2021 SUMMER SESSION DATES

12-week Session
May 24 – August 13

8-week Session
June 21 – August 13

2nd 6-week Session
July 6 – August 13

1st 6-week Session
May 24 – July 2

Swing 6-week Session
June 21 – July 30

class schedule

2021 summer

Cerritos Community College District
11110 Alondra Blvd., Norwalk, CA 90650
562-860-2451 | www.cerritos.edu

www.cerritos.edu

Associate Degrees for Transfer Available at **Cerritos College**

- Administration of Justice
- Anthropology
- Art History
- Biology
- Business Administration
- Chemistry
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Film, Television and Electronic Media
- Geography
- Geology
- History
- Hospitality Management
- Journalism
- Kinesiology
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Social Justice: Africana Studies
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Associate Degree[SM] for Transfer

ADegreeWithAGuarantee.com

READY...

- See a counselor and develop an education plan
- Identify a major
- Attend a transfer workshop
- Visit the transfer center(each term)

SET...

- Apply to CSUs
- Check email & student portals frequently
- Petition/apply for AA-T/AS-T degree
- Meet CSU dead lines for AA-T/AS-T degree
- Complete the FAFSA fafsa.ed.gov

GO...

- Submit intent to enroll
- Request final transcripts to be sent to your CSU

California Community Colleges

CSU The California State University

iFalcon
Habits of Mind

www.cerritos.edu/ifalcon

Focus
Prioritize your tasks

Advance
Setting personal, transfer, and degree goals

Link Up
with class peers, profs, clubs

Comprehend
Connecting personal and academic knowledges

Organize
Developing academic independence

New Ideas
Growing comfortable with diversity

Get into the Habit!

Visit the college catalog for information on our new programs:

- Chicano Studies
- Scholars' Honors
- Learning Communities
- Women's and Gender Studies

Cerritos College

MESSAGE FROM THE PRESIDENT

Welcome to the Summer Semester! We are excited that you have chosen to further your educational goals this semester.

Whether you plan to head into the workforce or transfer to a four-year university, the next phase of your life will begin when you enroll here as a Cerritos College student. We have been recognized nationally for our innovation and commitment to student success, and our dedicated faculty and staff are here to help you navigate college life and meet your goals. We offer a comprehensive range of student support services and resources designed to help you succeed, and there are many ways to become involved in campus life through student clubs and leadership opportunities.

We strive to meet the needs for the intellectual, social, ethical, professional, cultural, and creative facets of students' lives. You can take one class or a full load of 12 units. We want to prepare you for the future so that the skills you learn today will support you tomorrow.

We are here to help you succeed and look forward to you joining us this semester.

Sincerely,

Jose L. Fierro, D.V.M., Ph.D.
President/Superintendent

OUR MISSION

Cerritos College provides its diverse student population with high-quality, comprehensive instructional programs and support services through clear, equity-minded pathways to their educational goals. In doing so, the college develops culturally competent students with the knowledge, skills, and values that prepare them to be productive members of their local and global communities.

SERVING THE COMMUNITIES OF
Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk

AND PORTIONS OF
Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, South Gate

CERRITOS COMMUNITY COLLEGE DISTRICT ADMINISTRATION

JOSE L. FIERRO, D.V.M., Ph.D.
President/Superintendent

RICK MIRANDA
Vice President of Academic Affairs/Assistant Superintendent

FELIPE R. LOPEZ
Vice President of Business Services/Assistant Superintendent

ADRIANA FLORES-CHURCH, Ed.D
Vice President of Human Resources/Assistant Superintendent

DILCIE PEREZ, Ed.D
Vice President of Student Services/Assistant Superintendent

BOARD OF TRUSTEES

JAMES CODY BIRKEY
President

DR. SHIN LIU
Vice President

CARMEN AVALOS
Clerk

ZURICH LEWIS
Member

MARISA PEREZ
Member

MARIANA PACHECO
Member

DR. SANDRA SALAZAR
Member

NINEL SUTHERLAND
Student Trustee

In accordance with the Americans with Disabilities Act, this information is available in alternate formats (Braille, enlarged type, e-text, etc.) and may be requested by calling (562) 860-2451, Ext. 2335.

ALPHABETICAL TABLE OF CONTENTS

CERRITOS COMMUNITY COLLEGE DISTRICT

Academic Divisions 17-19
Academic Information 25-28
Admission and Enrollment of Dual Enrolled Minors 35
Admission and Orientation 7
Alcohol and Drug Policy 70
(ASCC) Associated Students of Cerritos College Rights/ Responsibilities/Policies 56-69
Attendance and Grading 33
Auditing of Courses 27
Calendar of Important Dates 3
Campus Map 72
Campus Phone Extensions 71
Class Offerings 16
Counseling and Follow-up 9
Course Repeatability 31-32
Credit by Exam 28
Distance Education 38
Enrollment Instructions 20-21
Enrollment Appointment Priority 4-5
Family Educational Rights and Privacy Act (FERPA) 40
Fees/Refund Information and Procedures 23-24
Financial Assistance 34
General Education Requirements for the AA Degree and for Transfer to the CSU and UC 41-47
Informacíon en Español 10-15, 52-53
International Student Services 36-37
Pass/No Pass Classes 29-30
Paying your Fees 21
Self-Report Tool (SRT)/Placement 8
Services for Students 48-51
Sexual and Gender-Based Misconduct 39
Student Accessibility Services 50
Student Services and Policies 56-69
Student Success and Support Program (SSSP) 4-6
Success Center 51
Transfer Center Timeline 73
Wait List 22

If you have questions or need information in Spanish about Cerritos College, please call the Admissions and Records Office at (562) 860-2451, extension 2211. Office hours are Monday through Thursday, 8 am – 7 pm; Friday, 8 am – 4:30 pm. Additional information is available in Spanish on pages 10-15 and 52-53.

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro al numero (562) 860-2451, extensión 2211. El horario de oficina es Lunes a Jueves, 8 am – 7 pm; Viernes, 8 am – 4:30 pm. Información adicional está disponible en español en las páginas 10-15 y 52-53.

SUMMER 2021 CALENDAR OF IMPORTANT DATES

ENROLLMENT BEGINS APRIL 19, 2021

For information on assignment of enrollment priorities, please refer to the section titled, "Enrollment Appointment Priority" in this schedule of classes.

MYCERRITOS ENROLLMENT HOURS:	
Monday – Sunday	12 am – 12pm
Sunday	8 am – midnight

MYCERRITOS APPLICATION HOURS:	
Monday – Sunday	12 am – 12pm

ADMISSIONS AND RECORDS OFFICE FEE PAYMENT HOURS:	
Monday – Thursday	8 am – 6:30 pm
Friday	8 am – 11:30 am

Session Dates and Deadlines are now available online at:
www.cerritos.edu/admissions-and-records/catalogue-schedule/**addDropDates.htm**

IMPORTANT DATES:	
First day to file petition for A.A. Degree and Certificate for Summer 2021	May 24
Memorial Day Holiday	May 31
Independence Day Holiday Observance	July 4 - 5
Last day to file petition for A.A. Degree and Certificate for Summer 2021	July 9
Final Exams	August 9 - 13

CERRITOS COLLEGE OFFERS APPLICATION AND ENROLLMENT VIA THE WEB.

For Online Submission of Admissions Applications:
Visit **www.cerritos.edu**. Click on "Apply Now" in the yellow box in the upper right corner.

For Online Enrollments:
Visit **www.cerritos.edu**. Under the "Current Students" section, click on "**MyCerritos**"*. Then, click on "Student Center"; or, using Quick Links, click on "MyCerritos", log in, and click on "Student Center" to continue.

*An application must be submitted for new, returning, and transfer students prior to enrollment. For continuing students, a user ID number (7-digit student ID-example 0123456) and Password (6-digit date of birth-mmddyy) are required.

EMERGENCY INFORMATION

In the event of an emergency, the Cerritos College Emergency Information web page (www.cerritos.edu/police/ccalerts.htm) may be used to secure updated information about any emergency event occurring on the Cerritos College campus. The College also offers an SMS-based emergency notification service for mobile phones. In the event of an emergency, Cerritos students, staff, faculty, and others will be alerted in real-time to important security information. You may sign-up for Emergency Text Alerts by texting the keyword "CERRITOS" to 226787.

DISCLAIMER

Cerritos College has made reasonable efforts to ensure the accuracy of the information contained in this Schedule of Classes at the time of publication. The College reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content, consistent with applicable regulations and laws. Content is subject to change without notice by the administration for reasons of student enrollment, level of financial support, or for any other reason at the discretion of the College. The Schedule of Classes does not constitute a contract or the terms of a contract. The Schedule of Classes is not intended to promulgate all policies, procedures, rules, and regulations of partner organizations, transfer institutions, the College, or the Cerritos Community College District. Students are advised to consult the online version of this schedule of classes and to contact Counseling Services or the applicable administrative office for additional information.

ANNUAL SECURITY REPORT

Cerritos College publishes an Annual Security Report in accordance with the Clery Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Cerritos College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department in person or at (562) 860-2451, extension 3202. This report is also available on the college website at www.cerritos.edu/securityreport.

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

Information is also available in Spanish on pages 10-15.
Información en español también está disponible en las páginas 10-15.

STUDENT RIGHTS AND RESPONSIBILITIES

(a) All students shall be required to:
  (1) identify an education and career goal;
  (2) diligently engage in course activities and complete assigned coursework; and
  (3) complete courses and maintain progress toward an education goal and completing a course of study.

(b) Nonexempt first-time students shall, within a reasonable period of time, be required to:
  (1) identify a course of study;
  (2) be assessed to determine appropriate course placement;
  (3) complete an orientation provided by the college;
  (4) participate in counseling, advising, or another education planning service to develop an abbreviated student education plan (A-SEP).

(c) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For the purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

(d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive student education plan (C-SEP) after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester, or a shorter period if required by district or program policy.

(e) Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority until the services have been completed.

INSTITUTIONAL RESPONSIBILITIES

(a) The college shall take steps to ensure that information regarding matriculation policies is accessible and available to all students during, or prior to, enrollment (e.g. during orientation) and is included in class schedules, catalogs, or other appropriate communications describing student rights and responsibilities.

(b) Once the student has identified a course of study and completed 15 semester units of degree applicable course work, the college shall provide the student with an opportunity to develop a comprehensive student education plan (C-SEP) within a reasonable time period. Student responsibilities shall also be identified in the student's education plan.

(c) College policy provides that a nonexempt student will have a hold placed on enrollment if a student fails to fulfill the responsibilities set forth in the section, "Student Rights and Responsibilities".

(d) The college shall make reasonable efforts to avoid duplication of the orientation, assessment, counseling, advising, or other education planning services, and development of student education plans funded through this subchapter or funded through other programs.

(e) It is intended that the instructional and student services area of the college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

ENROLLMENT APPOINTMENT PRIORITY

including Orientation, SRT, Counseling, Student Education Plans, Tier Groups, Probation

The purpose of establishing enrollment priorities is to support students endeavoring to reach their educational goals at Cerritos College by providing priority enrollment to groups of students (as listed herein) with special needs and/or who are in continuing student status, as long as satisfactory progress is made.

PRIORITY ENROLLMENT CRITERIA AND CONDITIONS

A. Priority

1. New students not otherwise exempt, including those in any state-provided priority enrollment groups, must complete SRT, orientation, and counseling with at least an abbreviated student education plan (A-SEP), in order to receive priority enrollment.
2. First-time students, beginning with Spring 2020 enrollment, who have identified a course of study, been assessed to determine appropriate course placement, completed an orientation program provided by the college, and participated in counseling, advising, or another education planning service including at least an abbreviated student education plan (A-SEP), are required to complete a comprehensive student education plan (C-SEP) after completing 15 units of degree-applicable credit course work, or prior to the end of the 3rd semester of enrollment, resources permitting.
3. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on any combination of progress or academic probation for two consecutive semesters.
4. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they have earned 100 degree-applicable, non-basic skills and non-ESL units. Units for high unit majors and programs may be disregarded to the extent they exceed the number of units required for non-high unit majors and programs. Units from Credit by Exam, Advanced Placement, International Baccalaureate, or other similar programs may also be exempted.

B. Subject to the above, continuing student enrollment appointments shall be set on the basis of units earned and cumulative grade point average at Cerritos College.

C. Students subject to enrollment priority exclusion shall have a "PRB" negative service indicator, appearing as a Hold in the Student Center in MyCerritos, placed on their enrollment account. The effect shall be to place the student's access to enroll at the end of the enrollment cycle in the period known as Open Enrollment.

D. Students excluded from enrollment priority shall be notified of options they may have, and/or are advised to exercise. See also the section of this procedure titled "Appeals and Exemptions".

Additional Criteria for Enrollment Priority of Certain Students

A. Students who are otherwise specified by statute.

B. Students whose instructional program requires time off-campus or blocks of time associated with scheduled classes for such activities as practice, meetings, counseling, and off-campus time, which limit the choice of class periods.

STUDENT GROUPS WITH PRIORITIES:

Tier 1: Enrollment appointments for students in Tier 1 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

Armed Forces Personnel and Recent Veterans: Students who are any member or former member of the Armed Forces of the United States, who is a resident of California, for any academic term, within four years of leaving active duty (Education Code Section 66025.8).

CalWORKs: Students formally enrolled in the CalWORKs Program (Education Code Section 66025.92).

EOPS: Students formally enrolled in Extended Opportunity Programs and Services (Education Code Section 66025.91).

Foster Youth: Students formally deemed eligible current or former foster youth who are up to and including 24 years of age (Education Code Section 66025.9).

SAS: Students who, by their specific disabilities, are enrolled in Student Accessibility Services (Education Code Section 66025.91).

Tier 2: Enrollment appointments for students in Tier 2 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

Scholars' Honors Students: Students who have been officially admitted to the College's Scholars' Honors Program each term and are currently enrolling in Scholars' Honors Program courses and/or Scholars' Honors contracts.

Student Athletes: Students who have been identified as eligible to participate in intercollegiate athletics.

Mandatory Enrollment Requirement Students: Students in compliance with program requirements who must maintain full-time status, with completion time requirements, in order to remain in Cerritos College programs and/or who are in grant-funded programs with enrollment priority requirements.

Matriculated Students: Students who, prior to their first semester of enrollment, completed the Admission, Orientation, Assessment, and Counseling components of Matriculation.

Trial, Grant-funded, or Other Special Groups for Student Success: Students in groups identified for enhanced and/or expedited student success measures where trial, grant-funded, and/or other special, short-term measures are employed.

Tier 3: Enrollment appointments for students in Tier 3 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

Continuing Students: Students who were enrolled in the previous academic year or summer session. Students who do not attend summer session will not lose continuing student status. The definition includes non-credit students who are matriculating to credit student status.

Returning Students: Students who have completed at least one unit of credit at Cerritos College and are returning after a break of no more than one semester excluding summer session.

Tier 4: Enrollment appointments for students in Tier 4 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

Dual Enrollment: High school juniors and seniors, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students".

Dual Enrollment (Grades K-10): Talented elementary and secondary students through the 10th grade, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled "Admission and Concurrent Enrollment of High School and Other Young Students".

ENROLLMENT LIMITATIONS

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy and Administrative Procedure 4260 titled "Prerequisites and Co-requisites").

Additional Enrollment Limitations (including, but not limited to):

A. Health and safety considerations;

B. Faculty workload;

C. Availability of qualified instructors;

D. Funding limitations;

E. Regional planning;

F. Legal requirements;

G. Facility limitations; and

H. Accreditation, regulatory, and policy requirements.

Priorities When Enrollment Must be Limited

A. First come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;

B. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;

C. Limiting enrollment to any selection procedure expressly authorized by statute; and

D. Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional Conditions May Be Applicable to Order of Enrollment

Course sections funded other than by state apportionment, such as contract education, grant-funded programs, and certain fee-based sections (as permitted by law).

LOSS OF ELIGIBILITY FOR CCPG FEE WAIVER

A student shall become ineligible for a California College Promise Grant (CCPG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than 30 days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and re-establishing CCPG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a CCPG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also include special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and SAS student status.

Foster Youth shall not be subject to loss of CCPG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in the Education Code, section 66025.9(c).

APPEALS AND EXEMPTIONS

It is the intent of these procedures to support and promote student success, including program completion, through access to needed courses. Petitions for appeals of, or exemption from, the implementation of these procedures are subject to consideration by the Committee on Academic Records and Standards (A&S) or its designee.

A. Students may appeal the loss of enrollment priority and/or loss of the CCPG Fee Waiver due to extenuating circumstances, certain conditions specified on the Enrollment Priorities and/or the CCPG Fee Waiver Appeals Form, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

B. Students who have demonstrated significant academic improvement will regain the CCPG Fee Waiver and/or priority enrollment status. It is the student's responsibility to timely verify changes in enrollment priority status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard within a term. The minimum academic standard is a 2.0 grade point average, once the student has attempted 12 semester units; the minimum progress standard is greater than 50% of all units enrolled in being other than "W", "I", "NP", or "NC", once the student has enrolled in a total of at least 12 semester units.

C. Students may request reinstatement of enrollment priority and/or the CCPG Fee Waiver if an institutional mistake was made.

ADMISSION AND ORIENTATION

ASSESSMENT AND ORIENTATION-COUNSELING ARE REQUIRED FOR FIRST-TIME, NEW-TO-COLLEGE STUDENTS.

ADMISSION

Who May Apply for Admission?

- Anyone who is a high school graduate or at least 18 years of age who may benefit from instruction.
- Middle and high school students with appropriate Dual Enrollment forms.
- International Students in valid, non-immigrant, F-1 visa status.

How to Apply for Admission

- Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of enrollment (proof of residence may be required). The admission application is available on the college website at www.cerritos.edu, "Apply Now".
- **International students who are outside the U.S. seeking I-20 and inside the U.S. with F-1 visa status planning to transfer to Cerritos College**. International students must submit an International Student application, meet specific admission requirements, and pay a $50 processing fee. Please see page 34 for admission requirements.

FALCON EDGE ORIENTATION

Self-Report Tool (SRT)/Placement and Orientation-Counseling are required for all first-time, new-to-college students.

Transfer students are also highly encouraged to complete orientation.

Self-Report Tool (SRT)/Placement and Orientation-Counseling
Placement and orientation counseling are required for first-time, new-to-college students. Two holds will appear in the MyCerritos account of these students: one hold for Placement (ASM) and one hold for Orientation-Counseling (ORI). ***Enrollment in classes will not be allowed until these requirements are met.*** Students not required to complete the established criteria are automatically exempt upon application to the College.

Early Success Program (ESP)
Cerritos College offers the **E**arly **S**uccess **P**rogram (ESP) during the fall and spring semesters. This program is designed to encourage early completion of Placement and Orientation-Counseling. By completing Placement and Orientation-Counseling prior to the established deadline, first-time college students receive an earlier enrollment appointment date. For more information, visit https://www.cerritos.edu/counseling/esp/.

Options for Falcon Edge Orientations

Online
Start, stop, and restart anytime! Go to www.cerritos.edu, log in to *MyCerritos*, and click *Cerritos College Falcon Edge Orientation.*

On campus
A limited number of orientations are offered, including day and evening, prior to the start of each term. Call the Counseling Office at (562) 467-5231, or go online to https://www.cerritos.edu/counseling/orientation/, for more information.

Prerequisites are strictly enforced by MyCerritos enrollment.

Read your course selections carefully for all requirements.

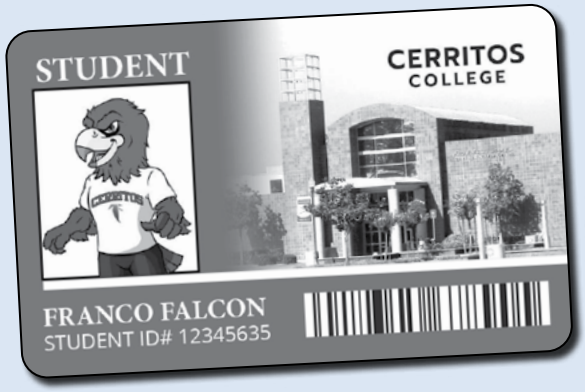
Requisites may be fulfilled by:

- *Completing placement tests and enrolling in the recommended courses, and/or*
- *Completing the prerequisite course with a grade of Pass, or "C" or higher.*

or

- *By submitting transcripts to the Admissions and Records Office if a prerequisite course was completed at another college.*

Requisite Clearance forms for consideration for the current semester should be submitted two weeks prior to the start of enrollment.



STUDENT ACTIVITY STICKER AND IDENTIFICATION CARD

ASCC utilizes the revenue collected from the Student Activity fee to support academic, extra-curricular, and student life programs, services, and events.

For more information contact the Admissions & Records Office at **admisssions-info@cerritos.edu**

SELF-REPORT TOOL (SRT)/PLACEMENT

WHAT IS THE PLACEMENT PROCESS?

Placement is required for first-time, new-to-college students. "Placement" means the process of gathering information about an individual student to facilitate his or her success. At Cerritos College, the process includes, but is not limited to, the collection of information regarding a student's study skills, English language proficiency, and/or computational skills. Academic counselors will review high school and/or college transcripts, evidence of an A.A. degree or higher from an accredited institution, learning skills, academic performance, and need for special services.

DO I NEED TO COMPLETE THE PLACEMENT PROCESS?

All students will have the opportunity to place into transfer-level English/ESL and Math.

By using high school records or guided self-placement, new and continuing students will identify the English/ESL and Math courses they are eligible to enroll in.

First-time, new-to-college students are required to complete the placement process prior to enrollment. Continuing students who previously received a placement based upon an assessment test are welcome to complete this new placement process.

Depending on when, where or if students attended high school, they will complete either the Self-Report Tool (SRT), which, in most cases, will place students directly into transfer level courses in the areas of math and English or ESL.

How do you complete the SRT? To access the SRT, students can log in to their MyCerritos account. The links are located on the right side of the screen under "Placement."

Students with a history of special education are encouraged to seek additional course placement guidance from counselors in Student Accessibility Services. Visit www.cerritos.edu/sas for more information.

STUDENT SUCCESS & SUPPORT PROGRAM (SSSP) EXEMPTION/EXCEPTION

Cerritos Community College offers Student Success and Support Services to all new students prior to their enrollment in classes. These services include placement, orientation, and counseling. First-time, new-to-college students must complete required SRT/Placement and Orientation-Counseling prior to enrollment. Students not required to complete the requirements under established criteria are automatically exempt upon application to the College. Students wishing to pursue another type of exemption must submit a completed Student Success and Support Program (SSSP) Exemption and Exception form to the Admissions and Records Office. SSSP Exemption and Exception forms are available in the Admissions and Records, Assessment, and Counseling Offices. If you have special needs for completing SRT/placement, orientation, or counseling; please contact the Assessment Office or Student Accessibility Services.

SELF-REPORT TOOL (SRT)/PLACEMENT EXEMPTIONS

Students who already possess an AA degree or higher from a regionally accredited college are not required to complete the Self-Report Tool (SRT)/placement process, but will be required to verify the degree by presenting official documents to the Admissions and Records Office at least 10 working days prior to their enrollment appointment date. A Requisite Clearance form must accompany the documents in order to meet prerequisites.

PLACEMENT EXEMPTIONS FOR:

English – Students who have completed English courses at another college may not need to complete the English Self-Report Tool. Please submit proof (official or unofficial transcripts) and a Requisite Clearance form to a counselor or Admissions and Records prior to enrollment.

Math – Students who have completed math courses at another college also may not need to complete the math Self-Report Tool. Please submit proof (official or unofficial transcripts) and a Requisite Clearance form to a counselor or Admissions and Records prior to enrollment. It is strongly recommended that these math courses have been completed within the past 10 years.

Advanced Placement Exams – Students who participate in advanced placement courses at their high schools and earn passing scores on AP exams may earn college credit for those courses when they come to Cerritos College. For further details, ask a counselor.

Chemistry – Please read the prerequisites and recommendations section with each chemistry class listing. Be sure that the prerequisites are satisfied before enrolling in a course.

Please note: The exceptions listed are assessment/placement options for course clearance or placement. To meet the required reading, math, and English proficiencies necessary to qualify for the Associate in Arts degree, check your catalog or ask a counselor.

ACCOMMODATION FOR ENGLISH AS A SECOND LANGUAGE

Students planning to take ESL (English as a Second Language) courses will also complete the Self-Report Tool (SRT)/Guided Placement Tool. Based upon your experience, skills and confidence using English in your work and daily life, you will receive your placement recommendation for instruction in the appropriate English or ESL course.

RETEST POLICY

Students who have completed the ACCUPLACER test and wish to retest, will now complete the Self-Reporting Tool (SRT). Students who have completed high school within the last 10 years, will receive course recommendations based on their United States high school records. Based on the cumulative and unweighted United States high school GPA and other academic-related questions, students may be placed directly into transfer level courses in the areas of English, reading, math, or ESL. A current Cerritos College student number and photo ID are required to complete the SRT, which is computerized. For students who completed high school more than 10 years prior to applying to the college, completed the GED or did not complete high school, or are an international student, please contact the Assessment Office for information pertaining to your specific situation.

PLACEMENT SCHEDULE

The schedule for the Assessment Office is available on the Cerritos College Assessment Office web page, www.cerritos.edu/assessment-center, or call (562) 860-2451, x2599. To insure you have the most current schedule, please refer to the office's web page, as the schedule is subject to change.

COUNSELING AND FOLLOW-UP

COUNSELING

- All students new to college are required to complete a Falcon Edge Orientation to receive counselor assistance for course selection prior to enrollment. Returning and transfer students are encouraged to see a counselor.
- Counselors are available both in person and virtually for appointments or standby/drop-in.
- Students may submit a general question to a counselor online at www.cerritos.edu/counseling.
- Plan ahead – appointments and standby/drop-in counseling may be limited during peak registration.
- Once the semester begins, new, readmit, and transfer students are highly encouraged to make a counseling appointment or attend an Ed Plan workshop to discuss educational goals and to complete a Comprehensive Student Education Plan (C-SEP).
- Continuing students are encouraged to meet with a counselor every semester to ensure their education plan accurately reflects their educational goal. Schedule an appointment or sign up for an Ed Plan workshop at the Counseling desk, or call (562) 467-5231.
- Students who are on academic and/or progress probation will be limited in the number of units they may take each semester based upon their GPA and course completion. They also risk losing their enrollment priority appointment and, as of Fall 2016, may be ineligible for the California College Promise Grant Fee Waiver (CCPGFW) if they remain on probation for two consecutive semesters.

FOLLOW-UP

Counseling faculty provide a number of follow-up services to students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on and off-campus services when appropriate.

BASIC SKILLS COURSE LIMITATIONS

No more than a total of thirty (30) units from the pre-collegiate basic skills courses listed below are allowed:

ENGL 20
MATH 20, 40
READ 41, 42, 43, 46, 48, 49

"Basic skills course work" refers to pre-collegiate basic skills courses (i.e. courses in reading, writing, computation, learning skills, study skills) that are designated as non-degree applicable courses, the purpose of which is to prepare students for successful completion of an Associate in Arts degree, transfer, or certification courses.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified as having a learning disability are exempt from the thirty (30) unit limitation. A student who has completed thirty (30) units of basic skills course work shall be barred from enrolling in pre-collegiate basic skills classes and referred to other agencies to develop the skills necessary to enter college-level course work.

Open Courses

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/Superintendent shall establish procedures to establish exemptions for other practical considerations.

NEW STUDENT

You are a new student if this is the first time you are attending any college. You are required to complete Placement and Orientation-Counseling prior to enrollment.

