contact the San Luis Obispo Campus Public Safety Office at (805) 546-3205, or the North County Campus Public Safety Office at (805) 591-6205, or go to http://www.cuesta.edu/student/findingway/public_safety.

**Material Fees**
Credit and noncredit courses with mandatory material fees are identified in the class schedule, class finder and college catalog. Materials fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the term are automatically credited or reversed to student accounts. See the Cashier’s Office for help with materials fees for classes dropped within the two-week drop deadlines for Spring/Fall terms and within the ten percent deadline for Summer Session.

**Fee Payments**
Students may pay fees, clear incurred debts (with the exception of library fines and parking citations), purchase parking permits or a Regional Transit Authority (RTA) 31-day bus pass, obtain and file refund forms, and handle other situations as they pertain to student accounts at the Cashier’s Office.

**Registration Fee Payment Policy**
Fees are due at the time of registration and may be paid immediately by credit or debit card online. Students will be held financially responsible for fees related to classes not dropped within the refund deadlines. Students will NOT be dropped from classes for unpaid fees. Fee payment receipts should be saved for education tax credit filing.

**Online**
Credit card and debit card payments (VISA, MasterCard, Discover or American Express) are only accepted online through student myCuesta accounts. A convenience fee of $2 is charged for each credit/debit transaction.
Mail-in
Please include the student ID number with all mailed payments. Make checks payable to Cuesta College.

Address payments of check or money order to:

Cuesta Cashier’s Office, PO Box 8106, San Luis Obispo, CA 93403.

A $25.00 service fee is charged for all checks returned for insufficient funds, stop payments, etc.

In-Person
Payments by cash, check or money order can be made at the Cashier’s Offices at either

- San Luis Obispo campus, Building 3100, Student Service Center, (805) 546-3949
- North County campus, Building N3000, room N3041, (805) 591-6217

Secure payment drop boxes are also available and located outside of the Cashier’s Offices for payments made after office hours.

Any unpaid fees will result in a hold placed on the student’s records blocking access to future registration, grades, transcripts, and will limit access to certain campus services. Students will NOT be dropped for unpaid fees.

To retain a seat in the class, students are strongly advised to attend the first class meeting. Students, who remain enrolled after the refund deadline, are financially responsible for payment of fees even if they drop the class or are dropped by the instructor after the refund deadline. It is the student’s responsibility to drop and add classes.

Refunds for Dropped Courses
Students must submit a written request for a refund to the Cashier. Students may request a form from the Cashier, print an online form, or submit a letter outlining the request and postmarked by the appropriate date listed below. A $10.00 processing fee is assessed on enrollment refunds initiated by students. A full refund includes enrollment, non-resident, health, ASCC Student ID Card, Student Center and student representation fee, material, and parking fees (parking permit must be returned in usable condition). Partial refunds include only enrollment and non-resident fees.

Credit balances for dropped courses may remain on the student accounts to be applied to future balances or refunded. Credit enrolled students will receive a My Cuesta Card by mail. Students will need the My Cuesta Card to receive financial aid or dropped class refunds. Students need to be sure to keep their addresses updated through their online myCuesta account and watch the mail for the bright green My Cuesta Card envelope. See the Cuesta website for more information about the My Cuesta Card.

Full Refund
Students must drop a course by the Sunday before the start of the term to receive a full refund of fees, less a $10.00 processing fee (only refunds which include the enrollment fee are charged the processing fee). A written request for a refund must be submitted to the Cashier’s Office by the end of the second week of Summer Session and by the end of the fourth week for Fall/Spring terms.

Partial Refund
The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student’s myCuesta Class Schedule/Receipt. A written request for a refund must be submitted to the Cashier’s Office by the end of the second week of Summer Session and by the end of the fourth week for the Fall/Spring terms.

Military Withdrawal
Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The student must verify such orders with registration staff at the time of the withdrawal. Copies of these orders must be submitted by the student to the cashier with a written refund request. Students withdrawing under this college policy will receive a grade of “MW” for each course from which they withdraw and shall be entitled to a full refund of all enrollment fees paid to the college unless academic credit has been awarded.

Administrative Withdrawal/Cancelled Courses
Full refunds will be authorized for students who are withdrawn from courses by action of the College. If the course is cancelled, the associated course fees will be credited to the student’s account. The credit will be applied to any other fees owed by the student. If there is credit balance on the student’s account, the credit will remain on the student’s account unless a written request for a refund is submitted by the student to the Cashier’s Office. Automatic refunds will not be generated.

Overpayments (excess fee payments)
If a student overpays registration fees, the amount of the overpayment will be credited to the student’s account. The credit may be applied to any additional registration fees incurred.

NOTE: Dropped courses will not generate an overpayment refund. Please refer to “Refunds for Dropped Courses.”

EDUCATION TAX CREDIT INFORMATION
An Education Tax Credit benefit is available to Cuesta students who enrolled in credit courses and were charged eligible fees. In compliance with the Taxpayer Relief Act (TRA) of 1997, Cuesta College will provide a 1098T form to eligible students enrolled in a given calendar year (spring, summer, and fall). The 1098T form reports eligible fees charged within the given calendar year.

Eligible fees include: Enrollment Fee, Student Center Fee, Non-Resident Fee, and Material Fee. A 1098T will not be produced for students whose eligible fees were waived or who received financial aid in an amount greater than eligible charges. Each January, 1098T forms are mailed to the students’ permanent addresses on file with Cuesta at
that time.

Students are encouraged to keep payment receipts to confirm the amount of fees paid during each calendar year, regardless of the term of enrollment.

If you have questions about the TRA’s Hope Tax Credit and Lifelong Learning Credit:

- Consult your tax preparer