STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS
ADMISSIONS AND RECORDS

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

Eligibility

The college admits students who meet the following requirements and who are capable of benefitting from the instruction offered:

- Any person over the age of 18, or a person under the age of 18 possessing a high school diploma or its equivalent. A copy of the certification (California State Proficiency Exam or GED) is required if under 18 years of age.

- Students 18 years of age or older without a high school diploma, or equivalent, are eligible for provisional admission to Cuesta College.

- Applicants under the age of 18 who are currently enrolled in grades 9-12, are eligible to apply for admission to attend Cuesta College as “special part-time students,” with an approved Permit to Enroll in specified advanced scholastic or vocational coursework at Cuesta College. Special part-time students are referred to as “Enrichment” students.

- International students who have met the International Admission Requirements and have been issued an F-1 or M-1 Visa.

An exception to the college admission policy may be made for a pupil currently enrolled in grades 6-8 who has been certified as “highly gifted” by their school district. “Highly gifted pupil” means a gifted and talented pupil who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil’s teacher and principal. Highly gifted pupils shall generally constitute not more than one percent of the K-12 pupil population.

Students under the age of 18 without a high school diploma, or equivalent, who are not currently enrolled in a secondary institution, are not eligible for admission to Cuesta College. A denied applicant may make an appeal to the Superintendent/President, or designee.

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

Residency Requirements

Admission of each student includes the determination of California State residency based on California Education Code 68017 and Title 5, Sections 54000-54072. A student who believes that their residency status is incorrect may challenge the non-resident status by completing the Statement of Legal Residence form and submitting it to the Admissions Office for review.

Resident Student: A resident student is one who has been a legal resident in California for more than one year and a day immediately preceding the beginning of the term in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

Students determined to be California residents are charged the California State Enrollment fee as set by the California Community College Chancellor’s office. (Education Code 68017)

Non-Resident Student: A non-resident student is one who has not had a legal residence in California for more than one year and a day immediately preceding the beginning of the term in which the student plans to enroll. Students determined to be non-residents are charged the non-resident tuition in addition to the resident enrollment fee.

A non-resident student may be eligible for an approved non-resident tuition exemption when the appropriate documentation is presented to the Admissions staff. Exemption to non-resident tuition exists when documentation is presented for any one of the following:

- Attended a California high school, or high school equivalent, for a minimum of three years or more and earned a California high school diploma, or equivalent; or attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three years or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools;
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling
meet all of the following enrollment requirements:

• Seasonal agricultural worker for at least a total of two months of each of the past two years;
• Full-time employee, or spouse, or dependent of a fulltime employee of any of the following college/universities: California Community Colleges, California State University, University of California, or Maritime Academy.
• Applicants, under the age of 19, who have lived under the direct care and control of an adult, other than a parent for two years immediately preceding the resident determination date; and such adult has for the year immediately preceding the residence determination date, had California residence.

Special Part-Time Students (Enrichment)
An eligible special part-time student must possess an approved Permit to Enroll to enroll in specified advanced scholastic or vocational courses. Cuesta College has defined advanced scholastic or vocational coursework as work that is transferable to a four-year institution and/or meets vocational degree or certificate requirements. The Permit to Enroll must be completed by the student’s current school Principal, or approved designee, identifying the specific course, or courses. The Permit to Enroll is approved by the student's parent, or legal guardian, and the specific course, or courses. The Permit to Enroll is submitted to the relevant division for approval. The instructor and division Chair signatures are required for approval. Denial of a petition is final.

Programs with Additional Admission Requirements
Admission to impacted specialized programs may require the completion of a program admission application and Chancellor’s recommended and Board-approved admission requirements. Current program admission requirements are published by the respective program and made available on the Cuesta website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

Special Part-time students, who are determined to be California residents, are eligible for an enrollment fee waiver. Students classified as “non-residents” of California are required to pay the non-resident tuition fee, but the California resident enrollment fee is still waived. All other fees will be assessed.

Age Restricted Course Appeal Process:
An Enrichment student who does not meet the age requirement of an age restricted course may petition to enroll in the course. The petition must be completed by the student and submitted to the relevant division for approval. The instructor and division Chair signatures are required for approval. Denial of a petition is final.

International Students
International students must complete the International Admission Application, available online at http://cuesta.edu/student/servs_classes/admrreg/admissions_international_students/index.html, and the Cuesta College online admission application to receive a form I-20. A $100 processing fee must accompany the International Student Application. This fee is subject to change pending Board of Trustee’s approval.

The student may then apply to his or her embassy to obtain the F-1 visa to study at Cuesta College.

Applications periods are:
• Spring Term: October 1 – December 15
• Summer Session: April 1 – May 15
• Fall Term: April 1 – July 15

International students must meet the following requirements before an I-20 can be issued:
• Certificate of Financial Responsibility providing evidence of ability to pay ability to pay nonresident fees and has sufficient financial resources for physical maintenance, housing, and educational costs for the duration of their studies at Cuesta College to maintain a minimum of 12 credits a semester;
• Test of English as a Foreign Language (TOEFL) proof of passing with a score of 500 or higher.
• Transcripts of International Student Academic Records - Transcripts must be translated into English and must bear the school seal and be signed by the registrar or other appropriate official;
• Health Certification and Insurance which includes a certificate of a negative skin test or a chest X-ray for tuberculosis and certification of current health insurance coverage which covers accident or illness while in the U.S;
• Attend the international student orientation prior to enrolling in courses.

F-1 students currently attending another accredited post secondary institution in the United States may apply to transfer their I-20 to Cuesta College. Transferring F-1 international students will be required to confirm their academic standing and eligibility to transfer prior to
acceptance. Cuesta College reserves the right to deny admission to an international student who is not in good academic standing at their current institution.

ATHLETICS

Location: Building 1300, SLO campus; (805) 546-3207.

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, Antelope Valley, Bakersfield, Citrus, College of the Canyons, Glendale, Los Angeles Pierce, Los Angeles Valley, Moorpark, Oxnard, Santa Barbara, Santa Monica, Ventura and West Los Angeles.

Intercollegiate activities include:

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Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its California Community College Athlete Association (CCCAA). In order to participate in intercollegiate sports, the student:

- Must be registered for classes including athletic course no later than one month after the beginning of the semester;
- Must be enrolled in and regularly attending 12 credits or more;
- After the first season of competition, must complete 24 semester credits or 36 quarter credits before the second season of competition in any one sport, including credits earned during the first season of competition;
- Once a student becomes an athlete, he/she must maintain a 2.0 GPA to be eligible for additional seasons of sports;
- Must have a Student Educational Plan (SEP) on file.

These regulations are subject to change by conference officials and by the Community College League of California.

Athletic eligibility is determined in the Admissions and Records Office. Questions may be referred to the Director of Admissions and Records or the Vice President of Student Services (or designee).

Cuesta College Athletics offers a Program Assisting Student-Athlete Success (PASS), which provides confidential, professional, and voluntary assistance to support students in dealing with issues that may be adversely affecting their academic, athletic, or personal performance. Educational programs are provided to offer preventive information, to assist in identifying problems, and to promote the general well-being of student athletes. Appropriate referrals for assistance will be made to campus and community resources.

The PASS program consists of six components:

- Academic Advisement
- Academic Status
- Learning Assistance
- Student Athlete Success Class
- Scholarship Recognition
- Personal Development

Athletes who intend to transfer and compete at a four-year college or university should consult Counseling Services regarding eligibility, degree, and transfer requirements.

BOOKSTORE

Location: San Luis Obispo Campus, Building 5200, Room 5200, (805) 546-3206. North County Campus, Building N1000, Room N1002, (805) 591-6206.

Cuesta College operates a bookstore as a service to Cuesta College students and the community by making available books and instructional supplies required for course work. In addition, the store maintains a wide selection of college supplies, clothing, and other merchandise that contribute to the general educational experience of the student.

The Cuesta Bookstore is a self-service operation open at posted hours. Textbooks go on sale the first day of registration for the following term. Personal checks, VISA, Discover, or Mastercard are accepted for payment with photo identification. Books may be purchased on-line at http://bookstore.cuesta.edu.

Refunds and exchanges are limited to one week from the start of the fall and spring semester, and one week from the start of summer session. The store buys back used textbooks year round.

Other services include textbook rentals, school rings, nursing pins, graduation caps and gowns, and college insignia items.

BUSINESS & ENTREPRENEURSHIP CENTER

(Services to Business and Industry)

Location: Building 2800, SLO campus; (805) 546-3188.

The Business & Entrepreneurship Center (BEC) program works with private, public and nonprofit resources to build strong, sustainable and successful businesses. The result
is wealth creation, job creation and retention and better economic health in California.