TRANSFER STUDENT

You are a transfer student if you attended another college but have never attended Cerritos College.

RETURNING STUDENT

You are a returning student if you have previously attended Cerritos College but did not attend the 2021 Spring semester.

CONTINUING STUDENT

You are a continuing student if you were enrolled in credit classes at Cerritos College during the prior spring semester.

DUAL ENROLLMENT STUDENT (K-12)

Concurrent enrollment for students who wish to attend Cerritos College while in grades K-12.

BUY YOUR BOOKS WHEN YOU ENROLL!

Now you can buy your textbooks during the enrollment process. Just click the "buy books" button in MyCerritos on either of two screens: one when you "Add Classes" and another on "My Class Schedule". The button links to the Cerritos College Bookstore's eFollett website and presents a list of items (if available) that directly relate to your enrolled classes for the term.

PROGRAMAS DE APOYO Y ÉXITO DEL ESTUDIANTE (Student Success and Support Programs, SSSP), anteriormente Matriculación

DERECHOS Y RESPONSABILIDADES DE LOS ESTUDIANTES

(a) Se debe requerir a los estudiantes que:
  (1) Identifiquen una meta educativa y profesional.
  (2) Participen diligentemente en las actividades del curso y completen los trabajos asignados.
  (3) Completen los cursos y mantengan el progreso hacia un objetivo educativo y concluyan un curso de estudio.

(b) Los estudiantes de primer ingreso no exentosen un plazo de tiempo razonable, deberán:
  (1) Identificar un curso de estudio.
  (2) Realizar una evaluación para determinar la colocación en el curso apropiado.
  (3) Completar una orientación que establece la universidad.
  (4) Participar en la consultoría, asesoría u otro servicio de planificación de la educación para desarrollar un plan educativo abreviado.

(c) A los efectos de esta sección, un estudiante de primer ingreso es un estudiante que se inscribe en la universidad por primera vez, salvo los estudiantes que se transfieren de otra institución de educación superior. Para los propósitos de esta sección, la inscripción por primera vez no incluye la inscripción simultánea cuando todavía se asiste a la escuela secundaria. En la medida en que una universidad tenga la capacidad de exigir y proporcionar los servicios indicados en (b)(1) a (4) a otros estudiantes, nada de lo incluido en esta sección impedirá a la universidad hacerlo.

(d) Los estudiantes no exentos que hayan cumplido con los servicios identificados en (b)(1) a (4) estarán obligados a terminar un plan de formación integral (C-SEP) después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer semestre, o bien en un período más corto si lo requiere una política del programa o del distrito.

(e) El incumplimiento de realizar los servicios requeridos que se enumeran en (b) puede resultar en una retención del registro del estudiante o la pérdida de la prioridad de inscripción hasta que los servicios se hayan completado.

RESPONSABILIDADES INSTITUCIONALES

(a) La universidad tomará las medidas necesarias para garantizar que la información sobre las políticas de matriculación sea accesible y está disponible para todos los estudiantes, durante, o antes de, la inscripción (por ejemplo, durante la orientación) y se incluye en los programas de clase, catálogos u otras comunicaciones apropiadas que describen los derechos y las responsabilidades de los estudiantes.

(b) Una vez que el estudiante ha identificado un curso de estudio y completó 15 unidades semestrales de trabajo del curso aplicables al grado académico, la universidad debe proporcionarle la oportunidad de desarrollar un plan educativo (C-SEP) integral en un plazo razonable. Las responsabilidades estudiantiles también deberán determinarse en el plan de educación del estudiante.

(c) La política de la universidad establece que un estudiante no exento tendrá una retención de la matrícula si no cumple con las responsabilidades establecidas en la sección “Derechos y responsabilidades de los estudiantes”.

(d) La universidad hará esfuerzos razonables para evitar la duplicación de la orientación, evaluación, consultoría, asesoría u otros servicios de planificación de la educación y el desarrollo de los planes educativos financiados a través de este subcapítulo o por medio de otros programas.

(e) Se pretende que el área de servicios estudiantiles y de enseñanza de la universidad utilice diferentes fuentes de datos sobre los esfuerzos de planificación de la educación de los estudiantes y cursos identificados de estudio para coordinar la programación de los cursos.

PRIORIDAD DE LA CITA DE INSCRIPCIÓN

incluye la orientación, evaluación, consultoría, planes educativos, grupos de nivel, período de prueba

El propósito de establecer prioridades de inscripción es apoyar a los estudiantes que se esfuerzan por alcanzar sus metas educativas en Cerritos College, proporcionando prioridad de inscripción a grupos de estudiantes (que se enumeran en este documento) con necesidades especiales o que están en condición de estudiantes de reingreso, siempre y cuando el progreso sea satisfactorio.

CRITERIOS Y CONDICIONES PARA LA PRIORIDAD DE INSCRIPCIÓN

A. Prioridad
  1. Los nuevos estudiantes que no se encuentran exentos de otra manera, entre ellos los que son parte de grupos con prioridad de inscripción que establece el estado, deben completar la evaluación, orientación y consultoría con por lo menos un plan educativo abreviado (A-SEP), a fin de recibir prioridad de inscripción.
  2. La primera vez, a partir de la inscripción en el otoño de 2014, los estudiantes que han identificado un curso de estudio, se han evaluado para determinar la colocación apropiada de cursos, completaron un programa de orientación que proporciona la universidad y han participado en la consultoría, asesoría u otro servicio de planificación de la educación que incluye, al menos, un plan educativo abreviado (A-SEP), están obligados a completar un plan educativo integral (C-SEP) después de completar 15 unidades semestrales de los cursos con créditos aplicables al grado académico o antes de finalizar el tercer (3.er) semestre de inscripción, según lo permitan los recursos.
  3. Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para los que ordinariamente serían elegibles si están en cualquier combinación de progreso o probatoria académica para dos semestres consecutivos.

4. Los estudiantes de reingreso, incluidos los de algún grupo con prioridad de inscripción que establece el estado, salvo los jóvenes de crianza actual y anterior que son elegibles, están sujetos a la pérdida de la prioridad de inscripción para la que ordinariamente serían elegibles si han obtenido 100 destrezas no básicas aplicables al grado académico y que no son unidades del programa ESL. Las unidades para asignaturas y programas principales podrán ignorarse en la medida en que superen el número de unidades requeridas para asignaturas y programas que no son principales. Las unidades de crédito por examen, colocación avanzada, Bachillerato Internacional u otros programas similares también pueden estar exentos.

B. Sin perjuicio de lo anterior, las citas de matrícula de los estudiantes de reingreso se establecerán con base en las unidades o el promedio de calificaciones acumuladas en Cerritos College.

C. Los estudiantes que están sujetos a la exclusión de prioridad de inscripción tendrán un indicador de servicio negativo, que aparece como una retención en el Centro estudiantil en MyCerritos, colocado en su cuenta de la matrícula. El efecto será colocar el acceso del estudiante a matricularse al final del ciclo de inscripción en el período conocido como Inscripción Abierta.

D. Los estudiantes excluidos de la prioridad de inscripción deben recibir notificación de las opciones que tienen o qué se les aconseja ejercer. Vea también la sección de este procedimiento titulada "Apelaciones y Excepciones."

Criterios adicionales para la prioridad de inscripción de determinados estudiantes

A. Los estudiantes que de otra manera se especifican en el estatuto.

B. Los estudiantes cuyo programa educativo requiere tiempo fuera del campus o bloques de tiempo asociados con las clases programadas para actividades tales como práctica, reuniones, asesoramiento y tiempo fuera de la escuela, lo que limita la elección de los períodos de clase.

GRUPOS DE ESTUDIANTES CON PRIORIDADES:

Nivel 1: las citas de matrícula para los estudiantes en los grupos del Nivel 1 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas de conformidad con la normativa aplicable.

Personal de las Fuerzas Armadas y veteranos recientes: los estudiantes que son miembros o ex miembros de las Fuerzas Armadas de los Estados Unidos, que son residentes de California, por cualquier plazo académico, dentro de los cuatro años siguientes al cese del servicio activo. (Artículo 66025.8 del Código de Educación)

CalWORKs: estudiantes inscritos formalmente en el Programa CalWORKs. (Artículo 66025.92 del Código de Educación)

EOPS: estudiantes matriculados formalmente en los Programas y Servicios de Oportunidad Ampliada (Extended Opportunity Programs and Services, EOPS). (Artículo 66025.91 del Código de Educación)

Jóvenes de crianza: los estudiantes que se consideran formalmente como jóvenes de crianza actualmente o en el pasado, que son elegibles hasta los 24 años de edad inclusive. (Artículo 66025.9 del Código de Educación)

SAS: estudiantes que por sus discapacidades específicas están inscritos en servicios de accesibilidad estudiantil (Student Accessibility Services, SAS) (Artículo 66025.91 del Código de Educación)

Nivel 2: las citas de matrícula para los estudiantes en los grupos del Nivel 2 se programarán en todo el nivel con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

Estudiantes del Programa de Excelencia Académica (Scholars' Honors Students): los estudiantes que han sido admitidos oficialmente en el Programa de Excelencia Académica cada semestre y en la actualidad se matriculan en los cursos o contratos del Programa de Excelencia Académica (Scholars' Honors Program).

Estudiantes Atletas: los estudiantes que se identifican como elegibles para participar en deportes intercolegiales.

Estudiantes con Requisitos de Inscripción Obligatoria: los estudiantes en cumplimiento de los requisitos del programa que deben mantener la condición de tiempo completo con los requisitos de tiempo de finalización para permanecer en los programas universitarios de Cerritos que están en programas financiados con donaciones con necesidades prioritarias de inscripción.

Estudiantes matriculados: estudiantes que, antes de su primer semestre de inscripción, completaron la admisión, orientación, evaluación y los componentes de asesoramiento de matriculación.

Grupos de prueba, financiamiento u otros grupos especiales para el éxito estudiantil: los estudiantes en grupos identificados por medidas mejoradas o aceleradas para el éxito estudiantil donde se emplean las pruebas, financiamiento y otras medidas especiales a corto plazo.

Nivel 3: las citas de matrícula para los estudiantes en los grupos del Nivel 3 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas, de conformidad con la normativa aplicable.

Estudiantes de reingreso: estudiantes que se inscribieron en el año académico anterior o en el curso de verano. Los estudiantes que no asistan al curso de verano no perderán la continuidad de la condición de estudiante de reingreso. La definición incluye a los estudiantes que no tienen créditos, quienes se matriculan en condición de estudiante con crédito.

Estudiantes que se reinscriben: los estudiantes que han completado al menos una unidad de crédito en Cerritos College y regresan después de un período de no más de un semestre sin contar el curso de verano.

Nivel 4: las citas de matrícula para los estudiantes en los grupos del Nivel 4 se programarán en el orden en que los grupos aparecen en la lista y con base en las unidades que han obtenido y el promedio de calificaciones acumuladas con esos grupos, de conformidad con la normativa aplicable.

Inscripción doble: estudiantes de penúltimo y último año de la escuela secundaria, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

Inscripción doble (grado K-10): estudiantes de primaria y secundaria de la escuela secundaria hasta 10o grado, según lo previsto y limitado en la Política del Consejo 5010 titulada Admisiones e inscripción simultánea y el Procedimiento Administrativo 5011 titulado Admisión e inscripción simultánea de la escuela secundaria y otros jóvenes estudiantes.

LIMITACIONES DE INSCRIPCIÓN

La inscripción en los cursos y programas se puede limitar a los estudiantes que cumplen los requisitos previos y los requisitos conjuntos establecidos. (Consulte la Política del Consejo y el Procedimiento Administrativo 4260 titulado Requisitos previos y requisitos conjuntos)

Limitaciones de inscripción adicionales (incluyen, entre otros):

A. consideraciones de salud y seguridad;
B. carga de trabajo de los profesores;
C. disponibilidad de instructores calificados;
D. limitaciones de financiamiento;
E. planificación regional;
F. requisitos legales;
G. limitaciones de instalaciones, y
H. requisitos de acreditación, reglamentación y política.

Prioridades cuando la inscripción debe limitarse

A. Por orden de llegada u otras técnicas de selección no evaluativas, siempre que se hayan cumplido todos los requisitos previos o los requisitos del curso.
B. En el caso de las competencias intercolegiales, cursos de nivel avanzado o cursos de representación pública, se asignan los lugares disponibles a aquellos estudiantes que se consideren más calificados.
C. Limitar la inscripción a cualquier procedimiento de selección que los estatutos autoricen expresamente.
D. Limitar la inscripción en una o más secciones para los estudiantes inscritos en uno o más cursos, siempre que un porcentaje razonable de todas las secciones del curso no tengan tales restricciones.

Condiciones adicionales pueden ser aplicables al orden de inscripción

Secciones de los cursos financiados por distribución que no es del estado como la educación por contrato para los empleados de una compañía, los programas financiados con donaciones, y ciertas secciones de paga (según lo permite la ley).

PÉRDIDA DE ELEGIBILIDAD PARA RECIBIR LA EXENCIÓN DE CUOTAS DE INSCRIPCIÓN DE LA PROMESA DE BECA DE COLEGIO DE LA CALIFORNIA (CALIFORNIA COLLEGE PROMISE GRANT, CCPG)

Un estudiante ya no será elegible para recibir la Exención de cuotas de inscripción de la Promesa de Beca de Colegio de la California (California College Promise Grant, CCPG) si al estudiante se le pone en un período de prueba académico o de progreso, o en alguna combinación de estos, durante dos períodos académicos primarios consecutivos. La pérdida de elegibilidad entrará en vigencia en la primera oportunidad de inscripción después de que se haya tomado dicha determinación.

El distrito deberá notificar a los estudiantes sobre su asignación en el período de prueba académico o de progreso a más tardar treinta días después del final del período académico que provocó que al estudiante se le pusiera en un período de prueba. La notificación debe indicar claramente que dos períodos académicos primarios consecutivos en período de prueba ocasionarán la pérdida de la Exención de cuotas de inscripción de la CCPG hasta que el estudiante ya no esté en el período de prueba. La notificación también debe informar a los estudiantes acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar la elegibilidad.

El distrito adoptará, exhibirá claramente y divulgará políticas que garanticen que los estudiantes estén informados acerca de los servicios de apoyo para estudiantes disponibles para ayudarlos a conservar y restablecer la elegibilidad para calificar para recibir la Exención de cuotas de inscripción de la CCPG. La divulgación incluye, entre otras, información proporcionada en los catálogos de la universidad y en los programas de clases.

El distrito establecerá procedimientos por escrito mediante los cuales un estudiante pueda apelar la pérdida de la Exención de cuotas de inscripción de la CCPG debido a circunstancias atenuantes, o cuando un estudiante con discapacidad solicite, pero no reciba, una adaptación razonable de manera oportuna. Las circunstancias atenuantes son casos verificados de accidentes, enfermedades u otras circunstancias que podrían incluir cambios documentados en la situación económica del estudiante, o bien, evidencia de que el estudiante no pudo obtener servicios de apoyo esenciales para estudiantes. Las circunstancias atenuantes también incluyen la consideración especial de factores específicos relacionados con el estado del estudiante con respecto a la ayuda para Veteranos, el programa de California de Oportunidades de trabajo y responsabilidad hacia los niños (California Work Opportunity and Responsibility to Kids, CalWORKs), Programa de Oportunidad educativa (Educational Opportunity Program, EOPS) y servicios de accessibilidad estudiantil (Student Accessibility Services, SAS).

Un joven en régimen de acogida familiar no estará sujeto a la pérdida de la Exención de cuotas de inscripción de la CCPG debido a la asignación en un período de prueba académico o de progreso. Esta exclusión para los Jóvenes en régimen de acogida familiar es válida hasta la fecha que se especifica en la sección 66025.9(c) del Código de Educación.

APELACIONES Y EXENCIONES

La intención de estos procedimientos es apoyar y promover el éxito del estudiante, incluyendo la finalización del programa, a través del acceso a los cursos necesarios. Las peticiones de apelación o para la exención de la aplicación de estos procedimientos están sujetas a consideración del Comité de Expedientes y Normas Académicas, o a quien este designe.

A. Los estudiantes pueden apelar la pérdida de la prioridad de inscripción y/o la pérdida de la Exención de cuotas de inscripción de la CCPG debido a circunstancias atenuantes, ciertas condiciones especificadas en el Formulario de Inscripción de Prioridades y/o la Exención de cuotas de inscripción de la CCPG de Apelaciones, o cuando un estudiante con una discapacidad solicitada, pero que no recibió los ajustes razonables en el momento oportuno. Las circunstancias atenuantes verifican los casos de accidentes, enfermedades u otras circunstancias fuera del control del estudiante.

B. Los estudiantes que han demostrado una mejora académica significativa restablecerán el estado la Exención de cuotas de inscripción de la CCPG y/o de prioridad de inscripción que perdieron. Es responsabilidad del estudiante verificar oportunamente los cambios del estado de las inscripciones de prioridad. El mejoramiento académico significativo se define como haber logrado por lo menos el promedio de calificaciones mínimo y las normas de progreso mínimas durante el semestre. El nivel académico mínimo es una calificación promedio mínima de 2.0, una vez que el estudiante haya intentado tomar 12 unidades semestrales; el progreso mínimo convencional es superior al 50% de todas las unidades en las que se inscribió que no reciban “W”, “I”, “NP”, o “NC”, una vez que el estudiante se haya matriculado en un total de al menos 12 unidades semestrales.

C. Los estudiantes pueden solicitar el reintegro de la prioridad de inscripción y/o la Exención de cuotas de inscripción de la CCPG si se cometió un error institucional.

ADMISION

¿Quién puede solicitar admisión?

- Cualquier persona que sea graduada de secundaria o por lo menos de 18 años de edad.
- Estudiantes en su penúltimo año o con una forma aprobada de inscripcion doble (Dual Enrollment).
- Estudiantes internacionales con visas validas F-1 de no inmigrante.

Como solicitar admisión

- Estudiantes que se matriculan por primera vez o que regresan después de una ausencia de uno o más semesters, deben completar una solicitud de admisión tan pronto como sea posible antes de el comienzo de inscripción. (Prueba de residencia podría ser necesaria). La solicitud de admisión se encuentra disponible en el sitio web de Cerritos College, www.cerritos.edu, "Future Students/Apply", "Apply Online".
- Estudiantes internacionales con visa F-1 de estudiante.

  Estudiantes internacionales deben presentar una solicitud internacional de estudiante, reunir los requisitos de admisión específicos, y pagar una cuota de $50 por el cobro de procesamiento.

ORIENTACIÓN

SRT/Colocación y Orientación-Consejería son requerimientos para todos los estudiantes nuevos o nuevos para el colegio. Es recomendable que también los estudiantes que se han transferido de otros colegios completen la orientación.

SRT/Colocación y Orientación-Consejería (AOC)

SRT/Colocación y Orientación-Consejería (AOC, por sus siglas en inglés) se necesita para los estudiantes de primer ingreso, nuevos en la universidad. Aparecerán dos retenciones en la cuenta MyCerritos de estos estudiantes: una retención por evaluación (ASM) y una retención por asesoría de orientación (ORI). *No se permitirá la inscripción en clases hasta que se haya cumplido con este requerimiento.* Los estudiantes a los que no se les solicite que completen los criterios establecidos quedan exentos automáticamente al momento de presentar la solicitud a la Universidad.

Programa de Éxito Prematuro (Early Success Program, ESP)

El Colegio de Cerritos ofrece el Programa de Éxito Prematuro durante el otoño y el semestre de primavera. Éste programa está diseñado para motivar a los estudiantes a completar con anticipación la Evaluación y Orientación-Consejería. Si completan la Evaluación y Orientación-Consejería antes de el plazo indicado, los estudiantes nuevos para el colegio reciben una cita más temprana para inscribirse. Para obtener más información, visite la página web www.cerritos.edu/esp.

Opciones de Orientaciones para Nuevos Estudiantes

En línea

Comience, pare, y vuelva a comenzar en cualquier momento! Vaya a www.cerritos.edu, entre al systema de *MyCerritos*, y elija *Orientation Plus*.

En el plantel

Hay orientaciones disponibles antes de el comienzo de cada semestre, incluyendo de día y de noche. Llame a Oficina de Consejería al (562) 467-5231, ó en línea en el sitio www.cerritos.edu/aoc, para más información.

¿QUE ES “EL PROCESO DE COLOCACIÓN?”

El Colocación es obligatoria para los estudiantes de primer ingreso, nuevos en la universidad. “Colocación” significa el proceso de recopilar información sobre cada estudiante para facilitar su éxito. En Cerritos College el proceso incluyen, pero no se limitan a la recopilación de información relacionada con las técnicas de estudio del estudiante, dominio del inglés o aptitudes de computación. Los orientadores académicos revisarán el expediente académico de la escuela secundaria o universidad, evidencia del título A.A. u otro superior de una institución acreditada, habilidades de aprendizaje, rendimiento académico y uso de servicios especiales.

INFORMACIÓN EN ESPAÑOL

¿DEBO COMPLETAR EL PROCESO DE SRT/ COLOCACIÓN?

A partir de otoño de 2019, todos los estudiantes tendrán la oportunidad de colocarse en cursos de nivelación de inglés y matemáticas. Usando los expedientes de high school o la autocolocación dirigida, los estudiantes nuevos o regulares identificarán los cursos de inglés/inglés como segundo idioma (English as a Second Language, ESL) y matemáticas en los que pueden inscribirse.

Los estudiantes de primer ingreso, nuevos en el college, deben completar el proceso de colocación antes de la inscripción. Invitamos a los estudiantes regulares a quienes se les asignó un curso de matemáticas por debajo de matemáticas 80 o inglés 100 a completar este nuevo proceso de colocación.

Dependiendo de cuándo, dónde o si los estudiantes fueron a high school, completarán la herramienta de autoevaluación (Self-Report Tool, SRT) o la herramienta de colocación dirigida (Guided Placement Tool, GPT) que, en la mayoría de los casos, pondrá a los estudiantes directamente en los cursos de nivelación en las áreas de matemáticas e inglés o ESL. Para completar la SRT o GPT se necesita una identificación con fotografía y el número vigente de estudiante de Cerritos College.

¿Cómo completa la SRT o GPT? Visite el centro de evaluación en MP 206 o en línea en www.cerritos.edu/assessment-center/ para comenzar.

Recomendamos a los estudiantes con historia de educación especial a que busquen orientación para la asignación de más cursos con los consejereros en programas y servicios de accessibilidad estudiantil (Student Accessibility Services, SAS). Visite www.cerritos.edu/sas/ para obtener más información.

EXENCIÓN/EXCEPCIÓN DEL PROGRAMA DE ÉXITO Y APOYO PARA LOS ESTUDIANTES (STUDENT SUCCESS/SUPPORT PROGRAM, SSSP)

Cerritos Community College ofrece Servicios de Éxito y Apoyo para los Estudiantes a todos los estudiantes nuevos antes de inscribirse en las clases. Estos servicios incluyen colocación, orientación y asesoramiento. Los estudiantes de primer ingreso, nuevos en la Universidad deben completar la evaluación y colocación-orientación (SRT/Placement and Orientation-Counseling) obligatoria antes de inscribirse. Los estudiantes que no deben completar con los criterios establecidos están exentos automáticamente al momento de presentar la solicitud de ingreso a la universidad. Los estudiantes que deseen otro tipo de exención deben presentar un formulario de Exención al Programa de Éxito y Apoyo para los Estudiantes (SSSP) y el formulario de excepción a la Oficina de Admisiones y Expedientes. Los formularios de Exención y Excepción de SSSP están disponibles en las Oficinas de Admisiones y Expedientes, Evaluación y Asesoramiento. Si usted tiene necesidades especiales para completar el colocación, orientación o asesoramiento, comuníquese con la Oficina de Evaluación o Programas y Servicios para Estudiantes Discapacitados.

EXENCIONES DE SRT/COLOCACIÓN

Los estudiantes que ya tienen un título de A.A. o superior de una universidad regional acreditada, no deben completar el proceso de colocación , pero deben verificar su título al presentar documentos oficiales ante la Oficina de Admisiones y Expedientes por lo menos 10 días hábiles antes de la fecha de su cita de inscripción. Debe adjuntar un formulario de Acreditación requerida con los documentos para cumplir con todos los requisitos.

EXENCIONES DE EVALUACIÓN/COLOCACIÓN PARA:

Inglés: es posible que los estudiantes que han completado cursos de inglés en otras universidades no tengan que completar la SRT de inglés. Presente pruebas (certificaciones oficiales o no oficiales) y el formulario de Acreditación requerida a un orientador o en Admisiones y expedientes antes de inscribirse.

Matemáticas: es posible que los estudiantes que han completado cursos de Matemáticas en otras universidades no tengan que completar la SRT de matemáticas. Presente pruebas (certificaciones oficiales o no oficiales) y el formulario de Acreditación requerida a un orientador o en Admisiones y expedientes antes de inscribirse. Se recomienda que estos cursos de Matemáticas se hayan completado en los últimos 10 años.

Exámenes avanzados de ubicación: los estudiantes que asisten a cursos de ubicación avanzados en sus escuelas secundarias y que obtengan promedios para aprobar los exámenes de AP pueden obtener créditos universitarios para dichos cursos cuando asistan a Cerritos College. Para obtener más detalles pregunte a un orientador.

Química: lea la sección de prerrequisitos y recomendaciones con cada listado de clases de química. Asegúrese de cumplir con todos los prerrequisitos antes de inscribirse en un curso.

Tenga en cuenta: Las excepciones indicadas son opciones de evaluación para las acreditaciones o ubicación de cursos. Para cumplir con los niveles de destreza requeridos de Lectura, Matemáticas, Inglés para calificar para el título en Artes de nivel intermedio, revise su catálogo o pregunte a un orientador.

UBICACIÓN PARA INGLÉS COMO SEGUNDO IDIOMA

Es posible que los estudiantes que desean tomar cursos de inglés como segundo idioma (ESL) deban someterse a una prueba ACCUPLACER ESL. Al completar la SRT, los estudiantes recibirán una recomendación para tomar la prueba ACCUPLACER ESL cuando sea apropiado. Es posible que los estudiantes aún deban someterse a la prueba ACCUPLACER ESL si consideran que pueden beneficiarse de la instrucción de ESL. Si tiene preguntas relacionadas con el mejor curso de instrucción, reúnase con un orientador.

INFORMACIÓN EN ESPAÑOL

POLÍTICA DE REPETICIÓN DE PRUEBAS

Los estudiantes que han completado la prueba ACCUPLACER y desean repetirla, ahora deben completar la Herramienta de auto evaluación (SRT). Los estudiantes que completaron sus estudios de escuela secundaria en los últimos 10 años recibirán recomendaciones de cursos con base en sus expedientes de la escuela secundaria de Estados Unidos. Con base en el promedio de notas acumuladas y ponderadas de la escuela secundaria de Estados Unidos y en otras preguntas académicas, los estudiantes se pueden ubicar directamente en los cursos de nivel de transferencia en las áreas de Inglés, Lectura, Matemáticas o ESL. Para completar la SRT computarizada necesita una identificación con fotografía y el número vigente de estudiante de Cerritos College. Los estudiantes que completaron sus estudios de la escuela secundaria hace más de 10 años antes de solicitar su ingreso a la universidad, que completaron GED o no terminaron la escuela secundaria o, si es estudiante internacional, deben comunicarse con la Oficina de Evaluaciones para obtener información relacionada con su situación específica.

