SERVICES

ADMISSIONS
RECORDS AND GRADING
REGISTRATION
DISTRICT POLICIES AND REGULATIONS
STUDENT PROGRAMS AND SERVICES
ADMISSIONS

Cuesta College and a student who enrolls, enter into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.

The admission application is the form each prospective student must complete to establish an identity with Cuesta College, to determine the student's eligibility to attend, and to determine California residency to establish the fees the student will pay per credit for their courses.

Students may have just one true identity with Cuesta College. It is recommended that applicants apply using their social security number so that multiple records are not created. Financial aid, employment, education tax credit, state licensing (RN, paramedic, engineering) student loans, and application for transfer, all require the use of the social security number. Cuesta College protects student's identity within the student records system by providing student ID numbers. Likewise, access to myCuesta requires a unique password and questions. Students should not share their Cuesta College identification number or password with others.

Pursuant to the requirements of the Seymour-Campbell Matriculation Act of 1986, the San Luis Obispo County Community College District reaffirms its commitment to serve all students who may profit from its instructional programs to ensure them equal educational opportunity, to provide them the necessary services for optimizing their opportunities for success, and to help students obtain the appropriate information/support for achieving their educational goals.

CONTACT WITH CUERSTO COLLEGE

The responsibilities of Cuesta College under this agreement will entail providing matriculation services which shall include:

- The processing of applications for admission in a timely manner;
- Pre-orientation and orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;
- Assessment of students with California Community College Chancellor-approved tests to determine student competency in computational and language skills; to assist where possible in identification of aptitudes, interests, educational objectives; and evaluate study and learning skills;
- Counseling and advising to assist students in interpreting test results and in developing and updating their educational plans through the Student Educational Plan (SEP) process;
- A follow-up system to detect and inform students of early signs of academic difficulty and to monitor the academic progress of each student;
- Referral of students to: (a) support services which may be available, including but not limited to, counseling/advising, financial aid, campus employment/placement services and Extended Opportunity Programs and Services (EOPS); and (b) specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language (ESL);
- Ensuring that all prerequisite courses are valid and necessary for student success [California Education Code Title 5, Section 58106(e)] and ensuring the right of each student to enroll in courses for which he or she can meet necessary and valid prerequisite courses [California Education Code Title 5, Section 55530(a)].

The student's responsibilities under this agreement include:

- The expression of at least a broad educational intent upon enrollment;
- The declaration of a specific educational objective after completion of 15 semester credits of degree-applicable credit course work;
- Diligence in class attendance and completion of assigned course work;
- The completion of course(s) and maintenance of progress toward an educational goal, according to standards established by the district and the state.
- Adherence to the policies and regulations of the college.

FALSIFICATION OF ADMISSION INFORMATION

A student who falsifies any information required on the Cuesta College admission application or other college documents may be dismissed from the college.

El estudiante que falsifica información en los documentos o formas de admisión de Cuesta College, será expulsado de sus clases.

Failure of a student to abide by the responsibilities outlined above may result in the district suspending or terminating any or all of the college services outlined above [California Education Code Title 5, Section 55530(d)].

To initiate a challenge of a regulatory provision of matriculation, the student must contact the Vice President, Student Services, San Luis Obispo Campus Building 3100, Room 3175, or call (805) 546-3116 to initiate the process.

ADMISSION

Cuesta College admission information is available:

- at the Cuesta College website: www.cuesta.edu
- by calling the college's Registration Hotline, (805) 546-3126
- in the Cuesta College Class Schedule

WHO MAY ATTEND (OPEN ENROLLMENT POLICY)

Cuesta College offers "open door" admission for:

- any person with a high school diploma;
- any person 18 years of age or over who does not hold a high school diploma or a high school equivalent diploma;
- students who have passed the California State Proficiency Exam or equivalent. A copy of the certification is required if under 18;
- transfer students from colleges, universities, and other post-secondary programs;
- any person who has served in the Armed Forces of the United States;
- students interested in completing postsecondary coursework for personal development, vocational training, and/or transfer to a four-year educational institution;
- minors currently enrolled in grades 9-12, who in the opinion of their school principal, would benefit from concurrent enrollment in "advanced scholastic" or "vocational" coursework at Cuesta College. A Cuesta College Permit to Enroll with specific courses identified and approved by the school principal, along with parents' signature is required prior to registration.

RESIDENCY REQUIREMENTS

Any person enrolling at Cuesta College in credit or non-credit courses is subject to residency requirements determined by the California Education Code, classified as follows:

Resident Student:

A resident of California is assessed California resident tuition. A resident
student is one who has established both physical presence in the State of California for more than one year immediately preceding the first day of instruction each semester and who has demonstrated an intent to make California his/her state of legal residence. Demonstration of intent is attained by filing California State Income Tax forms, obtaining a California drivers license, or other reasonable evidence of permanent stay in California.

- Persons who are 19 years of age or older may establish residency in accordance with the above statement. Year of residency must begin after the eighteenth birthday.
- Persons who are under 19 years of age may establish residency in accordance with the above "resident" definition and the following:
  - Married minors may establish their own residence.
  - The residence of the supporting parent is the student’s residence. In the event of death of both parents, minors may determine their own residence.
  - Residence of an unmarried minor who has a parent living cannot be changed by his/her own act, by appointment of a legal guardian, or by relinquishment of a parent’s right of control (EC S68000).
- Students who have a “permanent residence visa” may establish residency in accordance with the preceding “resident” definition. Foreign students attending Cuesta College on an F-1 Visa are considered non-residents.
- All foreign students must present a copy of their Visa at the time of application.
- Students with a permanent residency card must provide their Alien Registration number.
- Los estudiantes que tienen tarjeta de residencia permanente, necesitan someter su número de registro de residente permanente empezando con la letra A.
- Refugees and asylees may establish residency in accordance with the preceding "resident" definition.

Non-Resident Student:

Non-resident tuition is charged to those applicants outside the state of California. A non-resident student is one who has not been physically present in California for more than one year immediately preceding the first official day of instruction each semester and has not demonstrated intent to make California their state of legal residence. Such students are required to pay the non-resident tuition, in addition to the resident enrollment fee, per credit per semester at the time of registration. This fee is subject to semester or annual change. Non-resident fees are refundable in accordance with the college’s refund policy.

Exemption to non-resident tuition exists when the applicant is physically present in California and presents documentation for any of the following:

- Attended a California high school, or high school equivalent, for a minimum of three years (AB 540) and earned a California high school diploma, or equivalent;
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related 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 full-time employee of any of the following college/universities: California Community Colleges, California State University, University of California, or Maritime Academy.

Please contact the Cuesta College Admissions Office at (805) 546-3140 for additional information.

**INGLES COMO SEGUNDO IDIOMA**

Cuesta College ofrece cursos que le prepararán para cursar diversos campos de estudios. También, para aquellas personas que necesitan aprender el inglés, se ofrecen clases de inglés en las que se le da énfasis a la fonética, a la conversación, al vocabulario, a la lectura y a la gramática. Asimismo, se ofrecen exámenes de asesoramiento para determinar el nivel de conocimiento del idioma a las personas interesadas en tomar cursos de inglés como segundo idioma. Vea la sección “Inglés como Segundo Idioma” para una descripción de las clases en el catálogo de clases. Además de estos cursos se le ofrece asistencia voluntaria en el Laboratorio de Idiomas y en el Learning Skills Center, donde pueden adquirir conocimientos básicos del idioma y de la cultura de los Estados Unidos, valiéndose de algunos de los métodos más modernos en la enseñanza. Para más información sobre estas clases puede comunicarse con el profesorado de Inglés como Segundo idioma al teléfono (805) 546-3941 o al 546-3123.

**Residencia**

Un estudiante es residente si ha vivido por más de un año en California y considera el estado de California su estado legal. El estudiante que no ha vivido en California por más de un año se clasifica como no-residente y será responsable por pagar la cuota de no-residentes al matricularse.

Ciertos estudiantes califican para una excepción de la cuota de no residentes:

- Los empleados de tiempo completo de una escuela pública de California que necesitan complementar sus credenciales.
- Los trabajadores que se dedican a labores agrícolas estacionales por un mínimo de dos meses durante dos años consecutivos.
- Los empleados de tiempo completo, sus cónyuges, o los dependientes del empleado de tiempo completo de una universidad comunitaria de California, Universidad del Estado de California, Universidad de California, o Academia Marítima.
- Aquellos estudiantes que han completado por lo menos 3 años de escuela secundaria en California y que se han graduado de una escuela secundaria en California.

La matrícula para el semestre del otoño se abre a finales de junio, y la del semestre de la primavera se lleva a cabo entre semestres (véa el calendario en la primera parte de este catálogo). Usted necesita completar la solicitud de admisión y/o aviso de interés de matrícula en la primera parte de este catálogo y acudir a la Oficina de Admisiones de Cuesta College. La solicitud de admisión se encuentra disponible en el internet al www.cccapply.org, o en la Oficina de Admisiones de Cuesta College.

Favor comunicarse con la Oficina de Admisiones de Cuesta College para más información.

**WHO NEEDS TO APPLY?**

New first-time college students:

Students who have never attended Cuesta College must submit an admission application. Students wishing to enroll in special programs may have additional admission requirements to be completed prior to registering.

Former students:

Students who have attended Cuesta College in the past and have been accepted two or more semesters must submit an application for admission.
Minors As Special Part-time Students
(High School Enrichment Students):

Cuesta College may admit a high school student enrolled in grades 9-12, as a special part-time student, who in the opinion of their school principal, would benefit from concurrent enrollment in “advanced scholastic” or “vocational” college coursework. Students enrolled in grades 6-8, who are confirmed as “highly gifted” by their District, may petition to be admitted as a special part-time student. Special part-time students are referred to as “Enrichment Students”.

Students must complete both the high school approval process and Cuesta’s Enrichment admission process to qualify to register in certificate and degree applicable courses at Cuesta.

The High School Enrichment student is expected to follow regulations and procedures established for all college students.

High School Enrichment students are not required to pay the enrollment fee, but are responsible for all other applicable fees. Residents of other states are subject to non-resident tuition. High School Enrichment students will receive college credits and grades that will appear on their Cuesta College academic record.

A student applying as a high school enrichment student must submit an admission application and meet all of the following requirements each semester until the student has graduated from high school, achieved high school graduation equivalency, or become 18 years of age:

• Demonstrate the ability to benefit from advanced scholastic or vocational work as determined by their school principal;
• Receive a written, positive recommendation for specific coursework from the principal of the school of attendance on a Permit to Enroll form;
• Receive written parental consent to attend Cuesta College on the Permit to Enroll form;
• Meet all course prerequisites;
• Meet course minimum age requirements;
• Enroll in 9 or fewer credits for fall and spring;
• Enroll in 5 or fewer credits for summer;
• Enrichment students may not enroll in Physical Education Activity courses;
• Enrichment students may not Audit Cuesta College courses;
• Enrichment students may not attend Cuesta College as a full-time student;
• Enrichment students may not have priority in registration.

Special admission of minors is authorized by the following: Title 5 Sections 54000-54072, 54200, 54300; California Education Code Sections: 48800-48802, 76000-76002; Labor Code Section 3077; and Cuesta College Board Policies 5010 and 5055.

International Students

Cuesta College is approved by the United States Department of Justice as an institution of higher learning for non-immigrant F-1 & M-1 Visa students.

In addition to completing an application for admission to Cuesta College, F-1 & M-1 Visa students must comply with the following to be admitted to Cuesta College:

• Completion of an International Student Application, which includes a financial certificate, health and insurance certification, transcript requirement, and a test of English as a foreign language (as noted in the “Test of English as a Foreign Language” section).

Deadline for submitting the International Student Application is May 15 for the summer session, July 15 for fall semester, and December 15 for the spring semester. A $100.00 processing fee must accompany the International Student Application.

Certificate of Financial Responsibility

Students must show evidence of ability to pay non-resident fees and must maintain a minimum of 12 credits a semester. Completion of a financial certificate is required to verify that the student has sufficient financial resources for physical maintenance, housing, and educational costs for the duration of their studies at Cuesta College.

Test of English as a Foreign Language (TOEFL)

Classes are conducted in English; therefore, it is necessary to be proficient in reading, writing, and speaking the English language. For this reason, Cuesta College requires all international (F-1) students applying for admission to submit proof of passing the Test of English as a Foreign Language (TOEFL) with a score of 500 or better.

Transcripts of International Student Academic Records

Students must provide certified transcripts of academic records achieved during all prior high school and college attendance. Transcripts must be translated into English and must bear the school seal and be signed by the registrar or other appropriate official. For credits from accredited international colleges or universities to be used toward an associate degree or transfer general education certification, the records must be evaluated by a recognized credential evaluation service. Transcripts must be evaluated prior to admission.

Health Certification and Insurance

The prospective applicant must provide a certificate of a negative skin test or a chest X-ray for tuberculosis.

Certification of current health insurance coverage which covers accident or illness while in the U.S. will be required.

I-20

Cuesta College will issue the I-20 to the student after all admission requirements have been met.

General

International students concurrently enrolled at any California State University, University of California, or another community college may enroll for not more than six credits and must have the written consent of their advisor from the college where the I-20 is on file.

Prospective Visa students must apply for admission while residing in their homeland unless they are transfer students. Transfer students must contact the Admissions Office for direction on applying and transferring their I-20 to Cuesta College.
PROGRAMS WITH ADDITIONAL ADMISSION REQUIREMENTS

Additional admission requirements are in place for the following programs:

- Psychiatric Technician
- Registered Nursing
- Licensed Vocational Nursing
- Paramedic

Psychiatric Technician

Students interested in applying to the Psychiatric Technician Program are encouraged to attend a Psychiatric Technician information workshop and are strongly urged to consult with a counselor before they register for course work in the prerequisite class, Introduction to Psychiatric Technician.

All deadlines must be met for admission to the program.

Prerequisite coursework must be complete at the time of application.

The following are requirements for consideration for admission to the Psychiatric Technician program:

- A current Psychiatric Technician Application on file in the Psychiatric Training Program Office at Atascadero State Hospital. To submit an application, call (805) 468-3175 or 468-2376.
- Application for Admission to Cuesta College.
- A copy of the applicant's high school diploma, high school transcripts showing completion of Biology 212 (Human Biology) or college equivalent, and Biology 204 (General Bacteriology) or college equivalent with a "C" or better.
- Completed physical examination, background check, and drug screening are requirements for final acceptance.

The following is required:

- Completion of the orientation course, Psych Tech 110, Introduction to Psychiatric Technician, with a passing grade.

Fulfilling the preceding criteria does not guarantee admission to the next beginning class. Completion of the above makes the applicant eligible for consideration, via a random selection from a pool of qualified applicants.

Registered Nursing

Students interested in applying to the Registered Nursing Program are strongly urged to consult with a counselor before they register for course work in prerequisite classes.

All persons who have met general college admission requirements and the additional Registered Nursing Program admission criteria will be eligible for admission to the Registered Nursing Program.

Prerequisite coursework must be complete at time of application.

Students who submit a complete RN program application and meet all RN admission criteria are eligible to be admitted into the Registered Nursing Program by the multi criteria selection process. Students are admitted once a year in the fall. RN admission criteria is eligible to be admitted into the Registered Nursing Program.

Fulfilling the preceding criteria does not guarantee admission to the next beginning class. Completion of the above makes the applicant eligible for consideration, via a random selection from a pool of qualified applicants.

Registered Nursing Program 30-Credit Option for Students (only available to V.N.s)

Licensed Vocational Nurses interested in applying to the Registered Nursing program must obtain an application from the Division of Nursing and Allied Health. V.N.s are accepted in this program on a space-available basis each fall. To be eligible the V.N. must have the following on file in the Nursing Office:

- Application for the 30-Credit Option;
- A current California V.N. license;
- Transcripts showing completion of Biology 212 (Human Biology) or college equivalent, and Biology 204 (General Bacteriology) or college equivalent with a "C" or better.
- Completed physical examination, background check, and drug screening are requirements for final acceptance into the program.

Licensed Vocational Nursing Program

All persons who have met general college admission requirements and the additional Vocational Nursing Program admission criteria will be eligible for admission to the LVN Program.

Prerequisite coursework must be complete at the time of application.

Students who submit a complete application and meet all LVN admission criteria are eligible for admission by random selection to the Licensed Vocational Nursing Program. Students are admitted once a year in the summer. LVN courses are offered at the North County Campus in Paso Robles, CA.

Entrance requirements and deadlines are subject to change. Please refer to cuestanursing.org for the most current information. For additional questions, please contact the Nursing and Allied Health Division Office at (805) 546-3119.

Paramedic Program

All persons who have met general college admission requirements and the additional Paramedic Program admission criteria will be eligible for admission to the Paramedic Program. Prerequisite coursework must be complete at the time of application. Students are admitted once a year to the program that begins in the fall.