By partnering with local, well-respected business growth organizations and community colleges, the BEC and the entrepreneurs they serve can tap into an abundance of resources and the know how already in place, thereby enhancing the long-term growth and viability of these companies. The BEC program supports local economic development corporations, chambers of commerce, community-based business outreach centers and other community-based organizations whose primary mission is to assist small businesses.

The BEC Primary Objectives Include:

- Conduct community research; create targeted special projects and services that address the unique needs of the region. The BEC will collect and analyze community data and evaluate the economic needs of the region.
- Target existing business clients and/or industry sectors most likely to create economic impacts and retain jobs. Clients and/or industry sectors should also have the potential to achieve significant increases in sales investment, and to boost regional economic wealth.
- The BEC will provide fee based-technical assistance (i.e. advanced business consulting services) to regional businesses, industry sectors, city & state agencies, and chambers of commerce thereby, to promote and support growth of the regional economy. Areas of expertise include:
  - Marketing Strategies
  - Marketing Research
  - Strategic Planning
  - Growth and Investment Strategies
  - Access to Capital
  - Financial Analysis
  - Operations Analysis
  - Operations Management & Improvement
  - Customer Service
  - E-Commerce
  - Economic Research and Analysis
  - Business and Contract Law
  - International Trade

The Director of Business & Entrepreneurship Center at Cuesta also serves as the Deputy Sector Navigator (DSN) for the Small Business Sector in the South Central Region. The role of the DSN for the Small Business sector, is to create alignment around workforce training and career pathways and coordinate the delivery of training programs in their local area and throughout the region. As the regional liaison, the DSN for the Small Business Sector will communicate sector related best practices to the region, promote sector related careers to K-14, identify new courses in entrepreneurship and/or stackable credentials, and foster faculty professional development.

The grant award is the result of an ongoing reorganization effort of the state’s Workforce and Economic Development program titled “Doing What Matters for Jobs and the Economy.”

The goals of the “Doing What Matters for Jobs and the Economy” program are to help close the state’s “skills gap” by providing in-demand skills training for employers, creating relevant career pathways and stackable credential programs, promoting student success and ultimately helping more Californians find employment.

The Strategy of the Doing What MATTERS for jobs and the economy is a four-pronged framework to respond to the call of our nation, state, and regions to close the skills gap. The four prongs are:

- Give Priority for jobs and the economy
- Make Room for jobs and the economy
- Promote Student Success
- Innovate for jobs and the economy

For more information on Doing What Matters for Jobs and the Economy, please visit http://doingwhatmatters.cccco.edu.

**CALWORKS**

Location: SLO campus, EOPS/CARE/CalWORKs Office, Library Building, Room 3134, (805) 546-3204; North County campus, EOPS/CARE/CalWORKs Office, Building N3000, Room N3024, (805) 591-6214.

CalWORKs is a program designed to assist student welfare recipients a transition off welfare. Our staff works with CalWORKs students to achieve long-term self-sufficiency for themselves and their families through career planning and educational opportunities. Our program offers coordinated student services including academic counseling, career counseling, work study, job placement, education on rights and responsibilities, and advocacy.

- Coordination with Social Services for educational supplies and supportive services.
- Open computer lab with printing and/or copy services.
- Job placement and work study coordinated with career path and major.
- Priority registration aligned with academic progress.
- Assistance with Financial Aid documentation and other paperwork.

Students must meet the following criteria in order to be eligible for CalWORKs services:

- The participant/student and at least one dependent must be currently receiving cash aid (CalWORKs/TANF) from the Department of Social Services (DSS). Student may be receiving cash aid and expecting a child or receiving cash aid with a child receiving SSI.
• Enrolled or planning to enroll in Cuesta College classes for the current or following semester.
• School as a component of your Welfare-to-Work (WTW) Plan, Self-Initiated Participant (SIP) Plan, or WTW Compliance Plan.
• Cal-Learn participant attending college as part of your Cal-Learn activities.

CalWORKs offers a variety of services to assist students in achieving their educational and employment goals with a focus on transitioning off welfare to long-term financial self-sufficiency.
• Assistance with compliance of your Welfare-to-Work (WTW) or Self-Initiated (SIP) plan
• Case management services
• Guidance in applying to the college, financial aid, and registration for classes
• Employment to meet required work activities through work study or job placement
• Development of a résumé and a job search portfolio
• Referrals to additional supportive services, on or off campus as needed
• Advocacy and education regarding Rights and Responsibilities issues

Resources available online, for the convenience of our students including those attending via distance education:
• CalWORKs Intake Form: http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs_Intake_Rev_11-26-12.pdf

CAMPUS POLICE

Location: Building 6600, SLO campus; (805) 546-3205. North County Campus, Building N1000, Room N1035; (805) 591-6205.

The Mission of the Cuesta College Department of Public Safety and Police Department is to assist the education process by providing a safe and secure learning environment for students, staff, faculty, and visiting members of the community.

We offer a wide range of everyday services in addition to law enforcement responsibilities. These services include escort services, stranded motorist assistance, medical aid, crime prevention information and fingerprint services.

In cases of emergency, we provide immediate responses as well as situational warnings and updates through REGROUP notification system. This service is for all students, staff, and the community. To sign up for the service, go to http://cuesta.regroup.com and use your MyCuesta login. REGROUP subscribers will not receive spam, and subscriber information will not be shared with third party marketers. Standard text message rates apply. For more information, visit our official REGROUP page at http://cuesta.edu/student/findingway/public_safety/alerts.html

We provide Early Warning notices of any criminal assaults or other acts that could pose an immediate threat to anyone on campus. Additional information can be found on the MEGAN’S LAW website.

The Department of Public Safety and Police Department is here to serve the needs of Cuesta College. Please feel free to contact us for additional information or assistance by calling (805) 546-3205.

The Clery Act, passed in 1990, is basically a “student’s rights” document that contains important information about emergencies, evacuations, crime definitions and statistics, how to report a crime, steps that can be taken to prevent sexual and physical assaults, what to do if you are sexually assaulted, available services, and other information relating to crime statistics for the college.

The Campus Sexual Violence Elimination Act is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. It seeks to address the violence women face on campuses. This legislation updated the Jeanne Clery Act and requires colleges and universities, both public and private to create: transparency, accountability, collaboration, guarantees victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. For more information on the SaVE Act, contact us at (805) 546-3205 or pick-up a booklet at the Campus Police (6600 Bldg).

To reach the Clery Act information, use the Cuesta College Police Department website at http://cuesta.edu/student/findingway/public_safety/clery_act.html and use the “Clery Act” link.

CAREER CONNECTIONS
(Job Placement)

Location: Career Connections, Student Center, Room 5310, SLO campus; (805) 546-3252. Estrella Career Center, N4000, North County campus, (805) 591-6273

Career Connections provides a centralized location where students can identify and receive information about available full and part-time jobs in the community as well as access to job search resources available at Cuesta College.

In collaboration with ASCC, Student Life and Leadership, Counseling, the Career Transfer Center, and others, Career Connections offers students access to practical workplace experience that relates to the educational goals and academic achievement of the Cuesta student.

Career Connections also provides a centralized location for local businesses to post job openings, conduct interviews, and meet with students on a formal or informal basis.
CHILDERN’S CENTERS

Location: Building 4000, SLO campus; (805) 546-3285. Building N4000, North County Campus, (805) 591-6292.

The Cuesta College Children’s Centers programs are laboratory schools for Early Childhood Education degree students to complete their teacher training courses. Cuesta College has two children’s lab programs, at the San Luis Obispo campus, and at the North County campus in Paso Robles. These programs are licensed, planned, facilitated, and operated by Early Childhood Education professional staff and administration.

Our children’s enrichment programs are open Monday - Thursday, 7:30 am - 4:30 pm, and Fridays from 7:30 am - 12:30 pm. We follow the campus academic calendar, closed for national holidays, campus holidays, campus board holidays, and during semester breaks. We are licensed for children from 18 months to five years of age with priority for enrollment being student parents attending classes on campus, Cuesta faculty & staff, and then community at large.

Each semester we start a new waiting list for the following semester. At the end of August we begin the wait list for spring semester, and in January we begin the wait list for summer and fall semesters. To inquire about the children’s programs and waiting list for the San Luis Obispo campus, please call (805) 546-3285. For the North County campus, please call (805) 591-6292. You will find fees and more information about our programs at the Cuesta College web site, at the search window type in Children’s Centers or find us in the department directory at the bottom of the page.

The Cuesta College Children’s Programs are fee based (check the web site for fee plans). Many student families have been helped financially through the Community Action Partnership of San Luis Obispo (CAPSLO) Child Care Resource Connection. To find out if you qualify for help with child care fees, please call CCRC and ask about the subsidized child care program. (805) 541-2272.