PROGRAMA DE EVALUACIONES

Hay copias del programa de evaluaciones disponibles en la página web de la Oficina de Evaluaciones de Cerritos College, www.cerritos.edu/assessment-center; en la Oficina de Admisiones y expedientes, Servicios de orientación y carreras o llame al (562) 860-2451, ext. 2599 para ver las fechas y los horarios. Las citas están disponibles durante el período de mayor demanda de pruebas entre julio y agosto. Para ver el programa vigente, consulte la página web ya que el programa está sujeto a cambios.

ADAPTACIONES PARA ESTUDIANTES CON DISCAPACIDADES

Cualquier estudiante con una discapacidad comprobada puede gestionar adaptaciones para la evaluación. Debe tener una solicitud vigente registrada en Cerritos College para recibir las adaptaciones. Las solicitudes de adaptaciones se deben hacer con por lo menos 7 días hábiles de anticipación a servicios de accessibilidad estudiantil (Student Accessibility

Services, SAS). Para obtener más información o programar una cita, llame al (562) 860-2451, ext. 2335; (562) 274-7164 (VP); o visite nuestro sitio web en www.cerritos.edu/sas. La administración alternativa puede incluir lectores, escritores o el uso de tecnología de asistencia.

CONSEJERIA

- Antes de inscribirse, todos los estudiantes nuevos en el college deben completar una orientación para estudiantes de primer ingreso para recibir ayuda del consejero en la elección de los cursos. Vea la sección "Orientation" (orientación) para obtener más información sobre la colocación y la orientación-asesoría. También recomendamos a los estudiantes de reingreso o transferidos que vayan con el consejero.
- Los consejeros tienen citas disponibles en persona o en línea, o en lista de espera/sin cita previa.
- Los estudiantes pueden enviar preguntas generales a un consejero en línea en www.cerritos.edu/counseling.
- Planifique: la orientación con citas programadas y en lista de espera/sin cita previa podría estar limitada durante los períodos de registro con mayor actividad.
- Una vez que empiece el semestre, recomendamos a los estudiantes nuevos, de reingreso y transferidos que hagan una cita para recibir orientación o que asistan a un taller de planificación educativa para hablar sobre sus objetivos educativos y hacer un plan educativo integral del estudiante (Comprehensive Student Educational Plan, C-SEP).
- Recomendamos a los estudiantes regulares que se reúnan con un consejero cada semestre para asegurarse de que su plan educativo refleje de manera precisa su objetivo educativo. Haga una cita o inscríbase para el taller de planificación educativa en la recepción de Counseling (orientación) o llame al (562) 467-5231.
- A los estudiantes que están en período de prueba de su progreso o en período de prueba académica se les limitará la cantidad de unidades que pueden tomar cada semestre con base en su Promedio de Calificaciones (Grade Point Average, GPA) y cursos completados. También se arriesgan a perder su cita de prioridad de inscripción y, a partir de otoño del 2016, es posible que ya no sean elegibles para recibir el beneficio de California College Promise Grant Fee Waiver, CCPGFW, si continúan en período de prueba durante dos semestres consecutivos.

SEGUIMIENTO

Consejería y profesores proporcionan una serie de servicios de seguimiento a los estudiantes. Estos servicios están diseñados para proporcionar infomación con respecto al progreso académico de los estudiantes. Se prestan servicios especiales a estudiantes que están en académico y/o progreso condicional, alumnus en cursos de habilidades básicas, y a los estudiantes que sen encuentran indecisos sobre su meta educativa. Cuando es necesario los estudiantes son referidos a servicios fuera de esta institución.

CLASS OFFERINGS

A DETAILED LIST OF CLASS OFFERINGS IS AVAILABLE ON SCHEDULEPLUS AT HTTPS://SECURE.CERRITOS.EDU/SCHEDULE/.

SCHEDULEPLUS IS UPDATED IN REAL-TIME, SO PLEASE REVISIT THIS LINK FOR UPDATED INFORMATION ABOUT AVAILABLE CLASSES.

Due to the ongoing COVID-19 pandemic, Cerritos College will continue to provide remote instruction for most class offerings during Summer 2021. Online classes will be offered as either "synchronous" or "asychronous":

- **Synchronous online**- Students will be expected to log in to a synchronous class at a specified day/time such as MW 8-9:15am. In the schedule of classes, synchronous classes are identified as **REMOTE**.
- **Asynchronous online** - Students are permitted to log in to the class whenever they are available to complete coursework. In the schedule of classes, asynchronous classes are identified as **ONLINE**.

Students will need to log in for the first time during the first week of class (and before the initial drop deadline if it occurs during the first week) to avoid being dropped (visit www.cerritos.edu/admissions-and-records/catalogue-schedule/addDropDates.htm for the Admissions and Records add/drop dates). Students must also complete all assignments by the deadlines established by the class instructor.

All students who register for an online class should log in to the Canvas course management site for additional information about class meetings and course requirements. For classes that will not be delivered via Canvas, the instructor will contact students directly regarding how to access the class.

NOTE: Please be advised that instructors may have different requirements related to the use of technology and specific software in their classes. In some classes, students may be required to use a computer/laptop/other device with a reliable webcam and microphone, or a device that will support proctoring software which records webcam and/or screen activity during quizzes and exams. Other classes may require the use of software to track and/or control the import and export of content from various applications to ensure academic integrity during quizzes/exam.

If you have any questions, it is recommended that you reach out to the class instructor prior to enrollment to clarify specific requirements so that you can enroll in a class that is best suited to your needs or preferences. You can access an instructor's email address by clicking on his/her name in Schedule+.

ADULT EDUCATION AND DIVERSITY PROGRAMS

The Adult Education Division offers educational courses in which students gain the necessary skills to move into mainstream college programs, complete noncredit certificate programs, and/or advance in the workforce. The division offers quality programs that blend education with workplace skills for a well-rounded student experience.

The division offers classes in the following areas:

- Citizenship
- English as a Second Language (Basic to Advanced Levels, including Conversation ESL)
- Vocational English as a Second Language
- College English Skills
- Preparatory Mathematics
- College Writing Support
- Older Wiser Learner (Formerly Emeritus College)
- Career Skills
- Occupational Training
- General Education Development (GED English and Spanish)
- Literacy Skills for General Education Development
- Supplemental General Education Development (Literacy Skills)
- Pre-Algebra Skills
- Math Support: Statistics
- Math Support: College Algebra
- Apprenticeship Programs (Firesprinklers, Field Ironworkers,
  Painters)
- Plaza Communitaria (Spanish Literacy)
- Foster Kinship Care Program (Training for Foster Youth Caregivers)
- Introduction to Entrepreneurship
- Solar Energy
- Basic Electricity
- OSHA10

For additional information about the Adult Education Division or any of its class offerings, please visit the division webpage at https://www.cerritos.edu/aed/.

BUSINESS EDUCATION

The mission of the Cerritos College Business Division is to provide accessible, quality learning opportunities in the practices, tools, and technologies of business as well as instruction in specialized fields of enterprise. The faculty maintain strong ties with business and industry to ensure that professional knowledge is up-to-date and that courses are relevant and reflect the "real world" of business.

The division offers courses in the following academic departments/programs:

- Accounting
- Business Administration
- Business Communications Office Technology
- Education
- Educational Technology
- Finance
- Law and Paralegal

For additional information about the Business Division or any of its program offerings, please visit the division webpage at https://www.cerritos.edu/business-education/.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

COUNSELINGS

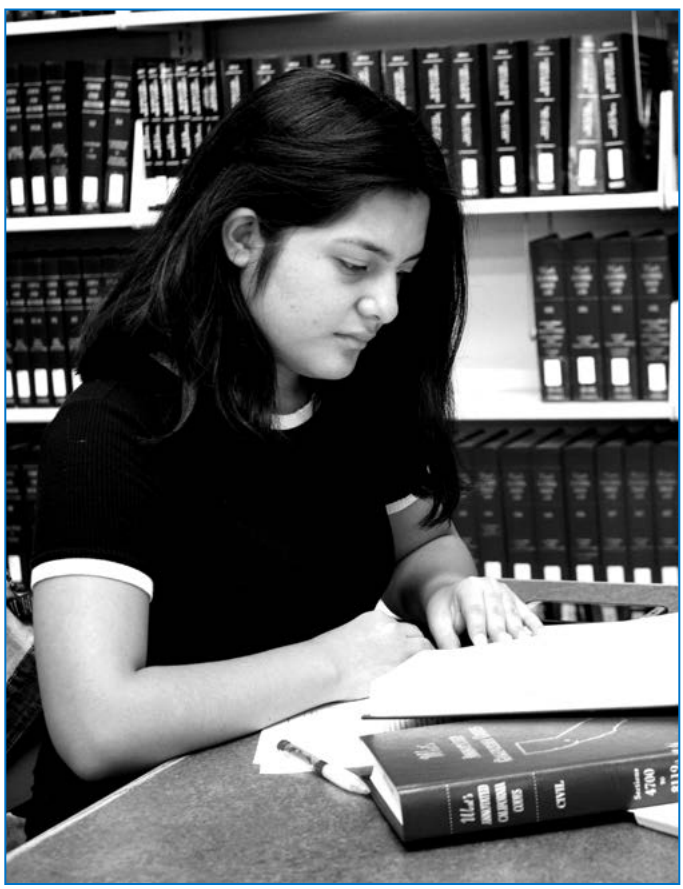
The Counseling Department offers several Counseling classes to help students achieve success in school and in life. These courses are taught by Counseling faculty, and most are transferable to the California State University system.

The department offers courses addressing the following topics:

- Career Planning
- Orientation to College
- Educational Planning
- Navigating the Transfer Process
- Dynamics of Leadership
- Success in College and Career

For additional information about Counseling Department course offerings, please visit the department webpage at https://www.cerritos.edu/counseling/counseling-courses.htm.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*



EDUCATIONAL PARTNERSHIPS AND PROGRAMS

The Office of Educational Partnerships and Programs oversees the following programs at Cerritos College:

- Teacher TRAC (www.cerritos.edu/teachertrac)
- Learning Communities & First Year Experience Program (FYE) (www.cerritos.edu/lc)
- Cerritos Complete Promise Program (www.cerritos.edu/cerritos-complete)
- Dual Enrollment (www.cerritos.edu/epp/Dual_Enrollment.htm)
- President's Scholars Academy (www.cerritos.edu/epp/President_Scholars_Academy.htm)
- K-12th Grade Articulation (www.cerritos.edu/epp/articulation_agreements.htm)

For additional information about Educational Partnerships and Programs, please visit the division webpage at https://www.cerritos.edu/epp/.

FINE ARTS AND COMMUNICATIONS

Enrolling in one of the Fine Arts and Communications Division's programs marks the beginning of a life-long journey to understand the world through creative thought and expression. Completing an education in the arts and communication disciplines strengthens your judgment and elevates your knowledge of humanity, preparing you for the tests and opportunities that life inevitably brings.

The division offers courses in the following academic departments/programs:

- Art and Design
- Art History
- Mass Communications/Journalism
- Music
- Photography
- Theatre and Film
- Visual/Cultural Studies

For additional information about the Fine Arts and Communications Division or any of its program offerings, please visit the division webpage at https://www.cerritos.edu/fac/.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

HEALTH OCCUPATIONS

The mission of the Health Occupations Division is to provide opportunities for the student to reach his/her greatest potential in the career technical educational arena. It is the goal of the Health Occupations division to design and implement individual programs that encourage active student learning and assist the student in achieving a sense of dignity, value, and personal worth in our diverse community and in the world of employment.

The division offers courses in the following academic departments/programs:

- Child Development
- Culinary Arts
- Dental Assisting *
- Dental Hygiene *
- Medical Assisting
- Nursing *
- Pharmacy Technology
- Physical Therapy Assistant *
- Speech-Language Pathology Assistant *

For additional information about the Health Occupations Division or any of its program offerings, please visit the division webpage at https://www.cerritos.edu/health-occupations/.

NOTE: Programs requiring an admission process are identified with an asterisk. *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

HUMANITIES AND SOCIAL SCIENCES

The Humanities and Social Sciences Division offers a wide range of transfer and vocational programs. Division faculty maintain strong ties with professionals in various fields to ensure that course content and instructional practices are up-to-date and relevant for today's students.

The division offers courses in the following academic departments/programs:

- Administration of Justice
- Anthropology
- Africana Studies
- History
- Interdisciplinary Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Women's and Gender Studies

For additional information about the Humanities and Social Sciences Division or any of its program offerings, please visit the division webpage at www.cerritos.edu/hss/default.htm.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

KINESIOLOGY

The Kinesiology Division is designed to give students the knowledge necessary to develop lifestyles that will lengthen and enhance the quality of their lives, as well as develop abilities and skills to enrich their current and future way of life. Our certificate programs in Dance, Fitness Trainer, Fitness Specialist, Athletic Injury Management, and Athletic Trainer Aide are well established. Our Kinesiology AAT Degree fast tracks our students into Kinesiology major programs at California State Universities, and we are currently offering an AA Degree in Health Education.

The division offers courses in the following academic departments/programs:

- Adaptive Physical Education
- Athletics
- Dance
- Kinesiology/Fitness
- Health Education
- Physical Education

For information about the intercollegiate athletic department (which includes 19 sports offered to the Cerritos College student body), please visit the Athletics website at www.cerritosfalcons.com.

For additional information about the Kinesiology Division or any of its program offerings, please visit the division webpage at www.cerritos.edu/kinesiology/.

LIBERAL ARTS

The Liberal Arts Division mission ignites student curiosity and imagination by empowering students to know themselves and by fostering communication and critical thinking necessary for academic, personal, and professional success. The faculty in Liberal Arts strive to provide both a curriculum and a teaching environment which foster student growth in use and understanding of language, in critical thinking, and in oral and written communication skills.

The division offers courses in the following academic departments/programs:

- English and Literature
- English as a Second Language
- Modern Languages: Chinese, French, German, Japanese, Spanish, American Sign Language
- Reading
- Communication Studies

For additional information about the Liberal Arts Division or any of its program offerings, please visit the division webpage at www.cerritos.edu/liberal-arts/.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

SCIENCE, ENGINEERING, AND MATHEMATICS

We are excited to have you join us in investigating and understanding the world in which we live. The Science, Engineering, and Mathematics Division offers rigorous programs that prepare you to seamlessly transfer into a four-year course of study or to successfully start a career in the workforce. The faculty and staff are committed to providing instruction at the highest standards by using the latest technology in our state-of-the art laboratories and learning spaces. Most of all, we strive to offer you — our students — a positive and effective learning environment. Please take this opportunity to explore our many areas of study.

The division offers courses in the following academic departments/programs:

- Astronomy
- Biology
- Chemistry
- Computer and Information Sciences
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics

For additional information about Science, Engineering, and Mathematics Division or any of its program offerings, please visit the division webpage at www.cerritos.edu/sem/.

NOTE: *A course materials fee is collected for some classes offered at the college. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

TECHNOLOGY

The Technology Division's mission is to provide a wide range of career and technical education options to help students pursue an occupational goal. Training for a career, retraining for advancement within a career, transfer, or lifelong learning are all part of the Technology Division's master plan. Please read about "technical standards" for programs within the division at www.cerritos.edu/technology/standards.htm.

The division offers courses in the following academic departments/programs:

- Architecture
- Automotive Collision Repair
- Automotive Mechanical Repair
- Cosmetology
- Engineering Technology
- Engineering Design Technology
- Engineering Technology
- Machine Tool Technology
- New Product Development
- Plastics and Composites
- Welding
- Woodworking Manufacturing

For additional information about the Technology Division or any of its program offerings, please visit the division webpage at www.cerritos.edu/technology/default.htm.

NOTE: *An instructional materials fee is collected for some classes and programs (e.g., Cosmetology) offered within the division. Specific information is available on Schedule Plus at https://secure.cerritos.edu/schedule/.*

ENROLLMENT INSTRUCTIONS

MYCERRITOS ENROLLMENT DATES

April 14 - May 23, 2021

Monday - Saturday	**2:00 am - midnight**
Sunday	**8:00 am - midnight**

*Enrollment in late start classes continue through the day of the week prior to the start date.

ENROLLMENT APPOINTMENTS

- All eligible continuing students have the opportunity to enroll for classes on or after their scheduled appointment date and time. Refer also to the "Student Success and Support Program" section on page 4 for information on enrollment priority, loss of priority, and appeal information.
- Appointment information can be reviewed in your **"Student Center"**.
- To get to the **Student Center,** please log into the Cerritos College web page at www.cerritos.edu.
- Select **"MyCerritos"** and log on by entering your User ID (your 7-digit student ID number). If your student ID number is 6 digits, please add a zero to the front of the numbers.
- Enter your password, which is your 6-digit date of birth (mmddyy) **unless** you have changed it. Please note that Cerritos College does not have access to passwords that have been changed.
- Once you have logged into **MyCerritos**, select **Student Center**.
- Your scheduled appointment date and time will appear in the yellow box under **"Enrollment Dates"** to the right of the page.

WHO MAY ENROLL USING MYCERRITOS

All continuing students (students who attended Spring 2021), new, returning, and transfer students who have met Student Success and Support Program requirements.

Exceptions:

- First-time students who have an Assessment/ SRT (ASM) or Orientation (ORI) hold.
- Students who have a Dismissal (DIS) hold.
- Students who have a "PRB" and/or "100+" hold due to second semester probation or more than 100 units.
- Students who have a Loss of CCPG Fee Waiver (LBW) hold.
- Students with enrollment holds (NSF checks, library and athletic obligations, administrative holds, etc.)

Information regarding probation and 100+ unit holds may be found on page 4 under "Priority Enrollment Criteria and Conditions".

RECOMMENDATIONS BEFORE ENROLLMENT

Academic Advisement:
Students who need advisement assistance are encouraged to see a counselor prior to their MyCerritos enrollment appointment date.

Clear Holds:
All enrollment holds must be cleared prior to your enrollment date.

CalWORKs, EOPS, Foster Youth, SAS, and Student Veterans:
Students should first contact a counselor or specialist in their program for enrollment assistance.

PLAN YOUR CLASS SCHEDULE

- **Check student data on enrollment appointment**. If there are corrections, please contact the Admissions and Records Office, in person, as soon as possible. Address, phone number, and email corrections can be made by using **MyCerritos, Student Center**.
- **Check "Holds" and "To Do List" prior to enrolling on MyCerritos, Student Center.**
- **List classes in priority order; 18 units maximum per semester.**
- **List alternative classes** in case your class choices are not available. Pick alternatives with the same time offerings.
- **Verify your placement scores and completion of prerequisites.** Identify required **LABS** and possible **CLASS TIME CONFLICTS**.
- **Students can make PROGRAM CHANGES (class adds and drops) by MyCerritos after initial enrollment.**

WAIT LIST NOTES

- **Cerritos College uses an "auto-enroll" process from wait list to roster. You are responsible for all drops.** If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees. For more information on wait lists, see "Wait List" on page 22.
- **Prerequisites ARE CHECKED WHEN YOU ARE PLACED ON A WAIT LIST**. They are also checked at enrollment. YOU MAY LOSE A SEAT if prerequisites are not met when the instructor adds you to a class, or "auto-enroll" is activated. "Auto-enroll" will automatically enroll students from the wait list to the official roster when space becomes available.
- **If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time), you will lose a seat when "auto-enroll" tries to move you from the wait list to the official roster due to "Multiple Enrollment".**

ENROLLMENT INSTRUCTIONS

TO ENROLL

Verify your appointment date and time. If you log on to **MyCerritos before** your appointment date and time, the system will not allow you to enroll. However, you may log on anytime on or after your scheduled appointment date and time during published enrollment hours.

- Go to **MyCerritos** (http://my.cerritos.edu) or the Cerritos College home page and select **MyCerritos**.
- Enter your User ID (7-digit student ID number) and Password (6-digit date of birth).
- Select "**Student Center**".
- Select "**Enroll**".
- Verify Term (Summer 2021).
- Enter Class Number and select "**Next**".
- Verify class information and availability, and select "**Next**". If your class is closed you may wish to be added to a wait list, if available. Check the "**Wait List**" box and select "**Next**".
- Your class is now in your "**Shopping Cart**". You may enter another class number or, if done, select "**Proceed to Step 2 of 3**".
- Confirm your class(es) and select "**Finish Enrolling**".
- Verify your status as "**Success**".
- To pay for your class(es), select "**Make a Payment**" and follow the directions for credit card payments.

PLEASE NOTE: Students wishing to take a short-term class that is a prerequisite to the subsequent short-term class may enroll **IN PERSON** for class.

Example:

1st 9 weeks	*English 72*
2nd 9 weeks	*English 100*

The student may enroll in English 72 on their scheduled appointment date via MyCerritos AND THEN enroll in English 100, on or after their scheduled appointment date, by contacting the Admissions and Records Office at admissions-info@cerritos.edu.

PAYING YOUR FEES

IMPORTANT: Students are required to pay all fees at the time of enrollment. Payment plans are not available. Each enrollment in a class, or add to a wait list for a class, results in a fee amount due. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. The amounts due will appear on the student account. **PAY CLOSE ATTENTION TO ALL DEBTS LISTED FOR EACH TRANSACTION**. The California College Promise Grant (CCPG) waives students' course enrollment fees; **however, all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment.** (See FEES on page 23 for waiver information.)

Enrollment Period	Payment Schedule	Failure to Pay on Time
April 14 - May 23, 2021	**Online: Monday – Saturday, 2 am – midnight** **Sunday, 8 am – midnight**	**May result in a drop from classes and/or wait lists**
Sunday, May 24, 2021	**Online: No later than 11 pm**	**May result in a drop from classes and/or wait lists**
May 24, 2021 – Instructor Add Period	**Midnight of the following day**	**HOLD on all student accounts and records**

ON THE WEB VIA MYCERRITOS (HTTP://MY.CERRITOS.EDU):

- After logging in, select "Student Center" on the MyCerritos home page.
- Under "Finances", select "Make a Payment".
- Fees must be paid by credit card (MasterCard, VISA, Discover or American Express).

BY MAIL:

- MyCerritos will indicate your total fees and the date your payment is due.
- Enclose a money order or cashier's check, or complete the credit card information on your registration payment coupon. **Cerritos College does not accept personal checks**. Please make your payment in the exact amount due and print your Student I.D. number in the "memo" portion of your money order or cashier's check.
- Send your payment to: Admissions and Records, Cerritos College, 11110 Alondra Boulevard, Norwalk, CA 90650

If you require further assistance, contact the Admissions and Records Office at (562) 860-2451, extension 2211, 8 am–6 pm, Monday through Thursday; 8 am–4 pm, Friday.

WAIT LIST

As you enroll in classes, you may find that some are "closed." This means that these classes have reached maximum enrollment. In this event you may choose to add your name to the wait list. The number of additions to wait lists is limited to 10 units. Please follow the instructions in **MyCerritos, Student Center**.

Cerritos College has implemented a "paid" wait list. What this means is that once you have added your name to the wait list, you must pay all applicable fees for that class. Additionally, "auto-enroll" will be in operation. Auto-enroll will automatically enroll students from the wait list to the official roster when space becomes available. Auto-enroll from a wait list will not occur if:

1. Student has a hold (service indicator) on their account. Please check in **MyCerritos, Student Center, under Holds and To Do List**.
2. The class prerequisite has not been met.
3. Illegal course repetition has occurred (See the Admissions and Records web page for Academic Records and Standards petition).
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If you are enrolled in a class AND are on a wait list for the same course (i.e., enrolled in SOC 101 and #1 on the wait list for SOC 101 at another time) you will lose a seat when "auto-enroll" tries to move you from the wait list to the official roster due to "Multiple Enrollment".

Auto-enrollment will continue through the Friday before classes begin. View your enrollment status on **MyCerritos** (http://my.cerritos.edu). Failure to attend class **IS NOT** an automatic drop or refund. If you do not want your wait-listed classes, please drop to avoid a substandard grade and forfeiture of enrollment fees.

Prompt attendance on the first day is recommended for all wait- listed students. Failure to attend will jeopardize your enrollment status.

Become a **Leader**

★★★★★★★★★★★★★★★★★★★★

- Join Student Government -

www.cerritos.edu/activities

FEES/REFUND INFORMATION AND PROCEDURES

FEES

1. ***Enrollment Fee:** $46 per unit.
2. **Non-Resident Tuition:** Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed $310 per unit ($272 per unit non-resident tuition and a $38 per unit capital outlay fee) in addition to the $46 per unit enrollment fee above.
3. **Student Activity Fee:** $10 per semester; $4 for summer session. This fee is automatically charged and is due and payable at enrollment, but may be waived subsequently by the student. Fee purpose and waiver information is available online at both the Admissions and Records' and the Office of Student Affairs' websites.
4. **Student Representation Fee**: $2 per semester; $2 for summer session. Fee purpose is available on the Student Activities website. This fee may be waived in advance by completing the form on the Admissions & Records website.
5. **Student Health Fee:** $19 per semester; $16 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
6. **Parking:** On-campus student parking for vehicles will be free. There will be no cost for student parking during the Summer semester 2021, between the hours of 6 am and 10 pm. Students parking in white student stalls will not require a parking permit. All other parking violations will be strictly enforced (i.e. students parking in staff stalls, handicapped, and fire zone violations).
7. **Lab/Materials Fees:** As listed with courses in this class schedule. Please note that failure to pay these fees may result in withdrawal from courses for lack of payment.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees, tuition, and applicable lab/materials fees. Students who do not pay fees and drop classes after the refund date are still responsible for all fees. **California College Promise Grant Fee Waiver (CCPGFW) waives students' course enrollment fees; however, all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment.** Payments for the parking, student activity, and student health fees may be subject to additional considerations.

The Student Activities Fee and Student Representation Fee are subject to student waiver. Information is available from the Office of Student Affairs located in the Student Activities Office. The Waiver Request forms are available online at the Admissions and Records web page. Revenue from the collection of these fees may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student's spiritual leader that the student relies on prayer for healing.

**Subject to legislative change.*

RESIDENT REQUIREMENTS

To be considered a California resident for purposes of admission to Cerritos College, a student is required to have resided in the state of California for at least one year and one day prior to the start of the semester for which the student is enrolling and present intent for one year and one day prior to the start of the semester for which the student is enrolling.

REFUND POLICIES AND PROCEDURES

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment. Session dates and deadlines are available for viewing online.

A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed.

To request a refund, a student must contact the Admissions and Records Office and submit a Refund Request Form. The Refund Request Form is also available online and can be emailed to the Admissions and Records Office. Approved refunds will be emailed in approximately four to six weeks. Be sure your current mailing address is on file with the college.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you later drop any or all of your classes within the required refund period, we will NOT credit your credit card account. All refund checks are made payable to the student.

Refunds are made pursuant to Title 5, Section 58501 or 58501.1.

FEES/REFUND INFORMATION AND PROCEDURES

CREDITS/REFUNDS

Credits

Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fee will be credited if the official drop has occurred within the appropriate deadline* for session or semester. This is in accordance with the Refund of Enrollment Fee Regulation, Title 5, 58508.

Student Health, Student Activity[1]**, Student Representation, and Parking Fees**[2] will be credited only if all classes within the semester have been officially dropped within the appropriate deadline* for the semester.

** Deadlines for fee credit are defined as the first two weeks of full semester length classes, or 10% of class meetings for shorter than semester-length classes.*

1 *Student Activity sticker for the semester must be surrendered at the time of refund request. No refund will be given if sticker is marked or used.*

2 *Parking Permit for the semester must be surrendered at the time of refund request.*

REFUNDS

A Refund Request Form must be completed to receive credit funds on the account. The Refund Request Form is available online on the Admissions web page under "FORMS" or in the Admissions and Records Office.