Entrance requirements and deadlines are subject to change. Please refer to cuestanursing.org for the most current information. For additional questions, please contact the Nursing and Allied Health Division Office at (805) 546-3119.

TRANSCRIPTS

Prior to registration, all students must submit official (sealed) copies of all high school and college transcripts to the Cuesta College Records Office, P.O. Box 8106, San Luis Obispo CA 93403-8106. Final transcripts should be submitted once all coursework is completed and grades are posted.
Official transcripts are required to satisfy course prerequisites, Student Education Plans, GE Certifications, and all program evaluations at Cuesta College. Transcripts submitted to Cuesta College will not be released to students, other colleges or agencies.

**ASSESSMENT TESTING**

In keeping with Cuesta College's commitment to assure each student equal opportunity to demonstrate competency or knowledge, the district shall monitor assessment test results to determine if a disproportionate impact may exist for particular groups of students. If such an impact is detected, a plan shall be developed (in consultation with the California State Chancellor's Office) to correct the disproportionate impact [California Education Code Title 5, Section 55512(a)].

After a student takes the Cuesta assessment test in Math or English, she/he receives their scores. If a student's assessment results place him/her in English 099 or below and/or Math 007 or below, then the student MUST call the Counseling Office at (805) 546-3138 (or North County Campus at (805) 691-6241) to schedule an appointment PRIOR to registration. After the counselor meets with the student, a hold will be lifted allowing the student to register for the semester. ONLY a counselor can lift a hold and allow the full registration to take place.

**Mathematics Assessment**

New students, or those who have not completed prerequisite coursework at a high school, college, or university, are expected to take a mathematics assessment test prior to enrolling in any non-transferable mathematics course (Math 003, 007, 119, 021, 123, 123SI, 124A, 125, 126A, 126B, 127 and 127SI). Students not wishing to take a mathematics assessment test, may enroll in Mathematics 003 (Arithmetic). Transferable mathematics courses (those numbered 229 and above) have academic prerequisites that must be verified prior to registration.

**English Assessment**

New students or those who have not completed prerequisite coursework at a college or university are expected to take an English assessment test prior to enrolling in English 201A, 156 or 099.

Assessment results and other multiple measures will be used by the student and a Cuesta College counselor in a pre-registration workshop to select the most appropriate classes, based on demonstrated ability.

Students transferring from other California community colleges are encouraged to submit their recent assessment test scores with recommended course placement to avoid additional assessment testing at Cuesta College [Title 5, Section 55530(c)]. However, if placement from another community college is into English 201A (transferable English) and the student's prior English assessment did not include an essay, the student must also take Cuesta College's essay-only exam.

New students in the English as a Second Language (ESL) program must take the ESL evaluation. Students will receive their evaluation results and class recommendations within a week after taking the test. For additional information, call the English as a Second Language Division Office at (805) 546-3100, extension 2127.

Estudiantes nuevos al programa de Inglés como Segunda Lengua deben tomar la evaluación de ESL. Los estudiantes recibirán los resultados de la evaluación y las sugerencias de nivel de clase después de una semana. Para más información, comuníquese con la oficina de Inglés como Segunda Lengua al teléfono (805) 546-3100, extensión 2127.

Who Should Take Assessment Tests?

Placement testing for Cuesta College is available to students when they are in their senior year of high school or when they are ready to begin the matriculation process for entrance. Students who have not completed prerequisite courses at another college and want to enroll in English 099 or higher, or any math higher than Math 003 are expected to take an assessment test. Testing may also be required for other courses that have academic prerequisites which students must meet to enroll in those courses.

Assessment Appeal forms for both English and mathematics are available at the Matriculation Services Office, San Luis Obispo Campus, Building 3400, or call (805) 546-3951.

**Why Is Assessment Testing Important?**

The college considers assessment testing to be one of the most valuable services it offers. Students find it gives them an important window to their basic abilities and interests. Assessment testing is diagnostic and can guide students in directions that may save them valuable time (sometimes more than a semester), grief (from a poor grade point average due to course failure), and effort in achieving their educational and career goals.

**Assessment Testing for Students with Disabilities**

The college has a commitment to assure each student an equal opportunity to demonstrate competency or knowledge in a subject area. Therefore, students with verified disabilities (according to California Education Code Title 5 regulations) are expected to demonstrate the same competency or knowledge as their non-disabled peers. Accommodations will be made on an individual basis in the method or format of examinations. These accommodations may be requested by a faculty member, Disabled Student Programs and Services (DSPS) faculty or the student with a disability. The request for accommodation shall be made in advance through the Director of Academic Support/Disabled Students Programs and Services at the San Luis Obispo Campus, (805) 546-3148. For the North County Campus call (805) 591-6215. Verification of disability is required.

**Exemptions to Assessment Testing**

Assessment is mandatory if results are required to meet a course prerequisite. Students may be exempt from assessment testing if they meet one of the exemption criteria listed below.

- Enrolling in six credits or less (except for credits required to meet a course prerequisite)
- Earned an Associate or higher degree
- Are a non-matriculating K-12 grade student
- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university
- Are taking courses for personal interest only
- Are taking courses for advancement in current job/career
- Are taking courses to maintain a certificate or license

**COUNSELING SERVICES**

The primary goal of Counseling Services is to provide the necessary educational, vocational, and personal support to enable students to succeed at Cuesta College. Students should come for counseling when they need
help with any kind of problem that might affect their academic performance. Because course selection is important and four-year college requirements change frequently, students should consult with a counselor on a regular basis before registering for classes.

Counselors are available by appointment and on a walk-in basis. Appointments may be scheduled one week in advance, either in person or by phone, and may be made with a specific counselor. Walk-in is best for short-term academic planning, quick questions, referral to college and community services, or emergency problem-solving. Walk-in is on a first-come, first-served basis with the counselor available at that time; it is generally no longer than 15 minutes per student.

Due to the large number of students, there are certain times of the academic year when counseling is available by walk-in only—July, August, December and early January. To avoid the lengthy waits and rushed atmosphere associated with walk-in only, students should plan ahead. To plan for fall semester, make an appointment during spring before the end of April. To plan for spring semester, make an appointment in September or early October.

Appointments

Counseling Services at the San Luis Obispo Campus are located at the Student Services Center in the Library Building. It is staffed both day and evening. Appointments may be made one week in advance beginning the first working day of the week. To schedule an appointment, call (805) 546-3138 between 9:00 a.m. and 5:00 p.m.

Other Campuses/Centers

During the academic year, counseling assistance is provided for students who enroll in classes at one of the college’s other sites.

Arroyo Grande Center (Arroyo Grande High School):
For appointments, call Counseling Services at the San Luis Obispo Campus at (805) 546-3138 or the Arroyo Grande, South County Center at (805) 474-3913 or (805) 546-3955.

North County Campus (Paso Robles):
Counseling Services at the North County Campus are located in Building 3000. Appointments may be scheduled at Student Services, Room N3013 and N3019.

For appointments, call Student Services at (805) 591-6241.

Academic and Personal Counseling

Academic and personal counseling support is provided for continuing students through individual and small group sessions. For personal counseling contact the Student Health Center at (805) 546-3171.

Counselors provide the following services:

Orientation/Advisement:

Orientation provides basic information regarding Cuesta College services and programs, as well as student rights and responsibilities. During advisement, a student and a counselor use a student’s assessment scores and previous academic history to plan a program of study appropriate to the skill level and educational goal of the student. Orientation/ advisement is conducted in group settings.

The Cuesta College new student orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree and transfer, as well as policies and procedures of the college. Students may participate in a new student orientation by attending a group orientation at the Cuesta College campus or by completing an online orientation.

myCuesta Orientation:

Scheduled group orientation sessions on the Cuesta College campus are offered immediately after the English and math assessment session and are approximately two hours long. Students must submit an admission application prior to signing up for a workshop at www.cccapply.org. Students may sign up for the Great Start orientation online through the Assessment Test site or by contacting the Assessment Office at (805) 546-3951.

Online Orientation:

Once an application for admission 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.

Exemptions to Orientation:

Students may be exempt from participation in orientation if they meet one of the exemption criteria listed below:
- Enrolling in six credits or less;
- Earned an Associate or higher degree;
- Are a non-matriculating K-12 grade student;
- Are concurrently enrolled in another college or university and are receiving matriculation services at that college or university;
- Are taking courses for personal interest only;
- Are taking courses for advancement in current job/career (updating job skills);
- Are taking courses to maintain a certificate or license.

Financial Aid students will have completed their required first term Student Education Plan (SEP) by completing either the group orientation at a Cuesta College campus or the online orientation.

Student Educational Plan (SEP):

After the term begins, students are encouraged to see a counselor in order to develop a personalized Student Educational Plan (SEP) which charts the student’s future through college.

Local High School Outreach:

Liasons to local high schools are provided to support the enrollment of local students at Cuesta College.

Specialized and Targeted Counseling:

Counselors also provide specialized and targeted counseling for the following groups of students:
- CalWORKS: Academic and personal counseling for qualified students.
- Career Technical Education: Academic and personal counseling for qualified students.
- Extended Opportunity Programs and Services (EOPS): Academic and personal counseling for qualified students.
- Disabled Student Programs and Services (DSPS): Academic and personal counseling for qualified students.
- International Students: Cuesta College enthusiastically welcomes international students from around the world. The international
student counselor provides academic counseling and assists the student with the paperwork required for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning.

• Reentry Students: The Reentry Program is designed to be a support system for students 25 and older, returning to school after an absence of five or more years. The services include:
  • Assessment and Orientation (prospective students)
  • Academic Counseling by appointment or walk-in
  • Priority Registration (limited number of semesters)
  • Information postcards and newsletters
  • Activities and social events
  • Reentry Center (San Luis Obispo campus)
  • Reentry course offerings (San Luis Obispo campus)

**FEES**

**REGISTRATION FEES**

The college reserves the right to make changes, additions and/or deletions to the list of fees and charges during the academic year when deemed necessary by action of the State of California, the administration and/or the Board of Trustees.

In the case of a fee increase or decrease, students enrolled in the affected term will be subject to the fee increase or decrease for that term. The student's account will reflect the changes that occur and the fee payment policy will govern the credit or collection of these fees.

Students should be prepared for the following expenses. Other expenses will vary with individual student needs.

**Enrollment Fee**

$36 per credit

**Material Fee**

Varies per class (if applicable, see the current class schedule)

**Student Center Fee**

$1 per credit at the San Luis Obispo Campus for a maximum of $10 per academic year (no fee charged during summer session)

**Health Center Fee**

$17 per semester

$14 per summer session

**ASCC Student ID Card Fee**

$10 per semester

$5 per summer session

**Student Representation Fee**

$1 per semester

**Textbooks and Supplies**

$50-$85 average per course

* These fees may not apply to students who, at the time of enrollment, are recipients of benefits under the TANF (CalWORKs), the SSI/SSP or the General Assistance programs.

**Non-Resident Tuition (in addition to preceding fees)**

**Out-of-State Students**

$189 per credit for all credits attempted per semester plus enrollment fee

**International Students**

$189 per credit for all credits attempted per semester plus enrollment fee

Audit Fee - See Auditing section of Catalog

Parking Permit Fees (Day or Evening)

San Luis Obispo and North County Campuses

Automobiles, vans, trucks $30 per semester

$7.50 per summer session

Motorcycles, mopeds $5 per semester

Each additional vehicle $30 per semester

$7.50 per summer session

A daily permit is available at Park-Ur-Self machines located in the parking lots.

Parking citations will be issued for violations of campus parking and traffic regulations. A copy of these regulations is given to students when they purchase parking permits or may be obtained from the Public Safety Office.

The fine for parking violations is set by the Cuesta College Board of Trustees. Most violations are $20 to $54. The fine for unauthorized parking in handicapped spaces is $275. For a complete list of parking fines, contact the Public Safety Office.

**Enrollment Fee (Education Code Section 76300)**

The enrollment fee is set by the State of California. This fee is subject to change and is currently set at $36 per credit.

**Non-Resident Tuition (Education Code Section 76140)**

The cost of tuition for out-of-state and international students is in addition to the enrollment fee. Non-resident status is based on admission application information. Students are notified within two weeks of their status and may view their residency status in myCuesta. Non-resident tuition is subject to change on a semester or yearly basis. If you have questions about your residency status, please contact the Admissions and Records Office for assistance.

**Health Fee (Education Code Section 76355)**

In accordance with the California Education Code and District policy, Cuesta College has a mandatory health fee. Students, excluding those with the exceptions listed, are required to pay the $17 fee each semester regardless of the number of credits they are taking. This fee is nonrefundable once the semester begins and is subject to change per local Board action. The health fee is not an eligible tax credit fee.

Health Fee Exemptions (Education Code Section 76355)

• Students enrolled in non-credit courses
• Students taking classes only at the South County Centers (Arroyo Grande and Nipomo High Schools) and off-campus sites.
• Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization.
• Students attending Cuesta College under an approved Apprenticeship Program.

**ASCC Student ID Card Fee**

The Associated Students of Cuesta College (ASCC) Student ID Card fee provides a college picture ID and helps fund student jobs, activities and services, as well as college programs. This optional fee provides support to the following programs:

- Emergency book loans
- Reserve books subsidy for library
If the ASCC Student ID card is lost, stolen, mutilated or destroyed, the student is provided, free of charge, one replacement during the student's Cuesta career. There is a $2 replacement fee for additional cards. The ASCC Student ID Card may be purchased/renewed each semester, even if the student has already had her or his picture taken. This fee is non-refundable/non-reversible once the semester begins.

**Student Center Fee (Education Code Section 76375)**

The Student Center Fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at the San Luis Obispo Campus. The fee, which is not to exceed $10 per academic year, is based on the number of credits taken during this period at the rate of $1 per credit. An academic year consists of fall and spring semesters. It does not include the summer session.

**Student Center Fee Exemptions**

The Student Center Fee shall not apply to:

- Students enrolled in non-credit courses.
- Students who are recipients of the benefits under the Aid to Families with Dependent Children program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.
- Students enrolled in courses at North County Campus or South County Centers only.

**Student Representation Fee (Education Code Section 76060.5)**

A vote of the students authorized the collection of a mandatory $1 Student Representation fee from every credit student each semester. Monies collected will be used by the student government to advocate and lobby for student legislative issues such as eliminating fee hikes, advocating for adequate childcare for student parents, and increasing state funding for community colleges. Other uses include leadership training, meeting with other student leaders and elected officials, and necessary supplies to support students in their advocacy and lobbying efforts.

The fee is charged during the registration process. A student may refuse to pay the fee for religious, political, financial, or moral reasons. Students must sign a waiver prior to registration. The fee is nonrefundable once the semester begins. Forms are available in the Admissions and Records Office and the Cashier's Office at all campus locations. The form is also available on the Web at academic.cuesta.edu/admrreg/polforms.htm for students to print and complete. The form may be submitted to the Cashier's Office or faxed to (805) 546-3169.

This per-semester fee may be utilized by the ASCC to fund only those purposes listed above.

**REFUNDS**

Students are responsible for dropping courses and initiating a written request for a refund. Requests for refunds will be considered according to the date the student submits the request and according to the refund policy. Request forms may be obtained from the Student Services Cashier and from the Cuesta College Website. A refund check will be mailed to the student within six to eight weeks from the date submitted.

A full refund includes enrollment, non-resident tuition (if applicable), health, Student Representation, or Student Center fees. Some courses may have material fees that are due at registration. Parking and refund policies apply to students enrolled in non-credit courses.
If a student is erroneously determined to be a non-resident and pays non-resident fees, such fees will be refunded provided acceptable proof of California residence is presented within the period for which the fee was paid.

- For short-term courses (less than 18 weeks), no refunds are given after 10 percent of the class has been completed.
- Deadlines relate to fall and spring semesters only. See the summer session class schedule for specific summer session deadlines.

**Refunds for Registration Fee Overpayment**

In the event that a student overpays registration fees, the amount of the overpayment will be credited to the student’s account. The credit will be applied to any additional registration fees incurred in the event that the student adds classes or incurs other charges.

If no additional fees are incurred, overpayment refunds will be automatically processed within six to eight weeks. Refunds will be mailed to the student’s address on file in the Admissions and Records Office.

**RECORDS AND GRADING POLICIES**

**MAINTENANCE ALLOWANCE FOR STUDENTS FROM MODOC AND MONO COUNTIES**

Students attending Cuesta College from Modoc and specific areas of Mono counties are eligible for a maintenance allowance if they maintain a permanent address in either county and all requirements are met.

For information about eligibility requirements, contact the Cuesta College Registration Office at (805) 546-3100, Ext. 2325.