In addition to the Children’s Lab School, CAPSLO operates Head Start and Early Head Start Programs at the San Luis Obispo campus. To find out about hours of operation and the waiting lists for these programs, please call CAPSLO at (805) 544-4355, or call these programs directly. For the Early Head Start program (805) 546-3100, extension 2642, and for the Head Start Program (805- 546-3100, extension 2638.

COMMUNITY PROGRAMS

Location: Building 4700, SLO Campus, (805) 546-3252

Cuesta College Community Programs provides a comprehensive source for lifelong learning, career education, recreation opportunities, and cultural development in a friendly, accessible environment for people of all ages. For more information call (805) 546-3252, FAX (805) 546-3107, or visit http://www.cuesta.edu/communityprograms.

Cuesta’s community education, special events, recreation programs, and aqua fitness classes serve four essential functions in the college district:

• To contribute to the cultural, intellectual, recreational, and social life of the residents of the District, and to offer training for workforce improvement.

• To develop leadership and provide educational services which utilize special skills, interests, and knowledge of college faculty and other professional community instructors.

• To be a center of community life by scheduling college facilities and services on an extended and year-round basis for individuals, families, and community groups.

• To collaborate with community groups, county organizations, and businesses in developing programs and educational services for comprehensive coverage of the district.

COOPERATIVE EDUCATION WORK EXPERIENCE

Cooperative Work Experience is a collaborative program between students, community employers, and Cuesta College. This course provides the opportunity to earn credits for working, either in a general capacity or toward a major/career path. Staff advisors guide students in accomplishing specific, measurable, and attainable job objectives, with the purpose of leading to successful outcomes. Students learn practical methods for improving communication, teambuilding, and goal-setting skills. For more information about Work Experience and program requirements, call (805) 546-3100, ext. 2522.

COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

Location: SLO campus, Library Building, Room 3134, (805) 546-3144; North County campus, Building N3000, Room N3024, (805) 591-6214.

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

• EOPS Checklist: http://www.cuesta.edu/student/documents/eops_docs/EOPS_checklist_final.pdf

• EOPS Application: http://www.cuesta.edu/student/documents/eops_docs/EOPS_APP_2014_2015_FINAL.pdf

Cooperative Agencies Resources for Education (CARE) is a state-funded program to assist students 18 years or older who are single head of households with child care expenses. You must be accepted into the EOPS program, receive cash aid from the Department of Social Services, and have a child under the age of 14. Once accepted into
the program you will be eligible for grant monies to help cover child care and transportation costs.

CARE Eligibility:

• Apply for financial aid and be accepted in the EOPS program
• Must be currently receiving TANF (Temporary Aid to Needy Families)
• Must be at least 18 years old and a single head of household
• Must have at least one child under 14 years old

CARE Services:

• Academic and personal counseling to develop coping strategies to meet the added demands of school and home
• Invitations to workshops which address the specific concern and issues that affect single parents
• Grant aid monies to help cover childcare and transportation costs

Cooperative Agencies and Resources for Education (CARE), administered by EOPS, helps single CalWORKs/ Temporary Assistance for Needy Families (TANF) parents by providing support activities related to parenting and student success. Services include referrals to support services, a child care/transportation grant, and workshops for single parents.

COUNSELING SERVICES

SLO Campus: Library Building 3100, Room 3131, first floor, Window 7; (805) 546-3138.
NCC Campus: Building 3000, Room 3011; (805) 591-6241

The mission of Counseling Services 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.

Counselors are available throughout open office hours at the drop-in windows located in Building 3100, Student Service Center, for quick consultations. Counselors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact Counseling Services Office or the counseling webpage at www.cuesta.edu/student/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 Cuesta. 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 are expected to complete the online orientation and abbreviated student educational plan (SEP) prior to registering for courses. Once an Application for Admissions 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.

In-person myCuesta Monday or Welcome Wednesday follow-up orientations facilitated by Cuesta College counselors, after student have completed the online orientation, are held during the summer months. Please call the Cuesta College Assessment office at (805)546-3951 for dates and to reserve a spot. By the end of the orientation, students will have developed a plan of classes to take their first semester at Cuesta College. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual Student Educational Plans (SEP) that list all the courses needed and in the correct sequence to reach their educational goals.

Appointments to meet with a counselor may be made one week in advance beginning the first working day of the week and are available from 8:30 a.m. to 4:00 p.m. Monday through Thursday and from 10:30 a.m. to 4:00 p.m. on Friday.

CUESTA PROMISE

OUR PROMISE TO YOU: A scholarship for every new SLO county high school graduate, paying all fees for a FULL YEAR!

Steps to Applying:

1. Submit your Cuesta College admissions application*
2. Submit your Cuesta Promise scholarship application*
3. Apply for FAFSA or the Dream Act*
4. Complete the Cuesta College assessment process*
5. Complete the Cuesta College online orientation*
6. Register for your classes*

*Must be completed by deadlines posted online http://www.cuesta.edu/student/aboutmoney/cuestapromise/.

For more information, e-mail promise@cuesta.edu or (805) 546-3153.
FREQUENTLY ASKED QUESTIONS:

What is the Cuesta College Promise?
The Promise is a scholarship program for all San Luis Obispo County high school graduates, who can attend Cuesta fee-free for their first year (consecutive fall and spring semesters).

What if I received the Promise in the fall-do I need to do anything extra to get it in the spring?
No. Just register for classes and your fees will be paid.

How do I qualify for the Promise?
All graduates from San Luis Obispo County high schools, including students who receive their GED or are homeschooled, must attend Cuesta College the fall semester immediately following their completion of high school to qualify.

Are there any restrictions?
No. However, you must have applied for and received the Promise in the fall in order to have your fees paid the following spring.

What fees does the Promise pay for?
The Promise covers these costs for the fall and spring semesters:
Enrollment fees, Health Service fee, ASCC Student ID Card, Student Representation fee, Student Center fee, and Course Materials Fees (fees indicated in the course description on Class Finder; does not include books or items the instructor requires in his/her syllabus).
The Promise will pay for all credit fees, whether a student is full or part-time.

What happens if I miss the deadline?
You won’t be eligible for the Promise Scholarship.

I’m not a senior this school year. Will I be able to get the Promise in the future?
Yes! The Promise is made possible by a generous gift from the Charles and Leeta Dovica Family Trust to Cuesta College Foundation. The Foundation has established an ongoing fund so that the Cuesta College Promise will be around for future generations of SLO County high school students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Location: SLO campus, Building 3300 (first floor), (805) 546-3148; North County campus, Building N3200/3100, Room N3121 (first floor), (805) 591-6215. South County Center at Arroyo Grande High School; (805) 546-3148

Note: South County or distance education students should contact the San Luis Obispo DSPS Office for assistance. Services are available by appointment at the South County Center and via phone or video conferencing for distance education students. Parking in handicapped parking spaces requires a state issued placard through the

Department of Motor Vehicles.

Disabled Student Programs and Services (DSPS) promotes the full participation of students with disabilities in all aspects of their postsecondary education. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction, policies and funding allocations. DSPS works to eliminate discrimination against students with disabilities and to promote their independence, growth, productivity and equality. Our goal is to provide academic accommodations and other services to assist students with disabilities in achieving their academic goals.

Cuesta College provides support services and instruction to students with verified disabilities who can benefit from instruction. College facilities, courses, and programs district-wide are designed to accommodate the needs of students with disabilities and to be in compliance with the Americans with Disabilities Act Amendments Act, Section 504 of the Rehabilitation Act of 1973, and California Education Code Title 5.

DSPS Application Process:
1. Fill out a DSPS Application for Services and print it out.
   • DSPS Application for Services: http://www.cuesta.edu/student/servs_classes/dsps/dsps_application.html
   • Have a licensed professional complete the Verification of Disability Form: http://www.cuesta.edu/student/documents/dsps_docs/VOD_with_Doc_Req_6-05.pdf

   NOTE: If you are an incoming High School Student, please submit your most recent individualized Education Plan (I.E.P.) along with your Psych-Ed Evaluation or Triennial Report.