Time limit on requesting a refund: **A one-year limitation** exists on the credit. Students must apply for the refund between the beginning of the semester in which the credit was issued and the last day of the semester one year later.

MYCERRITOS ACCEPTS PAYMENT BY MASTERCARD, VISA, DISCOVER OR AMERICAN EXPRESS CREDIT CARD. This method of payment is encouraged for immediate confirmation of your enrollment.

REPETITION OF COURSES

At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. All courses have repetition limitations. Cerritos College offers some courses that have designated repeatability. Please review the catalog for maximum repeat units available.

Students may repeat a course in which a substandard grade (D, F, NP, FW) or "W" in any combination has been received one time. Students receiving any combination of substandard grades may petition the Academic Records and Standards Committee for an exception to the two attempts rule. All petitions are subject to approval or denial. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages, but shall not be deleted from the student's permanent record. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate annotation. Annotating the permanent academic record shall be done in a manner so that all work remains legible, insuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition to, and approval by, the Academic Records and Standards Committee.

Examples of Exceptions for Consideration of Course Repetition Limitations

An Academic Records and Standards petition must be filed for official consideration of course repetition. All petitions are subject to approval or denial. Contact the Admissions and Records Office for specific directions.

1. Student received an "MW" (Military Withdrawal), or student received an "EW" (Extenuating Withdrawal).
2. Student's previous grades are a result of documented extenuating circumstances beyond his/her control.
3. Cooperative work experience courses, subject to stated maximums, as provided in the College Administrative Procedures.
4. Certain activity or skill building courses, subject to stated maximums, as provided in College Administrative Procedures.
5. Certain classes for students with disabilities, subject to stated qualifications, as provided in College Administrative Procedures.
6. Repetition necessary for legally mandated training. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
7. After a significant lapse of time, a student may repeat a course in which a grade of "C" or better was received if the course is required by the district as a properly established recency prerequisite or another institution of higher education, to which the student is seeking to transfer, requires the student to have taken the course more recently than the student's last enrollment (Title 5, Sections 55040(b)(3), 55053).

PASS/NO PASS CLASSES

Classes offered on a non-optional pass/no pass basis only will be indicated on a student's permanent record as a "P" grade (with unit credit) or "NP" grade (no units earned). This will not affect the student's grade point average. Optional pass/no pass courses are designed to encourage students to explore courses in areas they feel they may have an interest. See page 29 for guidelines and a list of approved courses in each department.

OPEN ENTRY/OPEN EXIT CLASSES

All students should meet with the instructor as soon as possible after the start of the session to inquire about enrollment (unless otherwise noted). A student may enter these classes at any time during the session prior to the specific cut-off date for the individual classes. The courses may be completed within the session in whatever time is necessary for the student to finish the course requirements.

DIRECTED STUDIES

Any student interested in pursuing independent projects on an individual basis for one or two units should contact a faculty member to determine if he/she is available to sponsor a directed studies project. Students may enroll in these classes only through the second week and with the authorization to enroll in Directed Studies Form, which must be signed by both the instructional dean and the faculty member conducting the Directed Studies.

WORK EXPERIENCE

Students may register for Cooperative Work Experience only through the second week of classes. Only a reduction of hours may be made after the first week.

PREREQUISITES, COREQUISITES, RECOMMENDATIONS AND PREREQUISITE CHALLENGE PROCEDURE

Please see "Prerequisites" in the Cerritos College Catalog.

DEFINITION OF A CLASS HOUR

A "class hour" is the basic unit of scheduled attendance and/or examination and is defined as a period not less than 50 minutes. A "clock hour" is a 60-minute time frame which

is composed of one 50-minute class hour and a 10-minute segment referred to as a "passing period" or "break". Classes scheduled for more than an hour follow formulas to stay within this definition. For example, a class scheduled from 8:00 to 8:50 has already incorporated the passing period and students must be in attendance for the full 50 minutes. Cerritos College has scheduled classes to account for the passing period and there is no need to leave 10 minutes early. Classes that meet for multiple hours may assign a 10-minute break between hours, but not in the last hour of attendance. Cerritos College follows these time patterns.

WITHDRAWALS [TITLE V, SECTION 58004 (C) (3)]

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student's responsibility to participate fully in class (es), once enrollment is complete. However, should it become necessary to withdraw from class, it is the student's responsibility to drop in person in the Admissions and Records Office or through MyCerritos.

THE ULTIMATE RESPONSIBILTY OF WITHDRAWAL FALLS TO THE STUDENT.

How to officially withdraw after enrollment ends:

Complete an Add/Drop card (available in the Admissions and Records Office) or for a faster response, use MyCerritos (http://my.cerritos.edu). Retain an updated printout for your records.

ALL WITHDRAWALS MUST BE COMPLETED BY THE LISTED DEADLINES. FAILURE TO OFFICIALLY WITHDRAW FROM CLASS(ES) MAY RESULT IN AN "F/FW" GRADE FOR EACH CLASS. See the "Session Dates and Deadlines" now available online at: www.cerritos.edu/admissions-and-records/catalogue-schedule/addDropDates.htm.

WITHDRAWALS RESULTING IN PROGRESS PROBATION AND/OR GRADES RESULTING IN ACADEMIC PROBATION FOR TWO CONSECUTIVE TERMS CAUSE LOSS OF ENROLLMENT PRIORITY, WITH CERTAIN EXCEPTIONS, AND ARE SUBJECT TO APPEAL.

PROBATION

A. Academic Probation

Students who have attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.

B. Progress Probation

Students who have enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units at Cerritos College which the students have attempted and for which entries of "W," "I," and "NP" are recorded reaches or exceeds 50 percent.

Probation is entered on the student's permanent records and transcripts of record. Students placed on academic or progress probation will be notified by email at the email address listed on the official college record.

Probation Clearance:

A. Academic Probation Clearance

Students may clear academic probation by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Probation status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.

B. Progress Probation Clearance

Students may clear progress probation by decreasing the percentage of "W," "I," or "NP" entries to less than 50 percent of all units in which the students have attempted.

Appeals:

Appeals of the loss of enrollment priority must be submitted on the Enrollment Priority Appeals Petition available on the Admissions and Records website. Automatic clearance is provided to students who achieve Significant Academic Improvement as defined in regulations.

STANDARDS FOR DISMISSAL

A. Academic Dismissal

Students are subject to academic dismissal when their GPA is less than 2.0 in 12 units or more for two consecutive semesters on academic probation. Students subject to academic dismissal shall be placed on continued probation when their latest semester's GPA is 2.0 or higher.

B. Progress Dismissal

Students who have been placed on progress probation shall be subject to dismissal if the percentage of units in which the students have been enrolled and for which entries of "W", "I", or "NP" are recorded in at least two (2) consecutive semesters reaches or exceeds 50 percent. Students subject to progress dismissal shall be placed on continued probation when no "W", "I", or "NP" entries are recorded for their latest semester.

Students are notified they have been placed on probation shortly after the beginning of the subsequent semester. Dismissal notices are issued before the start of the fall semester. Dismissed students may attend summer session to improve academic deficiencies.

REINSTATEMENT AFTER DISMISSAL

A. Academic Reinstatement

Students may re-enter the semester following academic dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the accumulated GPA is 2.0 or higher.

B. Progress Reinstatement

Students may re-enter the semester following progress dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the percentage of "W","I", or "NP" entries is less than 50 percent of all units in which the students have enrolled.

Petitions must be filed prior to the deadline indicated on the readmission petition.

ADD/DROP PROCEDURES

If you wish to change your class schedule, please follow the steps below:

- Classes may be added via **MyCerritos, Student Center** (http://my.cerritos.edu)**.**

  To add a closed class, go to class on the first day and time that it meets; be on time. Respectfully request of the instructor(s) to be added to the class(es). If the instructor approves, an electronic enrollment will be submitted on your behalf to the Admissions and Records Office. Note that prerequisites, holds/service indicators (SI), conflicts, and illegal course repetition will be checked. Refer to the Fee Payment Schedule on page 16 for payment deadlines. Check your student account via **MyCerritos, Student Center** (http://my.cerritos.edu) or in the **Admissions and Records Office.** All enrollments must be completed by the listed add deadlines.

- Classes may be dropped via **MyCerritos, Student Center** (http://my.cerritos.edu). Be mindful of deadline dates for refunds and posting of "W's" to transcripts.

LEVEL/SECTION CHANGES

Level/section changes must be processed by the Admissions and Records office. Program changes which involve level changes in skill and performance classes may be made by the add deadline. Students may also make level changes in Work Experience classes by the add deadline, but only a reduction of hours may be made after the add deadline.

Section changes may not be made between terms or semesters. A student may not drop a first 6/8-week course and then enroll in a second 6/8-week course by executing a section change. The student is required to officially drop the first 6/8-week class and then pay the appropriate fees to be enrolled in the second 6/8-week class. The money will not transfer from one term to another if the drop is processed outside of the refund date.

WHAT CERRITOS COLLEGE OFFERS

- Freshman and sophomore level course work transferable to four-year colleges and universities.
- Vocational/Technical courses designed to prepare for immediate employment.
- General education course work designed for academic, cultural, and educational enrichment.

DEADLINES

Throughout the enrollment process (including class petitioning), certain deadlines are necessary in order to comply with state attendance laws and must be followed by all students. Failure to comply with these guidelines may mean that the student will not be enrolled and will not receive credit for, or be allowed to, attend classes. Stated deadlines are not adjusted due to late enrollment.

RETURNED CHECK POLICY

Personal checks are not accepted for payment of tuition, fees, and other costs. If a check is accepted for another purpose, a $25 fee will be charged on all returned and stop-payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under state law, including California Civil Code 1719, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for at least $100 or three times the amount of the check, plus additional costs.

FAILURE TO PAY FINANCIAL OBLIGATIONS

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas or enrollment privileges, or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met (California Code of Regulations, Title 5, Section 59410).

AUDITING OF COURSES

Auditing courses is permitted at Cerritos College. An auditor is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending signed permission, for any student who wishes to attend a course for information, review purposes, or skill building. Students wishing to audit should be aware that audited courses will NOT appear on the official transcript.

1. Students may not audit a course unless he/she has **exhausted all possibilities to take the course for credit**.
2. If criteria is met, permission to audit a course is granted at the discretion of the instructor. Signature of both the instructor and division dean are required.
3. With the instructor's and division dean's signed permission, a student may submit the audit form to the Admissions and Records Office anytime during the semester after the first class meeting.
4. An auditor may be allowed to elect credit in lieu of audit **prior** to the end of the **5th week** of school for a semester length course or **prior** to 30% of a course for a short-term course, **with the instructor's written permission**. No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.
5. A credit student may be allowed to elect audit status in lieu of credit **prior** to end of the **5th week** of school for a semester length course or **prior** to 30% of a course for a short-term course, **with the instructor's written permission.** No refund of credit fees will be available after the refund deadline and all audit fees must be paid in full at the time of audit election.
6. Credit students have priority over auditing students. If a course closes after an auditor has been admitted, the auditor may be asked to withdraw to make room for a credit student. Instructor discretion is strongly recommended.

7. The fee to audit a class is **$15** per unit (in addition to the student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The **$15** per unit audit fee will automatically be charged if the student drops below 10 units.

For additional information regarding auditing, students may make inquiries at the Counseling Office, Office of Academic Affairs, division office, or the Admissions and Records Office. Audit forms may be obtained on the Admissions and Records Office website.

CREDIT BY EXAM CLASSES

Occasionally a student may feel that he/she can earn credit for a certain course by taking a special examination. The student may have gained proficiency through work experience, travel, or independent study. In these cases, a student may petition to receive unit credit by taking an exam prepared by the department. For more information, contact your counselor.

Credit by Examination will not be offered this semester by the Modern Languages Department.

The following courses have been designated by the divisions as those which may be taken for credit by examination:

BUSINESS, HUMANITIES, & SOCIAL SCIENCES

Accounting 100
Administration of Justice (all courses except for AJ 71, 91, 107, 173, 220)
Business Administration 106, 107, 114, 115, 118, 120, 132, 156
Business Communications Office Technology 131

FINE ARTS & COMMUNICATIONS

Art 120
Music 100, 101, 102, 103, 104, 104B, 105, 106, 110, 112, 120
Photography 160
Theatre 101, 102, 103, 110, 150, 151

HEALTH OCCUPATIONS

Child Development/Early Childhood 161
Culinary Arts 101
Health Occupations 152
Medical Assisting 63, 161
Nursing (all courses)
Pharmacy Technician 50, 83, 85

SCIENCE, ENGINEERING, & MATH

Astronomy 102, 103
Mathematics 75, 80, 80B
Physics 100

TECHNOLOGY

Autobody 51, 61, 181
Automotive 54, 55, 100, 101, 107, 109, 110, 120, 130, 140, 150, 155, 160, 170, 180, 280
Engineering Design Technology 102, 103, 104, 105, 106, 116, 117, 131, 133, 134, 137, 138, 139, 237, 257, 259, 260, 261, 262, 263
Engineering Technology 101, 102, 103, 137, 139
Machine Tool Technology 51, 59, 68, 71, 72, 180, 278
New Product Development 100, 101,102,103,104,105, 106
Plastics Manufacturing Technology 51, 53, 61, 67, 70, 72, 76, 100, 221

PASS/NO PASS CLASSES

Occasionally a student may feel that he/she can earn credit for a certain course by taking a special examination. The student may have gained proficiency through work experience, travel, or independent study. In these cases, a student may petition to receive unit credit by taking an exam prepared by the department. For more information, contact your counselor.

Credit by Examination will not be offered this semester by the Modern Languages Department.

The following courses have been designated by the divisions as those which may be taken for credit by examination:

BUSINESS, HUMANITIES, & SOCIAL SCIENCES

Accounting 100
Administration of Justice (all courses except for AJ 71, 91, 107, 173, 220)
Business Administration 106, 107, 114, 115, 118, 120, 132, 156
Business Communications Office Technology 131

FINE ARTS & COMMUNICATIONS

Art 120
Music 100, 101, 102, 103, 104, 104B, 105, 106, 110, 112, 120
Photography 160
Theatre 101, 102, 103, 110, 150, 151

HEALTH OCCUPATIONS

Child Development/Early Childhood 161
Culinary Arts 101
Health Occupations 152
Medical Assisting 63, 161
Nursing (all courses)
Pharmacy Technician 50, 83, 85

SCIENCE, ENGINEERING, & MATH

Astronomy 102, 103
Mathematics 75, 80, 80B
Physics 100

TECHNOLOGY

Autobody 51, 61, 181
Automotive 54, 55, 100, 101, 107, 109, 110, 120, 130, 140, 150, 155, 160, 170, 180, 280
Engineering Design Technology 102, 103, 104, 105, 106, 116, 117, 131, 133, 134, 137, 138, 139, 237, 257, 259, 260, 261, 262, 263
Engineering Technology 101, 102, 103, 137, 139
Machine Tool Technology 51, 59, 68, 71, 72, 180, 278
New Product Development 100, 101,102,103,104,105, 106
Plastics Manufacturing Technology 51, 53, 61, 67, 70, 72, 76, 100, 221

The option to enroll in a pass/no pass class is designed to encourage students to explore courses in areas they may feel they have an interest. Only these courses listed specifically for pass/no pass may be taken on this basis. Units thus earned may be counted toward the A.A. degree, but grade points are not assigned to pass/no pass grading symbols.

Courses approved for pass/no pass will be indicated on the student's permanent record as "P" with units earned and no grade points; or "NP" with no units earned and no grade points. Units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures. The student is required to take all tests, complete all assignments, and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. Please refer to the college catalog for additional information.

Non-Optional Pass/No Pass Classes

These classes are offered on a pass/no pass basis only and are graded entirely on a pass/no pass basis.

APPRENTICESHIP

Fire Sprinklers 72.01, 72.02, 72.03, 72.04, 72.05, 72.06, 72.07, 72.08, 72.09, 72.10, 72.11, 72.12, 72.13, 72.14, 72.15, 72.16, 72.17, 72.18, 72.19, 72.20, 72.21, 72.22, 72.23, 72.24, 72.25

BUSINESS, HUMANITIES, & SOCIAL SCIENCES

Law 1T

COUNSELING 10, 100, 101A, 101B, 101C

DISABLED STUDENT PROGRAMS & SERVICES

Access Learning 90, 91, 92

HEALTH OCCUPATIONS

Dental Assisting 1
Health Occupations 7
Nursing 5, 25, 26, 48T, 57LA, 57LB, 57LC, 57LD, 251
Physical Therapist Assistant 126, 236, 246

KINESIOLOGY

Dance 50, 108C

LIBERAL ARTS

English 5L
English as a Second Language 36
Reading 6, 41

LIBRARY 50, 100, 101

SCIENCE, ENGINEERING, & MATH

Biology 95
Chemistry 95A, 95B, 95C, 95D, 95E, 95F
Math 5
Physics 95

TECHNOLOGY

Woodworking Manufacturing Technology 291

Optional Pass/No-Pass Classes: 15-unit limit

The student shall petition for an optional pass/no pass course through the Admissions and Records Office. The request for such a class must be completed no later than the end of the first 30% of the term. A student may be allowed to elect a letter grade in lieu of the pass/no pass option prior to completion of 30% of the course. See college catalog for additional information.

PASS/NO PASS CLASSES

BUSINESS, HUMANITIES, & SOCIAL SCIENCES
(all business courses, except Business Administration 109, 116, 124, 125, 126, 208, 233; Law 65, 104, 105, 115, 150, 160, 171, 172, 290; Real Estate 98, 99, 101, 120, 125, 130, 151, 174A; or those listed under Non-Optional Pass/No Pass classes)
Administration of Justice 101, 102, 103, 113
Anthropology 100, 120, 170, 203
Economics 101, 204
History 120, 230, 245, 250, 255, 260, 265
Interdisciplinary Studies 100, 273
Philosophy 100, 102, 103, 104, 106, 200, 298, 299
Political Science 90, 110, 210, 230, 250
Psychology 101, 210, 241, 275
Sociology 110, 205, 220
Women's and Gender Studies 115, 118, 140, 207

COUNSELING 200, 210, 220, 298, 299

FINE ARTS & COMMUNICATIONS
Art 106, 110, 114, 116, 118, 120, 133A, 150, 155, 156L, 171, 182A, 191A, 191B, 193, 194A, 207
Film 101, 103, 104, 159, 160, 293
Journalism 100, 101, 106, 107, 111, 119
Music 100, 101, 102, 103, 104, 104B, 112, 139, 143, 152, 153, 171, 244
Photography 100, 171
Theatre Arts 101, 107, 115, 120, 123, 123A, 126, 144, 150, 151, 171, 208, 216, 221, 221A, 222

HEALTH OCCUPATIONS
Culinary Arts 270
Health Occupations 150
Nursing 80

KINESIOLOGY
Athletics 202L, 236L, 237LA, 237LB, 237LC, 240, 241, 242
Dance 100, 101, 102, 103, 104, 105, 106A, 106B, 107, 108A, 108B, 109, 110, 112, 115, 120, 121, 122, 123, 124, 125, 126, 127, 129, 130, 130A, 130B, 131, 132, 133, 134, 135, 136, 138, 140, 141, 142, 143, 144, 150, 151
Health Education 100, 101, 104, 110, 200, 201, 202
Kinesiology 110, 205, 206A, 206B
Physical Education (all activity courses)

LIBERAL ARTS
(all courses, except American Sign Language 110, 111, 210, 211, 220, English 225, 239, and 250, French 285, and Spanish 285, or those listed under Non-Optional Pass/No Pass classes)

SCIENCE, ENGINEERING, & MATH
Anatomy and Physiology 120, 150, 151, 200, 201
Biology 100, 105, 110, 115, 120, 200, 201, 202
Botany 120
Chemistry 100, 110, 111
Computer and Information Sciences (all courses, except CIS 160, 162, 164, 170A, 170B, 170E, 170F, 170G, 170H, 170I, 170K, 170L, 170P, 170R, 170S, 185, 200A, 207, 231, 286, 288, 292)
Earth Science 101, 102, 104, 104L, 106, 110
Energy 100
Environmental Policy 200
Geography 101, 101L, 102, 103, 105, 140, 160
Geology 100, 101, 102, 102L, 103, 103L, 105L, 120, 201, 204, 207, 208, 209
Mathematics 20, 40, 60, 70, 75, 80, 80A, 80B, 105, 110A, 110B, 112, 114, 115, 116, 140, 170
Microbiology 200
Physical Science 100
Physics 100
Zoology 120

STUDENT ACCESSIBILITY SERVICES
Access Learning 101

TECHNOLOGY
Architecture (all courses except for ARCH 101, 110, 112, 222)
Automotive Collision Repair 51, 52, 53, 54, 55, 56, 57, 58L, 59F, 59M, 59P, 59U, 61, 61L, 62, 63, 64, 65, 66, 67, 68L, 73, 74, 75, 76, 77, 79L, 80, 83A, 83P, 83U, 86, 88, 98, 99, 181, 182, 183, 188, 281, 282, 283, 285, 286, 287, 288
Automotive Mechanical Repair 5, 54, 55, 60, 73, 74, 80, 98, 99, 100, 109, 110, 111, 120, 121, 130, 140, 150, 151, 160, 161, 170, 179, 180, 181, 190, 193, 194, 195, 210, 211, 280, 281
Cosmetology 54, 55, 60A, 70A, 70B, 70C
Engineering Design Technology 102, 106, 137, 138, 139, 237, 267, 299
Machine Tool Technology 51, 52, 56, 57, 59, 62, 78, 91L, 92L, 94L, 95L, 100, 111, 112, 168
Manufacturing Technology 53, 54
Plastics/Composites Manufacturing Technology 53, 59, 61, 63L, 67, 68, 70, 72, 76, 98, 99, 100, 221
Welding 43, 44, 52, 53, 98, 99, 100, 120, 130, 200, 220, 240L, 250L
Woodworking Manufacturing Technology 1, 43, 44, 80, 98, 99, 100, 101, 102L, 120, 182L, 183, 211, 212, 222, 223, 224, 228L, 229L, 231, 232, 233, 235, 237, 239L, 246, 249L, 250, 252, 258, 269L, 281, 282

COURSE REPEATABILITY

Effective Fall 2013, repeatability in Dance, Drama, Physical Education, Visual Arts, and most Music courses has been changed. Intercollegiate Athletics and some Music and Theater courses that are required for transfer programs are the only courses in these disciplines that will remain repeatable; all other courses previously offered as repeatable will be offered as single enrollment courses. There will be a notation after the course description if the course is allowed to be repeated.

The college has developed Families of Courses. The Families of Courses include old and new courses related in content (see below for Families of Courses listed by department). A family of courses may consist of more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including "W"s, will count toward the four-course enrollment limitation. Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a grade of "NP", "D", or "F" was earned or a "W" was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.

FAMILIES OF COURSES

ART AND DESIGN

3D Animation
Art 191A, 191B, 195
Calligraphy
Art 180, 181, 183A, 183B, 287A, 287B
Ceramics
Art 150, 151, 152, 153, 154, 252, 253
Computer Graphics
Art 184, 186, 189L, 284
Digital Painting
Art 196
Drawing
Art 111, 114, 183, 185, 285
Foundation Design Principles
Art 110, 120, 121
Graphic Design
Art 184, 284
Lettering and Typography
Art 182A, 182B
Life Drawing
Art 112, 213, 214, 232
Life Painting
Art 237, 238, 239
Motion Graphics
Art 198
Motion Picture Editing
Art 192, 192B
Multimedia Design
Art 194
Painting
Art 130A, 130B, 136, 231
Print Making
Art 116, 117, 218, 219
Water Coloring
Art 133A, 133B, 134, 135

COMMUNICATIONS STUDIES

Forensic Activity
Communications Studies 231, 232, 233

COUNSELING

Educational Planning
Counseling 101A, 101B, 101C

DANCE

Adaptive Dance
Dance 102
Ballet
Dance 106A, 106B, 107
Commercial Dance
Dance 110, 124, 126
Dance Composition
Dance 130, 130A, 130B
Dance Documentation
Dance 131, 132
Formal Dance Performance
Dance 133, 134, 136, 150
Informal Dance Performance
Dance 50, 135, 151
Introductory Dance
Dance 105
Modern Dance
Dance 108A, 108B, 108C
Partnering
Dance 120, 121, 125
Tap Dance
Dance 142, 143
Theatrical Dance
Dance 112, 140, 141, 144
World Dance
Dance 109, 122, 123

FILM

Motion Picture
Film 101, 104, 107, 293
Television
Film 102, 103

JOURNALISM

News Media Production
Journalism 107, 107A, 107B, 107C, 107D

LIBRARY

Library Research
Library 100, 101

MUSIC

Guitar Studies
Music 120, 121, 122, 123
Piano
Music 112, 113, 115, 144
Vocal Studies
Music 116, 117, 118, 119, 143

PHYSICAL EDUCATION

Adapted Activities
PEX 100, 100A
Adapted Aquatics
PEX 105, 106, 106A
Adapted Fitness
PEX 101, 102, 104, 109
Adapted Individual Sports
PEX 108
Adapted Muscular Conditioning
PEX 103, 103A
Adapted Team Sports
PEX 107, 107A

COURSE REPEATABILITY

Aerobics
PEX 110, 111, 112, 113
Badminton
PEX 161, 162, 261
Baseball
PEX 163, 263
Basketball
PEX 165, 166, 265, 266
Bowling
PEX 167, 267
Cardiovascular Fitness
PEX 118, 119, 120, 121, 122, 132
Cheer
PEX 169, 170, 171, 271
Football
PEX 172, 272, 274
General Fitness
PEX 124, 126, 130
Golf
PEX 176, 276
Indoor Fitness
PEX 134, 135, 136
Muscular Conditioning
PEX 145, 245, 246
Pilates
PEX 155, 156, 157
Self Defense
PEX 147, 148, 149, 150, 249
Soccer
PEX 177, 178, 179, 278
Softball
PEX 181, 281, 282
Swimming
PEX 184, 185, 186, 284, 285
Tennis
PEX 188, 189, 288, 289
Volleyball
PEX 191, 192, 291, 292
Walking, Jogging and Running
PEX 138, 139, 140, 141, 142, 240
Water Aerobics
PEX 116, 117
Wrestling
PEX 194
Yoga
PEX 151, 152, 153

THEATER

Acting
Theatre 107, 110, 111, 212, 213, 216
Costuming
Theatre 144, 221, 221A
Crew
Theatre 109, 133, 134
Improvisation
Theatre 108, 117, 208
Make-Up
Theatre 123, 123A
Musical Theater
Theatre 105, 146, 147
Portable Entertainment
Theatre 223, 224, 225
Rehearsal and Performance
Theatre 130, 131, 132
Touring Theater
Theatre 136, 137

ATTENDANCE AND GRADING

ATTENDANCE

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. **Students not in attendance or late for the first class meeting are subject to drop. Students who are absent in excess of 10% of the total class hours are subject to drop. Students who are absent during the course add period are subject to drop.** Certain academic and career technical education areas may have stricter attendance requirements. Listed below are two types of absences which permit the making up of work missed, provided that the work is of such a nature that it can be made up.

1. **AUTHORIZED ABSENCE:** For an approved educational field trip or school activity.

2. **EXCUSED ABSENCE:** For illness, injury, or quarantine.