**RESTRICTING STUDENT SERVICE - HOLDS**

Cuesta College will block student access to service by placing holds when the student has not met their obligations for the following:

- Neglected to pay registration fees
- Neglected to return library books or pay fines
- Neglected to return equipment, uniforms or materials
- Neglected to pay debt to the Student Health Center and/or Bookstore

In most cases once the student returns the materials or pays the delinquent debt the hold will be released. Students may check their hold status through myCuesta.

**Library Fines**

Under authority of Section 72237 of the California Education Code, Cuesta College may withhold grades, transcripts, diplomas, and registration privileges from any student who fails to return books or materials to the library when due or have lost or damaged any books or materials.

Students shall have their records released when they:

- Return books or materials
- Pay charges for books or library materials.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) — RELEASE OF INFORMATION**

### Student Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review their own educational record.
- The right to seek to amend their own educational record. The student must make a written request to the Director of Admissions and Records at the San Luis Obispo campus and provide the names of the records they wish to review or amend. The administrator will respond with the timeframe and location for the materials to be reviewed.
- The right to have some control over the disclosure of information from their educational records. One exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement credit personnel and health staff); a person or company with whom the College has contracted as its agent to provide service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- The right to file a claim with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202-5920

#### Electronic Files

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

#### Directory Information

At its discretion, Cuesta College may provide “directory information” in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information that would not generally be considered harmful or an invasion of privacy if disclosed. Personal identifiers, such as student identification numbers or social security numbers, race/ethnicity, gender, religious preference grades, and GPA may never be designated as directory information. Cuesta College has identified the following elements as directory information:

- Name
- Field of Study
- Degrees and Certificates earned
- Dates of attendance
- Level of enrollment (number of credits)
- Participation in officially-recognized activities and sports

For more information on the implementation of FERPA, contact the Director of Admissions and Records at (805) 546-3100 Ext. 2325.
**TRANSCRIPTS**

Cuesta College Transcripts

A written or electronic request by the student is required to release transcripts. Official transcripts of Cuesta College records are available upon written request by the student to the Records Office.

Transcripts ordered electronically will be mailed within 2-4 working days from the date of request in most cases. An electronic notification will inform the student of the status of their transcript order and notify them of any holds. The fee for the electronic transcript request is $5.25 per copy. Transcripts ordered in-person and by mail will be mailed within 2-3 weeks and cost $3 per copy after the first two free copies. Unofficial transcripts are available for viewing and printing through myCuesta on the Cuesta College website. Access to myCuesta requires the student identification number and password. Transcripts will not be produced for students who have a hold on their records.

**Non-Native Transcript Evaluation**

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

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

Upon application for the associate degree or transfer certification (Certificate of Achievement), non-native coursework credits will be included and reviewed with the Cuesta College student record. Applications for the associate degree and transfer certification are available in the Admissions and Records Office.

**GRADING POLICIES**

**GRADES**

Courses shall be graded using the grading symbols established by Title 5. Effective fall 2008, faculty may use the following evaluative letter-grading symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point (4-Point Scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Less than satisfactory</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing (At least satisfactory C/2.0)</td>
<td>units awarded are not counted in GPA. “P” has the same meaning as “CR,” as that symbol was defined prior to fall 2008.</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Less than satisfactory C/2.0)</td>
<td>units awarded are not counted in GPA. “NP” has the same meaning as “NC,” as that symbol was defined prior to fall 2008.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Incomplete academic work for unforeseeable, emergency, and justifiable reasons. Condition for removal of the “I” shall be stated by the instructor in a written record with a copy to the student. The “I” must be made up before the end of the following regular semester or it will be considered as an “F” grade. The “I” symbol shall not be used in calculating credits attempted nor for grade points.</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>The “IP” symbol shall be used to denote that the class extends beyond the normal end of an academic term. “IP” shall not be used in calculating grade point average.</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td>This symbol is assigned by the Director of Admissions and Records only. It is used when there is a delay in reporting grades by the instructor. This is a temporary notation and is not used in calculating GPA.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>The “W” symbol is assigned when a student officially withdraws between the beginning of the fourth and end of the twelfth week of instruction for full semester courses. For courses that are less than 18 weeks in length, withdrawal must be made during the first 20 percent of the course. (During summer sessions the withdrawal period extends through the fourth week of instruction.) Students who withdraw prior to the fourth week of instruction for full semester courses, or prior to the completion of the first 20 percent of the course for short courses, shall have no notation (“W” or any other) on their record. The academic record of a student who remains in a class beyond the twelfth week must reflect a symbol other than a “W.”</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>The “MW” symbol is assigned when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, an “MW” may be assigned at any time after the twelfth week deadline for dropping classes. Military withdrawals shall not be counted in progress probation and dismissal calculations.</td>
</tr>
</tbody>
</table>

**Grade Changes**

After a grade has been issued, only the instructor has the authority to change the grade per California Education Code Section 76224. A student wishing to have a posted grade changed must submit appropriate documentation to the instructor who issued the grade and must request that the grade be changed. Based on an evaluation of the student’s progress in the course and the documentation, the instructor may or may not change the grade. Grade changes must be delivered to the Office of the Director of Admissions and Records by the instructor.

There is a deadline of six months from the date that the grade is posted to initiate a grade change.
Course Grades

Grades are available for viewing within Cuesta College’s student portal, myCuesta, four weeks after the last day of the term. Grades are not sent to students, but an unofficial grade report may be requested by presenting a photo identification card to an Admissions & Records service center staff member at any campus location.

Pass/No Pass

- A student may select “pass/no pass” (formerly credit/no credit) through the fourth week of instruction for 18-week courses or, if the course is less than 18 weeks in duration, within the first 20 percent of the course. Students may change back to a letter grade prior to the fourth week or 20 percent deadline. After the fourth week or 20 percent deadline, students may not reverse their pass/no pass grading decision.
- Some general education, degree and certificate course work must be taken for a grade. Consult a counselor or program description. No more than 12 credits of “pass/no pass” may be applied toward the Associate in Arts or Associate in Science degree.
- Courses listed in the schedule as “pass/no pass” grading option may be taken only once for “pass/no pass.” The student may, however, repeat the course for a letter grade.
- Students shall receive a “P” (pass) if, at the end of the semester, a grade of “C” (2.0) or better is earned. The “P” shall, when recorded, add credits completed but shall have no effect on the grade point average.
- Students performing unsatisfactorily (at less than C/2.0) shall receive a “NP” (no pass) which, when recorded, will not increase credits completed and will not be used to calculate the grade point average. However, credits attempted for which an “NP” is recorded shall be considered in academic progress calculations to determine probation and dismissal status.
- Students may only select one course per semester on the “pass/no pass” option. Some courses are graded only on a “pass/no pass” basis. Enrollment in these courses will not affect the student’s right to select one additional class within the guidelines listed above.
- Students repeating a course in which a substandard grade was earned may not request a repeat discount if the pass/no pass grading option was selected for the second attempt.

ACADEMIC RENEWAL REGULATIONS

Cuesta College recognizes that a student may have completed academic coursework at an institution of higher learning that is not reflective of the student’s present scholastic ability. The college also believes that there is merit in allowing students a chance for “academic renewal” so they are not unduly penalized in their educational pursuits for past substandard performance. Cuesta College provides the opportunity for academic renewal as follows:

Course Repetition: Substandard Work (California Education Code Title 5, section 55040):

- Students who have received a grade of “D” or “F” (less than grade of “C”), may repeat the course and receive a new grade and the credits attempted.
- Courses listed on the schedule with a “pass/no pass” grading option may be taken only once for “pass/no pass.” The student may, however, repeat the course for a letter grade.
- In any course repetition, the last grade recorded will be used in calculating the grade point average. When course repetition occurs, the permanent record shall be annotated in such a manner that all work remains legible, thus ensuring a true and complete academic history.

- Students who receive a substandard grade (less than C/2.0) in a course at Cuesta College may repeat the equivalent course at another accredited college or university. Once the course is complete, an official copy of that institution’s transcript, with the repeated grade, must be submitted to Cuesta College’s Records Office. A petition for course repetition must be submitted with that information as well. The Cuesta College course with the substandard grade will be discounted from the student’s Cuesta College grade point average. The student’s permanent academic record will be annotated in such manner that all work remains legible and the repetition information is clear. Cuesta College honors the repetition actions of other accredited colleges and universities as notated on their official transcripts when determining the transfer of a student’s credits.

Restriction on Course Repetition for which Substandard Work Has Been Recorded

Students may not register for a course in which they received an unsatisfactory course grade (D, F, W, or NP) more than three times. Students will be barred from registering in the course until the student:

- obtains a “Petition to Repeat Substandard Grade - 3 or more attempts”;
- meets with a counselor to develop a remediation plan noted on the form;
- receives approval on the form from a counselor or an instructor; and
- receives approval on the form from the Director of Admissions and Records at the San Luis Obispo Campus or the Executive Dean of the North County Campus.

Repetition of Courses for which Substandard Work Has NOT Been Recorded (California Education Code Title 5, Section 55041)

- Students who have previously received a grade of “C” or better may repeat the course if special circumstances exist that justify such repetitions. The grade awarded for courses repeated under this section may not be counted in calculating a student’s grade point average and credits.
- When course repetition under this section occurs, the student’s permanent academic record shall be annotated in such a manner that all work remains legible.

To exercise this option students must file a Request to Repeat a Course with a Grade of ‘C’ or Better form with the Admissions and Records Office after it has been approved by an instructor or counselor. The petition must be approved prior to enrollment.

Academic Renewal Through Alleviation of Courses without Course Repetition (California Education Code Title 5, Section 55044)

- Past coursework in which substandard grades (less than C/2.0) were received may be alleviated (disregarded) from the student’s grade point average if the work is not reflective of the student’s present level of scholastic performance.
- A minimum of two years must have lapsed since the completion of the term to be alleviated. The policy may apply to no more than two semesters of substandard coursework, and the student may receive academic renewal only one time.
- To alleviate course work, the student must have completed a minimum of:
  - 15 semester credits with at least a 3.0 GPA, or
  - 30 semester credits with at least a 2.5 GPA, or
  - 45 semester credits with at least a 2.0 GPA.
- The student must file a Course Alleviation form with the Admissions and Records Office. If the course alleviation is
approved by a counselor and the Director of Counseling Services, the alleviated course work will be noted as such on the student's permanent record by the Admissions and Records Office.

- Courses taken at another accredited college or university, indicating substandard performance, are eligible for course alleviation as mentioned above. Course work alleviated from transfer institutions will apply only to graduation requirements from Cuesta College.

Cuesta College is unable to alleviate work from any other institution's records for the purpose of transferring to another college or university.

**ACADEMIC PROBATION AND DISMISSAL**

Students who earn unsatisfactory grades may jeopardize their enrollment at Cuesta College. Academic achievement is monitored during the fall and spring semesters excluding summer session. A student is placed on academic probation at the end of a semester if the student's semester grade point average is less than 2.0, or “C-average,” on a four-point scale.

A student who earns less than a 2.0 GPA for two consecutive semesters is subject to dismissal from the college. For the purpose of this section, semesters are considered consecutive on the basis of the student's pattern of enrollment. For example, a student earning less than a 2.0 in fall 2009 and fall 2010 would be subject to dismissal if the student did not attend Cuesta during Spring 2010.

Dismissed students are not allowed to attend the subsequent semester. They must "sit out" for one full semester before regaining eligibility for enrollment.

Students are notified of their academic progress/dismissal status through their myCuesta e-mail account at the end of grade processing each semester. Students on academic dismissal may attend a Reinstatement Workshop and agree to their Reinstatement Contract to enroll or remain enrolled in their courses for the subsequent term.

Students who fail to complete courses in which they enroll may jeopardize their ability to enroll at Cuesta College. Academic progress is monitored during the fall and spring semesters excluding summer session. A student enrolled in a total of 12 credits at Cuesta College is placed on progress probation at the end of a semester if the percentage of all Cuesta College credits in which a student has enrolled, for which entries of “W,” “I,” and “NP” are recorded, reaches or exceeds 50 percent.

A student placed on progress probation for the third consecutive semester is subject to dismissal from the college.

Students are notified of their progress probation/dismissal status through their myCuesta e-mail account at the end of grade processing each semester. Students on progress dismissal may attend a Reinstatement Workshop and agree to their Reinstatement Contract to enroll or remain enrolled in their courses for the subsequent term.

Students who do not attend a reinstatement workshop will be blocked from enrolling and must “sit out” the following term. Dismissed students who are enrolled in the subsequent term, will be administratively dropped from their courses. Students who choose to “sit-out” one or more terms will need to contact the Admissions & Records Office to be reinstated for their next term.

Reinstatement or “sitting out” a semester, does not change the student's academic standing. A student on progress dismissal shall be removed from probation/dismissal when the percentage of entries of “W”, “I”, and “NP” recorded drops below 50 percent.

Contact the Office of the Director of Admissions and Records or Director of Counseling for additional information.

**SCHOLASTIC ACKNOWLEDGMENTS**

**Academic Honor List**

Students who enroll and complete 12 or more credits and earn a 3.25 grade point average with no grade lower than a “C” will be placed on the Academic Honor List. The student's academic record at Cuesta College will be annotated to reflect this achievement. The achievement is posted under the qualifying semester on the student's academic transcript.

Students in the Registered Nursing Program may make the Academic Honor List using the criteria listed above; however, due to the number of contact hours in this program, an R.N. student will be considered when enrolled in 11 or more credits.

**Graduating With Honors**

Students who meet the requirements for graduation with a cumulative grade point average of 3.5 to 3.74 qualify for honors recognition.

The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgement is posted on the student's diploma and on the academic transcript. Students receiving honors are recognized at commencement with a green cord.

**Graduating With High Honors**

Students who meet the requirements for graduation with a cumulative grade point average of 3.75 to 4.0 qualify for high honors recognition.

The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgement is posted on the student's diploma and on the academic transcript. Students receiving high honors are recognized at commencement with a white cord.

**Alpha Gamma Sigma (AGS) Honor Society**

Alpha Gamma Sigma (AGS) is a state-wide community college student honor society with the purpose of fostering, promoting, maintaining, and recognizing scholarship. In addition, AGS members develop character and civic responsibility through service to AGS, the college, and the community. The Gamma chapter at Cuesta College provides its membership scholarship opportunities, social activities, and leadership-building skills. Membership is based on grade point average. More information may be obtained from the Student Life and Leadership Office. Recognition of AGS membership is posted on Cuesta transcripts. Students with AGS membership are recognized at commencement with a gold cord.
CLASSIFICATION OF STUDENTS

Freshman: A student with less than 30 semester credits of college credit
Sophomore: A student who has completed 30 or more semester credits of college credit
Full-time: A student enrolled for 12 or more credits (Fall, Spring semester) A student enrolled for four or more credits summer session
Part-time: A student enrolled in less than 12 credits (Fall, Spring semester) A student enrolled in less than four credits in summer session
Enrichment Student: A non-high school graduate under 18 years of age who is concurrently attending grades 9-12 and Cuesta College.

PRIORITY REGISTRATION POLICY

Registration into Cuesta College courses begins in June for the fall semester, November for spring semester, and April for summer session. Cuesta College registration is available primarily over the web through myCuesta. Walk-in registration dates are scheduled the week prior to the start of each new term.

First-time college students are encouraged to attend an assessment of English and math skills and an orientation prior to registering in Cuesta College courses.

Access to registration is based on Cuesta College Board Policy 5055 shown below.

Board Policy 5055 Priority Registration

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide priority registration for students on the basis of need are established.

- Annually, each program or group granting priority registration will establish and publish a process to review and evaluate their program participant's "level of need" that grants program eligibility for priority registration.
- Definition of student enrollment statuses referenced below: A Continuing Student was enrolled after the fourth week of, or received a grade, in the previous term. A New First-time Student never attended Cuesta College prior to the application term. A Former Student attended Cuesta in the past, but was not enrolled in the term prior to the application term. A Re-Entry Student is at least 25 years of age and had not attended a college or university within the past 5 years. A New Transfer Student is enrolling at Cuesta for the first time after attending another post-secondary institution. A Special Part-time Student (Enrichment Student) is under the age of 18 and currently enrolled in grades 9-12, and eligible to attend Cuesta College.

Registration Priority Groups are defined below. Students will continue to have access to register after their priority date.

- PRIORITY 1: Continuing students, who have completed, or are currently enrolled in a minimum of 12 semester credits for Cuesta College degree applicants and 3 semester credits for Cuesta College Certificate applicants; who will complete their remaining AA or AS degree requirements, and/or Certificate requirements within one semester (i.e. apply in fall and complete by end of spring), and have applied for their degree and/or Certificate by the application deadline. Students will receive priority in this classification one time.
- PRIORITY 2: Graduating seniors from local (San Luis Obispo County) high schools who complete the admission application by the deadline and complete one or more components of the matriculation process, which may include assessment, orientation, or the completion of the Student Education Plan (SEP) (Fall only).
- PRIORITY 3: Documented eligible new or continuing students participating in the Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), all veterans, veterans’ spouses and veterans’ dependents receiving VA benefits to attend Cuesta College and who meet the criteria established by Education Code 66025.8, and individual groups identified as a requirement to meet legislative and/or grant compliance obligations.
- PRIORITY 4: New or continuing students who have met the specific eligibility criteria for each of the following: CalWORKs Program, Intercollegiate Athletics during the semester of active team participation, Re-entry Program, Pre-nursing Program, Facilitated Assisted Learning (FAL) facilitators, ASCC leaders, student employees, staff, faculty, retired faculty and staff having earned academic experience.