2. Return in person or by mail your completed DSPS application for Services packet to:
   San Luis Obispo Campus: Bldg 3300
   DSPS, P.O. Box 8106, San Luis Obispo, CA 93403
   North County Campus: Bldg N3121
   DSPS, 2800 Buena Vista Dr., Paso Robles, CA 93440

DSPS Services:
Support services are specialized services available to students with disabilities and are in addition to the regular services provided to all students. Such services enable students to participate in activities, programs, and classes offered by the college. Services include, but may not be limited to:

ADAPTIVE EQUIPMENT
• Assistive Listening device - Hear the lecture with sound amplification
• Back supports - Sit in comfort with portable ergonomic supports

ALTERNATE FORMATS
• Braille - Use the access of Brailled books and hand-outs
• E text - Use a screen reader to listen to electronic versions of course material
• Enlarged print - See more accurately with large print text
• Audio books - Improve your reading efficiency and comprehension

ASSESSMENT For LEARNING DISABILITIES
• Find out if you have a learning disability
• Discover your abilities and strengths
• Determine your limitations and accommodations

ASSISTIVE TECHNOLOGY
• Voice recognition - Watch text appear on the screen when you speak into a microphone
• Speech output - Scan your text and listen to the computer read aloud
• Screen enlargers - Use software to enlarge print and images

CLASSROOM SUPPORT
• Interpreters - Use sign language
• Transcribers - Receive class notes and copies from the board
• Captioners - Convert spoken word into printed format displayed on a screen
• Audio description - Narration of visual information

INSTRUCTIONAL SUPPORT
• Assistive technology lab - Learn strategies that support your college classes
• Counselors - Discuss your disability-related classroom needs
• DSPS classes - Develop strategies that improve your studies

TESTING SERVICES
• Extended time - Proctored college tests with extra time
• Audio description - Visual materials described in class

Resources available online, for the convenience of our students including those attending via distance education:
• DSPS Verification of Disability Form: http://www.cuesta.edu/student/documents/dspses_docs/VOD_with_Doc_Req_6-05.pdf

If you have a service animal, please refer to Board Policy (BP) 3440 http://academic.cuesta.edu/President/2008BP/BP3000/BP_3440_Service%20Animals.pdf and Administrative Procedure (AP) 3440 http://academic.cuesta.edu/President/2008BP/BP3000/AP_3440_ServiceAnimals.pdf

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Location: SLO campus, Library Building, Room 3134, (805) 546-3144; North County campus, Building N3000, Room N3024, (805) 591-6214.

Resources available online, for the convenience of our students including those attending via distance education:
• EOPS Checklist: http://www.cuesta.edu/student/documents/eops_docs/EOPS_checklist_final.pdf
• EOPS Application: http://www.cuesta.edu/student/documents/eops_docs/EOPS_APP_2014_2015_FINAL.pdf

Extended Opportunity Program and Services (EOPS) is a California state-funded program that provides an accessible and rewarding college experience to low-income students facing social, economic, and educational disadvantages. The program was established in 1969 by the California Legislature with the goal to provide access and educational equity for community college students.

To qualify, a student must:
• Be a California resident or Dream Act Student;
• Qualify for the Board of Governors’ Fee Waiver (BOGW) A or B;
• Be enrolled as full-time student at Cuesta;
• Have completed less than 70 units of college work;
• Be educationally disadvantaged, as determined by the EOPS criteria.

Services available for eligible students:
• Career, academic and personal counseling
• A book voucher to help with the cost of textbooks
• EOPS/CARE lending library
• Priority registration
• Registration assistance
• Assistance with completing financial aid applications
• Workshops
• Referrals to tutorial services and community resources
• Network with four-year institutions
• Annual social activities

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• Network with four-year institutions
• Annual social activities
FINANCIAL AID


Asistencia Financiera Se habla Español: (805) 546-3100 ext. 2322 o (805) 591-6202.

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

• FAFSA application: at: www.fafsa.gov
• Financial aid application process: http://www.cuesta.edu/student/aboutmoney/finaid/application_process/index.html
• Check your financial aid status at your myCuesta portal: https://my.cuesta.edu/cp/home/displaylogin
• Financial aid TV: http://cuesta.financialaidtv.com/
• US Department of Education: www.studentaid.gov/
• Cost of attendance estimates: http://www.cuesta.edu/student/aboutmoney/cost_of_attendance.html

Financial aid programs are available to help students who might otherwise be unable to complete their education. Students may apply for financial aid in the form of grants, fee waivers, student loans, work study and scholarships.

Congress has established policies and procedures that are used throughout the nation in determining a student’s ability to pay for college. The basis of these policies is the belief that students and their families have the primary responsibility for meeting educational costs. The amount of the contribution expected from students is determined by careful analysis of the family’s financial strength, taking into consideration a number of factors, including adjusted gross income, family size, the number of dependents attending college, allowable expenses, and assets.

DEPENDENCY STATUS

Dependent students are required to provide data for both themselves and their parents, while independent students are required to provide data for themselves and their spouses (if married).

In order to be considered an independent student, a student must:

• Be at least 24 years old or turn 24 during the first portion of the academic year;
• Be married on the day you file your FAFSA;
• Be a parent and be able to financially support your child;
• Have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply;
• Be an orphan (both parents have deceased);
• Be (or were until age 18) a ward or dependent of the court;

• Be currently serving on active duty in the U.S. Armed Forces for purposes other than training;
• Be a veteran of the U.S. Armed Forces;
• Be a foster child or in foster home sometime after the age of 13;
• Be an emancipated child as determined by a court judge; OR
• Be homeless or at risk of homelessness as determined by the director of a HUD approved homeless shelter, transitional program, or high school liaison.

If none of the above criteria apply to the student, then the student is considered to be a dependent student— even if the student can claim themselves on their taxes.

In unusual circumstances—such as abandonment, parent’s incarceration, or an abusive family environment—the Financial Aid Office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student’s status from dependent to independent. If you feel your circumstances warrant a change in dependency status, please contact the Financial Aid Office for more information.

FAFSA

Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This single application allows aid administrators to determine your eligibility to receive the Board of Governor’s fee waiver, Pell Grant, Supplemental Educational Opportunity Grants, Federal Work Study, Cal Grants, Direct Loans, and many scholarships.

A separate FAFSA must be filled out for each academic year. The upcoming academic year’s application is made available online (http://www.fafsa.ed.gov) starting on January 1

CALIFORNIA STUDENT AID PROGRAMS

The Board of Governor’s Fee Waiver (BOGW)

The BOGW waives enrollment fees for California residents who are eligible under one of the following methods:

Method A

A student is eligible under Method A if they:

• Received TANF, CalWORKS, SSI, or General Assistance payments in the last two years (2013 or 2014 for the academic year 2015-2016);
• Are a dependent student and one of their parents received such assistance;
• Have certification from the California Department of Veterans Affairs or the National Guard Adjutant General stating that the student is eligible for the waiver;
• Are a recipient—or the child of a recipient—of the Congressional Medal of Honor;
• Are a dependent of a victim of the September 11, 2001 terrorist attack; OR
• Are a dependent of deceased law enforcement or fire suppression personnel who were killed in the line of duty.
Method B

Eligibility is based on household size and total family income (adjusted gross income plus all other untaxed income).

Family Income Standards for 2015-2016

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2014 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,505</td>
</tr>
<tr>
<td>2</td>
<td>$23,595</td>
</tr>
<tr>
<td>3</td>
<td>$29,685</td>
</tr>
<tr>
<td>4</td>
<td>$35,775</td>
</tr>
<tr>
<td>5</td>
<td>$41,865</td>
</tr>
<tr>
<td>6</td>
<td>$47,955</td>
</tr>
<tr>
<td>7</td>
<td>$54,045</td>
</tr>
<tr>
<td>8</td>
<td>$60,135</td>
</tr>
<tr>
<td>Each additional family member</td>
<td>$6,090</td>
</tr>
</tbody>
</table>

Method C

A student is eligible under Method C if the student has completed a FAFSA or California Dream Act Application for the correct academic year and they are determined to have a financial need of $1,104 or greater. Financial need is determined by subtracting the estimated family contribution from the student’s cost of attendance budget.

Cal Grants

The Cal Grant program is designed to help low-income California residents with the costs of pursuing undergraduate education at California institutions. There are two programs that are available to Cuesta College students: Cal Grant B and Cal Grant C.

- Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for low-income/disadvantaged students with high potential.
- Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in an eligible vocational program at Cuesta College from four to twenty-four months in length.

In order to apply for a Cal Grant, students must complete the FAFSA or California Dream Act Application for the upcoming year by March 2.

California Chafee Grants for Foster Youth (https://www.chafee.csac.ca.gov/)

Chafee grants provide up to $5,000 a year to youth who are or were in the foster care system.

To qualify, a student must be a current or former foster youth who has not reached his/her 22nd birthday as of July 1 of the award year. Additionally, the court must have established the student’s dependency status between the ages of 16 and 18.

To apply, complete both the FAFSA and the online California Chafee Grant Application available at https://www.chafee.csac.ca.gov.