NO CREDIT WILL BE GIVEN FOR A CLASS IN WHICH A STUDENT IS NOT OFFICIALLY ENROLLED. Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

REMOVAL FROM CLASS

A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisite(s), or as a result of official disciplinary action (California Code of Regulations, Title 5, Section 55003).

GRADING

Accomplishment in course work is indicated by the following symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing (earned)	0
FW	Failing, due to lack of participation and failure to withdraw	0
I	Incomplete	–
P	Pass (at least satisfactory, the equivalent of a "C;" units awarded not counted in GPA)	–
NP	No Pass (less than satisfactory or failing; units not counted in GPA)	–
EW	Extenuating Withdrawal (without penalty)	–
MW	Military Withdrawal (without penalty)	–
W	Withdrawal	–
RD*	Report Delayed	–

** The RD symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. RD shall not be used in calculating grade point averages.*

INCOMPLETE

Students are not to re-enroll or audit a course in which a grade of "I" has been recorded. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions and Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted, nor for grade points. A student may petition for a time extension due to unusual circumstances by completing a petition form from the Admissions and Records Office.

FINANCIAL ASSISTANCE

FINANCIAL AID INFORMATION

The Financial Aid Office is available online to answer financial aid questions and assist students with applying for financial aid.

Services:

- **Financial Aid has two options for submitting required documents that are listed on your To Do List on MyCerritos:**
  1) Documents can be emailed to finaid@Cerritos.edu.
  2) Documents can be submitted online via student forms. Use the link on the MyCerritos To Do List.
- **Online Video Clips** about financial aid topics can be viewed at https://cerritos.financialaidtv.com.
- **Financial Aid Staff** are available to assist with the following:
  - Submit a Free Application for Federal Student Aid (FAFSA)
  - Submit a California Dream Act Application (CADAA)
  - Check your To Do List in MyCerritos
  - IRS Data Retrieval
  - View disbursements via MyCerritos
  - Activate Cerritos Falcon Card
  - Apply for a loan
  - Accept/Decline loans

Contact Information:

Office Hours: Please visit our website for hours of operation.

Website: www.cerritos.edu/financial-aid/

Phone: (562) 860-2451, ext. 2397

E-mail: finaid@cerritos.edu

Fax: (562) 467-5035

FINANCIAL AID PROCESS

Apply every academic year. Applications cover Fall, Spring, and Summer. Applications become available in October.

1 Apply
- Submit FAFSA at www.fafsa.gov or Dream Act Application at www.caldreamact.org
- List the federal school code for Cerritos College: 001161

2 Submit Forms
- View To Do List on MyCerritos
- Submit required forms electronically

3 Review Awards
- For award notification, check your message center on MyCerritos
- You must meet Satisfactory Academic Progress (SAP) standards to receive awards

4 Receive Disbursement
- Receive your Refund Selection Kit
- The Financial Aid Office will disburse your financial aid
- View account activity for refund status

IMPORTANT POINTS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To be eligible for federal and state financial aid funds (excluding the California College Promise Grant*), a student must make satisfactory academic progress. The Financial Aid Office at Cerritos College has established the following Satisfactory Academic Progress (SAP) standards to determine if a student is making satisfactory academic progress.

Grade Point Average (GPA) Requirement

You must maintain a 2.0 cumulative Grade Point Average (GPA).

Maximum Time Frame Requirement

Students must complete their educational program within a maximum time frame of 155 % of the published program's required units at Cerritos College. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units x 1.5).

Unit Completion Requirement – Pace of Progress

Students are required to complete 67% of the units they have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in his calculation. Units for which a grade of W, FW, NP, NC, and/or F was received are considered as units attempted, but not completed.

*Students must meet institutional academic and progress standards for the California College Promise Grant.

ADMISSION AND ENROLLMENT OF DUAL ENROLLED MINORS

Special Admit Minors are students enrolled in grades K-12 without high school diplomas, who can benefit from "advanced scholastic or career/technical work."

HIGH SCHOOL JUNIORS AND SENIORS

1. The high school principal or designee must recommend and give consent with signature on the Dual Enrollment Form that the student would benefit from college instruction.
2. A parent/guardian must approve student's participation and give consent by signing the Dual Enrollment Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Academic Eligibility

- Students planning to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or higher shown on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Student Accessibility Services (SAS) Office at Cerritos College. For more information, please visit www.cerritos.edu/sas.

Limitations on Enrollment

- A high school junior or senior student may be permitted to enroll in up to 8 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records, and Services.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Dual Enrollment Program.
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

ELEMENTARY AND SECONDARY STUDENTS THROUGH THE 10TH GRADE

1. The school principal or designee must recommend and give consent with signature on the Dual Enrollment Form that the student would benefit from college instruction.
2. A parent/guardian must approve student's participation and give consent by signing the Dual Enrollment Form. Signature of the parent/guardian also acknowledges that the student will conform to all College policies and procedures.

Cerritos College will admit highly gifted elementary students and secondary students through the 10th grade level for enrollment to the College if they are eligible to participate based on the following criteria:

Academic Eligibility

- Students must have a cumulative school grade point average of 2.5, or higher, as reflected on the most recent school transcript.
- For all courses attempted, the students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students who require accommodations due to a disability should make arrangements through their K-12 school district, in consultation with the Student Accessibility Services (SAS) Office at Cerritos College. For more information, please visit www.cerritos.edu/sas.

Limitations on Enrollment

- Students in grades K-10 may be permitted to enroll in up to 4 units. Exceptions may be made, subject to consideration and approval by the Dean of Admissions, Records, and Services. Enrollment in courses is based on space availability, and the College instructor's signature is required prior to enrollment.
- Students may not enroll in pre-collegiate courses (1-99) or physical education courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Dual Enrollment Program.
- Students will not receive priority enrollment status and will be charged all applicable fees, with the exception of the California Community College in-state per unit enrollment fee.

SUMMER ENROLLMENT OF K-12 STUDENTS

In addition to the above, minor students wishing to attend summer session must meet the additional criteria:

- The student demonstrates adequate preparation in the discipline to be studied.
- Pre-collegiate courses in English and mathematics may be taken if the student has exhausted all opportunities to enroll in an equivalent course at their school of attendance.

TO ATTEND CERRITOS COLLEGE AS A DUAL ENOLLMENT MINOR STUDENT, PLEASE FOLLOW THE STEPS BELOW:

1. Complete the Dual Enrollment Form and the Cerritos College Admission Application.
2. Review class(es) of choice, complete SRT(s) and pre-requisites.
3. Dual Enrollment Minors (K-10) must obtain the college instructor's signature prior to enrollment.

It is recommended that Dual Enrollment students (11-12 graders) meet with a Cerritos College academic counselor and participate in the New Student Orientation.

For more information, please call (562) 860-2451, ext. 2211.

OFFICE OF INTERNATIONAL STUDENT SERVICES

Cerritos College is a Student and Exchange Visitor Program (SEVP) certified and approved institution for nonimmigrant students.

The Office of International Student Services (OISS) welcomes international students to Cerritos College. Whether planning to complete the Intensive English Program, achieve a certificate of achievement, an Associate Degree and/or transfer to top universities, OISS is committed in assisting all students to reach their goal(s)! Visit the Office of International Student Services, located in the Santa Barbara Building, for the following services:

International Admission and Counseling Assistance: Assist F-1international students with the admission process, academic advisement, orientation, registration, and cultural adjustment to the United States, Cerritos College, and our surrounding communities.

Intensive English Program (IEP): Cerritos College welcomes international students to develop English skills while introducing them to the American experience and to the diverse cultures of Southern California. Students completing Cerritos College IEP will have the opportunity to continue their education by transferring into the academic program for completion of an Associate of Arts degree and/or to transfer to a university.

International Student Advisement: Assist F-1 international students to stay in compliance with the United States Citizenship and Immigration Services (USCIS) and other U.S. and foreign governmental agencies while enrolled in full-time status at Cerritos College.

Workshops and Programs: Provide academic and immigration workshops as well as programs and activities to enhance student academic, personal, and cultural experiences.

Global Studies Club: A club run by students for students. We welcome all students to join for development of social and cultural skills, educational and professional experiences, and most importantly: to make friends from all around the world!

Questions may be directed to the Office of International Student Services (OISS) by phone at (562) 860-2451, ext. 2133, or by email at: intadmissions@cerritos.edu. Please visit our website at www.cerritos.edu/oiss for additional information or on Facebook at Cerritos College Office of International Student Services.

APPLICATION REQUIREMENTS

The following documents are required for admission to Cerritos College:

- International Student Admission Application (your name must appear the same as in your passport)
- A $50 processing fee payable to Cerritos College
- Statement of Support (must be completed by a financial sponsor)
- Bank Certification (verification on bank letterhead, signed by a bank official, showing at least $22,000, or equivalent, is available to the student). Personal checks will not be accepted for payment of tuition and fees.
- Tuberculosis (TB) exam results
- Transcripts (proof of high school graduation)/High School Diploma
- TOEFL, ILETS, STEP, iTEP, equivalent Cerritos College Assessment (not required for students applying for the Intensive English Program)
- Copies of Passport, Visa, and I-94
- Copies of ALL I-20s (both SEVIS and Non-SEVIS I-20s)
- Transfer Authorization (if transferring from U.S. college or language school)
- Purchase of Medical Insurance: Cerritos College international students are required to purchase college-approved coverage from the Student Insurance Company - more information can be found on our website at www.cerritos.edu/international/medical-insurance-requirement-1.htm.
- Dependents: Attach a copy of the passport, marriage certificate, and/or birth certificate for each dependent. All dependents are required to have health insurance. Add $3,000 per dependent to the Bank Certification.
- SEVIS I-20 fee of $350 (preferred payment by credit card on the internet at www.fmjfee.com).

Note: We will assist students with other non-immigrant visa status (i.e., B-2, F-2, J-1, etc.) to change to F-1 student status.

F-1 INTERNATIONAL STUDENT REQUIREMENTS

MAINTAINING F-1 INTERNATIONAL STUDENT REQUIREMENTS

- Enroll in a minimum of **12 units (full-time)** for the Fall and Spring semester
- Maintain a minimum 2.0 grade point average (C grade or better) each semester
- Limit enrollment in online classes to a maximum of 3 units as part of the 12-unit requirement
- Meet with the International Counselor each semester and as needed
- Meet with the International Counselor prior to dropping classes, changing class schedule, or concurrent enrollment at another school
- Enroll for classes on registration appointment date and pay fees by semester deadlines
- Will not work on or off-campus without authorization from OISS
- Purchase health insurance from the college approved carrier each academic year
- Notify the OISS of any changes and updates within 10 days on the following personal and college application information: name change, home address, email address, phone numbers, major and field of study, financial support, and dependents information.
- Meet with a Designated School Official (DSO) prior to traveling outside the U.S. and present I-20 and passport.
- File Internal Revenue Form 8843 annually. Download form at: www.irs.gov/Forms-&-Pubs.
- File state and/or federal income tax if participating in APPROVED on or off-campus employment.
- **Falsification, Plagiarism, and Cheating** are violations of academic dishonesty and such actions are causes for termination of F-1 status and I-20 at Cerritos College.

Beginning May 29, 2015, F-2 children and/or the spouse of an F-1 student in the United States may study part-time in any certified program at an SEVP-certified school, so long as the study does not amount to what regulations define as full-time for F-1 students. For further assistance, please contact the Office of International Student Services at (562) 860-2451, ext. 2133, or via email at intadmissions@cerritos.edu.

DISTANCE EDUCATION PROGRAM

WHAT IS DISTANCE EDUCATION?

Distance Education takes place when a teacher and students are separated by physical distance. In place of traditional classroom delivery; voice, video, data, and print are used. Cerritos College offers online, remote, and hybrid courses (see definitions in next column). All courses carry full academic credit and their content is equivalent to what you would receive in a more traditional mode of delivery.

WHAT SKILLS ARE REQUIRED FOR ONLINE LEARNING?

In order to support student success in online classes, students and faculty should be aware of core skills and expectations that promote student achievement in an online learning environment. For students who are interested in taking an online class for the first time, please review the following list of necessary skills and learning expectations. Contact the instructor of the course directly to ask if there is an orientation module that you can take for that class.

Necessary Student Skills:

1. Basic Computer skills (send and receive email and attachments; download files; fundamentals of file management; search and navigate the Internet using a browser)
2. Awareness of institutional support services (Student Success Centers)
3. Successful completion of prerequisite coursework
4. Organizational skills
5. Reading comprehension
6. Writing skills
7. Communication skills
8. Time-management skills
9. Proficiency in any adaptive computing software/hardware needed to access the online course material when there is a disability-related barrier
10. Recommended completion of online orientation (such as EDT 50) or equivalent preparation
11. Familiarity with college course management system (such as Canvas)

Student Learning Expectations:

1. Motivated and focused
2. Awareness of online expectations, environment and workload
3. Autonomous, self-motivated learner
4. Positive attitude toward technology
5. Intention to complete the course
6. Ability to work independently
7. Ability to work as a group member
8. Having the confidence to follow directions and to ask for assistance

Before registering for any online course, you should make sure that you have proficient skills in basic computing, web browsing, email, and word processing. Your instructor will not teach these skills as part of the course content. If you do not possess these skills, you may want to enroll in EDT 50: Preparation for Online Learning, or CIS 50: Basic Computer Literacy.

WHAT ARE THE TYPES OF ONLINE INSTRUCTION?

The class schedule refers to courses as "online", "remote", or "hybrid". All students who register for an online, remote, or hybrid class should log in to the Canvas site for additional information about class meetings and course requirements. Access to email and the Internet are required to complete work using email, chat rooms, discussion boards, and other instructional tools.

Online. While restrictions to entering campus remain for COVID-19, courses designated as "online", or OL, occur fully online. There is no specific class time that students are required to log in. Students are permitted to log in to the class via Canvas whenever students are available to complete coursework. However, students must log in for the first time before the census date for the class (see Important Add/Drop Dates on the Admissions & Records web page). Students must also complete all assignments by the deadlines established by the class instructor.

Remote. If a class displays as "remote" in the schedule, instruction occurs fully online. Students are expected to log into the class via Canvas at a specified day and time, such as MW 8 – 9:15 am. Students also must complete all assignments by the deadlines established by the class instructor.

Hybrid. These courses include the combination of traditional face-to-face instruction with online instruction. Therefore, students will be required to attend on-campus meetings as scheduled by the instructor, as well as complete work using email, the campus course management system (Canvas) and/or chat rooms, discussion boards, and other instructional tools. These courses are designated as HYBRID in the published class schedule.

ENROLLING IN AN ONLINE COURSE?

Students enroll in online sections in the same manner as regular classes. Consult the general enrollment procedures in this schedule for more information.

ACCESSING ONLINE, REMOTE, AND HYBRID COURSES:

Once you are enrolled in a REMOTE,class, go to the Canvas website, www.cerritos.edu/canvas, and log on with your username and password.

Username: This is your 7-digit student ID number. Example: John Smith, ID #1234567. Your ID number, 1234567, is your username.

Password: Your initial password is your 8-digit date of birth in the "mmddyyyy" format. Example: John Smith's date of birth is May 30, 1990. His password would be 05301990.

ONLINE ORIENTATION:

Each online course includes a brief orientation either online or on campus. Check course listings for information. *You must attend any orientations and/or contact your instructor prior to the 1st week of class or you may be dropped.* If the orientation for online class conflicts with a class that meets on campus, you must attend the on-campus class and notify the online instructor about the time conflict in advance. Go to www.cerritos.edu/de for more information.

FOR ASSISTANCE, CONTACT THE SUCCESS CENTER CHAT
at www.cerritos.edu/sc
Email: de-info@cerritos.edu or
visit the DE home page at www.cerritos.edu/de

POLICY ON SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND TITLE IX

Cerritos College is committed to providing a safe and secure environment for all members of the campus community. The Cerritos College Board Policy (BP) 3540 and Administrative Policy (AP) 3433 and AP 3434 operationalize relevant State and Federal laws covering sexual assaults including rape, fondling, and non-consensual sexual contact; dating violence; domestic violence; stalking; and retaliation. District response including claimant reporting options, resources, case investigation, and administrative and law enforcement response are provided in BP 3540, AP 3433 and AP 3434. Any student, employee, or third-party who becomes a victim of sexual violence, dating violence, domestic violence, or stalking is encouraged to report the matter immediately to Dr. Lauren Elan Helsper, Director of Diversity, Compliance, and Title IX Coordinator in the Office of Human Resources. The phone number for the Title IX Coordinator is (562) 860-2451, ext. 2276, and the email address is TitleIXcoordinator@cerritos.edu. Additional information is available at www.cerritos.edu/title-ix.

The District is dedicated to providing prompt and compassionate services. In the event of an incident, Student Health Services will provide confidential support services and direction. The phone number for Student Health Services is (562) 860-2451, ext. 2321. Angel Gray, the Campus Victim's Advocate provides free and confidential advocacy, support, and referrals. Angel's phone number is: (323) 760-2349. Additional information and resources are available on the Title IX (www.cerritos.edu/title-ix) and Student Health Center websites (www.cerritos.edu/shs/).

For more information on Board Policies and Administrative Procedures see www.cerritos.edu/board/policies.

AFFIRMATIVE CONSENT

The District policies define affirmative consent as "affirmative, conscious, and voluntary agreement to engage in sexual activity." Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout sexual activity and can be revoked at any time. The existence of a dating or intimate relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. People under 18 years old; incapacitated by drugs, alcohol, or medication; asleep, unconscious or otherwise unable to understand the fact, nature, or extent of the sexual activity cannot give valid consent. Failure of a person involved in sexual activity, to ensure valid, mutual, affirmative consent throughout sexual activity constitutes good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student or employee. Individuals with information about potential violations of this policy are encouraged to report the allegations to the Director of Diversity, Compliance, and Title IX Coordinator in the Office of Human Resources or the Campus Police immediately. The number for Campus Police is (562) 860-2451, ext. 2325.

SEXUAL HARASSMENT

It is the policy of the Cerritos Community College District to provide an educational, employment, and business environment free of discrimination based on sex, including sexual harassment, as defined and otherwise prohibited by federal and state statutes and District Policy.

The Board of Trustees and the President-Superintendent have provided regulations and procedures to implement this policy and the regulations and procedures are included as a part of the District's Equal Employment Opportunity Plan and BP 3540, AP 3433, and AP 3434.

District policies and procedures (BP 3540, AP 3433, and AP 3434) protect students, employees, volunteers, interns, visitors, applicants for employment and applicants for admission from sexual harassment as defined in District Policies or as described below.

Sexual harassment is conduct, on the basis of sex, that satisfies one or more of the following:

- When an employee of the District conditions (implicitly or explicitly) the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person standing in the shoes of the Complainant to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking, as defined in BP 3540, AP 3433, and AP 3434

Formal complaints under this policy shall be processed through the District's Director of Diversity, Compliance, and Title IX Coordinator. The District's Board Policies and Administrative Procedures can be found online at: https://www.cerritos.edu/board/policies/.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); 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 College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint 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, DC 20202-5901

DIRECTORY INFORMATION

Cerritos College will not release personal data about students without their prior written consent except to persons and agencies authorized by law. The college may make an exception to legitimate inquiries, by providing general directory information to include: name • major field of study • class level • dates of attendance • degrees and awards received • participation in officially recognized activities and sports • weight and height of members of athletic teams, and • previous educational institutions attended.

STUDENT RECORDS CONSENT

Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited (California Administrative Regulations, Title 5, Section 54616).

WITHHOLDING OF STUDENT RECORDS

Student records may be withheld pending satisfaction of certain requirements, per Board Policy and Administrative Procedure 5035.

Reference: Board Policy and Administrative Procedure 5040

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

Requirements for the Associate in Arts (A.A.) Degree at Cerritos College can be met in one of three different ways: Plan A, B, or C.

PLAN A is designed primarily for those students interested in preparing for a vocational career upon graduation. Plan A may also be used by university transfer students and for students in vocational majors who may possibly wish to transfer in the future; however, there are courses listed under Plan A that are not transferable for general education credit to the four-year universities. Therefore, students wishing to use this option should see a Cerritos College counselor for advice in selecting the A.A. General Education plan that, in combination with a major, will best match their educational and career goals. Please see the Plan A degree description page for further details.

PLAN B is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan (with one caveat) to combine completion of both the Associate in Arts general education requirements, and the California State University (CSU) General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. General Education plan that, in combination with a major, will best match their educational and career goals. Please see the Plan B degree description page for further details.

PLAN C is designed primarily for students who intend to transfer to the University of California (UC), or who are undecided between transferring to the University of California or the California State University. Students may use this plan to combine completion of both the A.A. degree general education requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements. Plan C may not be recommended for some majors at certain CSU or UC campuses. Please see the Plan C description page for further details.

The significant differences between Plan A, Plan B, and Plan C are:

Plan A requires the completion of a minimum of 18 units of identified general education courses and requirements and a minimum of 18 units of specified "major" courses, as well as proficiency requirements and electives if necessary, to total a minimum of 60 degree applicable units.

Plan B requires a minimum of 39 units of identified CSU general education courses and requirements plus specified major courses, the health and wellness proficiency requirement, and elective courses if necessary, for a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 CSU transferable units is required (see transfer requirements for CSU and your counselor).

Plan C requires a minimum of 34 (UC) or 37 (CSU) units of identified general education courses and requirements plus specified major courses, the health and wellness proficiency requirement, and electives if necessary, to total a minimum of 60 degree applicable units.

If a student only wishes to transfer at an upper division level and is not seeking an A.A. degree, a minimum of 60 UC transferable units is required (see IGETC, UC transfer requirements, and your counselor).

There are important differences among the three plans. In order to select the plan that best meets each individual's A.A. and transfer goals, students should see a Cerritos College counselor.

Associate in Arts Degree
General Education
2020-21
Plan A
Degree and/or Career Option

A total of 60 degree applicable units, including the following requirements, must be completed to qualify for the A.A. degree:

1. MAJOR PROGRAM REQUIREMENTS:
   Complete all requirements for the chosen major program under "Major Requirements" in the Cerritos College Catalog.

2. MATHEMATICS PROFICIENCY REQUIREMENT:
   The requirements for the Math Proficiency can be met by one of the following options:
   1. Pass Math 75, Math 80, Math 80B, a transfer-level math course or Psyc 210 with a grade of "C" or higher or "Pass" at Cerritos College.
   2. Pass a math course equivalent to Math 75, Math 80, Math 80B, a transfer-level math course or Psyc 210 with a grade of "C" or higher or "Pass" at another accredited college.
   3. Receive a score of 3 or better on a Math AP exam (AP Statistics, AP Calculus AB, AP Calculus BC).
   4. Receive credit by exam for Math 75 or Math 80 at Cerritos College.

3. READING PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the following options:
   a. Completion of READ 54 or READ 97 or READ 102 or equivalent with a grade of "C" or higher or "Pass".
   b. For other options, see your counselor.

4. WRITING PROFICIENCY REQUIREMENT:
   Completion of ENGL 100 or ENGL 100S or equivalent with a grade of "C" or higher or "Pass".

5. HEALTH AND WELLNESS PROFICIENCY REQUIREMENT:
   This requirement can be met by one of the of the following options:
   a. Completion with a grade of Pass, or "C" or higher of at least one unit of a course from the approved department list below:
   Athletics 200L, 201LA, 201LB, 201LC, 202L, 203LA, 203LB, 203LC, 204L, 205LA, 205LB, 205LC, 205LD, 205LE, 206L, 207LA, 207LB, 207LC, 208L, 209LA, 209LB, 209LC, 210L, 211LA, 211LB, 211LC, 212L, 213LA, 213LB, 213LC, 214L, 215LA, 215LB, 215LC, 216L, 217LA, 217LB, 217LC, 218L, 219LA, 219LB, 219LC, 220L, 221LA, 221LB, 221LC, 221LD, 222L, 223LA, 223LB, 223LC, 223LD, 224L, 225LA, 225LB, 225LC, 225LD, 226L, 227LA, 227LB, 227LC, 228L, 229LA, 229LB, 229LC, 230L, 231LA, 231LB, 231LC, 232L, 233LA, 233LB, 233LC, 234L, 235LA, 235LB, 235LC, 235LD, 236L, 237LA, 237LB, 237LC, 240, 241, 242
   Dance 115
   Kinesiology 100, 102, 104, 106, 120, 121, 122, 123, 130, 131, 132, 133, 134, 200, 202, 203, 206, 207, 210
   Physical Education Exercise 100, 100A, 101,102, 103, 103A, 104, 104D, 105, 106,106A, 107, 107A, 108, 109, 110, 111, 112, 113, 116, 117, 118, 119, 120, 121, 122, 124, 126, 130, 132, 134, 135, 136, 137, 138, 139, 140, 140D, 141, 142, 145, 147, 148, 148C, 149, 150, 151, 152, 153, 155, 156, 157, 161, 162, 163, 165, 166, 167, 169, 170, 171, 172, 176, 177, 178, 179, 181, 184, 185, 186, 188, 189, 191, 192, 194, 240, 245, 246, 248, 249, 261, 263, 265, 266, 267, 271, 272, 274, 276, 278, 281, 282, 284, 285, 288, 289, 291, 292
   Other courses that will meet the requirement include Dance 102, 103, 104, 105, 106A, 106B, 106C, 107, 108A, 108B, 108C, 109, 110, 112, 120, 121, 122, 123, 124, 125, 126, 127, 128, 130, 130A, 130B, 133, 134, 135, 136, 140, 141, 142, 143, 144, 150, 151
   b. Completion of HED 100, 101, 103, 105 or 200; HO 100 or 152; CDEC 161; or WGS 103.
   c. Enrollment and completion of Allied Health program (DA, DH, RN, PTA, Pharm Tech, MA).
   d. For other options, see your counselor.

6. GENERAL EDUCATION REQUIREMENTS: PLAN A 18 UNITS
   a. NATURAL SCIENCES: 3 UNITS MINIMUM FROM EITHER PHYSICAL SCIENCES OR BIOLOGICAL SCIENCES
   (1) Physical Sciences
   Astronomy 102, 103, 104, 105L (lab), 106
   Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
   Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)
   Energy 100
   Geography 101, 101L (lab), 103
   Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), **105L (lab), 201 (lab), 204, 207 (lab), 208, 209
   Physical Science 100, 112 (lab)
   Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)

   (2) Biological Sciences
   Anatomy and Physiology 120 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)
   Anthropology **110, 115, 115L (lab)
   Biology ***105, ***110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab)
   Botany 120 (lab)
   Microbiology 200 (lab)
   Psychology 241
   Zoology 120 (lab)

   b. SOCIAL AND BEHAVIORAL SCIENCES: 3 UNITS MINIMUM
   NOTE: *Completion of a U.S. history or government course which fulfills the California State University requirement taken at any accredited institution may be used in lieu of the course requirement.*

   One course from Section B1 or B2 is required.

   (1) History 101, 102, 103
   (This requirement can be met by successfully passing the College Board's Advanced Placement Exam, U.S. History. Unit credit is awarded for passing the AP exam option with a score of 3 or higher.)

(2) Political Science 101 or 201
(This requirement can be met by successfully passing the College Board's Advanced Placement exam, U.S. Government and Politics. Unit credit is awarded for passing the Advanced Placement exam option with a score of 3 or higher.)