SERVICES
eminent distinction, and dependent children (with the exception of special part-time students), spouses, and domestic partners of faculty or staff.

- **PRIORITY 5:** Continuing Cuesta College students will receive priority registration based on the total number of credits completed at Cuesta College. Credit increments:
  1. Equal to or greater than 48.0 credits
  2. Equal to or greater than 24.0 units and less than 48.0 credits
  3. Equal to or greater than 12.0 units and less than 24.0 credits
  4. Less than 12.0 credits

- **PRIORITY 6:** First-time students and new re-entry students, will receive this registration priority when they apply and complete one or more components of the matriculation process, which may include assessment, orientation or the completion of the Student Education Plan (SEP).

- **PRIORITY 7:** First-time, former, and transfer students who apply for admission and are not eligible for any other priority, register during the open access registration period.

- **PRIORITY 8:** Special Part-time Students (Enrichment) concurrently enrolled in grades 9-12, who have completed the admission application, permit to enroll, and have met all course prerequisites, are eligible to enroll during this time.

  **CHALLENGE:** A student may challenge their registration priority by petition with the Vice President of Student Services or designee. To be considered, the challenge must include validation or special circumstances and need.

### Enrollment Limitations

A student's ability to enroll in a course may be limited or restricted by the following:

- Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.
- Enrollment in courses may be restricted for specified student holds as listed in the college catalog.
- Enrollment in courses by F-I International students will be restricted until they meet all of the requirements of their application and attend the International Student Orientation.
- Minimum age course requirements for special part-time students.

Enrollment in courses and programs may also be limited due to the following practical considerations:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Classroom enrollment caps

### ATTENDANCE

Normal progress and successful completion of scholastic work depends upon regular attendance. Students are expected to attend all classes and laboratories for which they are registered. Instructors set an attendance policy for each class, and it is the student’s responsibility to know and comply with each one. Instructors may drop a student from a class for infractions of the attendance policy. (To assure a seat in the class, students are advised to attend the first class session.)

It is the student’s responsibility to officially withdraw from a course which the student is no longer attending. Failure to officially withdraw from a class may result in an “F” or failing grade.

### STUDENT COURSE LOAD

A full-time student is a student who is enrolled in a minimum of 12 credits per semester (four credits per summer session). Students enrolled in fewer than 12 credits are considered to be less than full-time. Students are limited to a maximum of 19 credits during the fall and spring semesters (nine credits during the summer session), including both day and evening classes. To take more than the maximum number of credits, a student must have an outstanding academic record and must obtain approval from a counselor before registering.

#### Special Part-Time (Enrichment) Students

Enrichment students are limited to a maximum of 9 credits in fall/spring semester and 5 credits in summer session and may not be approved for Physical Education courses. Enrichment students may not petition to enroll beyond these maximum credits.

### ADDING COURSES

Students must add classes by the end of the second week of instruction for regular 18-week semester courses or by the day prior to the census date for short courses and summer session courses. Once instruction begins, instructor approval is required. Necessary instructor-arranged course transfers will be allowed beyond the normal deadline for adding. In order to officially add a course, the student may add using web registration or submit appropriate forms to the Admissions and Records Office by the deadline, with instructor approval.

### AUDITING

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

Audit fees are $15 per audit credit plus any course fee listed in the class schedule. Students enrolled in ten credits or more receive the first three audit credits free. Students wishing to audit must delay payment of fees to add a class. Audit payments may be submitted to the Cashier’s Office at the San Luis Obispo or North County campuses.

### WITHDRAWAL FROM COLLEGE AND DROPPING OF COURSES

Any student leaving the college after registering must officially withdraw from the institution. To obtain a withdrawal from the college, a student must drop their courses on the web through myCuesta or complete the appropriate forms provided in the Admissions and Records Office, and submit them for processing.

A student may drop a class without receiving a “W” grade if the drop is processed by the fourth Saturday of the semester for regular 18-week semester courses or within the first 20 percent of the class for short courses and summer session courses.

A student may drop a class with a “W” grade before 60 percent of the semester or session has been completed.

#### INSTRUCTIONAL PERIOD DROP DEADLINE

<table>
<thead>
<tr>
<th>Fall/spring semester</th>
<th>End of twelfth week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer session</td>
<td>End of fourth week</td>
</tr>
<tr>
<td>Short course</td>
<td>60 percent of the length of short course</td>
</tr>
</tbody>
</table>

Thereafter, a grade other than a “W” must be awarded, and an “F” is
In-progress coursework: Clearing of prerequisite coursework completed at Cuesta is
• Automatic. Students do not need to submit a Prerequisite Clearance Request form for prerequisite coursework completed at Cuesta.
• In order to satisfy prerequisite requirements with coursework completed at another institution, students must submit a Prerequisite Clearance Request Form A. Request forms should be submitted to the Prerequisite Office or the Counseling Department.
• In-progress coursework:
- Students enrolled in prerequisite courses at Cuesta, at the time of registration for the upcoming term, will be allowed to enroll in the next level course based on their in-progress work.
- With proof of enrollment, in-progress coursework from another institution other than Cuesta can be used to provisionally clear a prerequisite. Students must complete a Prerequisite Clearance Request Form A to allow registration access.

Military Withdrawal

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

OFFICIAL TRANSCRIPTS

All applicants pursuing degrees, certificates, Financial aid, or transfer must submit official transcripts of all prior high school and college work. Transcripts are to be forwarded to the Cuesta College Admissions and Records Office.

Transcripts submitted to the college are considered property of Cuesta College and will not be released to students or other colleges or agencies.

PREREQUISITES AND COREQUISITES

Please visit the Prerequisite website for detailed information. Most of your prerequisite questions can be answered by going to: http://academic.cuesta.edu/matric/prereqs/. Prerequisites, corequisites, and advisories are intended to enhance a student’s chance of success in a desired course. If a student has not met a prerequisite or corequisite requirement, as noted in the course schedule, the student may not be allowed to enroll or remain enrolled in the course which requires the prerequisite.

Successful completion of a prerequisite or corequisite course is achieved by earning a final grade of “C” or better in the required prerequisite course.

• Prerequisite: A course that a student must pass before enrolling in the more advanced course. With department approval, equivalent skills or prior experience a student possesses may also be accepted as a prerequisite for a course.
• Corequisite: A course a student must enroll in at the same time as, or complete prior to, enrolling in the desired course.
• Advisory: A course a student is encouraged, but not required, to complete prior to enrolling in a more advanced course.
- Some departments, such as music, performance, and intercollegiate athletics, limit enrollment in courses based on an audition or other screening.

NOTE:

- Clearance of prerequisite coursework completed at Cuesta is automatic. Students do not need to submit a Prerequisite Clearance Request form for prerequisite coursework completed at Cuesta.
- In order to satisfy prerequisite requirements with coursework completed at another institution, students must submit a Prerequisite Clearance Request Form A. Request forms should be submitted to the Prerequisite Office or the Counseling Department.
- In-progress coursework:
- Students enrolled in prerequisite courses at Cuesta, at the time of registration for the upcoming term, will be allowed to enroll in the next level course based on their in-progress work.
- With proof of enrollment, in-progress coursework from another institution other than Cuesta can be used to provisionally clear a prerequisite. Students must complete a Prerequisite Clearance Request Form A to allow registration access.

Students who believe they will not earn a grade of C or better or have been placed on Early Alert for a course that fulfills a prerequisite requirement should meet with a counselor to discuss their options and consider reenrolling in the prerequisite course in the following term.

Students who enroll in the next level course and do not earn a grade of C or better, in the prerequisite course, will be administratively dropped from the course once grades are final and posted.

Prerequisite Clearance Request Forms

Prerequisite Clearance Request forms can be found at the Prerequisite Office, Counseling Department, or on the prerequisite website (http://academic.cuesta.edu/matric/prereqs/).

1. FORM A – Prerequisite Clearance Request: to be used to clear prerequisites with coursework completed at an institution other than Cuesta.
2. FORM B – Prerequisite Challenge: to be used to clear prerequisites that have been met through means other than course completion (previous knowledge, work experience, licensing). Student is responsible for providing evidence to support the claim and must get a signature from the appropriate department chair before prerequisite clearances can be processed.
3. FORM C – Prerequisite Clearance Request for Physics: to be used for Physics prerequisites completed at an institution other than Cuesta. Student is responsible for attaining the appropriate signature from the Physical Science department chairperson before prerequisite clearances can be processed.

Specific, detailed processing information can be found on the second page of each prerequisite form.

Transcripts Needed To Clear Prequisites

In order to satisfy prerequisite requirements with coursework completed at another institution, students must send official (sealed) transcripts to the Records Office AND submit a Prerequisite Clearance Request Form A to the Prerequisite or Counseling Offices.
In order to expedite prerequisite clearance for registration purposes, you may attach a copy of your transcript to your Prerequisite Clearance Request Form A and submit it to the Prerequisites Office. Additional documentation such as a catalog course description and/or a course outline may be required for coursework completed at out-of-state or private institutions.

Mail transcripts to: Cuesta College Records Office, P.O. Box 8106, San Luis Obispo CA 93403-8106. In addition to clearing prerequisites, official transcripts are also required for Student Education Plans, GE Certifications and all degree/certificate evaluations.

Courses Requiring Prerequisite Verification BEFORE Registering

English and Literature Courses
Prerequisites will be checked for the English and literature courses listed below. A qualifying English assessment score will place students in English 099, 156, 165, or 201A. In lieu of an assessment score, a SAT writing score of 680 or higher, an EAP score of “ready for CSU college-level English course” or a college course will clear students for having met the prerequisite to enter English 201A. A high school Advanced Placement (AP) score of 3 or higher or college coursework will clear the student for having met the equivalent of completion of English 201A at Cuesta.

English Courses ENGL 099, 156, 165, 201A, 201B, 201C

Literature Courses ENGL 205, 206, 207, 212A, 212B, 213, 215, 216, 217, 231, 242H, 244A, 244B, 246A, 246B

Human Development Courses
Early Childhood Education Courses ECE 209, 210

Library/Information Technology Courses
LIBT 101, 104, 105, 108, 109, 110, 111 and 113

Math Courses
Prerequisites will be checked for Math 003 or higher. A qualifying math assessment score or documentation of completed math coursework will be used to determine course placement. If a student is not exempt from mandatory math assessment testing, the highest math course a student will be cleared to enter without a transcript is Math 127 (Algebra II) which is a non-transferable course. Math assessment scores AND a high school or college transcript which includes successfully completed math coursework is mandatory to satisfy prerequisite requirements for Math courses higher than Math127. In order to use qualifying high school or non-Cuesta college courses to satisfy prerequisites, students must submit Prerequisite Clearance Request Form A along with indicated documentation.

Note: Official high school transcripts will automatically be evaluated for math and chemistry prerequisite and corequisite clearance. Students do not need to submit prerequisite clearance forms for high school math and chemistry courses, completed with a grade of “C” or better, as long as official transcripts have been received by Cuesta’s Records office BEFORE registering for the course requiring the prerequisite. Students wishing to receive prerequisite or corequisite clearance with high school math and chemistry courses, without allowing for the six week processing period, are encouraged to submit a Prerequisite Clearance Request Form A with a copy of their high school transcript attached.


Nursing and Allied Health Courses
LVN 103, 103A, 103B

Medical Assistant Courses MAST 111


Science Courses
A qualifying math assessment score or high school coursework can be used to satisfy math prerequisites for the biological and physical science courses listed below. High School Chemistry can also be used to satisfy prerequisites for courses requiring CHEM 210FL.

Biological Science Courses BIO 212L, 201A, 201B, 202, 203, 204, 206, 208E, 208G, 209C, 220L, 222L

Physical Science Courses
ASTR 210, 210L

CHEM 201A, 201B, 210, 210FAL, 211, 212A, 212B

GEOL 210, 211, 229A, 229B

PHYSCI 201A, 201B

PHYSICS 205A, 205B, 208A, 208B, 208C, 210, 230

Prerequisites Challenge Procedures
Students have the right to challenge college prerequisites. Students have the responsibility to complete and submit a Prerequisite Course Challenge Form B along with documentation to support the challenge and signatures from the appropriate department chairperson before prerequisite clearances can be processed. Documentation must include information that will verify the student’s ability to succeed in the course (previous knowledge, work experience, licensing).

Prerequisite Course Challenge Forms can be obtained from the Counseling or Prerequisite offices or from Cuesta’s Prerequisite website.

Reasons for challenging a prerequisite or corequisite may include one or more of the following:

- A prerequisite or corequisite course has not been reasonably available to a student with a Student Educational Plan (SEP). Reasonably available is defined as any open seat(s) in any scheduled course within the last two semesters.
- The student believes the prerequisite was established in violation of state regulations or in violation of the district approved prerequisite or corequisite process.
- The student believes the prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner. Discriminatory is defined as a prerequisite or corequisites being arbitrarily enforced with some group(s) of students and not with other(s) or having a disproportionate
impact on a particular group of students.

- The student has the documented knowledge based upon a multiple measure assessment (certificate of proficiency, transcript, credit by exam, test scores, licensing) of ability to succeed in the course without meeting the listed prerequisites.

**Prerequisites Clearance Processing Time**

Prerequisite clearance is NOT IMMEDIATE. Students will not be permitted to enroll in courses requiring prerequisites until their clearance has been approved. In order to ensure registration priority, it is essential to plan accordingly. See below for details.

- For coursework completed at a California Public School/College/University: 5 day processing time, upon submission of a Prerequisite Clearance Request Form A, IF required documentation is attached.

- For coursework completed at a Private or Out-of-State institutions: 10 day processing time, upon submission of a Prerequisite Clearance Request Form A, IF required documentation is attached (catalog description, course outline/syllabus may be required for final clearance).

- If an official transcript was submitted to Cuesta's Records office, at least 6 weeks prior to this request, it can be used to clear prerequisites. Please indicate the date it was submitted on the clearance form.

- Processing time is only guaranteed for requests that have required documents (transcript/report card/test scores/course description or outline) attached or if official transcripts have already been processed by Cuesta's Records office.

- The 5 day clock begins at 8:00 am on the morning following the submission of the clearance form, excluding posted school holidays and weekends (e.g. for a clearance request form submitted Tuesday at 4:30 pm, the 5 day clock will begin Wednesday at 8:00 am with status/outcome being posted by the close of business on the following Tuesday).

- An approved clearance request does not guarantee a space in any course.

- Approval of a prerequisite or corequisite course will only be used for prerequisite clearance of Cuesta College courses and NOT for unit credit nor transfer purposes. Other institutions are not obligated to accept Cuesta College's evaluation of external coursework.

**DECISIONS WILL BE MAILED TO YOUR CUESTA COLLEGE EMAIL ACCOUNT**

For additional information concerning the prerequisite, corequisite, advisory course process, please visit Cuesta's Prerequisite Webpage (http://academic.cuesta.edu/matric/prereq/) or contact a prerequisite specialist at (805) 546-3100 ext. 2655 or make an appointment at the Counseling Department.

**REMEDIAL COURSE WORK LIMITATION**

A student who has completed 30 credits of remedial course work, but who has not attained full eligibility for college-level work, shall be dismissed from the college. Prerequisites Clearance is NOT IMMEDIATE. Students enrolled in English as a Second Language (ESL) or students identified by the district as having a learning disability are exempt from the 30-semester-credit limitation (California Education Code Title 5, Section 55765.5).

**FINAL EXAMINATIONS**

Final examinations will be given in all courses at the end of each semester, short course, or summer session. Dates and times are listed in the schedule of classes and on the Cuesta College website.

**DISTRICT POLICIES AND REGULATIONS**

**STUDENT RESPONSIBILITY**

Students are held individually responsible for the information contained in the Cuesta College Catalog and in the Student Code of Conduct. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur.

**NONDISCRIMINATION IN DISTRICT/ COLLEGE PROGRAMS**

Unlawful Discrimination Procedures

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to the benefits of or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.


Academic Freedom

The San Luis Obispo County Community College District Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause discomfort to some students. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom, the San Luis Obispo County Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.


SEXUAL HARASSMENT R1575

The policy of the San Luis Obispo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.


Retaliation

It is unlawful for anyone to retaliate against someone who files a sexual harassment or other unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.