AB-540 Students

Students who have AB-540 status are eligible for a number of financial aid programs that are ordinarily restricted to California residents:

- Board of Governor’s Fee Waiver
- Cal Grant B Community College Transfer Entitlement Award
- Cal Grant C
- Extended Opportunities Programs and Services (EOPS)

To apply for these programs, students must complete the following:

- Submit the non-SSN GPA verification form to the California Student Aid Commission (if necessary) by March 2.
- Complete the EOPS application. (For application and deadline information, contact the EOPS office at 546-3144)

INSTITUTIONAL AID

In addition to government funding, Cuesta College offers two institutional sources of financial aid: the Cuesta College Scholarship program and the ASCC Book Loan program.

Cuesta College Scholarship Program (https://cuesta.academicworks.com/users/sign_in)

This program, made available through private donors, offers over 150 scholarships to current Cuesta students and incoming freshmen. Each scholarship has its own set of eligibility requirements, but most scholarships require an overall GPA of at least 2.0. When deciding who to award, the committee places the highest emphasis on the essay submitted with the application, but also considers academic performance and financial need.

To apply for the Cuesta College Scholarships, please complete both the FAFSA and the online scholarship application prior to March 2 of the award year.

ASCC Emergency Book Loan

The Associated Students of Cuesta College created this program to assist students who have not yet received financial aid but need to purchase books. Vouchers are used in the bookstore to cover up to $300 of textbooks. This program opens the week prior to the Fall and Spring terms and closes at the end of the first week of classes.

In order to be eligible for an emergency book loan, a student must:

- Be enrolled in at least six units
• Submit a FAFSA
• Purchase an ASCC ID card for the current term
• Have the means to repay the loan without using financial aid to do so

To apply, please contact the Financial Aid office in the week prior to the Fall or Spring term.

FEDERAL STUDENT AID PROGRAMS
General Eligibility Requirements
In order to receive federal student aid under any of the programs listed below, a student MUST:

1. Be a U.S. citizen or an eligible noncitizen;
2. Have a valid Social Security Number;
3. Have a high school diploma or a General Education Development (GED) certificate (if you are a home school graduate, contact the financial aid office);
4. Enroll in an aid-eligible program as a regular student seeking an associate degree, transfer degree, or certificate;
5. Register with the Selective Service* (if male);
6. Make satisfactory academic progress (see our SAP policy below);
7. Not be in default or delinquency on federal education loans, or owe any federal grant money to any institution;
8. Not be ineligible due to convictions for any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid;

*All male U.S. citizens (and eligible noncitizens) between the ages of 18 and 26 must register with the Selective Service.

Federal Pell Grant
The Pell Grant program provides aid to eligible students with financial need to cover educational expenses. The amount that one receives is based primarily on the student’s expected family contribution and the number of units in which the student is enrolled. For the 2015-16 award year, the maximum annual Pell Grant award is $5,775.

2015-16 Pell Grant Awards

<table>
<thead>
<tr>
<th>Enrollment status</th>
<th>Maximum Pell Grant possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time (12 units or more)</td>
<td>5775</td>
</tr>
<tr>
<td>Three-quarters time (9 – 11.5 units)</td>
<td>4331</td>
</tr>
<tr>
<td>Half time (6 – 8.5 units)</td>
<td>2888</td>
</tr>
<tr>
<td>Less than half time (less than 6 units)</td>
<td>1444</td>
</tr>
</tbody>
</table>

A student is only eligible to receive Pell Grant for the equivalent of 12 semesters at full-time enrollment status, regardless of the dollar amount of those awards.

NOTE: Pell Grants do not require repayment as long as the student remains in the same number of units that they were at the time of the first disbursement of the year. However, students that drop classes after the time of the first disbursement may be required to pay back the difference between the amount that they were paid and the amount for which they qualify after reducing their number of units.

Federal Supplemental Educational Opportunity Grant (SEOG)
Limited funding is awarded to Pell Grant recipients with the highest need.

Federal Work Study (FWS)
Federal work study awards allow students to find jobs on campus and in the community that are paid out of a fund. Students must meet all of the eligibility requirements for federal student aid and be enrolled in at least six units.

The William D. Ford Federal Direct Loan Program
This government program offers low-interest loans to eligible students who are enrolled in at least six units. There are two types of student loans: subsidized and unsubsidized.

Subsidized Direct Loan
The federal government subsidizes (pays) any interest that student loans accrue while the students are still enrolled in school at least half-time.

Unsubsidized Direct Loan
Students are required to pay the interest while they are in school. Interest payments may be deferred while the student is in school, but the accrued interest will be capitalized.

Interest rates and loan origination fees are not published in this catalog as they are subject to change after the date the catalog will be published. For the latest information on interest rates, visit this webpage: https://studentaid.ed.gov/types/loans/interest-rates.

Repayment begins six months after students graduate, withdraw from school, or drop below half-time enrollment status.

New legislation limits eligibility for Direct Subsidized Loans to 150 percent of the length of the student’s academic program for new borrowers beginning on or after July 1, 2013. The 150 percent change means students in a two-year program will be eligible to receive subsidized student loans for the equivalent of three years. Note that the federal subsidy can be lost in some cases where a student moves from a longer academic program to a shorter academic program.

To apply for their first loan at Cuesta, students are required to attend a Student Loan Workshop as part of their entrance counseling. Students who have already taken out more than $20,000 in loan will be required to complete a financial review process before obtaining additional student loans while attending Cuesta College.

Federal Direct Parental Loans (PLUS)
Parents of dependent students may apply for a Direct
PLUS Loan to help pay their children’s education expenses as long as certain eligibility requirements are met.

For more information, please visit: https://studentaid.ed.gov/types/loans/plus

SATISFACTORY ACADEMIC PROGRESS (SAP)
Cuesta College has recently revised its Satisfactory Academic Progress (SAP) Policy to promote the academic planning and success of its students with financial need. In order to receive federal financial aid, students must make satisfactory academic progress as defined in this policy. The Financial Aid Office checks your progress using the standards detailed below at the end of each term. It is your responsibility to meet these standards.

Note: All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Additionally, federal regulations require that any courses excluded from GPA by an academic renewal process must be included in the SAP review.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS
A student must maintain ALL of the following standards or they will be ineligible for federal student aid.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Minimum Requirement for all coursework attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative (GPA)</td>
<td>Term GPA is at least 2.0 AND cumulative GPA is at least 2.0</td>
</tr>
<tr>
<td>Quantitative (completion rate)</td>
<td>Student must pass 67% of units attempted each term (and cumulatively).</td>
</tr>
<tr>
<td>Maximum Time Frame (attempted units)</td>
<td>Attempted units may not exceed 150% of the number of units required to complete your educational objective</td>
</tr>
</tbody>
</table>

ATTEMPTED UNITS AND COMPLETION RATE
For the purposes of SAP calculations, attempted units include all units in which a student has enrolled regardless of whether or not they finished the class or received a grade for their work. Courses that are dropped prior to the census date will not be included, but any course that receives a grade of W or FW will be included in the calculation.

In order to retain eligibility for financial aid, a student must complete 67% of the units they attempt in a given term, as well as 67% of their overall attempted units.

Below are some examples of how completion rate is calculated:

<table>
<thead>
<tr>
<th>Student A: Attended Fall semester. Attempted 12 units, completed 7 units. Completion rate is calculated as 7/12 = 58%, student did not meet the 67% requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student B: Attended Fall semester. Attempted 12 units, completed 9 units. Completion rate is calculated as 9/12 = 75%, student met the 67% requirement.</td>
</tr>
<tr>
<td>Student C: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 34 units. Completion rate is calculated as 34/48 = 71%, student met the 67% requirement.</td>
</tr>
<tr>
<td>Student D: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 31 units. Completion rate is calculated as 31/48 = 65%, student did not meet the 67% requirement.</td>
</tr>
</tbody>
</table>

Completion rate chart (example):

<table>
<thead>
<tr>
<th>Enrollment status</th>
<th>If you enroll in this many credits…</th>
<th>…you must complete this number of units to meet SAP requirements for term completion rate*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>17</td>
<td>12</td>
</tr>
<tr>
<td>Full-time</td>
<td>15</td>
<td>11.5</td>
</tr>
<tr>
<td>Full-time</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Full-time</td>
<td>12</td>
<td>8.5</td>
</tr>
<tr>
<td>¾ time</td>
<td>11</td>
<td>7.5</td>
</tr>
<tr>
<td>¾ time</td>
<td>9</td>
<td>6.5</td>
</tr>
<tr>
<td>½ time</td>
<td>8</td>
<td>5.5</td>
</tr>
<tr>
<td>½ time</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>½ time</td>
<td>6</td>
<td>4.5</td>
</tr>
<tr>
<td>Less than ½ time</td>
<td>5</td>
<td>3.5</td>
</tr>
<tr>
<td>Less than ½ time</td>
<td>3</td>
<td>2.5</td>
</tr>
</tbody>
</table>

*Student must still meet all other SAP requirements, including overall completion rate, to be eligible for federal student aid.
GRADES
Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average (GPA). Courses completed with CR, P, I, NC, NP, W, or WF will NOT be used in calculating a student’s GPA, but they will be used in the determination of the other SAP standards.