(3) Social and Behavioral Sciences
Administration of Justice 101
American Sign Language 220
Anthropology 100, 120, 170, 200, 201, 202, 203, +205, 206
Business Administration ***100, **101, **208
Child Development 110
Child Development/Early Childhood **113
Communication Studies 110, +115
Counseling **150, ***200
Economics 101, 102, 201, 201M, 202, 202M, 204
Environmental Policy 200
Finance ***125
Geography 102, 105, 140
Health Education ***+103
History 110, 120, 204, 210, ***220, ***221, 230, 235, 241, 242, 245, 246, 250, 255, 260, 265, **270, 275
Humanities +107
Journalism ***100
Kinesiology +108, ***211
Political Science ***110, 210, 220, 230, 240, ***250, ***260, **280
Psychology 101, 150, 251, 261, 271,***275
Reading ***101
Sociology 101, 110, 120, 201, 202, 205, 210, 215, **225, ***230, 250
Speech Language Pathology **105
Women's and Gender Studies 101, ***+103, 105, 107, +108, +115, 140, +202, +204, +205, +206, **208, 209, 250

c. FINE ARTS AND HUMANITIES: 3 UNITS MINIMUM FROM EITHER FINE ARTS OR HUMANITIES

(1) FINE ARTS
Architecture **110, 112
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, *+108, *+109, ***110, 113, ***116, +118, **119A, ***120, ***130A, ***150, **186, **192, ***193, **+200
Communication Studies **148
Dance 100, 101
Film 159
Humanities *+108, *+109, **+200
Music 100, 101, ***102, 103, 104, 104B, 105, 180
Photography ***100, 160
Theatre 101, 102, 103, 104, **110, 150, RTV/TH ***151, RTV ***152
Women's and Gender Studies +118

(2) HUMANITIES
American Sign Language ***110, 111, ***210, ***211
Art *+108, *+109, 124, +125, +207
Chinese ***101, 102, 201, 202, 260
Communication Studies ***140
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 231, 232, 233, 234, 235, 236, 237, 238, 239, **242, **243, **244, 245, 246A, 246B, **247, 248A, 248B, 249
French ***101,***102, 201, 202, ***203, 281, 282, 283, +285
German ***101, 102, 201, 202
Humanities 100, *+108, *+109, +125
Japanese ***101, 102, ***201, ***202
Philosophy 100, 102, 104, 105, 107, 108, +109, 130, 140, 200, 201, 203, 204, 205, 206
Photography 150
Spanish ***101, 102, ***111, 112, 201, 202, 210, 245, 260, +285
Women's and Gender Studies 102, +109, +207

d. LANGUAGE AND RATIONALITY: 6 UNITS MINIMUM
Select at least three units from Section D1 and three units from Section D2:

(1) ENGLISH COMPOSITION
English 100, 100S

(2) COMMUNICATION AND ANALYTICAL THINKING
Business Communications Office Technology **148
Communication Studies **60, 100, 103, 120, ***125, 130, 132
Computer and Information Sciences **101, **102, **103
Engineering Design Technology **131
English 103, 110
Mathematics **80, **80B, ***110A, ***110B, 112, 114, 115, 116, ***140, 155, 160, 170, 190, 225, 250
Philosophy 103, ***106, **160
Psychology 103, 210
Reading 103

e. Select an additional general education course from those listed above or a course from Plan B or Plan C so that the earned general education units total at least 18.

* These courses appear in more than one category but may only be counted once.
** These courses do not meet the General Education Requirements for CSU or IGETC.
*** These courses do not meet the General Education Requirements for IGETC.
\+ These courses are cross-listed with another course. See individual cross-listed course descriptions in the Cerritos College catalog. Cross-listed courses may only receive credit once.

NOTE: ***The preceding graduation requirements apply to students who were in attendance during the 2020-21 school year and thereafter. Students who enrolled prior to Fall 2020 and who have maintained continuous attendance at Cerritos College have the option of meeting the current requirements or those in effect at the time continuous attendance began.***

Associate in Arts Degree General Education 2020-21 Plan B and/or The General Education Certification Requirements For The Bachelor's Degree At The California State University

Plan B is designed primarily for students who will transfer to a California State University (CSU) campus and are not interested in attending a University of California campus. Students may use this plan to combine completion of both the Associate in Arts general education requirements (with one caveat) and the CSU General Education Certification pattern. Students should see a counselor for advice on selecting the A.A. General Education plan that, in combination with a major, will best match their educational and career goals.

To earn an Associate in Arts Degree using Plan B, students must complete a minimum of 60 degree applicable units with an overall grade point average of "C" (2.0) or higher, which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (see description in Plan A).

However, a student may not use Plan B to fulfill the Math Proficiency Requirement for a local, regular (non-AAT/AST) degree if they have taken FIN 125M, Personal Finance. They would have to meet one of the criteria specified in the Math Proficiency Requirement section for Plan A. Students should consult with a counselor if they have questions about this.

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below; however, there are no proficiencies required for CSUGE certification.

It should be noted that completion of the CSU General Education Certification is not required for admission to the CSU, nor is it the only way to fulfill the lower division general education requirements. Depending upon the student's major, it may be advantageous to complete the requirements of the specific campus the student plans to attend.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION REQUIREMENTS

A maximum of 39 units is required to fulfill the CSU lower division general education requirements, with the units to be distributed as follows: Nine (9) units in Area A; nine (9) units in Areas B, C and D, with no more than 30 units total in areas B through D combined; and three (3) units in Area E.

A letter grade of "C" or higher is required in Oral Communication, Written Communication, Critical Thinking, and Mathematical Concepts.

Note: Courses appearing in more than one category may be used to satisfy only one category. Such courses are marked with an *.

A) Communications: 9 units minimum.
Must take one course from category 1, 2, and 3
1. Oral Communication
Communication Studies 100, 120, 125, 130, 132
2. Written Communication
English 100, 100S
3. Critical Thinking
Communication Studies 103
English 103, 110
Philosophy 103, 106
Psychology 103
Reading 103

B) Natural Science and Mathematics: 9 units minimum.
Take a course from category 1, 2, and 3. AT LEAST ONE LABORATORY (LAB) MUST BE INCLUDED IN CATEGORY 1 or CATEGORY 2.
1. Physical Sciences
Astronomy 102, 103, 104, 105L (lab), 106
Chemistry 100 (lab), 110 (lab), 111 (lab), 112 (lab)
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110 (lab)
Energy 100
Geography 101, 101L (lab), 103
Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), 201 (lab), 204, 207 (lab), 208, 209
Physical Science 100, 112 (not considered a LAB science for CSU GE)
Physics 100 (lab), 101 (lab), 102 (lab), 201 (lab), 202 (lab), 203 (lab)
2. Biological Sciences
Anatomy and Physiology 120 (lab), 150 (lab), 151 (lab), 200 (lab), 201 (lab)
Anthropology 115,115L (lab)
Biology 105, 110 (lab), 115 (lab), 120 (lab), 200 (lab), 201 (lab), 202
Botany 120 (lab)
Microbiology 200 (lab)
Psychology 241
Zoology 120 (lab)
3. Mathematical Concepts
+Finance 125M (see important footnote on page 135)
Mathematics 110A, 110B, 112, 114, 115, 116, 140, 155, 160, 170, 190, 225, 250
Psychology 210

C) Fine Arts and Humanities: 9 units minimum.
Take one course in category 1 and 2. The third course may be taken in either category
1. Fine Arts
Architecture 112
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, *108, *109, 110, 113, 116, 118, 120, 130A, 150, 193
Dance 100, 101

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

Film 159
Humanities *108, *109
Music 100, 101, 102, 103, 104, 104B, 105, 180
Photography 100, 160
Theatre 101, 102, 103, 104, 150, RTV/TH 151, RTV 152
Women's and Gender Studies 118

2. Humanities
American Sign Language 110, 111, 210, 211, *220
Art *108, *109, 124, 125, 207
Chinese 101, 102, 201, 202, 260
Communication Studies 140
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 231, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B, 249
French 101, 102, 201, 202, 203, 281, 282, 283, 285
German 101, 102, 201, 202
History *101, *102, *103, *110, *120, *210, *220, *221, *230, *235, *241, *242, *245, *246, *250, *255, *260, *265, *275
Humanities 100, *108, *109, 125
Japanese 101, 102, 201, 202
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206
Photography 150
Political Science *240
Spanish 101, 102, 111, 112, 201, 202, 210, 245, 260, 285
Women's and Gender Studies 102, 109, 207

D) Social Sciences: 9 units minimum.
Take one course in category 1, 2, and 3.
1. American History
History *101, *102, *103
(Any one of these courses meet the requirement in U.S. History)
2. American Government
Political Science 101, 201
(Either of these courses meet the requirement for Constitution and American Ideals)
3. Social, Political, Historical and Economic Institutions
Administration of Justice 101
American Sign Language *220
Anthropology 100, 120, 170, 200, 202, 203, *205, 206
Business Administration 100
Child Development *110
Communication Studies 110, 115
Economics 101, 102, 201, 201M, 202, 202M, 204
Environmental Policy 200
Geography 102, 105, 140
History *110, *120, 204, *210, *220, *221, *230, *235,*241, *242, *245, *246, *250, *255, *260, *265, *275
Humanities 107
Journalism 100
Kinesiology *108, 211
Political Science 110, 210, 220, 230, *240, 250, 260
Psychology 101, *150, 251, 261, 265, 271, 275
Sociology 101, *110, *120, 201, 202, 205, 210, 215, 230, 250
Women's and Gender Studies 101, 105, 107, *108, 115, 140, 202, 204, *205, 206, 209, 250

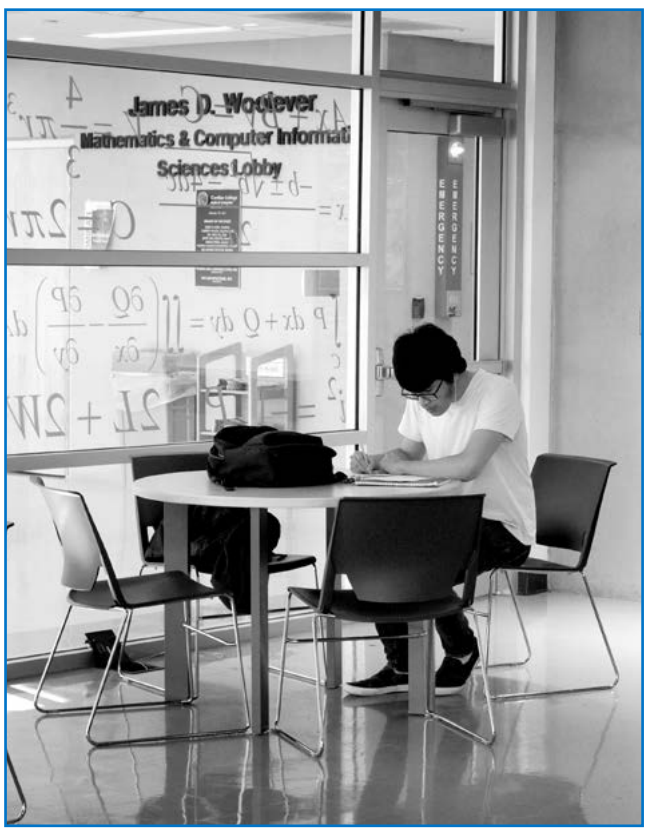
E) Self-Development: 3 units minimum.
Take one course from the following:
Anthropology *205
Child Development *110
Counseling 200
Health Education 100, 101, 103, 105
Health Occupations 152, 245
Kinesiology 104, *108
Psychology *150, 245
Reading 101
Sociology *110, *120
Women's and Gender Studies 103, *108, *205

* These courses appear in more than one category but may be used only to satisfy one category.

+ May not be used for any regular (non-AAT/AST) AA degree. Please see a counselor for more information.

NOTE: Changes in the above General Education requirements may occur from time to time. If courses are added to or deleted from the pattern, this may affect a student's selection of courses. Students do not have catalog rights to a certification pattern, regardless of their continual attendance status.

CSU Transfer credit is noted in individual catalog course descriptions. A complete list of CSU transferable courses offered by Cerritos College can be found on the ASSIST website at www.assist.org.



Associate in Arts Degree General Education 2020-21 Plan C and/or The Intersegmental General Education Transfer Curriculum (IGETC) For Transfer To UC And CSU

Plan C is designed primarily for students who intend to transfer to the University of California (UC) or are undecided between transferring to the UC or the California State University (CSU). Students may use this plan to combine completion of both the A.A. Degree general education requirements and the IGETC General Education requirements.

The purpose of IGETC is to provide an option for students to fulfill lower division general education requirements prior to transferring to a UC or CSU campus.

Depending upon the student's major and campus choice, it may be advantageous to complete the requirements of the specific campus the student plans to attend. In general, it is not advisable for transfer students preparing for majors at any UC campus requiring a high number of units, such as engineering and science, to use IGETC.

Plan C can be fulfilled by completing the IGETC requirements specified for either the UC or CSU.

A letter grade of "C" or higher is required in all Plan C courses.

To earn an Associate in Arts degree using Plan C, students must complete a minimum of 60 degree applicable units with a grade point average of "C" (2.0) or higher, which must include the specified general education requirements and designated courses for a major. The Health and Wellness Proficiency requirement must be completed (see description in Plan A).

If a student wishes only to transfer and is not seeking an A.A. degree, they can follow the requirements below. There are no proficiencies required for IGETC certification.

It should be noted that completion of IGETC is not required for admission to the UC or CSU.

Further information and other regulations pertaining to IGETC and the Associate in Arts Degree are found in the catalog.

AREA 1 ENGLISH COMMUNICATION

CSU: Courses from A, B, and C required.
UC: Courses from A and B required.

A) English Composition
(1 course, 3 semester/4-5 quarter units)
English 100, 100S

B) Critical Thinking-English Composition
(1 course, 3 semester/4-5 quarter units)
Communication Studies 103
English 103, 110
Philosophy 103
Psychology 103
Reading 103

C) Oral Communication (CSU ONLY)
(1 course, 3 semester/4-5 quarter units)
Communication Studies 100+, 120, 130, 132+

AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester/4-5 quarter units)
Mathematics 112+, 114+, 115, 116+, 155+, 160+, 170+, 190, 225, 250
Psychology 210+

AREA 3 ARTS AND HUMANITIES

(3 courses, with at least one from A and one from B below; 9 semester/12-15 quarter units)

A) Arts
Architecture 112
Art 100, 101, 102, 103, 104, 105A, 105B, 106, 107, *108, *109, 113, 118
Dance 100, 101
Film 159
Humanities *108, *109
Music 100, 101, 103, 104, 104B, 105, 180
Photography 160
Theatre 101, 102, 103, 104, 150
Women's and Gender Studies 118

B) Humanities
American Sign Language 111, *220
Art *108, *109, 124, 125, 207
Chinese 102, 201, 202, 260
English 102, 106, 221A, 221B, 222, 223, 224, 225, 226, 227, 228, 230A, 230B, 231, 232, 233, 234, 235, 236, 237, 238, 239, 245, 246A, 246B, 248A, 248B, 249
French 201, 202, 281, 282, 283, 285+
German 102, 201, 202
History *101+, *102+, *103+, *110, *120, *210+, *230, *235, *241, *242, *245, *246, *250, *255, *260, *265, *275
Humanities 100, *108, *109, 125
Japanese 102
Philosophy 100, 102, 104, 105, 107, 108, 109, 130, 140, 200, 201, 203, 204, 205, 206
Photography 150
Political Science *240
Spanish 102+, 112+, 201, 202, 205, 210, 245, 260, 285+
Women's and Gender Studies 102, 109, 207, 209, 250

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE AND FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA

AREA 4 SOCIAL AND BEHAVIORAL SCIENCES

(3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester/12-15 quarter units)
American Sign Language *220
Anthropology 100, 120, 170, 200, 202, 203, 205, 206
Child Development 110
Communication Studies 110, 115
Economics 101+, 102, 201, 201M, 202, 202M
Environmental Policy 200
Geography 102, 105, 140
History *101+, *102+, *103+, *110, *120, 204, *210+, *230, *235, *241, *242, *245, *246, *250, *255, *260, *265, *275
Humanities 107
Kinesiology 108
Political Science 101+, 201+, 210, 220, 230, *240
Psychology 101, 150, 251, 261, 265+, 271
Sociology 101, 110, 120, 201, 202+, 205, 210, 215, 250
Women's and Gender Studies 101, 105, 107, 108, 115, 140, 202+, 204, 205, 206, 209, 250

AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES

(2 courses, one from A and one from B below; at least one course must include laboratory (lab); 7-9 semester/9-12 quarter units)

A) Physical Sciences
Astronomy 102+, 103+, 104, 105L (lab) 106
Chemistry 100+ (lab), 110+ (lab), 111 (lab), 112 (lab)
Earth Science 101, 102 (lab), 104, 104L (lab), 106, 110+ (lab)
Geography 101, 101L (lab), 103
Geology 101 (lab), 102, 102L (lab), 103, 103L (lab), 201 (lab), 207 (lab), 208, 209
Physical Science 100+
Physics 100+ (lab), 101+ (lab), 102+ (lab), 201+ (lab), 202+ (lab), 203+ (lab)

B) Biological/Life Sciences
Anatomy and Physiology 120+ (lab), 150+ (lab), 151+ (lab), 200+ (lab), 201+ (lab)
Anthropology 115, 115L (lab)
Biology 115 (lab), 120+ (lab), 200 (lab), 201 (lab), 202
Botany 120 (lab)
Microbiology 200 (lab)
Psychology 241
Zoology 120 (lab)

* These courses appear in more than one category but may be used only to satisfy one category .

ADDITIONAL REQUIREMENTS

A) UC ONLY: Language other than English
There are several ways to satisfy this requirement. They include:
a. Complete two years of the same foreign language in high school with a grade of "C-" or higher.
b. Complete first college course in any foreign language or ASL 110.
c. Earn a minimum score of 500 on an appropriate College Board Achievement Test in a foreign language.
d. For other options, see your counselor.

B) CSU ONLY: The CSU has a specific American Institutions requirement that is separate from the general education requirements. Courses used to meet the American Institutions requirement may be used to satisfy requirements for the IGETC, at the discretion of the receiving CSU campus. It is recommended that this requirement be met prior to transfer. The following will meet the CSU American Institutions requirement.
6 units, one course from Group 1 and one course from Group 2.
Group 1: History 101+, 102+, 103+
Group 2: Political Science 101+, 201+

C) The UC-bound student should be aware of the American history and institutions requirements at the campus of choice.
Requirements may vary. See your counselor for details.

+Credit limitation. UC credit limitations may apply for certain courses in IGETC, as well as other UC transferable courses which are not in IGETC. An explanation for each course, which has credit limitations, appears in the college catalog course description. For details, see your counselor.

SERVICES FOR STUDENTS

The following pages describe the student services available at Cerritos College. We sincerely hope that you take the time to become familiar with these services and use them often to meet your goals at the college. The telephone extension of each service is listed. The college telephone number is (562) 860-2451.

ACCIDENT INSURANCE EXT. 2321

Accident insurance is provided by Cerritos College to all enrolled students in the event of an accident or injury during college sponsored and supervised activities. The insurance **may** assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusions in the policy, so it is important to work with the Student Health Services staff to insure optimum coverage. Students enrolled at Cerritos College, whose children are injured while using the officially designated childcare facility on campus, are covered by Accident Insurance.

ADMISSIONS AND RECORDS EXT. 2211

The Admissions and Records Office is responsible for the application for admission, academic records, transcripts, student academic petitions, enrollment, payment of fees, and student IDs. For additional information, visit our website at www.cerritos.edu/admissions-and-records/.

ASSESSMENT OFFICE EXT. 2599

Assessment for Placement or the Self Report Tool (SRT) or Guided Placement Tool (GPT), may be accessed by logging in to the student's MyCerritos account. The links are located on the right side of the screen under "Placement." For those who prefer to complete the SRT or GPT in person, visit the Assessment Center, located on the second floor of the Multipurpose Building, MP 206. Results are used for advisement in selecting classes. In most cases students may place directly into transfer level courses in the areas of math and English/ESL. A current Cerritos College student number and photo ID are required to complete the process. Please visit the website at www.cerritos.edu/assessment-center for the current office schedule.

ATHLETICS EXT. 2862

Cerritos College is a member of the California Community Colleges Athletic Association (CCCAA). Cerritos men's teams are represented in baseball, basketball, cross country, football soccer, swimming, tennis, track and field, water polo and wrestling. Cerritos women's teams are represented in: basketball, cross country, soccer, softball, swimming, tennis, track and field, volleyball, and water polo.

BOOKSTORE EXT. 2462

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts, and clothing. MasterCard, Visa, American Express, and Discover are accepted.

CALWORKS EXT. 2593

The Cerritos College CalWORKs Program assists students who are parents with children under the age of 18 receiving cash aid assistance through the state of California's CalWORKs Welfare Program, are in good standing with the college, and have developed or are in the process of developing a welfare-to-work plan with the local welfare office. The program provides eligible students with the following support services: Academic, Career, Transfer, and Personal Counseling services; Priority Enrollment; one-on-one new student orientations; Basic Needs Assistance; math tutoring; computer lab; study rooms; workshops; scholarship opportunities; referrals to campus- and community-based organizations; and up-to-date information regarding WTW rules, and requirements. The staff advocates for students with the Department of Public Social Services (DPSS) in order to ensure that county, state, and federal regulations are administered fairly and correctly. For eligible students, the CalWORKs Office also provides a work-study program, which includes Career Guidance, assistance with resumé writing, mock interviewing skill building, Pre-Employment Preparation workshops (PEP), and subsidized paid work-study placements on campus. To make an appointment with a CalWORKs Counselor, please call (562) 860-2451, ext. 2593. The CalWORKs Office is located in the Santa Barbara Building. Our hours are Monday – Thursday, 8 am – 5:30 pm; and Friday, 8 am – 4:00 pm. For additional information, please visit our website at www.cerritos.edu/calworks.

CAMPUS NEWS SERVICES AND SOCIAL MEDIA EXT. 2618

To keep you abreast of community news and interesting aspects of campus life, student news outlets are available to you free of charge. Campus news is available daily online on the award-winning Talon Marks website (talonmarks.com) and via a weekly e-newsletter. Sign up for the e-newsletter today on Talon Marks' homepage. Produced by students in the Mass Communications Department, the monthly Talon Marks newspaper also provides timely sports news, opinions, arts and entertainment. For breaking news, podcasts, and live interviews, follow Talon Marks on Twitter, Facebook, Spotify and Instagram.

CAREER PLANNING EXT. 2356

Career planning is available for individuals who are currently enrolled, who have graduated, or who hold certificates from Cerritos College. Career planning provides opportunities to explore career options, as well as the use of computerized search programs including the Internet. Students are encouraged to take advantage of the skills, interests, and values inventories that are available to them in Career Services. A career counselor will assist you with understanding your assessment results and help you in choosing a career or major.

CAREER SERVICES EXT. 2356

Career Services offers the following services to assist students in exploring and planning their academic and vocational futures: (1) Career Planning, ext. 2356; (2) Student Employment Resources, ext. 2366; and (3) Re-entry Programs, ext. 2362. You may visit our website at www.cerritos.edu/career-services for additional information and our current office schedule.

SERVICES FOR STUDENTS

CHILD DEVELOPMENT CENTER EXT. 2583

The Cerritos College Child Development Center Program is open for services to students, college employees, and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. We are committed to providing an outstanding quality program that is welcoming, nurturing, stimulating, creative, and safe for children ages 2 to 5 years old. We are a 5-star Child Development Program inspired by the Reggio Emilia approach to learning. We pride ourselves on building meaningful relationships where the children, families, and community are at the heart of our preschool program. The Child Development Center is open Monday through Friday, from 7:30 am to 5 pm.

Due to the ongoing COVID-19 pandemic, students interested in these services may visit our website to fill out a "Request for Child Development Services Form" or call (562) 860-2452, ext. 2583.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) EXT. 2384

The Cooperative Agencies Resources for Education (CARE) program provides the resources and support necessary for single, head of household parents. The program improves educational opportunities and seeks to enhance employability, minimize welfare dependency, and establish self-sufficiency through enrollment and completion of a degree or job training program.

To qualify for CARE, students must be: 1) eligible for EOPS; 2) a current recipient of CalWORKS/TANF cash aid for yourself or your child; 3) 18+ years old; 4) single and head of household; and 5) a parent to one or more children.

For more information, call (562) 860-2451, ext. 2384 or visit our website at www.cerritos.edu/eops/care.htm.

COUNSELING (562) 467-5231

Counselors are available in the Counseling Department to assist you with academic advisement, establishing realistic goals, and devising a comprehensive student education plan (C-SEP) to meet those goals. Counselors can keep you abreast of current requirements for your major. Counselors are available in person or virtually for appointments or standby/drop-in for quick questions. Online counseling is available at www.cerritos.edu/counseling. Counseling Department hours are Monday through Thursday, 8 am – 7 pm; and Friday, 8 am – 4:30 pm (excluding summer).

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) EXT. 2398

Extended Opportunity Programs and Services (EOPS) assists low-income and educationally disadvantaged students in college. The program offers priority enrollment, academic, personal and career counseling, book grants and other grants, tutoring, EOPS counseling classes, assistance with school supplies, transfer assistance, university tours and more. We also offer a Summer Bridge program for new students coming from high school. For more information, call (562) 860-2451, ext. 2398, or visit our website at www.cerritos.edu/eops.

FINANCIAL AID OFFICE EXT. 2397

The Financial Aid Office offers grants, work-study opportunities, loans, and scholarships provided by federal and state governments and local agencies. The Free Application for Federal Student Aid (FAFSA) can be submitted at www.fafsa.gov, and the California Dream Act application can be submitted at www.caldreamact.org. The federal school code for Cerritos College is 001161. Financial Aid Office services are available online 24/7 via FATV online videos, MyCerritos, and Ask Franco Chatbot. Financial Aid staff are available to communicate online Monday through Thursday, 8 am – 7 pm; and Friday, 8 am – 2 pm. For additional information, visit our website at www.cerritos.edu/financial-aid/ or email us at finaid@cerritos.edu.

HEALTH INSURANCE EXT. 2321

Supplemental insurance coverage programs are available for health and hospitalization coverage. Students interested should contact Student Health Services for insurance referrals.

HEALTH SERVICES EXT. 2321

Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First aid and referrals are available to all faculty, staff, and visitors. The Student Health Services is staffed by a group of professionals which include physicians, nurse practitioners, registered nurses, psychologists, medical assistants, and clerical support. They are all dedicated to your health and wellness. The SHS is able to provide basic outpatient services for the diagnosis and treatment of acute and sub-acute illnesses and injuries. A brief overview of services includes urgent care, preventive care, women's and men's health care; as well as, chiropractic services, referrals to psychological and optometric services, and a variety of support services (pharmacy, laboratory, health education, etc.). Accident, International student, and supplemental insurances are also available through the SHS. Office hours are currently Monday through Friday, 8 am – 4:00 pm. We invite you to visit our website at www.cerritos.edu/shs, or call (562) 860-2451, ext. 2321. We are located on the southeast corner of campus and would like to extend an invitation for you to stop in and visit.

LEADERS INVOLVED IN CREATING CHANGE (LINC) EXT. 2371

Leaders INvolved in Creating Change (LINC) is a support program designed to help link foster youth with support services on and off campus to ensure a successful transition from foster care to independent living. The goals of the program are to improve college access for current and former foster youth, increase retention and graduation rates, and promote student learning and development. Services provided to LINC students include academic counseling, early enrollment assistance (if eligible), tutoring, assistance with financial aid, and links to on-campus and off-campus resources. For more information call (562) 860-2451, ext. 2371, or visit www.cerritos.edu/linc.