(Approved: 3/4/92)

(Revised: 12/6/00, 10/3/01, 3/5/03)

SEXUAL HARASSMENT R1575

DEFINITION

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

1. Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of sexual harassment which appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

2. Continuing to express sexual interest after being informed that the interest is unwelcome.

3. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of this type of sexual harassment within the work place: implying or actually withholding grades earned or deserved; suggesting that a poor performance evaluation will be written; or suggesting that a scholarship recommendation or college application will be denied.

4. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.

5. Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

6. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications in exchange for sexual favors.

Procedures

Procedures for investigating complaints shall be the same as those outlined in Board Policy 1565 Unlawful Discrimination Grievance Procedure.

Authority: Cal. Code Regs., Title 5, § 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office of Civil Rights, January 19, 2001.

(Approved: 7/31/81)

(Revised: 10/6/87, 5/4/88, 11/20/91, 10/3/01)

SEXUAL ASSAULT 1580

Cuesta College is committed to maintaining a safe campus, a campus free of violence and the threat of violence. All persons who come onto the campus or onto any facility maintained by the college are expected to treat others with respect and consideration.

Cuesta College will not tolerate any physical or sexual assault or threat
of assault, including acquaintance rape, on its campus or at facilities maintained by the college. Where there is probable cause to believe that the college’s regulations prohibiting sexual assault have been violated, the college will pursue vigorous investigative action through its own channels. Disciplinary actions include the possibility of suspension or dismissal from the college.

A student or employee charged with sexual assault can be prosecuted under California penal code statutes and disciplined under the college’s Code of Student Conduct and board policy. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.

Cuesta College is committed to doing everything within its power to prevent sexual assaults from occurring and disciplining assailants when rape or other assault occurs on campus property or at college-sponsored events, and to provide prompt and compassionate services to students, faculty and staff who are raped or otherwise sexually assaulted. The college is further committed to ensuring that students, faculty, and staff are not adversely affected for bringing forward a charge of rape or sexual assault.

In order to provide a safe environment for students, faculty, staff, and guests, the college has established a multifaceted program composed of response procedures, prevention and education guidelines, services for victims, and sanctions.

(Approved: 12/8/93)

**SUMMARY OF YOUR RIGHTS TO SEEK AN INFORMAL RESOLUTION OR FILE A FORMAL COMPLAINT OF DISCRIMINATION OR SEXUAL HARASSMENT**

(This is only a summary; please see Board Policy 1565 and 1575)

**INFORMAL RESOLUTION OR FORMAL COMPLAINT PROCEDURE:**

1. You have the right to request that the charges be resolved informally, at which time the District will undertake efforts to informally resolve the charges. To start the informal resolution process, please contact the Executive Director of Human Resources and Labor Relations in the administration building, room 8003, or by phone at (805) 546-3129.
2. You do not need to participate in informal resolution;
3. You have the right to file a formal complaint (see below for the procedure in doing so);
4. You will not be required to confront or work out problems with the person accused of unlawful discrimination;
5. You may file a non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency’s jurisdiction.
6. If your complaint is employment-related, you may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency’s jurisdiction.

**PURPOSE OF THE INFORMAL RESOLUTION PROCESS**

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal resolution process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. An informal resolution may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. You will be notified of the proposed informal resolution proposed by the District.

If you pursue the informal resolution process, you should note the following important points:

1. You will need to sign a document which indicates that you have selected the informal resolution process.
2. The District will complete its investigation within the time required by Board Policy 1565 unless you voluntarily rescind your complaint prior to completion.
3. Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). For example, if you are not satisfied with the outcome of the informal resolution process (including the District’s proposed resolution), you may elect to file a formal complaint.

**HOW TO FILE A FORMAL DISCRIMINATION COMPLAINT:**

1. A FORMAL COMPLAINT MUST BE INITIATED BY FILLING OUT THE ATTACHED FORM APPROVED BY THE STATE CHANCELLOR’S OFFICE. That form is attached as the last page of board policy 1565, and has the title heading of “Unlawful Discrimination Complaint Form.” YOU MUST SEND THAT COMPLETED FORM TO EITHER:
   - San Luis Obispo County Community College District, Attn: Executive Director Of Human Resources And Labor Relations, Administration Building, Room 8003, San Luis Obispo, CA 93403-8106;
   - Chancellor’s Office, California Community Colleges, 1102 Q Street, Sacramento, California 95814-6511, Attention: Legal Affairs Division
2. The complaint must allege unlawful discrimination prohibited under Title 5, section 59300.
3. The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
4. In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
5. In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

**WHAT HAPPENS WHEN A FORMAL DISCRIMINATION COMPLAINT IS FILED?**

The District will then complete an “Administrative Determination.” Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report (containing the administrative determination) to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:
1. The determination as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
2. A description of actions taken, if any, to prevent similar problems from occurring in the future;
3. The proposed resolution of the complaint; and
4. The complainant’s right to appeal to the District Board of Trustees and the State Chancellor.

**SEXUAL ASSAULT (BOARD POLICY 1580)**

Cuesta College is committed to maintaining a safe campus, a campus free of violence and the threat of violence. All persons who come onto the campus or onto any facility maintained by the college are expected to treat others with respect and consideration.

Cuesta College will not tolerate any physical or sexual assault or threat of assault, including acquaintance rape, on its campus or at facilities maintained by the college. Where there is probable cause to believe that the college’s regulations prohibiting sexual assault have been violated, the college will pursue vigorous investigative action through its own channels. Disciplinary actions include the possibility of suspension or dismissal from the college.

A student or employee charged with sexual assault can be prosecuted under California penal code statutes and disciplined under the college’s Code of Student Conduct and board policy. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.

Cuesta College is committed to doing everything within its power to prevent sexual assaults from occurring and disciplining assailants when rape or other assault occurs on campus property or at college-sponsored events, and to provide prompt and compassionate services to students, faculty and staff who are raped or otherwise sexually assaulted. The college is further committed to ensuring that students, faculty, and staff are not adversely affected for bringing forward a charge of rape or sexual assault.

In order to provide a safe environment for students, faculty, staff, and guests, the college has established a multifaceted program composed of response procedures, prevention and education guidelines, services for victims, and sanctions.

**AUTHORITY OF INSTRUCTOR**

The Board of Trustees shall establish rules and regulations for student conduct while on campus and/or engaged in any college-sponsored activity.

The Vice President of Student Services or designee shall be responsible for enforcing rules and regulations for all activities of students at times and places when students are under college jurisdiction, except that individual teachers are given the power to suspend students for good cause for the remainder of the subject school day, plus up to one additional class meeting. The Vice President of Student Services or designee is responsible for administering disciplinary functions.

All students are expected to conduct themselves in an acceptable manner while on campus or at off-campus sites and when representing Cuesta College in any off-campus activity. Specific rules and regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, sections 66300, 76030, and 76033), are provided in this section. Each student has the responsibility to be aware of college regulations.

**Scope of Application**

These rules apply to all actions of students of the college on District property and at all activities sponsored by the college or registered student organizations, whether occurring on or off the campuses or other instructional sites.

**Standard of Conduct**

Students attending Cuesta College assume an obligation to conduct themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Student Computer Technology Access Agreement.

An instructor may remove a student for good cause from his or her class for the day of removal and the next class meeting (Educational Code 76032 and 76033). The instructor shall immediately report the removal to the Vice President of Student Services for appropriate action. During the period of removal, a student shall not be returned to the class from which her or she was removed without the concurrence of the instructor of the class.

An instructor may drop from class a student who is neglecting the work of the course.

**STANDARD OF CONDUCT (BOARD POLICY 6200)**

**Student Code of Conduct**

The following examples of conduct are considered unacceptable and shall constitute just cause for discipline including but not limited to removal, suspension or expulsion of a student.

1. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college;
2. Forgery, alteration, or misuse of college documents, records, or identification;
3. Disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the college;
4. Physical abuse, threat, or assault of any person on District-owned or controlled property or at college-sponsored or supervised functions; or conduct which threatens or endangers the health or safety of any such person;
5. Stealing, damaging, or attempting to steal, or to damage District property or private property on District facilities or knowingly receiving stolen District property or private property on campus.
6. Unauthorized entry into or occupancy of any buildings or other facilities owned, rented, leased by, or otherwise under the control of the college;
7. Unauthorized possession or use of any personal property or equipment of the college;
8. Violation of college policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression;
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression;
10. Failure to comply with directions of college officials acting in the performance of their duties;
11. Possession, the attempt to purchase, or use of illegal drugs, use of any alcoholic beverages, or other controlled substances.
12. Any act which is defined as a felony, misdemeanor or infraction under the laws of the State of California or which violates any duly-adopted rule or regulation of the college.
Non-students or persons not affiliated with the college who interfere, obstruct, interrupt, or detract from the operation of the college or the promotion of its educational or community objectives are subject to criminal action under the State of California Penal Code, Section 602.10.

Academic Honesty

Academic Honesty is essential to the academic community. Students expect that Cuesta College faculty be fair, truthful, and trustworthy. The faculty expect that Cuesta College students share these same values. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

Examples of Academic Dishonesty:
-Copying from another student’s exam
-Giving answers during a test to another student
-Using notes or electronic devices during an exam when prohibited
-Taking a test for someone else
-Submitting another student’s work as your own, e.g., copying a computer file that contains another student's own work
-Knowingly allowing another student to copy/use your computer file(s) as his or her own work
-Completing an assignment for another student
-Plagiarizing or “kidnapping” other people’s thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, be dropped from the class, or be failed in the course. Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Services or designee. An appeals process is available to the student through the office of the Vice President of Student Services. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Services or designee.

Student Computer Technology Access Agreement

This is to communicate what other users, instructors, and the District expects of students when using college computer technology and facilities. Failure to conform to these stipulations can result in disciplinary action. Violations of regulations in the use of computer technology will be addressed in accordance with the college Academic Honesty and Student Code of Conduct Policies, available for reference in the college catalog or by requesting copies from Student Services.

Computer technology and facilities are provided for the purpose of completing academic requirements.

A. Students may use the technology and facilities to:
1. Complete course assignments;
2. Conduct academic research;
3. Communicate with faculty and students.

B. User Responsibilities
User responsibilities include, but are not limited to:
1. Using only their own designated ID, passwords/PIN, and accounts, and keeping IDs, passwords/PIN, and account information confidential. It is recommended that users change their passwords/PIN periodically;
2. Using software and electronic materials, including shareware, in accordance with copyright, trademark, and licensing agreements and restrictions;
3. Accurately identifying and representing themselves in electronic messages, files, and transactions;
4. Saving all work on a floppy disk, zip disk or other removable storage media and not on the hard drive unless instructed to do so by the instructor;
5. Allowing lab technicians to scan disks before they are inserted into the disk drive as a precaution to insure the safety of the computers;
6. Asking appropriate Cuesta College personnel for assistance if unfamiliar with the operating system.

C. Prohibitions
Prohibitions include, but are not limited to:
1. Damaging equipment, data, software, software protection, encryption or restriction on applications and files; including, introducing invasive or destructive programs (such as viruses, worms, and Trojan horses);
2. Disrupting or unauthorized use of accounts, access codes, passwords, or identification numbers;
3. Impeding or disrupting the use of computer technology and communications resources by game playing, sending an excessive or unreasonable number of messages, sending messages of unreasonable size (with large attachments); making or printing excessive copies of documents, files, data, or programs;
4. Violating copyrights, trademarks, and/or license agreements;
5. Accessing, using or copying another user’s account, ID number, password, electronic files, data, or e-mail without prior authorization; or allowing such use by others;
6. Using District computer technology and communications resources in any unlawful manner including fraudulent, threatening, libelous, obscene, or harassing communications; procuring, or distributing obscene or pornographic material;
7. Circumventing or attempting to circumvent local, network, or remote security measures;
8. Altering or attempting to alter system software;
9. Altering or attempting to alter system hardware without Computer Services approval;
10. Modifying or attempting to crash or hack into computer technology or communications resources;
11. Accessing or attempting to access restricted portions of any operating system or security software unless authorized to do so;
12. Installing or removing software unless authorized to do so;
13. Using computer technology and/or communications resources for private commercial or other personal purposes;
14. Copying software that has not been placed in the public domain and distributed as freeware; inspecting, changing, altering, copying, or distributing proprietary data programs, files, disks, or software without authorization;
15. Falsely identifying and/or representing one's self in the use of computer technology and communications resources.

The District may access, review, copy and disclose information entered or retained in computer technology and communications resources.

SPEECH: TIME, PLACE, AND MANNER (BOARD POLICY 6200.1)

A. Speech and Advocacy
- General Principle: Students have the right of free expression, advocacy, and action except to the extent that it interferes with, obstructs, interrupts, or detracts from the operation of the college or the promotion of its educational or community objectives.
Time, Place, and Manner Regulations: The time, place, and manner of exercising speech and advocacy within the limits described in the General Statement shall be subject to prior approval by the Vice President of Student Services or designee. To be approved, an activity will require orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals, and shall provide for one or more open discussion areas. It is expected that “good taste” will be exercised by all students. The Vice President of Student Services or designee shall provide reasonable protection to persons on campus against practices that would make them involuntary audiences.

Non-college Speakers: Registered student organizations may invite non-college speakers to address meetings on campus only upon prior notification and approval of the Superintendent/President or designee, who may deny the use of available college facilities if the meeting is deemed to be incompatible with the educational objectives and established policies of the college. Individual students or student groups which have not qualified as registered student organizations may not invite non-college speakers to address meetings on campus.

Whenever the Vice President of Student Services or designee considers it appropriate in furtherance of educational objectives and established policies, the following may be required:

- That the meeting be chaired by a person approved by the Vice President of Student Services or designee; and/or
- That the meeting be subject to questions from the audience.
- That it shall be the intent of the Vice President of Student Services or designee to assure opportunity for the expression of a variety of viewpoints, except those specified prohibited in Board Policy 7850, Use of College Facilities.

B. Speakers and Political Events Not Sponsored by Student Organizations:

Free Speech Areas:

San Luis Obispo Campus:
1. The Cuesta College Patio - Behind the cafeteria;
2. The Flag Pole Area;

North County Campus:
1. Flagpole area of campus courtyard.
   - The entire area would be available for the discussion of all issues or philosophies, which are discussed in normal speaking voice.
   - Brochures may be handed out to individuals but may not be left in stacks or posted on school bulletin boards without appropriate approvals. All discarded brochures are to be picked up by those who distributed them.
   - No amplification equipment will be allowed without prior approval by the Vice President of Student Services or designee.
   - No speakers or brochures which advocate any illegal activity or the overthrow of the Government of the United States would be allowed to use the Free Speech Area.
   - Free speech areas will be under the supervision of the Vice President of Student Services or designee.
   - No speakers may interfere with the activities of students or others using the designated Free Speech Areas.

STUDENT ORGANIZATIONS (BOARD POLICY AP 5560)

1. Registration of Student Organizations: An organization in administrative staff of the college may become a registered student organization by complying with the registration procedures established by the Associated Students of Cuesta College and the Vice President of Student Services, which shall include the name of the organization, can include the name of Cuesta College, its purposes, its officers, and such other information as may be specified in campus regulations.

2. Standard of Conduct and Discipline: Student organizations are required to comply with college policies and campus regulations and are subject to revocation of registration or other discipline for violation of such policies or regulations.

3. Use of College Name: A student organization may use the name of Cuesta College, or abbreviations thereof, as a part of its own name approved in accordance with 1 above. A registered student organization may state that its membership is composed of students and staff of Cuesta College but shall not indicate or imply that it is acting on behalf of the college.

4. Use of College Facilities by Student Organizations: Registered student organizations may use college facilities for meetings and activities in accordance with Board Policy 7850 Use of College Facilities. The Vice President of Student Services or designee may grant approval for fund raising, recruiting participants, posting and distributing literature. Registered student religious organizations shall be extended the same privileges as other registered organizations, except as limited by federal and state law.

5. Taking Positions on Issues: Registered student organizations may take and publish positions on issues, and shall make it clear in so doing that they are not representing the views of the college or of the student government or of the student association as a whole.

STUDENT DISCIPLINE (BOARD POLICY 6200.3)

A. Types of Discipline

1. Warning: Notice to the student(s) that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. Censure: Written reprimand for violation of specified regulation.
3. Disciplinary Probation: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of disciplinary probation for a specified period of time.
4. Restitution: Reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair, replace, or otherwise compensate for damages.
5. Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.
6. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
7. Dismissal: Termination of student status for an indefinite period.
   - The student(s) may be readmitted to Cuesta College with the specific approval of the Superintendent/President’s or designee.
8. Expulsion: Permanent termination of student status without possibility of readmission.