MAXIMUM TIME FRAME or EXCESSIVE UNITS
If a student attempts more than 150% of the units required to complete the educational goal (degree or certificate) that they have declared to the Admissions and Records office, they are ineligible for federal student aid.

<table>
<thead>
<tr>
<th>Educational Goal</th>
<th>Units required to complete goal</th>
<th>Maximum units allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Transfer requirements</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Certificate program*</td>
<td>24</td>
<td>36</td>
</tr>
</tbody>
</table>

*Certain certificate programs (e.g. nursing) require more than 24 units to complete and this higher amount will be used to calculate eligibility in the SAP review process. In some cases, however, an appeal may still be requested in order to document eligibility.

DETERMINING SAP STATUS
The Financial Aid office evaluates SAP at the end of each term to determine students’ eligibility for financial aid. Based on their academic performance, a student is placed in one of the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Eligible for federal student aid?</th>
<th>Eligible for BOG fee waiver?</th>
<th>Description / Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory (SAT)</td>
<td>Yes</td>
<td>Yes</td>
<td>Student is meeting all SAP standards.</td>
</tr>
<tr>
<td>Warning</td>
<td>Yes</td>
<td>Yes</td>
<td>Student failed to meet one or more of the SAP standards.</td>
</tr>
</tbody>
</table>
| Suspension (UNSAT) | No                               | Yes                        | Student has failed to meet SAP standards for two consecutive terms. Students on financial aid suspension may regain eligibility for financial aid by:
1. Filing a successful SAP appeal if there are extenuating circumstances; OR
2. Attending classes without financial aid until they meet all SAP standards. This method is known as "reinstatement." |
| Probation (PLAN) | Yes                              | Yes                        | Student has submitted a SAP appeal which was subsequently approved. Student must adhere strictly to the following rules or they will be disqualified:
1. Pass all attempted classes. No W, F, NC, FW or incomplete grades are allowed.
2. Earn a 2.0 GPA for the term.
3. Take only those courses listed in the student education plan submitted with the appeal. Students on probation status who follow the above rules will have their eligibility extended at subsequent reviews in the same academic year. Students must file a new appeal every academic year regardless of any prior appeal approvals. |
APPEAL PROCESS
If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeal decisions are made on a case-by-case basis and may require the student to provide additional documentation for further review. There is no guarantee that an appeal will result in financial aid being revised and/or reinstated; the decision of the Financial Aid office is final.

Appeals may be filed in the following situations:

- Serious illness or accident, death in family, or other family emergency
- Withdrawal for military service
- Other documentable extenuating circumstances

Appeal forms for the current academic year may be requested from the Financial Aid office in person or online. Appeals may be submitted in-person or via e-mail from the student’s Cuesta e-mail address. In all cases, the appeal request must be filed by the student prior to the deadline stated on the appeal form.

All appeals must contain:

1. A complete SAP appeal form for the correct academic year and term;
2. Personal statement that explains the reasons for the student’s inability to meet SAP standards and how that situation has been resolved;
3. Official documentation of any circumstances mentioned in the personal statement, if requested;
4. Unopened official transcripts from all colleges attended, unless such transcripts are already on file with Cuesta College’s Admission and Records department;
5. A comprehensive student education plan, unless student is requesting a “reset” under the SAP reset policy (see below for details); AND
6. A student attendance and progress report, if appeal is submitted after certain point in the term (see appeal form for details).

SAP “RESET” POLICY
Students who have changed their major or program of study are able to have their SAP eligibility re-calculated solely on the basis of grades and units that are applicable to their current program. A student may receive such a “reset” only once during their time at Cuesta. However, students that have been accepted into certain programs may be eligible for an additional reset. In order to receive such a “reset”, a student must file a SAP appeal and be enrolled in a program that satisfies the following conditions:

1) The program has its own admissions process separate from that used by Cuesta College at large.
2) Students in the program progress through a set of mandatory coursework across multiple terms.

Examples of programs that would currently qualify for a “reset”: Registered Nursing, Licensed Vocational Nursing, and Psychiatric Technician.

Once an additional “reset” has been granted, no further resets will be allowed.

COURSE REPETITION
For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog. However, all repeated units will count toward Maximum Time Frame. Students may receive financial aid for repeat course work which they have previously passed only once.

There is an exception for courses which require repeats. Students taking a required repeat course should work with the Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Students may need to provide documentation regarding the requirement to repeat.

FINANCIAL AID ELIGIBILITY FOR REMEDIAL AND ESL COURSEWORK
Students are allowed to receive financial aid for remedial units if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. Remedial units must be taken in recommended sequence.

ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for federal student aid.

EVALUATION OF ESL COURSEWORK IN A SAP REVIEW

<table>
<thead>
<tr>
<th>Standard</th>
<th>ESL coursework that will be included in the SAP review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative (2.0 GPA, term and cumulative)</td>
<td>ESL courses that are given letter grades (A,B,C,D,F) will be included in the determination of whether students meet this standard.</td>
</tr>
<tr>
<td>Quantitative (67% completion rate, term and cumulative)</td>
<td>All ESL courses are included in the determination of whether students meet this standard.</td>
</tr>
<tr>
<td>Maximum Time Frame (Total attempted units)</td>
<td>No ESL courses are counted towards the maximum time frame standard.</td>
</tr>
</tbody>
</table>

TRANSFER CREDITS
All transfer credits that Cuesta evaluators have determined will count toward the student’s current program will also be included in the calculation of overall attempted and completed hours. They will not be included in the calculation of overall GPA.
Federal Return of Title IV Funds Policy
Title IV (federal student aid) recipients who withdraw completely before completing 60% of the term for which the student has been charged will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

Return of Overpayment
Title IV financial aid recipients who withdraw from all classes—or are administratively withdrawn from all classes—may be required to return a portion of the financial aid they received. The Financial Aid office will calculate the percent of financial aid earned and unearned for the given term. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if they are required to return any Title IV funds. Students that fail to return Title IV funds are ineligible for federal student aid.

Order of Return of Title IV funds
All returns will be distributed to the student financial assistance programs in the order below with the following exceptions: Title IV funds required to be returned by the student will not be distributed to a Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal and State Programs
8. Institutional or Agency Programs

The Dean of Student Services will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV school code for Cuesta College is 001192.

INSTITUTE FOR PROFESSIONAL DEVELOPMENT

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support economic growth through assessment, training, coaching, consulting, and facilitation. Training and support services are offered either on or off campus, with flexible hours, no prerequisites and no grades. Business support is delivered through customized contract training for individual company needs, and one-on-one consulting. IPD staff of professionals, certified trainers, Cuesta College faculty, and industry specialists. IPD is a fee-based program. Training costs are highly competitive. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180, fax (805) 546-3107.

LIBRARIES

Location: San Luis Obispo Campus, Building 3200, Room 3200, (805) 546-3155. North County Campus, Building N3100, Room N3113, (805) 591-6200, Ext. 4410.

The Cuesta College Libraries support the educational program of the college. Books, periodical subscriptions and audiovisual materials are closely coordinated with curriculum offerings. Holdings include general education and career and technical education materials, and other resources for updating and increasing skills and knowledge.

Comparable services are provided to distance education students and students at off-site locations. The library’s catalog and periodical databases are online, and accessible around the clock to all students with Internet access. An increasing portion of the library collections, including nearly 13,000 e-books and virtually all journal content, is digital and available online. A proxy server enables secure remote access via a student’s myCuesta login.

To assist students and community residents with their informational and research needs, librarians are available at the Reference desk and via telephone, email, and Internet chat whenever the library is open. College librarians hold advanced degrees and as part of the college faculty teach research and information literacy skills and help students locate the best resources for their educational needs.

Library facilities include areas for studying, photocopying, computer use, viewing audio/visual materials, and library instruction. Comfortable surroundings invite leisurely browsing, reading and viewing, and provide a quiet place for contemplation and learning.

To borrow library materials, students must show photo identification. Community residents must show a current I.D. with local street address to use a courtesy library card.

Open computer labs on the San Luis Obispo and the North County campuses are provided for academic use. Workstations are equipped with most software taught at Cuesta so that students can work on class projects outside of scheduled lecture and lab times for their courses. One lab on each campus is adjacent to or in the Library. Smaller and more specialized labs are also available on the San Luis Campus on a more limited basis.
NONCREDIT (ADULT EDUCATION COURSES)

Cuesta College noncredit program offers students access to a variety of no cost courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer, and career preparation opportunities.