LIBRARY AND LEARNING RESOURCE CENTER EXT. 2430

While the College is offering classes and services remotely due to the COVID-19 virus, the Wilford Michael Library will continue to provide access to thousands of online books, articles, research guides, and streaming videos. The library offers contact-free checkout of books, DVDs, and calculators. Reference service is provided by librarians via chat, Zoom, and email. To access these services and see the current library chat hours, please visit the library website at www.libraryguides.cerritos.edu/libraryservices.

Online resources are available 24 hours every day. Current students may access all these resources with their student ID number and their eight-digit birthday (MMDDYYYY).

MENTAL WELLNESS PROGRAM EXT. 2321

Psychological services, crisis intervention, and referrals are available to students experiencing emotional difficulties or concerns. Please contact Student Health Services at extension 2321 for assistance, or visit our website at www.cerritos.edu/shs.

OFFICE OF INTERNATIONAL STUDENT SERVICES EXT. 2133

The Office of International Student Services (OISS) fosters the education and development of F-1 Nonimmigrant students. The program provides eligible students with a comprehensive "One-Stop" approach with the following services: Admissions, Academic Counseling and Advising, early enrollment, small group orientations, welcome receptions advocacy regarding immigration requirements, computer lab, study rooms, and on-campus and community resources. The well-trained staff provides a welcoming and nurturing environment that assist new and continuing students to stay in federal program compliance and maintain good academic standing. The program provides workshops and support that assist students in adjusting to the American Culture and the California Community College educational system.

Cerritos College also offers a full-time Intensive English Program (IEP) to help develop English language skills. The IEP is a student-centered environment where students are fully immersed into the English language and culture. Upon successful completion, students can transition into their major field of study at Cerritos College and then transfer to the university of their choice.

To view the application for the *Academic* and/or *Intensive English Program* and **ALL** required documents, please visit our site at www.cerritos.edu/international, or call us at (562) 860-2451, ext. 2133. Our email address is intadmissions@cerritos.edu. The OISS office hours are Monday - Thursday, 8 am - 4:30 pm; and closed on Friday. The OISS is located in the Santa Barbara building.

PARKING EXT. 2325

On-campus student parking for vehicles will be free. There will be no cost for student parking during the Spring semester 2021, between the hours of 6 am and 10 pm. Students parking in white student stalls will not require a parking permit. All other parking violations will be strictly enforced (i.e. Students parking in staff stalls, handicapped, and fire zone violations). Vehicles with a valid disabled "DP" placard or plate and a current and valid student or one-day permit are permitted to park in staff parking lots. "Blue Curb" and marked disabled parking stalls do not require a parking permit if a valid "DP" placard or plate is displayed in the vehicle (the registered owner of the "DP" placard must be present at all times when placard is being used on campus). Persons displaying a "DP" plate or placard may not park in parking stalls reserved for "Carpool" or "Board Members" at any time. Student parking is free the first week of each semester in any white-lined parking stall.

VEHICLES WITHOUT A PERMIT OR THAT ARE INCORRECTLY PARKED CAN BE ISSUED A PARKING CITATION. CERRITOS COLLEGE ASSUMES NO LIABILITY AND IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF ANY VEHICLE OR ITS CONTENTS. LOST OR STOLEN PARKING PERMITS ARE NOT REPLACED. PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL PARKING INFORMATION.

RE-ENTRY RESOURCE PROGRAM EXT. 2362

The Re-entry Resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives. Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, information regarding child care, financial aid, career counseling, job placement, scholarship information, and community resources. The program also coordinates the annual Major Exploration and Community Resources Fair. Re-entry students of varied ages find these services relevant to their needs and interests. The Re-entry Resource Program is located in Career Services. For more information, visit us at www.cerritos.edu/re-entry-program.

STUDENT ACCESSIBILITY SERVICES (SAS) EXT. 2335 (formerly Disabled Student Programs and Services) (DSPS)

Students with educational limitations due to a disability may receive accommodations and services from Student Accessibility Services (SAS). SAS serves students with disabilities such as mobility, vision loss, hearing loss, mental health, learning, autism, and other health-related disabilities. SAS has been in operation at Cerritos College since 1969. For more information or to schedule an appointment call (562) 860-2451, ext. 2335; (562) 274-7164 (VP); or visit our website at www.cerritos.edu/sas.

STUDENT EMPLOYMENT RESOURCES EXT. 2366

Cerritos College students and alumni who are seeking employment may review job listings in Career Services. Additional listings are accessible through the Internet. Assistance in seeking internships is also provided. Handouts on job search resources, resumé writing, and interviewing skills are available on request. Student Employment coordinates the bi-annual job fairs, Employer Business Panel, and on-campus employer information tables. For more information, call (562) 860-2451, ext. 2366; email student-employment@cerritos.edu; or visit us at www.cerritos.edu/job-placement.

SERVICES FOR STUDENTS

SUCCESS CENTER EXT. 2855

The Success Center has been established to serve the needs of faculty and students across the campus. The Success Center provides learning assistance and academic support for students at all levels. Assistance in virtually any subject is available via online tutoring and workshops with qualified tutors and instructors. Faculty and staff in the Success Center involve instructors to develop supplemental instruction in a variety of forms and work with instructors to enhance course offerings. For hours, special schedules, and additional information; please visit the Center's website at www.cerritos.edu/sc.

TRANSCRIPTS/VERIFICATION OF ENROLLMENT EXT. 2211

A transcript of all college work completed may be obtained by submitting a written request in the Admissions and Records Office. The first 2 transcripts (whether official or unofficial) and verifications of enrollment are free. For subsequent copies, a fee of $3 is charged for each regular transcript; a $10 fee is charged for each rush transcript requested at least 2 hours before closing. The fee for verification of enrollment is $2 for three to five working days processing time, or $7 for 24-hour service. Please contact the Admissions and Records Office by phone or check the website at www.cerritos.edu/, "MyCerritos", "Transcripts", for information on ordering transcripts via the web.

TRANSFER CENTER EXT. 2154

The Transfer Center offers information, referrals, and counseling services for students interested in transfer to the four-year college or universities. The Transfer Center provides transfer counseling, transfer events and workshops, general education information, advising appointments with university representatives, and university tours. Visit our website at www.cerritos.edu/transfer-center/ for our current schedule.

VETERANS' EDUCATION OFFICE EXT. 3716

The Veterans' Education Office is located in the Veterans' Resource Center. The primary function of this office is to certify to the Veteran's Administration that eligible veterans are enrolled at the colleges and pursuing an approved educational goal. Visit our website at www.cerritos.edu/va for our current schedule.

SERVICIOS PARA ESTUDIANTES

ADMISIONES Y REGISTRO EXT. 2211

La oficina de Admisiones y Registro tiene muchas funciones. Es responsible por: solicitud de admisión, registros permanentes, peticiones de transcripción, peticiones académicas, verificación de matriculación de estudiantes para las instituciones pertinentes, y un segment de el procedimiento de matriculación. Preguntas y comentarios pueden ser dirigidos al Decano de Admisiones y Servicios de Registro. Salvo en el tiempo de inscripción, el horario de la Oficina de Admisiones y Registro es Lunes a Jueves, 8 am – 7 pm; Viernes, 8 am – 2 pm Para obtener información adicional, visite nuestro sitio de web en www.cerritos.edu/admissions-and-records/.

OFICINA DE EVALUACIONES/COLOCACION EXT. 2599

La Evaluación para ubicación o la Herramienta de auto evaluación (SRT) son administradas en la Oficina de Evaluaciones que se encuentra en el segundo nivel del Edificio de usos múltiples. Los resultados se utilizan para la orientación en la selección de clases. Para los estudiantes que se graduaron de la escuela secundaria en los últimos 10 años, las certificaciones de una escuela secundaria de Estados Unidos se utilizan para ubicarlos en las clases de Lectura, Matemáticas o ESL. Los estudiantes que se graduaron de la escuela secundaria hace más de 10 años, que no hicieron o no completaron la escuela secundaria o que no tienen certificaciones de una escuela secundaria de Estados Unidos deben comunicarse con la Oficina de Evaluaciones para obtener las opciones apropiadas. Visite nuestro sitio web en www.cerritos.edu/assessment-center para ver el programa de Evaluaciones vigente.

LIBRERIA EXT. 2462

La librería de Cerritos College es operada por el Grupo Follet Higher Education, en asociación con la ASCC. La tienda brinda materials necesarios, libros nuevos y usados, materiales de referencia, útiles escolares, bocadillos, regalos y ropa impresa. Mastercard, Visa, American Express y Discover son aceptados. Las horas regulares de Otoño y Primavera son: 7:30 am a 7 pm, de Junes a Jueves; 7:30 am a 2 pm, Viernes; cerrado Sábados y Domingos.

CONSEJERIA (562) 467-5231

Los consejeros están disponibles en el Departamento de Asesoramiento para ayudarle con asesoría académica, el establecimiento de metas realistas y la elaboración de un integral plan de educación para alcanzar esos objetivos. Consejeros pueden mantenerle al corriente de las necesidades actuales de su carrera. Los consejeros están disponibles por medio de citas de media hora o limitadamente sin cita para breves consultas. Consejería en línea está disponible en www.cerritos.edu/counseling. Los horarios del Centro de asesoría son Lunes a Jueves de 8 am a 7 pm; y el Viernes de 8 am a 2 pm (excluyendo verano).

SERVICIOS DE ACCESIBILIDAD ESTUDIANTIL (SAS) EXT. 2335

Los estudiantes con limitaciones educativas debido a una discapacidad pueden recibir adaptaciones y servicios de los servicios de accesibilidad estudiantes (SAS). SAS atiende a estudiantes con discapacidades como movilidad, visuales, pérdida de la audición, psicológicas, del aprendizaje, autismo y otras discapacidades relacionadas con la salud.SAS ha estado funcionando en Cerritos College desde 1969. Para obtener más información o para programar una cita llame al (562) 860-2451, ext. 2335; (562) 274-7164 (VP); o visite nuestro sitio web en www.cerritos.edu/sas.

OFICINA DE AYUDA FINANCIERA EXT. 2397

La Oficina de Ayuda Financiera ofrece becas, trabajo y oportunidades de studio, préstamos y becas otorgadas por los gobiernos federales y estatales y agencias locales. La Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA) puede llenarse en la web en www.fafsa.gov, y la solicitud de California Dream Act se puede erwiar a www.caldreamact.org. El código de Cerritos College es 001161. El horario de la Oficina de Ayuda Financiera es Lunes a Jueves, 8 am – 7 pm; Viernes, 8 am – 2 pm. Para obtener información adicional, visite nuestro sitio web en www.cerritos.edu/financial-aid/.

ESTACIONAMIENTO EXT. 2325

El estacionamiento en Cerritos College es únicamente con permiso. Las regulaciones de estacionamiento se deben cumplir las 24 horas del día, los 7 días de la semana. Se puede solicitar un permiso de estacionamiento semestral por Internet. Para hacerlo, regístrese en MyCerritos en y haga clic en el enlace “Buy Parking Permit” (Comprar permiso de estacionamiento). También se pueden comprar permisos en el campus, en la Oficina de Admisiones y Registros (Admissions and Records Office) durante el horario normal de atención, y en la Policía del Campus (Campus Police) cuando la Oficina de Admisiones y Registros esté cerrada, incluso los fines de semana. Se pueden comprar permisos por día, por $2, en los dispensadores de boletos ubicados en nuestros estacionamientos para estudiantes. Todas las expendedoras de permisos aceptan billetes de dólar y monedas, pero no dan cambio ni reembolsos de ningún tipo. Todas las máquinas de permisos además aceptan tarjetas de crédito con una tarifa de 25 centavos por el servicio que se suma a cada transacción. Los dispensadores se encuentran cerca de la marquesina frente al gimnasio, en Falcon Way, y en los estacionamientos para estudiantes 1, 5, 6, 8 y 10. Los lugares de estacionamiento por tiempo también se encuentran disponibles en los estacionamientos 2, 6 y 8. Estos lugares requieren del pago y de la exhibición del permiso que es válido por hasta 2 horas. El estacionamiento en lugares reservados para el personal requiere un permiso vigente. Se permite que los vehículos con un cartel o una placa válida por discapacidad “DP” (persona discapacitada, por sus siglas en inglés), y un permiso por un día vigente y válido para estudiantes,

estacionen en estacionamientos para el personal. La “acera de color azul” y los lugares de estacionamiento marcados para discapacitados no requieren un permiso de estacionamiento, si el vehículo tiene un cartel o una placa valida de “DP” (el dueño registrado del cartel de “DP” debe estar presente en todo momento cuando se use el cartel en el campus). Las personas que exhiban una placa o un cartel de “DP” no pueden estacionar en ningún momento en aquellos lugares de estacionamiento reservados para “personas que comparten el vehículo” o “miembros de la junta”. El estacionamiento para alumnos es gratuito durante la primera semana de cada semestre en cualquier espacio de estacionamiento marcado con líneas blancas. Tenga en cuenta que el semestre de verano tiene 2 sesiones y que el estacionamiento es gratuito únicamente durante la primera semana de la primera sesión.

SE PUEDE EMITIR UNA CITACIÓN DE ESTACIONAMIENTO A AQUELLOS VEHÍCULOS SIN UN PERMISO O QUE ESTÉN ESTACIONADOS DE FORMA INCORRECTA. CERRITOS COLLEGE NO ASUME NINGUNA RESPONSABILIDAD NI TAMPOCO ES RESPONSABLE DEL DAÑO O ROBO DE NINGÚN VEHÍCULO NI SUS CONTENIDOS. NO SE REEMPLAZAN LOS PERMISOS DE ESTACIONAMIENTO PERDIDOS O ROBADOS. CONSULTE EL CATÁLOGO DE LA UNIVERSIDAD SI DESEA OBTENER INFORMACIÓN ADICIONAL SOBRE ESTACIONAMIENTO.

If you have questions or need information in Spanish about Cerritos College, please contact the Admissions and Records Office at admissions-info@cerritos.edu. Additional information is available in Spanish on pages 10-15.

Si usted tiene preguntas o necesita información en español acerca del Colegio de Cerritos, llame por favor a la Oficina de Admisiones y Registro a admissions-info@cerritos.edu. Información adicional está disponible en español en las páginas 10-15.

STUDENT ACCESSIBILITY SERVICES

FORMERLY DISABLED STUDENT PROGRAMS AND SERVICES

Students with educational limitations due to a disability may receive accommodations and services from Student Accessibility Services (SAS). SAS serves students with disabilities such as mobility, vision loss, hearing loss, mental health, learning, autism, and other health-related disabilities. Students who wish to apply for SAS services may do so by visiting the SAS website at https://www.cerritos.edu/sas. For more information, call (562) 860-2451, ext. 2335 or (562) 274-7164.

SAS Services:

SAS determines reasonable accommodations on a case by case basis by reviewing the disability verification documentation and engaging in an interactive process with each student. Following are some of the supportive services which may be approved as reasonable accommodations, depending on the nature of the student's educational limitations, to assure access to educational activities at Cerritos College:

- *Notetakers*
- *Testing accommodations*
- *Materials in alternate format*
- *Assistive Technology*
- *Sign language interpreters*
- *Assistive listening devices*
- *Priority enrollment*
- *Academic adjustments*

Additional services available through SAS may include:

- *Counseling*
- *Enrollment assistance*
- *Illness notification*
- *Instructor liaison*
- *Assistive technology training*

Student Accessibility Services is located in the Liberal Arts/SAS Building.

Instructional Offerings:

Access Learning Courses

ACLR 86 – Introduction to Universal Design for Learning – 2.0 units

ACLR 87 – Using Scan-Read Technologies in Universal Design for Learning – 2.0 units

ACLR 91 – Career Exploration for Students with Disabilities – 1.0 unit

ACLR 101 – Increasing Your Access Potential – 2.0 units

Adapted Physical Education Courses

PEX 100 – Fitness for Students with Disabilities – 1.0 unit

PEX 100A – Adapted Independent Exercise – 1.0 unit

PEX 101 – Wheelchair Activities – 1.0 unit

PEX 102 – Adapted Cardiovascular Exercise – 1.0 unit

PEX 103 – Adapted Strength Training – 1.0 unit

PEX 130 A – Adapted Circuit Weight Training – 1.0 unit

PEX 104 – Adapted Stretching and Relaxation – 1.0 unit

PEX 105 – Adapted Swimming – 1.0 unit

PEX 106 – Adapted Aquatic Exercise – 1.0 unit

PEX 106A – Adapted Aquatic Group Fitness – 1.0 unit

PEX 107 – Adapted Team Sports – 1.0 unit

PEX 107A – Adapted Soccer – 1.0 unit

PEX 108 – Adapted Individual Sports – 1.0 unit

PEX 109 – Adapted Group Fitness – 1.0 unit

In accordance with the Americans with Disabilities Act, this information is available in alternate formats (Braille, enlarged type, e-text, etc.) and may be requested by emailing April Shin at ayshin@cerritos.edu.

SUCCESS CENTER

Do you need tutoring for any of your Cerritos College courses? Do you need help managing your time efficiently? Do you need to learn how to take good lecture notes or learn how to better study from your textbook? Do you need help dealing with the stress of going to college? The Success Center can provide the answers and the help that you're looking for. All Cerritos College students may attend any of the free services listed below. Visit the Success Center's website at www.cerritos.edu/sc for more information.

Individualized Instruction from Faculty

Faculty members are available at various times for assistance in math, English, English as a Second Language, and reading.

Tutorial Services

Smarthinking Online Tutoring available 24/7.
Group tutoring with embedded tutors.
Tutoring by appointment.

Workshops

Workshops in various topics such as, How to Read Your Textbook, How to Take Great Notes, Stress Management, Student Success, and many more!

ASSOCIATED STUDENTS

The Associated Students of Cerritos College (ASCC) provides the governing body that finances, organizes, and directs many programs for the student population. It co-sponsors with the district such activities as touchtone registration, athletics, choir, band, forensics, drama, and the student newspaper. Students are encouraged to participate in campus clubs and organizations. The club program is an ever-growing phase of campus life, with new clubs forming every year. With more than 60 clubs, students are provided the opportunity to become involved in curricular, special interest, and social programs. The Inter-Club Council meets regularly to give all clubs and organizations the chance to share their activities collectively. For additional information about the ASCC and campus clubs, please visit our website at www.cerritos.edu/activities/student-government/default.htm.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES PREAMBLE

The community college exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals, and beliefs of other students.

Cerritos College is open to all qualified students regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

CLASSROOM RIGHTS AND RESPONSIBILITIES

The professor in the classroom and in conference should permit free discussion, inquiry, and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors' personal beliefs, or conduct unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and to know at the beginning of the course those academic standards required of the student in the course.

Administrative staff and faculty members should respect confidential information about students, such as student views, beliefs, and political associations, that is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

ON THE CAMPUS RIGHTS AND RESPONSIBILITIES

Students should be free to examine and discuss all questions of interest to them, and express opinions publicly and privately. They should be free to organize and join associations to promote their common interests. The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in that college organization. Campus advisors shall advise organizations in the exercise of their rights and responsibilities.

Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and the advisor shall certify the list of verified members. Campus organizations should be open to all students.

Students and student organizations should be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite, and hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state, and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations, and guest speakers speak only for themselves.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy, instruction, the evaluation of professors as it pertains to their course content, and on matters of general interest to the student body.

IN THE LARGER COMMUNITY

College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As citizens, they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college's interest as an academic community are distinct and clearly involved should the special authority of the college be asserted.

STUDENT PUBLICATIONS

Student publications and the student press perform the traditional roles of informing, entertaining, and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings, and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications, and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo, and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.

Safeguards to assure freedom of the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.

STUDENT RIGHTS AND GRIEVANCES

Note: Complaints under Section 504, Section 508, and/or the Americans with Disabilities Act are to be made to the Section 504/508/ADA Coordinator in the Disabled Student Programs and Services Office or to the Diversity/Compliance/Title IX Officer in the Human Resources Office. Complaints of sexual harassment and other illegal discrimination are to be made to the Diversity/Compliance/Title IX Officer in the Human Resources Office or the Vice President of Human Resources.

If a student files a grievance under this procedure that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to: (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint"; or to (ii) the Cerritos College Section 504/ADA Coordinator per Administrative Procedure 3412, for attempted informal resolution or investigation.

STUDENT GRIEVANCE PROCEDURES

A student of the College may address grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any academic or management employee of the District.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibilities," or any state, federal, or local codes. Grades and grading grievances are not addressed within this administrative procedure. The student should refer to "Student Grade Grievance Procedure."

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student, which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Office of Student Conduct and Grievance or ASCC Chief Justice or designee shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal.

GRIEVANCE PROCEDURE (EXCEPT GRADES AND GRADING, SEXUAL HARASSMENT, AND OTHER ILLEGAL DISCRIMINATION): STEP I – INFORMAL ACTION

A. The student with a grievance shall first attempt to resolve the matter by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, the student shall then attempt to resolve the matter by informal discussion with the person at the lowest level of supervisory authority for the person with whom there is a complaint.

C. If the grievant still believes the issue has not been resolved satisfactorily after Step I-B, a student Statement of Grievance Form may be obtained from the Office of Student Conduct and Grievance. After completion of the Form specifying the time, place, nature of the complaint, and remedy or correction requested; it should be submitted to the Coordinator of Student Conduct and Grievance who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs. This statement must be submitted within 30 instructional days after the grievant has become aware of the act or condition on which the complaint is based. An instructional day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and administrative offices. All weekend days and college holidays are excluded.

D. The ASCC Chief Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion is intended to include the levels of management or administration concerned with the problem and should be completed within ten instructional days, as such days are defined herein. In the event the informal procedure fails, the formal procedure may be implemented.

STEP II – FORMAL ACTION

A. PRELIMINARY STEPS

1. If the grievant does not believe the grievance has been resolved, the grievant may request Step II-Formal Action through the ASCC Chief Justice. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:
   - ASCC Chief Justice or designee and two Court Justices or designees,
   - the Vice President of Academic Affairs or administrative designee,
   - the Faculty Senate President or Senate designee, and
   - one Faculty Senate member, chosen by the Faculty Senate.

   If replaced per section II.A.5. herein, the ASCC Chief Justice or designee or Court Justices or designees substitute(s) shall be appointed by the ASCC Court.
2. The Chief Justice or designee shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The five voting members of the Hearing Committee may be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Chief Justice. Members of the Committee are to serve for an academic year.
3. The Vice President of Academic Affairs or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Justice in the conduct of the hearing.
4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing or otherwise required by law.
5. No person shall serve as a member of a Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Hearing Committee Chair, who shall determine whether cause for disqualification has been shown. If the Hearing Committee Chair determines that sufficient grounds for removal of a member of the committee have been presented, the Hearing Committee Chair shall remove the challenged member or members and request a substitute from the original appointing constituent group.

B. FORMAL HEARING

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within 15 instructional days after informal action has been completed and the grievant has requested a formal hearing.
2. The Chair must notify the parties involved within five instructional days before the hearing of the date, time, and location of the hearing and must include a copy of the written complaint, a copy of the Statement of Student Rights and Responsibilities, and copy of the Grievance Procedure.
3. Four members shall constitute a quorum by which Hearing Committee business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.
4. The members of the Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
5. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Unless the Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true.
6. Each party shall have the right to be present, to be accompanied by the person of his or her choice (who may not participate in the hearing), and to question witnesses who are present. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
7. The hearing shall be recorded by the Coordinator of Student Conduct and Grievance, either by audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The audio or stenographic recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any recognized party to the grievance may request a copy of the recording.

8. The Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name.
9. The Hearing Committee shall discuss the stated grievance(s), hear testimony, examine witnesses, and receive all available evidence to the charge.
10. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.
11. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the appropriate Vice President. The Hearing Committee's decision(s) shall be final unless appealed.
12. A recording of the proceedings shall be kept in a confidential file in the Office of Student Conduct and Grievance and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.
13. Reprisals of any kind will not be taken by the District or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.
14. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.
15. If the grievant does not act within the time limits provided herein, the ability to proceed with the grievance shall be terminated and no further action will be taken.
16. The number of instructional days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.
17. The Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.
18. If in the course of the proceedings a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within 30 instructional days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

APPEALS PROCESS

1. If a party wishes to formally appeal a recommendation of the Hearing Committee, an appeal must be submitted within ten instructional days to the appropriate Vice President provided the appropriate Vice President is not a direct party to the grievance. If the appropriate Vice President is a direct party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted to a Vice President/Assistant Superintendent not a direct party to the grievance.
2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the appropriate Vice President or alternate may accept or reject the Hearing Committee's decision.
3. If the appropriate Vice President or alternate rejects the Hearing Committee's decision, he or she shall submit his/her decision with the stated reasons for objections to the Hearing Committee within ten instructional days. The Hearing Committee shall within ten instructional days reconsider its decision(s) and submit its decisions to the appropriate Vice President for a final decision.
4. The appropriate Vice President shall transmit his or her final decision to the parties within ten instructional days.
5. An appeal of the appropriate Vice President's decision may be submitted to the President/Superintendent by either party within five instructional days of the appropriate Vice President's decision. The President/Superintendent shall transmit his or her final decision to the parties within ten instructional days.
6. An appeal of the President/Superintendent's decision may be submitted to the Board of Trustees by either party within five instructional days of the President/Superintendent's decision. The Board of Trustees may review an appeal for two consecutive regular Board meetings before making a final determination of the matter at the District level.
7. The President/Superintendent or designee, or the Board of Trustees may reject a Hearing Committee decision only after reviewing a transcription of the involved hearing.

STUDENT GRADE GRIEVANCE PROCEDURE

A student of the College may present a grade grievance. The California Education Code, Section 76224, quoted, states for a final course grade the conditions upon which grades or grading can be questioned.

> "When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.

Definitions

Fraud – Fraud consists of some deceitful practice with intent to deprive another of their right.

Bad Faith – Intentional design to mislead or deceive another, or neglect or refusal to fulfill some duty or contractual obligation.

Incompetence – That a person is incapable, inefficient, and without the qualities needed to discharge their obligations and duties.

Mistake – An unintentional act, omission, or error.

Instructional Day - Any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekend days and college holidays are excluded.

STEP I – INDIVIDUAL ACTION

If a student believes they have valid grounds to challenge a final course grade based on the presence of a mistake, fraud, bad faith, or incompetence, they must first meet with the faculty member to attempt to resolve his or her concern informally. Once grades are available, the student is expected to contact their instructor directly to discuss the dispute. If the instructor is not available or is no longer employed, the student should contact the Division Dean.

When challenging a grade, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

STEP II – MANAGEMENT ACTION

Note: If a student files a grade grievance that includes an allegation of unlawful discrimination, including harassment or retaliation, the grievance, or portion of the grievance, will immediately be referred to (i) the Diversity/Compliance/Title IX Officer or to the Vice President of Human Resources or designee per AP 3435, "Intake and Processing of the Complaint" or to (ii) the Cerritos College Section 504/ADA Coordinator per AP 3412, for attempted informal resolution or investigation.