B. Administration of Discipline:

1. A student(s) may be disciplined for improper conduct when such conduct is a part of any college activity.
2. The Vice President of Student Services or designee may assign faculty, student, individual, or committee advisors, to consider potential disciplinary action, but the Vice President of Student Services has the final authority for administration of student discipline except that expulsion requires approval by the Superintendent/President of the college.
3. The Vice President of Student Services or designee may impose
any discipline provided herein when there is reason to believe that substantial grounds exist for such discipline.

4. During the term of any discipline which does not terminate student status, students continue to be subject to District policies, regulations, and procedures.

5. Pre-discipline conference/notice: Students charged with misconduct shall be provided with written notice to meet with the Vice President of Student Services or designee regarding the basis for possible disciplinary action. The notice must be given at least twenty-four (24) hours prior to the scheduled appointment.

6. The meeting with the Vice President of Student Services or designee should include:
   • A written statement of charges to the student(s);
   • A reasonable opportunity at the meeting for the student(s) to personally answer the charges;

Following the meeting, the student(s) shall either accept the disciplinary action, if any, or within forty-eight (48) hours (two school days) following receipt of the written notice of proposed disciplinary action, file at the office of the Vice President of Student Services or designee a written notice of intent to appeal to the Student Conduct Appeals Committee.

C. Appeal

Level I

• The student(s) shall file with the Appeals Committee, within twenty-four (24) hours (one school day) following filing of a notice of intention to appeal, a specific written response to each of the charges. Any charge to which the student(s) does not respond shall be deemed to be true.

• The Appeals Committee shall include a hearing officer appointed by the Superintendent/President, administrator (Vice President of Student Services may not serve), faculty member appointed by the Academic Senate, and a student representative appointed by the Associated Students of Cuesta College.

• A meeting of the Appeals Committee shall be convened not earlier than twenty-four (24) hours after submission of the student’s response to the charges, to hear the appeal and to make a decision in the case.

• The hearing before the Appeals Committee is not a judicial proceeding. The Appeals Committee recognizes the student’s right to a fair opportunity to hear the charges and evidence in support thereof, the right to present oral and documentary evidence on his/her behalf, the right to present a written argument on conclusion of the hearing, and the right to have an accurate copy of the minutes of the hearing furnished to the student.

• The Appeals Committee shall submit its decision to the student within ten (10) working days of the hearing.

Level II

• Within twenty-four (24) hours (one school day) after receiving the decision of the Appeals Committee, the student(s) may appeal the decision in writing to the Superintendent/President. Such appeal may be based only on the grounds that:

   • Required procedures have not been followed and the student(s) has/have been demonstrably damaged;
   • There is insufficient evidence to support the decision of the Appeals Committee;
   • One or more members of the Appeals Committee have, prior to the hearing, formed an opinion as to whether the student(s) has/have or has/have not committed the acts with which charged; and must include all supportive evidence.
   • The Superintendent/President will evaluate the evidence and submit findings in writing to the student within fifteen (15) working days after receiving the appeal.

Level III

• Every student has the final right of appeal to the Board of Trustees when dismissal or expulsion has been imposed.

• A final written appeal may be made to the Board of Trustees within thirty (30) working days of the written response of the Superintendent/President. The Board will evaluate the evidence and render its decision within thirty (30) days of the initial meeting of the Board at which the matter is discussed.

CODE OF CONDUCT FOR STUDENTS IN THE ASSOCIATE DEGREE NURSING PROGRAM (BOARD POLICY 6202)

The Board of Trustees determines that the following policies govern the participation of alcohol- or drug-impaired students in the Associate Degree Nursing Program.

1. The nursing program, in addition to offering an academic program, includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor and the Director of Nursing Programs may take immediate corrective action to remove a student impaired by alcoholism or drug abuse from the clinical program if the student demonstrates by his/her conduct and performance in the clinical setting that he/she is a danger to the health and safety of patients under his/her care.

2. After evaluation and due process, students considered by the Director of Nursing Programs to be impaired by drugs or alcohol will be allowed to continue their studies, including clinical course work, as long as they are adhering to the provisions of a contract between the college and the student for the student’s retention.

3. Information on the student’s condition is confidential and will not be disclosed except when necessary to protect the safety of patients under the care of student nurses.

4. An individual contract of retention will be developed by the student, rehabilitation therapist, and the Director of Nursing and shall specify:

   • That the student must participate in an approved drug or alcohol treatment and rehabilitation program for the duration of his/her nursing program studies.
   • That evidence of satisfactory attendance and progress will be provided to the college on a regularly scheduled basis.
   • That the student will consent to periodic random drug screening as part of the treatment and rehabilitation program.
   • That the impaired student will give all medications under direct supervision and that the student will not have access to keys to medications.

5. Information on the student’s dismissal from the nursing program will be reported to the Board of Registered Nursing when such information is requested by the Board of Registered Nursing.
**STUDENT GRIEVANCE PROCEDURE (BOARD POLICY 6205)**

A grievance shall mean a complaint that is non-disciplinary and is other than one dealing with civil rights discrimination,* which has been filed by a student or by a student's designee on his/her behalf. The primary purpose of the following procedure is to secure at the earliest level possible an equitable solution to a complaint.

**LEVEL 1.**

The student should contact in person the Vice President of Student Services (or designee appointed by the Vice President of Student Services) and present his/her complaint. If the grievance is not resolved, the student can submit to the Vice President of Student Services (or designee) a written appeal for further consideration. (Time limit: ten calendar days from the date of appointment with the Vice President of Student Services, or designee.)

**LEVEL 2.**

A Student Appeals Committee, made up of three faculty and three student members jointly appointed by the Vice President of Student Services (or designee), and the ASCC President, then will be convened within ten calendar days after receiving the appeal and will submit its finding to the student in writing within an additional ten days. If the complaint is not resolved, a written appeal can be filed by the student to the President/Superintendent within ten calendar days. When a grievance involves the Vice President of Student Services (or designee) (Level 1) and/or the Associated Students Cuesta College (ASCC) President and the Vice President of Student Services (or designee) (Level 2), those responsibilities listed above for these two positions at Levels 1 and 2 shall be assumed by the Superintendent/President (or designee appointed by the Superintendent/President) of the District.

**LEVEL 3.**

The student will appeal in writing with all supportive evidence to the President/Superintendent (or designee) who will evaluate the evidence and submit his/her finding in writing to the student within ten calendar days after receiving the appeal.

**LEVEL 4.**

A final written appeal may be made to the Board of Trustees within thirty calendar days of the written response of the President/Superintendent (or designee). The decision of the Board will be given within thirty calendar days of the initial meeting at which the complaint is discussed.

*When a student has a complaint which involves (1) sexual harassment, (2) civil rights discrimination on the basis of ethnicity, race, national origin, religious beliefs, age, gender, color, physical or mental disabilities, veteran status, sexual orientation or sexual identity, or marital status, or (3) retaliation for filing a sexual harassment or other unlawful discrimination complaint, referring a matter for investigation, participating in an investigation of a complaint, serving as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District’s unlawful discrimination policy (Policy 1565), then the matter is to be referred to the Executive Director of Human Resources and Labor Relations as such matters are to be handled pursuant to Policy 1565 (unlawful discrimination) and not as a student grievance.

**SERVICE ANIMALS (BOARD POLICY 7985)**

**Purpose**

This policy is to provide regulations regarding the use of service animals on District property, to comply with ADA Regulations; and to ensure that an individual with a verifiable disability, visual or not, who needs a service animal may participate in and benefit from District and College services, programs, and activities.

**SERVICE ANIMALS (BOARD POLICY R7985)**

**Background**

1. Service animals are animals trained to assist individuals with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) definition of a service animal is “ ... any . . . animal individually trained to do work or perform tasks and functions that a person who is disabled cannot perform for himself or herself, and for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.” If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

2. Regulations implementing Title II of the ADA (28 C.F.R. Section 35.130(b)(7)), California law (Civil Code Section 54 et seq. and Penal Code Section 365.5), and San Luis Obispo County Community College District policy (Board Policy 7965 § VIII) allows service animals to accompany persons with verifiable disabilities onto the Cuesta College campus.

3. This policy differentiates “service animals” from “pets”, describes types of service animals, denotes campus locations that are off-limits to service animals based only on issues of safety, and sets behavioral guidelines for service animals.

**Definitions**

1. Service Animal: Any animal individually trained to do work or perform tasks for the benefit of a person with a verifiable disability. Service animals are usually dogs. A service animal is sometimes called an assistance animal. If there is a question as to whether an animal is a service animal, contact one of the resources listed below:
   - Director of Disabled Student Programs and Services;
   - Director of Public Safety.

2. Partner/Handler: A person with a service or therapy animal. A person with a verifiable disability is called a partner; a person without a disability is called a handler.

3. Team: A person with a verifiable disability (or handler) and his or her service animal. The twosome works as a cohesive team in accomplishing the tasks of everyday living.

4. Trainee: An animal undergoing training to become a service animal. Trainees are permitted on District property, in accordance with regulations addressed above. A trainee will be housebroken and fully socialized. To be fully socialized means the animal will not, except under rare occasions, bark, yip, growl, howl, or make any type of disruptive noises; will have a good temperament and disposition; will not show fear; will not be upset or agitated when it sees another animal; and will not be aggressive. A trainee will be under the control of the handler at all times, who may or may not have a disability. If the trainee begins to show
improper behavior, the handler will act immediately to correct the animal or will remove the animal from District property.

5. Therapy Animal: An animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging or confinement as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time. Thus, a therapy animal is not covered by laws protecting service animals and the rights given to service animals.

6. Pet: A domestic animal kept for pleasure or companionship. Pets are not permitted in College facilities. Permission may be granted only by the Director of Public Safety for a pet to be in a college facility for a specific reason at a specific time (e.g., a pet dog or cat is used as a demonstration tool in a zoology class, speech class, etc.).

Types of Service Animals

1. Service Dog: A dog that has been specially trained as a “Guide Dog”, “Hearing Dog”, “Sig Dog”, “Seizure Dog”, or “Assistance Dog”.

2. Guide Dog: A dog carefully trained to serve as a travel tool by persons with severe visual impairments or who are blind.

3. Hearing Dog: A dog that has been trained to alert a person with significant hearing loss or who is deaf when a sound (e.g., a knock on the door) occurs.

4. Sig Dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.

5. Seizure Dog: A dog trained to assist a person with various types of seizure disorders; how the dog serves the person depends on the person’s needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A very few dogs have somehow learned to predict a seizure and warn the person in advance.

6. Assistance Dog: A dog that has been specially trained to assist a person who has mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, pulling a wheelchair, etc.

Requirements for Faculty, Staff, and Students

1. Allow the service animal to accompany the partner at all times on campus, except where service animals are specifically prohibited, (Section VIII).

2. Do not pet a service animal. Petting a service animal when the animal is working distracts the animal from the task at hand.

3. Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.

4. Do not deliberately startle a service animal.

5. Do not separate or attempt to separate a partner/handler from his or her service animal.

Requirements of Service Animals and Their Partner/Handler

1. Vaccinations: The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, including but not limited to vaccinations against rabies, distemper, and parvovirus. Other animals must have had the appropriate vaccination series specific for the type of animal, [County Code § 9.08.150, 9.08.170, 9.08.180, 9.08.190]. All vaccinations must be current. Though dogs in San Luis Obispo County are not required to wear or display a rabies vaccination tag, the owner must provide proof of a rabies vaccination upon request.

2. Licensing: The County of San Luis Obispo ordinance [§ 9.08.160], following state law requires all dogs be licensed by the time they reach 4 months of age. Guide dogs, hearing dogs, dogs serving mobility-impaired persons, and other service animals receive the license at no cost, [County Code Title IX, § 9.08.260].

3. Health: The animal must be in good health, displaying no skin, eye, ear, or nose irritation, infection, or discharge, unless the animal has a release from a veterinarian showing the animal free of any health risk to the public. The animal must be free of fleas and external parasites.

4. Leash and Control: The animal must be on a leash at all times. The partner/handler must be in control of the animal at all times. The care and supervision of a service animal is solely the responsibility of its partner/handler.

5. Cleanup: The partner/handler must follow District policy in cleaning up after the animal defecates. District policy requires the partner/handler to: always carry equipment sufficient to clean up the animal’s feces whenever the animal and partner/handler are off the partner’s property, or animal’s home base.

6. Registration: A partner/handler who is a District disabled student who wishes to bring a service animal/trainee onto the campus must register his/her animal with the Disabled Student Programs and Services (DSPS) Department. Employees and other partners/handlers who wish to bring service animals onto the campus must register their animals with the Public Safety Office. Visitors with service animals must check in with the Public Safety Office. (See form attached.)^1

^1 Due to formatting issues above noted form is not attached to this Board Policy but may be found at http://academic.cuesta.org/president/BP/BP7000/7985.doc

When a Service Animal Can Be Asked to Leave

1. Disruption: The partner/handler of an animal that is unruly or disruptive (e.g., barking other than warning or protection, running around, bringing attention to itself) may be asked to remove the animal from District property. If the improper behavior happens repeatedly, the partner/handler may be told not to bring the animal onto District property until the partner/handler takes significant steps to mitigate the behavior. Mitigation can include, but is not limited to, muzzling a barking animal, refresher training for both the animal and the partner/handler, or providing proof of additional certified training from a state licensed facility.

2. Health: Service animals that are ill should not be taken into public areas. A partner/handler with an ill animal may be asked to leave the District property.

3. Uncleanliness: Partners/handlers with animals that are unclean, noisome and/or bedraggled may be asked to leave District property. An animal that becomes wet or muddy, but is otherwise clean, should be
considered a clean animal. Animals that shed in the spring sometimes may look bedraggled. If the animal in question is well groomed, consider the animal tidy even though its spring coat is uneven and messy-appearing or it has become wet from weather or weather-related incidents.

**Areas Off Limits to Service Animals**

1. Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms, and custodial closets are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful.

2. Areas Where Protective Gear is Necessary: Any room where protective gear is worn is off-limits to service animals. Examples impacting students include the foundry, glass laboratory, wood and metal shops, photographic lab, and chemistry or biology labs.

3. Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to all service animals.

**Exceptions:**

1. A Dean and Division Chair/Director, in consultation with an instructor, may authorize opening a laboratory to service animals.

2. A Dean and Division Chair/Director of a research laboratory or an instructor in a classroom or teaching laboratory with moving equipment may grant permission to an individual service animal and partner/handler team to enter the research laboratory, classroom, or teaching laboratory with moving machinery. Admission for each team will be granted or denied on a case-by-case basis. The final decision shall be made based on the nature of machinery and the best interest of the service animal. Example: The machinery in a classroom may have moving parts at a height such that the tail of a large dog could easily be caught in it; which is a valid reason for keeping large dogs out. However, a very small hearing dog may be shorter than any moving part and, therefore, considered for admission to the classroom.

3. Access to other designated off-limits areas may be granted on a case-by-case basis by the Director of Academic Support/Disabled Student Programs and Services.

4. To be granted an Exception: A student partner/handler who wants his or her service animal to be granted admission to an off-limits area should contact the Disabled Student Program and Services (DSPS) Department and any non-student partner/handler, including an employee, who wants his or her service animal to be granted admission to an off-limits area should contact the Public Safety Department. An employee of DSPS or Public Safety, respectively, should fill out the disability accommodation request form for the partner/handler and then the partner/handler should take the form to the appropriate Dean, Division Chair, or instructor for his/her signature. This form will remain in the student’s file in DSPS or on file in Public Safety, as appropriate, for the current semester only.

5. The District will work with a partner/handler whose service animal has been excluded for an off-limits area to otherwise reasonably accommodate the partner/handler’s needs.

**Evaluation Procedures**

1. The District’s Director of Academic Support/Disabled Students Programs and Services or Director of Public Safety must determine whether the service animal meets the basic ADA definitions. This determination is based upon whether the service animal has been trained to provide the specific task or service required by the individual because of his/her disability (ies) and whether the animal can actually provide that task or service. If the animal cannot perform the identified task or service, the District may exclude the animal from its facilities and campuses.

2. The District must rigorously analyze whether the presence of the service animal would actually have a significant effect upon the service, program, or activity involved. If the District determines that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its facilities and campuses. (28 C.F.R. § 130 (b)(7).)

3. The District must determine whether the presence of a particular service animal poses a significant risk to the health or safety of other persons that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In doing so the District must make an individualized assessment based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to determine the probability that the potential injury will actually occur. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District service, programs, or activities, the District may exclude the animal from its facilities and campuses. (28 C.F.R. § 36.208.)

5. An individual with a disability who is denied the use of a service animal may appeal to the Vice President/Assistant Superintendent of Student Services.

**Complaints**

Anyone dissatisfied with a decision made concerning a service animal should refer to the Unlawful Discrimination Grievance Procedures. (Board Policy 1565)

**SMOKING/NON-SMOKING (BOARD POLICY 2773)**

The Board of Trustees of the San Luis Obispo County Community College District is committed to promoting a tobacco-free environment. Effective January 1, 2004, the following regulations are applicable to employees, students, and the public; and shall be implemented on District sites.