To make the classes and programs more accessible, classes are offered throughout the district at all three campuses, as well as K-12 schools throughout the county and in rural communities, libraries, churches, and community centers.

The classes may vary in length and time to meet the needs of diverse students. Although some classes are tailored for a specific student constituency, all classes are open to the public. No enrollment fees are charged for the noncredit classes. Students who take classes on the one of the three Cuesta College campuses will be required to purchase a parking permit.

Noncredit certificates of completion are offered in Adult Basic Education, English as a Second Language, and Vocational English as a Second Language.

Student Services

Admissions and Registration

For Noncredit-Adult Education offerings, admission and registration is completed with noncredit support staff. Students may register for most courses at any time during the semester, on a space available basis. However, enrollment in ESL and/or Adult Basic Education courses REQUIRES assessment and orientation prior to registration. For more information, contact (805) 591-6273.

Assessment

ESL students must be assessed prior to enrollment. Placement testing is offered year-round. Multilingual assistance is available. For more information, contact (805) 591-6273.

Adult Basic Education students are assessed prior to enrolling in courses. Additional assessments are available for specific needs. Basic skills assessment services include testing for academic skills levels, learning strengths, and career goals. For more information, contact (805) 591-6273.

Orientation

ESL and Adult Basic Education students must attend an orientation session prior to registration. Orientation sessions are generally offered immediately after assessment.

Counseling and Advisement

Educational advisement services for noncredit students are available throughout the semester through the Noncredit Adult Basic Education Office. The Noncredit Program provides counselors and educational advisors to serve their students. Assistance to all noncredit students included development of Educational and Career Plans, identification of personal, academic, and career goals, career skill practice and resources, transitioning to credit programs, and assessment of special needs. For more information, contact (805) 591-6273.

Fees and Expenses

There is no tuition for noncredit courses. However, all students who park on the Cuesta College campus must have a valid, current parking permit. Students parking permits may be purchased at the Public Safety Office. One-day parking permits may be purchased at various parking lots on campus. Books and supplies needed for a class are the responsibility of the student.

ONLINE SERVICES AND DISTANCE EDUCATION

Distance Education courses are those in which the instructor and student are separated and interact through the assistance of communication technology. They are offered as either “hybrid” courses (with limited required on-campus sessions) or “fully online” (with no required on-campus sessions.) The full definition of Distance Education, and the means by which the college verifies student identity in distance education courses, is contained in the district’s Administrative Procedure 4105 (http://academic.cuesta.org/president/BRDPOLREV08.HTM.)

Courses offered through Cuesta College’s Distance Education program are equivalent to the classroom-based version in course content, textbooks, required assignments, exams, study time, etc. The only difference is the method in which the course is delivered.

Students in Distance Education courses are able to access support services such as counseling, technology help desk, and library services remotely.

STUDENT HEALTH SERVICES

Location: Student Health Center, Building, 3100, Room 3150, SLO campus; (805) 546-3171. Building N3000, Room N3025, North County campus, (805)591-6200 Ext. 4207.

Resources available online, for the convenience of our students including those attending via distance education, may be accessed at http://cuesta.edu/student/servs_classes/healthcntr.

This site includes a link to Student Health101, a monthly online magazine and archives with information on student wellness, alcohol and drug awareness, mental health, fitness, nutrition, aspects of sexual assault awareness and education among other topics important to students.

The Student Health Center, in San Luis Obispo Campus Building 3100, Room 3150 is normally open during the day when classes are in session and is open for limited evening hours. In addition, the college operates a Student Health Center at the North County Campus in Building N3000, Room 3025 with limited hours. For specific information on hours, or to make an appointment, call the San Luis Obispo
The goals of the Student Health Center are to help students achieve and maintain optimal physical, mental and emotional health, and to educate students toward taking responsibility for their own health and wellness. All students who have paid the health fee are eligible to receive free and low cost services provided by an outstanding team of professionals.

**Care Provided by:**
- Nurse Practitioner
- Registered Nurses
- Mental Health Professionals

**Wellness Care:**
- Personal Counselling
- Diet and Nutrition Counseling
- Blood Pressure, Blood Sugar, Cholesterol and BMI Screening
- Stress Reduction
- Health Maintenance Education
- Student Health 101 online magazine

**Screening and Referrals:**
- Illness Assessment and Treatment
- Primary Care Clinic
- Personal Counseling/Crisis Prevention and Intervention
- First Aid Treatment
- Family Planning/Sexual Health
- Substance Misuse
- Tuberculosis Skin Testing
- Secondary Insurance Claim Procession for Campus Accidents/Injuries

**Community Resource Referrals:**
- Vision
- Dental
- Mental Health
- Medical Specialty Services/Advanced Health Care
- Social Services

**STUDENT LIFE & LEADERSHIP**

**Location:** Student Center, Building 5300, Room 5301, SLO campus; (805) 546-3289.

Resources available online, for the convenience of our students including those attending via distance education, are the following:
- Student Life and Leadership Activities Calendar
- Campus Tours
- Housing Resource Information
- ASCC Agendas and Minutes
- Student Photo ID
- Free Legal Counseling (with valid Student ID Card)*
- ASCC Social Club*
- Clubs and Organizations
- Cultural Center*

* SLO campus only.

**Student Activities**

Cuesta College’s student government develops a broad spectrum of activities, programs, and services for the student body. Its goals are to provide social contact, entertainment, and leadership opportunities for the campus community. Extracurricular activities foster a sense of unity among individuals, as well as among student groups pursuing specialized interests.

The complete planning and production of various events provide excellent experience for student leaders and enjoyable activities for all. Lectures, film series, forums, bands, community awareness programs, and seasonal and special events are all within the scope of student government sponsorship.

The broad array of student activities involves the educational experience of all members of the Associated Students of Cuesta College. Students plan and develop them and, by taking an active role, experience a personal satisfaction and growth beyond their academic pursuits.

An activities calendar may be found at: cuesta.edu/student/forstudents/studentlife/sll_calendar.html

**Associated Students of Cuesta College**

The Associated Students of Cuesta College (ASCC) operates under regulations authorized in the California Education Code and in the policies of the Cuesta College Board of Trustees. The ASCC is the college’s official
student government organization.

The ASCC is established to promote the general welfare of Cuesta College students; to guarantee equality of opportunity among students; to offer an experience in practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities. It offers students opportunities to participate in social and cultural events, to share in governance activities, to interact with professionals, and to create and administer their own organizations and programs.

Student Organizations
The college and the ASCC grant recognition to campus organizations including honor societies, service and religious organizations, those with an ethnic/multicultural focus, and departmental and special interest groups. The varied types of clubs not only offer an opportunity for social life but also make a fine contribution to the development of student leadership. Membership and active participation in a reasonable number of these organizations are strongly recommended by the college.

STUDENT SUCCESS CENTERS

Location: Building, 3300, SLO campus; (805) 546-3100 Ext. 2323. Building N3130, North County campus, (805) 591-6245.

The Cuesta College Student Success Centers strive to:

• Promote the academic skills, learning strategies, and attitudes necessary for student success in all disciplines.

• Create a responsive, accessible, and learner-centered space for students to attain independent learning and achieve their personal, educational, and vocational goals.

• Support the instructional objectives of faculty by advancing the Student Success Centers as curricular extensions of the classroom.

• Enhance collaboration with the college community regarding the short- and long-term goals of the Student Success Centers.

This mission is fulfilled by offering the following learning and teaching assistance to students and faculty and is supported by the Student Development and Success Division.

San Luis Obispo Campus
ACADEMIC SKILLS COURSES are offered in reading, grammar, spelling, math, test preparation, test and performance anxiety, word processing, study skills, and college success. These courses help students review, refresh, or refine academic skills and strategies needed for success in college and beyond. Refer to Class Finder on the web or to Academic Skills in the published class schedule for available classes each semester.

ACADEMIC SUCCESS WORKSHOPS are offered throughout the year. Sample workshops include test preparation, memory techniques, time management, textbook reading strategies, and critical thinking. Workshops are open to all students free-of-charge. Topics and dates are posted in the Academic Support Center, Building 3300, and around campus.