**SMOKING/NON-SMOKING R2773**

1. Smoking any form of tobacco or non-tobacco products is permitted only in designated areas of District property.

2. Designated areas shall be identified by prominent signage.
3. Smoking is prohibited in District vehicles.

4. The District shall make available to employees and students through the District Health Services a referral list of treatment centers for smokers, and other information on smoking that may assist individuals who wish to stop using tobacco products.

5. Communication of this policy/regulation shall be by means of prominently displayed “No Smoking” signs, notices in the College schedule of classes, catalog, web site, and distribution of the policy/regulation to students and employees.

6. Enforcement of this policy/regulation shall be in accordance with established procedures for enforcement of other regulations.

**CHANGE OF RULES AND REGULATIONS**

The college reserves the right to make changes, additions and/or deletions to the list of rules and regulations during the school year when deemed necessary by action of the administration and/or Board of Trustees.

**STUDENT PROGRAMS AND SERVICES**

**ACADEMIC SUPPORT**

It is the mission of Academic Support:

- to help all students achieve their personal, educational, and vocational goals by promoting the learning strategies and attitudes necessary for academic success;
- to encourage independent learning so that students can educate themselves continuously throughout their lifetimes;
- to promote student success by sharing knowledge of the learning process with students, faculty, administration, and staff in a collaborative partnership for the enhancement of learning;
- to help faculty infuse learning strategies and active learning experiences into their teaching methodologies; and
- to recognize and respect the diversity within our learning community by providing appropriate and effective academic support.

This mission is fulfilled by offering the following learning and teaching assistance to students and faculty:

**SAN LUIS OBISPO ACADEMIC SUPPORT**

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. 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 ACASK 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 LAB provides tutorial assistance on a drop-in basis 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. Hours are posted in Building 2601.

TUTORIAL SERVICES provides free individual and small group tutoring in most academic subjects. One hour of tutoring per week, per class is provided for each content area. Students may sign-up at the Tutorial Services Reception Desk in Building 3300. Peer tutors are faculty 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. Tutorial Services also offers Adjunct Study skills and Supplemental Instruction (SI) - learning assistance for POLSCI 202, PSYCH 201, BIO 204, and BIO 206. Special Academic Skills courses (ACASK 115 and ACASK 217) are available for certain sections of these high-risk, difficult courses. Students learn how to apply content-specific study strategies. For more information, go to academic.cuesta.edu/acasupp/tutor/index.htm

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**

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 and on the Student Services’ bulletin board. Students may sign-up 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 ACASK 005. Report to the lab, located in Building 3300, Monday through Thursday, 8:30 a.m. to 12:30 p.m., to arrange hours.

OPEN LAB provides drop-in assistance for writing, math, and ACASK 005 instruction. Writing students may meet with an English instructor to have specific questions answered regarding structure and content. Papers are NOT proofread. Math students needing help in Math 003 through Math 265B are provided with computer access to work on Mediated Math, Minitab, Geometer’s Sketchpad, Derive, and other software. The PLATO Integrated Learning System software is available in the lab. Hours are posted in Room N5004 and around the campus.

TUTORIAL SERVICES provides free individual and small group tutoring in most academic subjects. One hour of tutoring per week,
BUSINESS & ENTREPRENEURSHIP CENTER (SERVICES TO BUSINESS AND INDUSTRY)

The Business & Entrepreneurship Center (BEC) Program is an initiative of the Economic and Workforce Development Program through the California Community Colleges, is a network of community organizations to identify and meet California’s economic development needs in the areas of business improvements and entrepreneurship training.

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 Business & Entrepreneurship Center (BEC) and the entrepreneurs they serve can tap into an abundance of resources and know-how already in place, thereby enhancing the long-term growth and viability of these companies.

The Business & Entrepreneurship Center (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. Centers are strategically placed throughout California to serve you.

The BEC will provide, on as needed basis, advanced business consulting services to established business, industry sectors, financial institutions, city and state agencies, and chambers of commerce the following core areas:

• Marketing Strategies
• Marketing Research
• Strategic Planning

• Growth and Investment Strategies
• Access to Capital
• Financial Analysis
• Operations Management & Improvement
• Customer Service
• E-Commerce
• Economic Research and Analysis
• Business and Contract Law
• International Trade

For additional information, visit http://academic.cuesta.edu/bec/index.htm

BOOKSTORE

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 Monday through Thursday at posted hours. Books for the upcoming term 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.

CHILDREN’S CENTERS

Cuesta College has two licensed children’s centers, at the San Luis Obispo campus, and at the North County campus in Paso Robles. These programs are planned, facilitated, and created by ECE professionals, and serve children from 18 months to five years of age. Cuesta’s children’s centers are lab schools for Early Childhood Education students who attend Cuesta College. Students working on their ECE Associate of Arts degree complete their teacher training course through the center programs.

Each semester there is an enrollment fee, and parents choose a monthly fee plan that meets their needs. We do admit student parents using the child care subsidy program through CAPSLOS Child Care Resource Connection. To find out about the subsidy program please call CCRC at (805) 541-2272.

San Luis Obispo Campus, Building 2800
Business & Entrepreneurship Center
(805) 546-3188
Hours: Monday - Friday, 8:00 AM - 5:00 PM
http://academic.cuesta.edu/bec/

CAREER CONNECTIONS (JOB PLACEMENT CENTER)

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 employment programs 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.

Career Connections is located in the Student Center, Room 5310.

For additional information, visit http://academic.cuesta.edu/academic/campus/school/careerconnections.php

Cuesta’s children’s programs are open Monday - Friday, 7:30 am - 4:00 pm. We observe the campus academic calendar, closed for national holidays, campus holidays, and during semester breaks. Priority for enrollment is as follows, full-time student parents, part-time student parents, faculty, staff, and then community.

Each semester there is an enrollment fee, and parents choose a monthly fee plan that meets their needs. We do admit student parents using the child care subsidy program through CAPSLOS Child Care Resource Connection. To find out about the subsidy program please call CCRC at (805) 541-2272.

Each semester we begin a new waiting list for the following semester, for instance we start waiting list for spring in August. In January we start the waiting list for fall semester. 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.
Community Action Partners of San Luis Obispo (CAPSLO)
Head Start and Early Head Start Programs

An Early Head Start program that serves infants, and a Head Start program that serves preschool aged children, are at the San Luis Obispo Cuesta College campus. To find out about hours of operation, eligibility and the waiting lists for these programs, please call CAPSLO at (805) 544-4355.

COMMUNITY PROGRAMS

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) 546-3132, FAX (805) 546-3107, or visit www.communityprograms.net.

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 PROGRAM

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.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Disabled Student Programs and Services (DSPS) helps to promotes the full participation of students with disabilities. 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.

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

Students with verified disabilities who wish to request special accommodations through DSPS must complete an application for services and meet with a specialist to determine reasonable accommodations. A Student Educational Contract (SEC) is developed with each student, outlining the support services and/or instruction appropriate for the student.

Students with disabilities who plan to or do attend Cuesta College must meet the following levels of independence:

• The ability to negotiate campus facilities independently or with the assistance of one’s own attendant; and
• The ability to take care of personal needs unassisted or to provide one’s own attendant.

Disability categories served include:

• Learning Disability
• Physical Disability (visual or mobility)
• Psychological Disability
• Communication Disability (speech, language, or hearing/deafness)
• Acquired Brain Impairment
• Developmental Disability
• Other Disability that may require support services or instruction.

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, alternative testing, sign language interpreters, notetakers, readers, scribes, tutors, registration assistance, academic support, disability related counseling, and evaluation of need for and access to adaptive equipment. If you have a verified disability and need college materials in an alternative format, contact DSPS or the Vice President of Student Services for assistance. Services for students with verified disabilities are available through DSPS or by contacting the Vice President of Student Services.

Special instruction in adapted physical education, adapted computer access skills, reading, writing, and mathematics is available to qualified students. Refer to the Academic Skills course descriptions in this catalog and in the current class schedule for a list of available classes and locations.

Students with personal attendants and/or service animals must register in the DSPS Office prior to attending classes. Materials will be made available in alternate format upon request. The DSPS Support Service Office will make every effort to provide services in a timely manner and to notify instructors of special needs.

Disabled Student Programs and Services (DSPS) is located on the first floor of the San Luis Obispo Campus High Tech Center Building 3300, phone (805) 546-3148 and in Room N3024 at the North County Campus phone (805) 591-6215. South County students should contact the San Luis Obispo DSPS Office.

For additional information, visit http://academic.cuesta.edu/acasupp/dsp.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) is a state-funded program that provides assistance, support, and encouragement to students who qualify economically as well as academically.

Cuesta College’s EOPS targets two priority elements for student eligibility: financial need and need for academic support. The program offers an EOPS orientation; academic, career, and personal counseling; student success
workshops; leadership training; priority registration; EOPS book grants; tutorial referrals; an EOPS newsletter; field trips; and related academic and social activities.

A student must meet the following qualifications to receive services in the program:
- Be a California resident;
- Be enrolled full-time at Cuesta College (12 credits);
- Not have completed more than 70 degree-applicable credits;
- Complete the FAFSA with the Financial Aid office and be BOGW “A” or “B” eligible;
- Display a need for academic support, as reflected in mathematics and English assessment scores or prior academic history.

**COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)**

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, placement at the Cuesta College Children’s Center, and coordination of workshops and conferences for single parents.

The EOPS/CARE office at the San Luis Obispo Campus is located in the Library Building, Room 3131. The EOPS/CARE Office at the North County Campus is located in Building N3000, Room N3017.

**FINANCIAL AID**

Asistencia Financiera: se habla español.
Teléfono: (805) 546-3100 ext. 2517 o (805) 591-6202.
Website http://academic.cuesta.edu/finaid

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, scholarships, loans, and work study.

Financial aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of this policy 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 family financial strength, taking into consideration net income, number of dependents, allowable expenses, indebtedness, and assets. Dependent students will provide data for both themselves and their parents, while independent students will provide data for themselves and their spouse, if married. Congress has established procedures that are used in making an evaluation of how much families can be expected to contribute.

**Financial Aid Programs**

Cuesta College participates in the following federal, state, and local financial aid programs:
- Board of Governor’s Fee Waiver (BOGW): The California Community College Board of Governor’s Enrollment Fee Waiver or BOGW, waives enrollment fees for California residents who meet one of the following criteria:
  - are eligible for any type of need-based financial aid;
  - receive CalWORKs, SSI or General Assistance payments or, if a dependent student, has a parent or Registered Domestic Partner (RDP) who receives this assistance; or
  - Has certification from the California Department of Veterans Affairs or the National Guard Adjutant General that the student is eligible for a dependent’s fee waiver.
- Is eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack
- Is eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.
- have a total family income within the income standards listed below or, if a dependent student, a parent’s total income falls within these standards:

**Family Income Standards for 2011-2012:**

- **Number in household**
- **Total family income 2010**
  - (including yourself)
  - (adjusted gross income and/ or untaxed income)
- 1: $16,245 or less
- 2: $21,855 or less
- 3: $27,465 or less
- 4: $33,075 or less

  * Add $5,610 for each additional dependent.

- Federal Pell Grant: The Pell Grant is the largest federal grant program and is intended to serve as a foundation to all other forms of aid. Funds are disbursed directly to eligible students to cover educationally-related expenses.
- Federal Academic Competitiveness Grant: Freshman and sophomore students who are eligible for a Pell Grant and U.S. citizens may receive a new Federal Academic Competitiveness Grant (ACG) of up to $750 for their first year and $1,300 for the second year. To qualify, students must have successfully completed a rigorous high school program as recognized by the U.S. Secretary of Education. Second-year students must also have maintained at least a 3.0 grade point average, and all students must maintain full-time enrollment while receiving these grants.
- Federal Stafford Student Loan Program: This is a government loan commonly referred to as a guaranteed student loan. There are two types of Stafford loans: subsidized, for which the government pays the interest while students are in school, and during grace and deferment periods; and unsubsidized, for which students are responsible for paying all the interest on the loan, from the day the loan is first disbursed to when it is paid in full. Interest payments can be deferred while they are in school. If students choose to let this interest accrue, it will be capitalized at repayment. Students must attend college at least half time to receive Stafford loan funds. Generally, repayment begins six months after students graduate, withdraw from school or enroll less than half time. All students interested in applying for a Stafford Student Loan (both subsidized and/or unsubsidized) are required to attend an Entrance Loan Counseling session to initiate the loan process. Loan Workshop dates are scheduled periodically throughout each semester and are posted on the financial aid website: http://academic.cuesta.edu/finaid
- Students with an accumulated student loan debt of $12,000 may not be approved for additional student loans at the community college level.
- Federal Supplemental Educational Opportunity Grant (SEOG): A federal grant (limited funding) is awarded to students with the highest need.
- Federal Work Study (FWS): Campus employment (limited funding) is awarded to students with the highest need. Students must maintain an overall Grade Point Average of 2.0 per Board of Trustees directives and be enrolled in a minimum of 6 credits.
• State Cal Grant B and Cal Grant C: These are two state programs administered by the California Student Aid Commission. Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for very low-income/disadvantaged students with high potential. Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in a community college vocational program from four to 24 months in length. Students can apply for these Cal Grants when completing the Free Application for Federal Student Aid (FAFSA) and GPA Verification Form. The initial Cal Grant deadline is March 2 each year.

• California Chafee Grant for Foster Youth: Youth who are or were in foster care may qualify for up to $5,000 a year for college. To qualify, students must attend college at least half-time and their course of study must be at least one year long. Youth who have been in another state’s foster care program and meet the Independent Living Program requirements are also eligible to apply. Students who were in foster care any time between their 16th and 18th birthdays but were later reunited with their parents still qualify for the California Chafee Grant. To apply, students must submit both the FAFSA and the California Chafee Grant Application, which is available online at www.cscac.ca.gov.

• Campus Scholarships: In addition to government funding, Cuesta has a campus scholarship program. These funds, made available through private donors, are awarded annually by the Financial Aid Committee. Requirements include an overall GPA of 2.5, two letters of recommendation, and the official application. The application deadline is March 2 each year.

Application

Financial aid funds come from appropriations made by the federal and state governments and through scholarship awards made by individuals and other public and private agencies and organizations. Hence, each of these funds MUST be administered according to different sets of policies, regulations and/or specific requirements.

Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This application form is a tool for determining need for the BOGW, Federal Pell, Federal Academic Competitiveness grant, SEOG, FWS, and Stafford Loan, as well as the Cal Grants. FAFSA applications are available in the Financial Aid Office beginning the January preceding the academic year the student plans to attend. A student also can apply over the Internet at http://www.fafsa.ed.gov instead of using the paper form.

To apply for campus scholarships, it is necessary to complete a separate application. The scholarship applications are also available in the Financial Aid Office and at academic.cuesta.edu/finaid beginning the December preceding the academic year the student plans to attend. The annual deadline is March 2.

Student Eligibility

To receive federal financial aid, the Department of Education requires that you MUST:

• Be a citizen or eligible noncitizen of the United States;
• Have a valid Social Security Number;
• Have a high school diploma or a General Education Development (GED) certificate, pass an approved “ability to benefit” test or successfully completed 6 or more college credits that apply toward a degree or certificate;
• Enroll in an eligible program as a regular student seeking a degree or certificate;
• Register (or have registered) for Selective Service, if you are a male between the ages of 18-25;
• Be making satisfactory academic progress;
• Not owe a refund on a federal grant or be in default on a federal educational loan; and
• Complete a drug rehabilitation program for individuals convicted of any offense under federal or state law involving the possession or sale of a controlled substance.
• To be eligible for California grants, you MUST:
• Be a resident of California;
• Have “financial need” based on the criteria for the Board of Governor’s Fee Waiver or Cal Grant Program.

Ability to Benefit Testing for Non-High School Graduates

In order to qualify for financial aid, any person 18 years of age or older who has not earned a high school diploma, or has not received a satisfactory General Education Diploma (GED) test score, or has not passed a high school proficiency test will need to demonstrate evidence of the ability to benefit from college instruction by passing an exam designed for that purpose. Cuesta College administers an Ability To Benefit exam once each month during the school year. Sign-ups are conducted through the Assessment Office located in San Luis Obispo Campus Building 3400, Room 3414. Call (805) 546-3951 to sign up by telephone. To take the exam at the North County Campus, call (805) 546-6225 for an appointment.

Student Educational Plan (SEP) / Orientation

If you are a FIRST-TIME FRESHMAN and have a GED or its equivalent, you should submit an Orientation Verification form obtained by attending an in-person orientation or complete the online orientation, which can be accessed through myCuesta. This will fill the Financial Aid requirement for an SEP/Orientation for your first semester as a first-time freshman ONLY. Once you enroll in Cuesta, schedule a counseling appointment to complete your matriculation planning process.

If you are a continuing Cuesta student and you have attended no other colleges, you must submit a current SEP. Contact the Counseling Office at (805) 546-3138 to make an appointment.

If you are a Transfer Student or you have attended other schools since high school, you will need a SEP.

To obtain a SEP:

1. Request that your official academic transcripts, plus a general education pattern, from ALL previous schools you have attended be forwarded to Cuesta.
2. Verify with the Admissions and Records Office that Cuesta College has received ALL your official academic transcript(s).
3. Make an appointment with an academic counselor at the Counseling Office. You will complete your SEP with the counselor at that time.
4. Submit a copy of your SEP to the Financial Aid Office.

Selective Service Requirement

Federal law requires men, 18 through 25 years old, to be registered with the Selective Service System (SSS). Females are excluded from the requirement. The law applies to male citizens and immigrant aliens but not to foreign students who hold student visas. Men must be registered before they can receive federal or state financial aid for school, including loans and grants. Registration forms are available at any post office, at the Cuesta College Admissions and Records Office, and at the Financial Aid Office. Or, a man can register on-line by visiting the SSS home page at www.sss.gov on the World Wide Web.
Standards For Satisfactory Progress For Financial Aid Eligibility

When a student accepts a financial aid award, he/she enters into a contract. The student agrees to successfully complete the number of credits for which he/she received payment and to make satisfactory progress toward his/her educational goal. Progress will be evaluated at the end of each semester by the standards listed below.

This policy has been developed for students receiving federal financial aid to assist in academic planning and success. Federal regulations require a student to move toward the completion of a degree or certificate when receiving financial aid. Federal regulations state that academic progress standards MUST include a review of periods of enrollment in which the student did not receive aid as well as the semesters they did receive aid. For the purpose of financial aid eligibility, Cuesta College students MUST meet the following minimum standards to be applied to credits attempted at all accredited post-secondary education institutions. These standards are applied to all previous college course work, whether or not the student received financial aid, and whether or not the previous college course work is relevant to the current course of study.

• Minimum Credit Requirements: Students are required to complete a minimum number of credits per semester according to their enrollment status:
  - Full time: 12 credits
  - Three-quarter time: 9 credits
  - Half time: 6 credits
  - Less than half time: all credits attempted

• Withdrawals (W), Repeats, Incompletes (I), No Credits
• Failing Grades (F), or credits achieved by challenging courses are not considered credits completed for financial aid purposes. All courses offered with credits of credit at Cuesta College will be considered valid credits, including basic skills courses.

• Students must maintain an overall cumulative GPA of 2.0 in all Cuesta College course work.

• Maximum number of credits attempted: The amount of financial aid a student receives is limited by the student’s educational goal/objective. A student may continue to receive financial aid provided the student has not attempted more than 150 percent of the credits required for his or her educational goal. Attempted credits are defined as credits in which the student enrolls, whether or not the student completes those credits or withdraws from them. Once a student achieves his or her goal or exceeds the number of attempted credits, he or she is no longer eligible for financial aid. For example, if a student’s educational objective is to earn an associate degree, the student is required to earn 60 credits to complete that goal. Therefore, a student may earn up to 90 credits (150 percent of the credits required for the goal) and still be eligible for financial aid. Once the student earns beyond 90 credits, he or she is no longer eligible for financial aid, with the exception of the BOGW.

Note: Transfer credits from other institutions will be included in the maximum credit count if applicable toward the student’s current objective.

• Students must identify a Cuesta College academic or vocational goal. Entering students are to attend a Cuesta College Orientation Workshop. All continuing students must annually complete a Student Educational Plan (SEP) with an academic counselor.

• First-time financial aid applicants with a cumulative GPA below 2.0 from course work at Cuesta College or another institution may apply for financial aid and, if eligible, will be awarded for one semester only. This initial semester will be considered a probationary period.

• Remedial Credits: Funding is limited to a maximum of 30 remedial credits. Federal regulations define “remedial” as courses that do not apply to a degree, certificate or transfer program. For clarification, students can refer to the Remedial Course Work Limitation section of this college catalog or contact their academic advisor.

Financial Aid Probation

Any student who does not maintain satisfactory academic progress in any semester shall be placed on probation for the following semester. While on probation, the student will continue to receive grants provided they agree to complete the minimum credits for which they received payment. However, loan eligibility may be affected. At the end of the probation period, the student’s academic progress will be reviewed again. Probationary status will be removed if the student has met the Satisfactory Academic Progress standards. Students who do not make satisfactory academic progress during the probationary semester will be placed on financial aid suspension.

Financial Aid Suspension

Students who are placed on financial aid suspension are ineligible to receive financial aid. Students may request reinstatement of financial aid upon proof of completion of at least half-time status with a cumulative 2.0 GPA.

Students who have had their financial aid eligibility suspended may file an appeal with the Financial Aid Advisory Committee, if they feel they had special circumstances that prevented them from making satisfactory progress. The committee will meet in person with the student filing the appeal. If the advisory committee grants mitigating circumstances for a semester of unsatisfactory progress, financial aid eligibility will be extended for one semester. This semester will be considered a probationary period. Students may receive an approved appeal only once while at Cuesta College.

Return Of Title IV Funds

The U.S. Department of Education requires institutions and students to repay or refund unearned student aid funds. Student aid may be considered unearned if a student withdraws completely during a term in which federal Title IV money was received. Refund and repayment regulations specify, in a complex formula, exactly how much is due back to the federal programs from the institution and/or the student.

The Higher Education Act Amendments of 1998 adopted a new approach for the return of unearned federal funds. The new approach became law on October 7, 1998, and was implemented during the 2000/2001 year.

Schools have certain responsibilities if a student with Title IV funds:

• Officially withdraws,
• Drops out,
• Is expelled,
• Earns all F’s or W’s for the semester
• Takes an unapproved leave of absence, or
• Fails to return from an approved leave of absence.

When a student completely withdraws, the institution determines what percent of the term has not yet expired (determined on a day-to-day basis). That percentage becomes the amount of money that was not “earned” by the student or institution. When only 40 percent of the term remains, 100 percent of funds are considered to be earned.

The return of Title IV funds applies only to federal financial aid funds.
Cuesta College complies with all refund requirements established by the federal Title IV financial aid regulations. These regulations may differ from the college’s regular refund policy. The college’s current financial aid return to Title IV policy may be obtained from the Financial Aid Office.

Financial Aid Office Locations

The Financial Aid Office locations are:
- San Luis Obispo Campus Library Building, Room 3125, San Luis Obispo, CA, 93403, (805) 546-3143
- North County Campus, Building N3000, Room N3015, 2800 Buena Vista Dr., Paso Robles, CA, (805) 591-6202
- Arroyo Grande Center, Arroyo Grande High School, 900 Wing, Orchard Ave., Arroyo Grande, CA, (805) 474-3913
- Nipomo Center, Nipomo High School, Room 176, 525 N. Thompson Rd, Nipomo, CA, (805) 546-3143
- Information can be accessed on the Cuesta College website at http://academic.cuesta.edu/finaid
- FAX (805) 546-3152

The Director of Financial Aid will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV Code for Cuesta College is 001192.

HEALTH SERVICES

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 Campus center at (805) 546-3171, or the North County Campus center at (805) 591-6200, ext. 4207. Information can be accessed on the Cuesta College website at http://www.cuesta.edu/campus/health

The goals of the Student Health Center are to help students achieve and maintain optimum physical, mental and emotional health, and to educate students toward taking responsibility for their own health. Information on medical records is strictly confidential. All students who have paid the health fee are eligible to receive services*, which include the following:

- First Aid Treatment and Illness Assessment
- Services and Referrals:
  - Medical Care
  - Family Planning/Sexual Health Information
  - Stress Reduction
  - Diet and Nutrition
  - Personal Counseling/Crisis Prevention and Intervention
  - Substance Abuse
  - Secondary Insurance Claim Processing for Campus/Accidents/Injuries
  - Voluntary Medical Insurance, Dental Plan (referral to outside carriers)
- Support Staff by Appointment:
  - Nurse Practitioner
  - Registered Nurse
  - Mental Health Professionals
- Screening and Testing by Appointment:
  - Primary Care Clinic
  - Blood Pressure/Height and Weight/Blood Sugar/Cholesterol
  - Tuberculosis Skin Test
  - Male/Female Sexual Health
  - Not all services are available at the North County Campus at this time.

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 a 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.

INTERCOLLEGIATE ATHLETICS

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, 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:

SEASON  MEN   WOMEN
Fall   Cross Country   Cross Country
      Water Polo   Water Polo
      Wrestling   Volleyball
      Soccer
Fall/Spring   Basketball   Basketball
      Baseball
      Swimming & Diving
      Track & Field
      Tennis
Spring   Swimming & Diving
      Track & Field

Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its Commission on Athletics. 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.

**STUDENT LIFE AND LEADERSHIP**

**Student Life & Leadership**

The purpose of the Student Life & Leadership program is to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for personal growth are extended to students through leadership and peer counseling courses and programs, community and elementary school internships*, clubs and organizations, and campus events produced by the students themselves.

*Depending on course availability.

**Leadership Studies Program**

The Leadership Studies program provides a variety of opportunities for students to challenge their perceptions of leadership and to guide them to a new way of critically thinking about their own leadership potential. Courses offered can be used toward earning Certificates of Completion in either Leadership Studies or Service Leadership. Many of the courses offered in this division concentrate on learning how to develop the leader within; raising self-esteem; improving critical-thinking skills; experiencing greater self-awareness; increasing self-motivation; developing mutually supportive relationships; problem-solving/decision-making techniques; and helping others. Courses are interactive and experiential, offering many hands-on opportunities for field work and practicum experiences outside the classroom. Check the current class schedule for course offerings.

**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.

**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. Membership is open to all students who purchase an ASCC Student ID card.

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 Center, Building 5300**

The Student Center, located on the San Luis Obispo Campus only, provides a place for comprehensive student life opportunities and activities. Students can take advantage of the various experiences offered in the Student Center, including the ASCC Social Club, which offers games, a pool table, and live music events. Free legal counseling services are available here for ASCC Student ID cardholders. Club and student government offices also are located in the Student Center. The Student Center is a great place to take a break between classes or possibly get involved beyond the classroom experience. Campus tours for prospective students and their parents are facilitated by Student Life and Leadership staff. Call (805) 546-3289 for more information.

**Cultural Center, 5104 A&B (inside the cafeteria)**

The Cultural Center, located at the San Luis Obispo campus, supports exploration and awareness of diversity through activities, films, literature, music, and human interaction for the purpose of exchanging, sharing, and understanding all cultures. The Cultural Center's Mission Statement reads: “The Cuesta College Cultural Center embraces and celebrates the diverse cultural heritage that all Cuesta College students, faculty, and staff bring to the campus community.” Call (805) 546-3289, for further information.

**TRANSFER/CAREER SERVICES**

The Transfer/Career Center is located in Room 3134, first floor of the San Luis Obispo Campus Library building. The phone number is (805) 546-3162.

**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.

Transfer counselors are available to help students identify their educational goals, research colleges and programs, determine university admission requirements, evaluate transcripts and develop Student Educational Plans (SEPs). 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 with a counselor 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
- UC San Diego
- CSU Monterey Bay
- CSU Northridge
- CSU San Francisco
- CSU San Jose
- CSU Fullerton
- Cal Poly Pomona
- Sonoma State University
- Columbia College
- Chapman University
- University of La Verne
- University of Maine (Library Information Technology)
- National University

Filing Dates for Transfer Students

Students should check with the Transfer/Career Center for information regarding application deadlines for transfer to UC, CSU or independent colleges and universities or see www.csumentor.edu; www.universityofcalifornia.edu/pathways; www.aiccumentor.org.

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 a career counselor to complete online assessments of their interests and personality, use the Eureka Career Information System to obtain information about specific occupations, and check out any of a large number of books related to career and educational planning.

Students wishing to do in-depth career assessment and planning are encouraged to take Couns 254, Career Exploration, and/or Couns 261, Career Readiness and Job Shadowing, nine-week career decision-making and planning courses taught by career counselors.

Transferring to California Polytechnic State University

California Polytechnic State University, San Luis Obispo (Cal Poly) is a part of the California State University (CSU) system. Because admission to Cal Poly is highly competitive, the university utilizes a comprehensive strategy to determine undergraduate admission selection. Candidates are screened and ranked by major. The competitive nature of each major is based on the number of applications received, compared to the number of openings available, and to each applicant’s qualifications.

Applicants for a specific term are asked to submit, by a stated deadline, a Cal Poly application for admission (via the CSU Mentor Internet site), which collects the necessary data to rank each applicant in the selection pool. Selection criteria include completion of specified coursework, grades in specified coursework and general education classes, and extracurricular activities and work experience.

The Cal Poly Admissions website provides comprehensive information on the admission selection process. Transfer students should pay special attention to the prerequisite coursework listed for their major on the Transfer Preparation Guide available on the Cal Poly Admissions website at www.ess.calpoly.edu/_admiss/.

Because of the special conditions of admission to Cal Poly, it is strongly recommended that students work closely with a Cuesta College counselor to prepare a Student Educational Plan. The course articulation (course equivalency) agreement between Cal Poly and Cuesta College maximizes the number of classes that will transfer for degree credit. In addition to major-specific prerequisite courses, Cal Poly will give preference for most majors to students who complete their General Education Breadth Certification or the Intersegmental General Education Transfer Curriculum (IGETC) prior to transfer. Students applying as upper-division transfer applicants to Cal Poly with all recommended prerequisite courses completed for their major traditionally have a higher rate of acceptance to the University.

Articulation Agreements

Students who wish to transfer need to become familiar with the articulation agreements Cuesta College has established with four-year universities and colleges in general education and in specific majors.

Articulation agreements are available to students through counselors/academic advisors and in the Transfer Center. Most articulation agreements also can be accessed through the Internet or ASSIST (www.assist.org). Easy-to-follow instructions allow students access to specific course requirements for all colleges where Cuesta College has established agreements.

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 when they are transferred to 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.

**VETERANS**

Cuesta College is approved for the training of veterans under the various public laws of the United States and the California Veterans Program.

Any student who plans to enroll under any federal or state program must contact the Cuesta College Veterans Resource Center, (805) 546-3142 which will supply all necessary forms and information.

Students who are children or widows of veterans who died as a result of military service, or who are dependents of veterans who are totally disabled as a result of such service or peace time military service since September 16, 1940, may be eligible for assistance from the Veterans Administration or the State of California. Satisfactory scholarship, attendance, and program progress are required for all students receiving benefits from any federal or state agency.

Rules and regulations pertaining to veterans’ training are subject to change at any time. Veterans are advised to check with the Cuesta College Veterans Resource Center to receive a copy of the latest requirements, rules, and regulations. It is the veteran's responsibility to inform the Veterans Office of any changes to his or her schedule and program.

**Cuesta College Veterans Resource Center**

The Cuesta College Veterans Resource Center is located in Building 6900, room #6903, next to the Campus Police Station. Our phone number is (805) 546-3142 and our business hours are Monday - Thursday, 9:00 am to 4:00 pm. The center is dedicated to serving Cuesta College's veterans, reservists, and military dependents as well as prospective students with military experience. Our staff consists of Veterans who are currently attending Cuesta College and enjoying working with fellow Veterans in an atmosphere of empathy and respect borne of shared experiences. We provide one-on-one assistance in order to ensure that Cuesta's many Veterans have a positive experience at Cuesta as well as the feeling of being supported along each step of their educational journey at Cuesta. The Cuesta College Veterans Resource Center is the heart of the college's veteran community and serves as a gathering place for student veterans to connect and socialize. Veterans from all branches of the services are welcome and can expect to receive professional, courteous, and compassionate support as they pursue their educational or vocational goals at Cuesta College.

**CalWORKs**

CalWORKs at Cuesta College is a comprehensive program designed to provide fast-track curriculum options, employment services, academic and career counseling, and supportive services for the welfare-to-work student. Welfare-to-work students are those who are enrolled at Cuesta College and receive cash assistance from the Department of Social Services for themselves and their children.

Services include:
- Career education and job seeking skills including vocational assessments as well as resume and interview preparation;
- Integrated job training and education programs;
- Networking with other established Cuesta programs to provide support services;
- Placement of CalWORKs students in work activities that enable them to meet work requirements, gain practical work experience, and meet educational goals, i.e., work study positions, internships, and job placement on/off campus;
- Academic counseling and student development plans that work with welfare to work plans.
- Life management and assessment with supportive counseling and crisis intervention.

In partnership with community agencies such as, the Department of Social Services, One Stop Career Centers, as well as local employers, the goal of CalWORKs is to assist the TANF student’s transition from welfare to employment and financial self-sufficiency.

CalWORKs staff are located at Career Connections, Student Center, Room 5310, (805) 546-3204.