ACADEMIC SUPPORT LAB is available to any Cuesta College student who wishes to improve his/her academic and learning skills. Students may come in for a comprehensive assessment of their learning needs, use particular instructional modules to supplement coursework, and/or improve their basic skills by enrolling in an open-entry computer and audio/video tutorial lab course. Students work independently on one or more of the following skills: grammar, writing, vocabulary, spelling, math, reading, critical thinking, study skills, mathematics, English as a Second Language, keyboarding, and word processing. The PLATO Integrated Learning System software is available in the lab. Students work on mastering individual skills, at the appropriate difficulty level, and at their own pace. Students may also earn .5 or 1.0 credit of credit by signing up for ACSK 005. Report to the lab, located in Building 3300, Monday through Thursday, 8:30 a.m. to 12:30 p.m., to arrange hours.

MATH TUTORING provides drop-in assistance to students needing help in MATH 003 through MATH 265B. Computer access is available for students to work on Mediated Math, Minitab, Geometer’s Sketchpad, Derive, and other software. Located in Student Success Center, Building 3300, Room 3304, hours are posted on available online.

TUTORIAL SERVICES provides free individual, small group and drop-in tutoring in most academic subjects. Come to the Student Success Center in Building 3300 to sign up. Peer tutors are instructor recommended, have received a “B” or better in the courses they tutor, are paid on an hourly wage, and complete a tutor-training class during their first semester as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. For more information, go to http://cuesta.edu/student/servs_classes/academicsupport/tutorial_services/index.html.

WRITING CENTER provides writing assistance to students on a drop-in basis and is available to all students. Students meet with an English instructor to have specific questions answered regarding structure and content. Papers are NOT proofread. Hours are posted in Building 3300.

North County Campus – Academic Support
(CSS) ACADEMIC SKILLS COURSES are offered in reading, writing, grammar, spelling, math, study skills, and college success. These courses help students review, refresh, or refine academic skills and strategies needed for success in college and beyond. Refer to Class Finder on the web or to Academic Skills in the published class schedule for available classes each semester.

ACADEMIC SUCCESS WORKSHOPS are offered throughout the year. Sample workshops include test preparation, memory techniques, time management, textbook reading strategies, and critical thinking. Workshops are open to all students free-of-charge. Flyers with topics and dates are posted around campus.
MATH TUTORING provides drop-in assistance to students needing help in MATH 003 through MATH 265B. Computer access is available for students to work on Mediated Math, Minitab, Geometer’s Sketchpad, Derive, and other software. Located in Student Success Center, Building N3100, Room N3130, available hours are posted online.

TUTORIAL SERVICES provides free individual, small group and drop-in tutoring in most academic subjects. Come to the Student Success Center, Building N3100, Room N3130 to sign up. Peer tutors are instructor recommended, have received a B or better in the courses they tutor, are paid an hourly wage, and complete a tutor training class during their first semester as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. For more information, go to http://cuesta.edu/student/servs_classes/academicsupport/tutorial_services/index.html

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

- ONLINE TUTORING: Online tutoring is available for students upon request. Students interested in receiving tutoring online will need to contact the Student Success Center to schedule an appointment with one of our tutors.

For more information contact the Student Success Center supervisor at (805) 546-3150 or via email at ssc@cuesta.edu.

TRANSFER SERVICES

The Transfer/Career Center has a wide variety of resources available to university bound students including college and university catalogs and information, college search materials, major and career books, and study abroad brochures and catalogs. The center maintains information about university transfer requirements, the university application process, articulation agreements and transfer admission guarantee programs. In addition, the center provides internet access with links to assist students completing online admissions applications and researching colleges.

Appointments to meet with a counselor can be made one week in advance beginning the first working day of the week and are available from 8:30 a.m. to 4:00 p.m. Monday through Thursday and from 10:30 a.m. to 4:00 p.m. on Friday.

Transfer/Career Center staff serve as liaisons to colleges and universities and advocate for students in the admission process. Center staff also coordinate university representative visits in which university outreach staff come to campus to meet with Cuesta College students individually.

Transfer Admission Guarantee (TAG programs) are commitments that selected colleges and universities make to Cuesta College students who meet specific credit, GPA, and course requirements. A TAG serves as a contract between the student and college or university. Students who have completed a TAG and have met contractual requirements are guaranteed admission.

CUESTA COLLEGE NOW HAS TRANSFER ADMISSION GUARANTEES WITH THE FOLLOWING UNIVERSITIES:

- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- UC Davis
- UC Irvine
- UC Merced
- Columbia College
- Chapman University
- University of La Verne
- National University

Associate Degrees for Transfer (ADT). Please see page 70 for information about ADTs.

Career Services
Career services are available to assist students in exploring and clarifying their career goals, researching occupational fields, and making their educational plans accordingly. Students may make arrangements with Transfer/Career Services to attend a Career Workshop and use the Eureka Career Information System to obtain information about specific occupations.

Student wishing to do in-depth career assessment and planning are encouraged to take COUN 254, Career Exploration.

Transferring to California Polytechnic State University
Because admission to Cal Poly is highly competitive; it is strongly recommended that students work closely with a Cuesta College counselor to ensure they are well-prepared for Cal Poly’s transfer selection process. Cal Poly’s Transfer Selection Criteria vary by major and include completion of major-related and general education coursework, grades, and extracurricular activities and work experience. Students applying as upper-division transfers that have completed all required/desired coursework and have maintained a high GPA typically are more competitive in Cal Poly’s transfer selection process. The Cal Poly Admissions website provides comprehensive information on their transfer selection process.

ASSIST
ASSIST (Articulation Subsystem Stimulating Inter-institutional Student Transfer) is a student-transfer information system available at www.assist.org. ASSIST displays reports describing how courses completed at a California community college will be applied to an undergraduate degree at a California State University or University of California campus. As the official repository of articulation for California’s public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer within the state of California. Students who are planning to transfer to a California State University or a University of California campus are encouraged to utilize ASSIST information in
consultation with a counselor) for important information about the transfer and articulation process.

**Student Right To Know**

In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or associate degrees and advancement in the work force.

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Luis Obispo County Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2009, a cohort of all certificate, degree, and transfer seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuesta College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became "transfer prepared" during the three-year period from fall 2009 to spring 2012. The completion rate for Cuesta College’s 2009-2012 cohort is 30.74%.

Based upon the cohort defined above, students who have completed 60 transferrable units with a GPA of 2.0 or better are considered “transfer prepared.” Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming “transfer prepared” during a five-semester period from spring 2010 to spring 2012 are transfer students. The transfer rate for Cuesta College’s 2009-2012 cohort is 19.98%.

**VETERANS’ SERVICES**

**Location:** Veterans Resource Center, Building 3100, Room 3174, SLO campus; (805) 546-3142. North County Campus, Building N3200/3100, Room 3121.

**Montgomery G.I. Bill Education Benefits**

Cuesta College is approved by the Veterans Administration to offer eligible veterans and their dependents military service connected benefit programs leading to an associate degree or transfer to a four-year institution. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary. Generally, only the DVA can determine an applicant’s eligibility for educational assistance.

All persons receiving educational benefits must personally contact the Veterans Coordinator after enrollment every semester to continue benefits. In addition, a Student Educational plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor.

**Priority Registration**

As our way of saying thanks for serving our country, Veterans receive priority registration. New students to Cuesta College must meet the requirements of a new matriculated student as defined in the enrollment priority section. Any member or former member of the Armed Forces of the United States, and who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended at one of the California State University, California Community College, or University of California for four academic years after he/she has left state or federal active duty, which he/she shall use within 15 years of leaving state or federal active duty, as established by Education Code 66025.8.

**Military Credit**

Veterans can receive credit up to 12 credits for education experience in the Armed Services. For more information please refer to the website: www.militaryguides.acenet.edu or see the Veterans’ Resource Center.

**Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged to investigate services offered through Cuesta College Disabled Students Programs and Services.

**Veterans’ Dependents – War Orphans – Missing In Action – Prisoners Of War**

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office.

**Student Liability**

The veteran/dependent student assumes full liability for any overpayment of veterans education allowance benefits. The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant. FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.

**Veteran/Dependent Student Academic Standing**

Students will not be certified for enrollment if placed on Academic or Progress Dismissal status. If you have previously been placed on Academic Probation and have a grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Progress Probation and have 50% or more enrollment grades of “W”, “I”, or “NP” recorded in the last two consecutive semesters
of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

**Tutorial Services**
Tutorial services are available to all veterans who meet established VA criteria.

**Transcripts**
All official transcripts of prior college work and military schools must be on file in the Records Office before registering for classes. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veterans’ Resource Center for necessary forms.

**Credits Required for Entitlement of Benefits**
The following number of credits is required each semester to certify students for educational and training allowances. Short-term courses are computed proportionately for payment purposes. Please see the Veterans’ Resource Center for more information.

**Withdrawal/Change of Classes**
Veterans are required to notify the campus Veterans’ Resource Center when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal. Failure to comply with this regulation will be grounds for decertification and will be considered a fraud with the Department of Veterans Affairs.