1. The student will submit the Grade Grievance Form on the Office of Student Conduct and Grievance website within 30 instructional days after the completion of the course about which the grade grievance is filed. Information from the form will be used to create a Grade Grievance Petition, provided to the student during the meeting with the Student Conduct Coordinator. Students may obtain an alternate electronic format of this form by request to the Student Conduct Coordinator or Dean of Student Services. Stated deadline still applies.
2. The Student Conduct Coordinator will meet with the student to review this procedure and the Grade Grievance Petition. The student must schedule and meet with the Student Conduct Coordinator within 10 instructional days of submitting the form. If the student wishes to pursue the grievance, the Student Conduct Coordinator will sign and date the Petition and provide to the student. In the absence of the Coordinator, the Dean of Student Services will perform these duties.
3. The student will present a copy of the Grade Grievance Petition and all supporting evidence to the applicable Division Dean within 10 instructional days of obtaining the signature of the Student Conduct Coordinator. The Division Dean may schedule a meeting with the student and the faculty if appropriate. The Division Dean shall render a decision, and communicate the decision in writing to all parties within 15 instructional days. The outcome notice must include a summary of the grievance allegations, findings from review of the grievance and supporting evidence, a statement of analysis and determination, and instructions for appeal.

STEP III – ADMINISTRATIVE ACTION

If either party is dissatisfied with the decision of the Division Dean, he or she may appeal the matter to the Vice President of Academic Affairs or designee within ten instructional days of the Division Dean's recommendation. The Vice President of Academic Affairs or designee shall call a meeting with the student, the ASCC Chief Justice, the Division Dean, and if needed, the faculty member. The Vice President of Academic Affairs or designee shall transmit his or her decision to the parties within ten instructional days.

The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, a statement of analysis and determination, and instructions for appeal.

STEP IV – BOARD OF TRUSTEES ACTION

If either party is dissatisfied with the decision of the Vice President of Academic Affairs or designee, an appeal may be submitted to the Board of Trustees. The appeal must be submitted within ten instructional days of the Vice President of Academic Affairs or designee's decision. The Board may review an appeal for two consecutive regular Board meetings during closed session, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the District level. Following final determination, the outcome will be recorded in the Board minutes and notice provided to all parties in writing from the Office of the President within ten instructional days. The outcome notice must include a summary of the grievance allegations and prior findings, findings from review of the grievance appeal and supporting evidence, and the statement of final determination.

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

ADDITIONAL INFORMATION

Most complaints, grievances, and disciplinary matters should be resolved at the college level. If a complaint does not fall into one of the college's established procedures, it may be addressed in writing to the President/Superintendent. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Matters that are not resolved at the college level may be submitted to one or more of the following agencies for consideration:

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at http://www.accjc.org/complaint-process, if the complaint is associated with the institution's compliance with academic program quality and accrediting standards. The ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- If the complaint does not concern the college's compliance with academic program quality and accrediting standards, it may be directed to the California Community Colleges Chancellor's Office by completing the web form found at http://californiacommunitycolleges.cccco.edu.

STANDARDS OF STUDENT CONDUCT

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision.

The Board of Trustees shall consider any recommendation from the President/Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions.

Students who fail to adhere to District regulations are subject to disciplinary actions.

In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions.

The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/Superintendent or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
7. Committing sexual harassment as defined by law or by District policies and procedures in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
8. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
10. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.

12. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.
13. Cheating, or engaging in other academic dishonesty including copying from another's work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.
14. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.
15. Plagiarism, in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.
16. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.
18. Lewd, indecent or obscene conduct on District-owned or controlled property; or at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.
19. Engaging in expression that is obscene, libelous or slanderous, or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
20. Persistent serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board policy or administrative procedure.
22. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area, or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.
23. Failure, as a person involved in sexual activity, to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.
    - Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
        a. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
            i. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
            ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
        b. In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
            i. The complainant was asleep or unconscious.
            ii. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
            iii. The complainant was unable to communicate due to a mental or physical condition.
24. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent. (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent. (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (A) The vagina or anus of a person by any body part of another person or by an object. (B) The mouth of a person by a sex organ of another person.

25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Prostituting another person. (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent. (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
26. Misrepresentation of oneself or of an organization to be an agent of the District.
27. Continued disruption on or off District property of the District's educational or student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
28. Abuse of any person, or any possession of any person, on District-owned or controlled property.
29. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
30. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
31. Violation of Board policies or administrative procedures governing the use of student user accounts, Computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of the District.
32. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
33. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.
34. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
35. Any other cause not listed above which is identified as "Good Cause" by the Education Code or that disrupts the college, its mission, or campus life.

ACADEMIC HONESTY/DISHONESTY POLICY

Your instructors are eager to help you succeed in your studies at Cerritos College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.

Your success depends on a combination of the skill and knowledge of your instructors, and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours and can be used by you, only if it is gained through your own personal efforts. Receiving a grade in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For this reason, academic honesty is taken very seriously by the Cerritos College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of academic dishonesty would include, but not be limited to the following:

- Copying, either in part or in whole, from another's test or examination;
- Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "Cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be exercised by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Student Conduct and Grievance for further administrative action, such as suspension or expulsion.

STUDENT DISCIPLINE PROCEDURES

Student Conduct Programs should contribute to the teaching of appropriate individual and group behavior as well as to protecting the campus community from disruption and harm. The Programs should be conducted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall educational goals of the institution. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

The Office of Student Conduct and Grievances is responsible for the student conduct and sanctioning procedures of the college. Inquiries should be directed to the Office of Student Conduct and Grievances.

STUDENT CONDUCT PROCEDURES AND SANCTIONS

Definitions

District – The Cerritos Community College District.

Day – A day is defined as any day Monday through Friday that all normal College business is conducted, both in the classroom and in the administrative offices. All weekend days and College holidays are excluded.

Student – Any person currently enrolled as a student of the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is or was enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Written or verbal reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Disciplinary Probation – A period on probation that may include, but is not limited to, exclusion of the individual from designated co-curricular activities of the college for a set period of time.

Removal from class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by the President/Superintendent or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President/Superintendent or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Short-term Suspension – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the President/Superintendent or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from the District for one or more terms.

Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend, or expel is taken against a student, the following procedures will apply:

Notice – The President/Superintendent or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- the specific section of the Standards of Student Conduct that the student is accused of violating.
- a short statement of the facts supporting the accusation.
- the right of the student to meet with the Dean of Student Services or designee to discuss the accusation, or to respond in writing.
- the nature of the discipline that is being considered.

Time limits – The notice must be provided to the student within 20 days of the date on which the administration of the college became aware of the conduct; in the case of continuous, repeated, or ongoing conduct of which the administration of the college has become aware, the notice must be provided within 20 days of the date on which the administration became aware that the conduct occurred which led to the decision to take disciplinary action.

Hearing Officer Meeting – The student is to have a hearing with the Dean of Student Services or designee serving as the district hearing officer. The hearing must occur no sooner than five days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term Suspension – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the President/Superintendent's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The President/Superintendent or designee decision on a short-term suspension shall be final.

Long-term Suspension – Within five days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to impose a long-term suspension. Written notice of the President/Superintendent or designee decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

Expulsion – Within 10 days after the meeting described above, the President/Superintendent or designee shall, pursuant to a recommendation from the Dean of Student Services or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before the hearing panel before expulsion is imposed, and a copy of this policy describing the procedures for a hearing. The request must be made in writing to the Vice President of Student Services or designee.

A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

Disciplinary Decisions, Sanctions, and Conditions

Written or Verbal Reprimand – May be initiated by any faculty or College manager and sent in writing to the Office of Student Conduct and Grievances. The Disciplinary Officer (Dean of Student Services or designee) shall determine if there exists good and sufficient reason to initiate disciplinary action and the student should be notified of such actions.

Disciplinary Probation – Initiated by the Dean of Student Services or designee. The nature of the misconduct, dates, times, places, and the length of probation shall be placed in writing. Written copies shall be sent to the student and copies filed with the Office of Student Conduct and Grievances.

Removal from Class (Education Code Section 76032) – Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Faculty Coordinator for Student Conduct and Grievance and complete a Student Conduct Incident Form. The Faculty Coordinator or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Faculty Coordinator or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Faculty Coordinator, or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

Immediate Interim Suspension (Education Code Section 66017) – The President/Superintendent or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

Withdrawal of Consent to Remain on Campus – The President/Superintendent or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean of Student Services or designee, a written report must be promptly made to the President/Superintendent or designee.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

All applicable conditions of a withdrawal of consent to remain on campus, suspension, or expulsion in effect when a break occurs in the conducting of College business (both in the classroom and in the administrative offices) remain in effect during the break unless specifically excepted in writing by the President/Superintendent or designee.

A withdrawal of consent to remain on campus, suspension, or expulsion prohibits both physical presence on the campus and at a facility or activity operated by the College and any type of online or distance education presence or participation in classes, activities, and/or operations of the College.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Clearance to Return – Prior clearance to return to the college (in-person and/or online) may be required. Clearance requirements may include completion of educational or other courses or processes as specified in the sanction decision. This requirement may include confirmation that the individual is ready for the college classroom and/or that the individual's continued presence on campus is not a threat to himself/herself, others, and/or the property of the District or others.

Hearing Panel

The hearing panel for any disciplinary action subject to hearing by a panel shall be composed of one administrator, two faculty members, and two students.

Unless he or she determines to keep the prior year's appointees in place, the president of the Faculty Senate, and the President of ASCC shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The President/Superintendent or designee shall appoint the hearing panel from the names on these lists plus the Dean of Student Services or designee. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

The hearing panel shall be responsible to the President/Superintendent for reviewing and making a recommendation to the President/Superintendent or designee.

Membership of the hearing panel shall include the following:

1. Two members of the instructional staff appointed by the Faculty Senate.
2. Two ASCC Student Court Justices, or two other students who meet the minimum eligibility requirements to hold office in the ASCC if such justices are party to the matter at hand or are otherwise unavailable to serve, appointed by the ASCC Court Chief Justice or by the Associated Students President, if the Court Chief Justice is a party to the matter.
3. The Disciplinary Officer/Dean of Student Services or designee shall serve as the Chairperson of the Hearing Panel, but will not vote except to break a tie.

Procedures for a Hearing, Disposition, and Imposition of Sanctions

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten days of the suspension if the suspension is immediate.
2. Notice shall include date and place of hearing, a statement of all charges, a copy of applicable policies and procedures, the opportunity of the student to appear in person, and the opportunity to present oral and documentary evidence.
3. Hearings shall be conducted in the manner consistent with the orderly conduct of the affairs of the College, and which seems to the hearing panel to be most conducive to the determination of the truth.
4. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
5. The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services or designee.
6. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
7. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
8. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.
9. The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request that legal counsel to the college participate in his/her place. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
10. Hearings shall be closed and confidential unless the student requests that it be open to the public. If more than one student's case is under consideration, any and all such other students must also request that the hearing be open to the public in order to make it open to the public. Any such request must be made no less than five days prior to the date of the hearing. Requests contrary to state or federal law or to the safety of the college or participants shall

not be approved, subject to appeal to the President/Superintendent or designee.

11. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

12. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall not be considered unavailable for the purposes of this section.

13. The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording. Transcripts may be redacted to comply with law, policies, and to protect the privacy and/or safety of individuals.

14. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President/Superintendent or designee a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the sanction to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

President/Superintendent's Decision:

Long-term suspension – Within five days following receipt of the hearing panel's recommended decision, the President/Superintendent or designee shall render a final written decision. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel's decision, the President/Superintendent or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President/Superintendent or designee shall be final.

Expulsion – Within ten days following receipt of the hearing panel's recommended decision, the President/Superintendent or designee shall render a written recommended decision to the Board of Trustees. The President/Superintendent or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President/Superintendent or designee modifies, or rejects the hearing panel's decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President/Superintendent's or designee's decision for expulsion shall be forwarded to the Board of Trustees.

Board of Trustees Decision:

Expulsion – A decision of the Board of Trustees to impose expulsion shall be reached no later than the next regularly scheduled regular meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail to the address last on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Time Limits – Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

These procedures may change from time to time and may be superseded by current state and federal laws and regulations. Otherwise, the College Catalog, which is updated annually, contains the most recent information regarding student discipline procedures.

Also see BP 5500 titled Standards of Student Conduct.

Smoking, including the use of electronic cigarettes or other emission-producing products or devices, is prohibited within 20 feet of any exit, entrance, operable window, or ventilation intake of any campus building or structure; in any enclosed area on campus, including lobbies, lounges, courtyards, waiting areas, stairwells, and restrooms that are a part of any building or structure; and in all District vehicles, including gasoline or electric carts.

STUDENT CONDUCT AND GRIEVANCE

Information regarding student rights and responsibilities is available from the Dean of Student Services. The dean is available to meet with you to explain the "System" and your rights with regard to student grievances, student conduct and academic-related student grievances. This office also serves as a source of information and/or referral for all student problems and concerns. The office is located in the Office of Student Affairs. Inquiries should be directed to the Dean of Student Services in the Office of Student Affairs or by calling (562) 860-2451, ext. 2445.

TITLE IX POLICY

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance (Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act).

It is the policy of the State of California to afford all persons, regardless of their sex or gender identity, equal rights and opportunities in the educational institutions of the state (Educational Code sections 200-264). In compliance with Title IX and District policies and procedures, educational programs and activities are offered to the community without regard to sex or gender identity. Title IX prohibits discrimination based on sex in educational programs and activities that receive financial assistance. Programs and activities are defined as locations, events, or circumstances over which the District exercises substantial control over both the Respondent and the context in which the harassment occurred (both on and off-campus), officially recognized student organizations, and must have occurred in the United States. Title IX prohibits discrimination in admissions, recruitment, financial aid, academic programs, athletics and employment, etc. Title IX also protects students from sexual harassment, including sexual violence, stalking, domestic/dating violence, and retaliation. Please visit the Title IX website at www.cerritos.edu/title-ix for additional information.

Title IX Coordinator

Cerritos College's Title IX Coordinator monitors and oversees the college's compliance with Title IX and the prevention of sex harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff, visitors, applicants, and others who participate in the District's educational programs and activities and have questions concerns, or complaints about sex discrimination, sex harassment or sexual misconduct are encouraged to contact the Title IX Coordinator at:

Dr. Lauren Elan Helsper
Director of Diversity, Compliance and Title IX Coordinator
Office of Human Resources
Cerritos College, 11110 Alondra Blvd., Norwalk, CA 90650
(562) 860-2451, ext. 2276; (562) 467-5003 Fax
titleixcoordinator@cerritos.edu
https://www.cerritos.edu/title-ix/

EQUAL OPPORTUNITY POLICY

Cerritos College does not discriminate in educational and employment on the basis of ancestry, age, color, creed, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, race, religion (includes religious dress and grooming), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or on the basis of perception of having one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.

The District is strongly committed to achieving staff diversity and the principles of equal opportunity education and employment. The District encourages a diverse pool of applicants for employment and does not discriminate in any of its policies, procedures, or practices. The District encourages applications from all segments of qualified people and Board Policies 3410 and 3420 prohibit discrimination and promote equal opportunity.

Questions concerning the application of the policy may be addressed to Dr. Adriana Flores-Church, Vice President for Human Resources, in the Office of Human Resources by calling (562) 860-2451, ext. 2282.

SECTION 504/508/AMERICANS WITH DISABLITIES ACT

Under Section 504/508/ADA of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Cerritos College will take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of auxiliary aids or academic accommodations. The decision to authorize such aids or accommodations is the responsibility of the Dean of Student Accessibility and Wellness Services (SAWS), Student Accessibility Services (SAS), Disability Specialist, or SAS counselor after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student with a verified disability and resulting educational limitations to apply for SAS assistance by completing the SAS application available on the SAS website at www.cerritos.edu/sas. The request should be completed with adequate notice provided for an effective response, especially during busy times such as the start of the semester. All authorized accommodations are determined via an interactive process which includes the SAS specialist, the student, and review of disability documentation. It is the student's responsibility to request in advance to receive the authorized accommodations each semester. If the instructor denies the classroom-related request(s) the SAWS Dean or designee will intervene with the appropriate academic staff and attempt to resolve the matter. In the event of continued denial of an accommodation request or request for course substitution or waiver, SAS will provide the student with the Academic Accommodations Policy and related procedures/forms. The SAWS Dean or designee will concurrently inform the student that he/she/they has the right to file a complaint under the College's discrimination complaint procedure and/or with the Office for Civil Rights, and will provide the student with the information necessary to do so. Inquiries regarding SAS or the District's non-discrimination policy relative to students, employees, or applicants with disabilities should contact the Director of Diversity, Compliance and Title IX Coordinator at extension 2276, in the Office of Human Resources.

SECTION 504/508 COMPLAINT PROCEDURE

The student should first discuss the complaint regarding discrimination due to a disability with the individual(s) involved or with the Director of Diversity, Compliance and Title IX Coordinator at extension 2276. For more information, visit www.cerritos.edu/sas/interests/adacompl.htm.

BP 3550 – DRUG–FREE and ALCOHOL–FREE ENVIRONMENT and DRUG–ABUSE and ALCOHOL–ABUSE PREVENTION PROGRAM

The District shall maintain a drug and alcohol free campus/workplace environment for students and employees. The District prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student who violates this policy will be subject to disciplinary action, which may include, but is not limited to, referral to an appropriate rehabilitation program, suspension, or expulsion. Any employee who violates this policy will be subject to disciplinary action up to and including termination. The District may refer students and employees who violate this policy to the Campus Police or other appropriate law enforcement agency for appropriate criminal action.

The President/Superintendent shall assure that the District annually distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees and that the District complies with other requirements of the Act.

The President/Superintendent shall ensure that a biennial report is prepared to review the effectiveness of the District's policies and programs in maintaining a drug and alcohol free campus and workplace environment.

The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Sexual assault, including rape, sexual battery, and threat of sexual assault; dating violence; domestic violence; stalking; and failure to have affirmative consent.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color, and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

Prevention and Intervention Programs

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families.

Alcohol and Drug Prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Office of Human Resources pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

Information regarding legal sanctions under federal, state, and local laws is available in the following locations:

1. Library
2. Office of Human Resources
3. Office of Student Affairs
4. Student Health Services

Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information

Referral information and Social Service Directories for Los Angeles and Orange Counties are available in the following locations:

1. Counseling Center, ext. 2231
2. Student Health Services, ext. 2321

CAMPUS PHONE EXTENSIONS

CERRITOS COLLEGE COMMUNICATION CENTER: (562) 860-2451

HOURS: 8:00 am – 7:00 pm, Monday – Thursday; 8:00 am – 4:30 pm, Friday

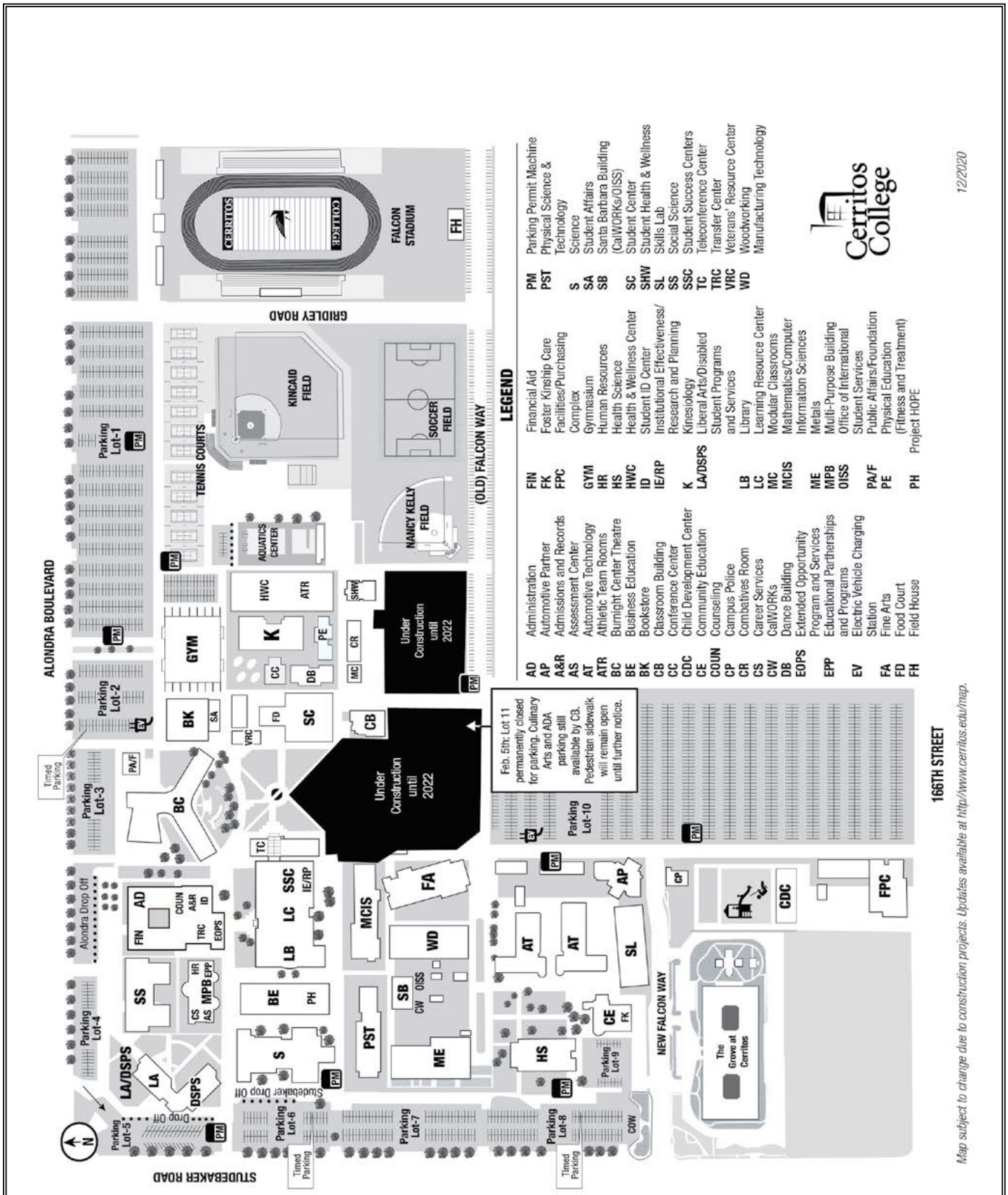
QUESTION/PURPOSE	CALL (562) 860-2451	EXT. #
Address change	Admissions and Records Office	2211
Admissions and Records	Admissions and Records Office	2211
Assessment/Placement Testing	Multi-Purpose Building	2599
Bookstore	Bookstore	2450
CalWORKs	CalWORKs Office	2593
Career Services	Career Services Center	2356
Child Care	Child Development Center	2583
Community Education	Community Education	5050
Counseling	Counseling Services	(562) 467-5231
Distance Education Courses	Distance Education Program	7891
Emergencies	Campus Police	Use emergency phone or dial 911*
Enrollment	Admissions and Records Office	2211
Extended Opportunities Programs and Services	EOPS	2398
Financial Aid and Scholarships	Financial Aid	2397
International Student Advisement	Office of International Student Services	2133
Job Placement	Career Services Center	2366
Library	Library	2430
Lost and Found	Campus Police	2325
Parking Information	Campus Police	2325
Personal Counseling	Student Health Services	2321
Police Department	Campus Police	2325
Reentry Program	Career Services Center	2362
Refunds	Admissions and Records Office	2211
Student Accessibility Services	Student Accessibility Services	2335
Student Body Activities	Office of Student Affairs	2473
Student Conduct and/or Grievance Information	Office of Student Affairs	2483
Student Health Services	Student Health Services Center	2321
Student ID Center	Admissions & Records Office	2120
Transfer Center	Counseling Services/Administration Building	2154
Tutoring	Success Center	7891
Veterans Education	Veterans Resource Center	3716
Withdrawing from College	Admissions and Records Office	2211
DIVISIONS		
Business, Humanities & Social Sciences Divison	Business Education Building	2752
Counseling Division	Administration Building	(562) 467-5231
Fine Arts & Communications Division	Fine Arts Building	2600
Health Occupations Division	Health Science Building	2550
Kinesiology Division	Kinesiology Building	2859
Liberal Arts Division	Liberal Arts/SAS Building	2858
Science, Engineering & Mathematics Division	Physical Science & Technology Building	2660
Technology Division	Physical Science & Technology Building	2900

Emergency phones are found in the following locations and are to be used for emergency purposes only. These phones are a direct line to the campus police department; therefore, when using them please be sure to: identify yourself when placing the call — identify the nature and location of the emergency.

Administration Building	Admissions and Records Office Records Room (Vault) only
Burnight Center Building	Lobby/Elevator, Music Wing/Elevator
Business Education Building	North Wing, South Wing
Cafeteria	Student Center
Classroom Building	Hallway
Fine Arts Complex	1st and 2nd Floors, Next to the Elevators
Gym	1st and 2nd Floors, Next to the Elevators
Health Science Building	1st, 2nd, and 3rd Floors, East Elevator, West Elevator
Liberal Arts/SAS Building	Intercoms, 1st and 2nd Floors Next to Elevators
Library	Elevator East Wing
LRC	Near Center Elevator of Upper/Lower Levels
Math/CIS Building	1st and 2nd Floors, Next to the Elevators
Multi-Purpose Building	1st Floor, East Exterior near Men's Restroom; 2nd Floor, West End
Kinesiology Building	1st and 2nd Floors, Next to the Elevators
Physical Science & Technology Building	1st Floor, West End/East End; 2nd Floor, West End/East End
Science Building	1st and 2nd Floors
Skills Lab	West End/East End
Social Science Building	1st, 2nd, and 3rd Floors, Elevator
Weight Training Room	Near Room 3

The emergency phones can be used for any of the following: emergencies, escorts, medical aid, reports of a crime, keys locked in car. From cell phones, reach Campus Police by calling (562) 402-3674 *(for 911 emergency calls only).*

CAMPUS MAP


ALONDRA BOULEVARD
GRIDLEY ROAD
STUDEBAKER ROAD
166TH STREET
NEW FALCON WAY
(OLD) FALCON WAY
Parking Lot-1
Parking Lot-2
Parking Lot-3
Parking Lot-4
Parking Lot-5
Parking Lot-6
Parking Lot-7
Parking Lot-8
Parking Lot-9
Parking Lot-10
Alondra Drop Off
Drop Off
Studebaker Drop Off
Timed Parking
TENNIS COURTS
KINCAID FIELD
SOCCER FIELD
NANCY KELLY FIELD
FALCON STADIUM
AQUATICS CENTER
GYM
Under Construction until 2022
Feb. 5th: Lot 11 permanently closed for parking. Culinary Arts and ADA parking still available by CB. Pedestrian sidewalk will remain open until further notice.
The Grove at Cerritos
CERRITOS COLLEGE
LEGEND
AD Administration
AP Automotive Partner
A&R Admissions and Records
AS Assessment Center
AT Automotive Technology
ATR Athletic Team Rooms
BC Burnight Center Theatre
BE Business Education
BK Bookstore
CB Classroom Building
CC Conference Center
CDC Child Development Center
CE Community Education
COUN Counseling
CP Campus Police
CR Combatives Room
CS Career Services
CW CalWORKs
DB Dance Building
EOPS Extended Opportunity Program and Services
EPP Educational Partnerships and Programs
EV Electric Vehicle Charging Station
FA Fine Arts
FD Food Court
FH Field House
FIN Financial Aid
FK Foster Kinship Care
FPC Facilities/Purchasing Complex
GYM Gymnasium
HR Human Resources
HS Health Science
HWC Health & Wellness Center
ID Student ID Center
IE/RP Institutional Effectiveness/ Research and Planning
K Kinesiology
LA/DSPS Liberal Arts/Disabled Student Programs and Services
LB Library
LC Learning Resource Center
MC Modular Classrooms
MCIS Mathematics/Computer Information Sciences
ME Metals
MPB Multi-Purpose Building
OISS Office of International Student Services
PA/F Public Affairs/Foundation
PE Physical Education (Fitness and Treatment)
PH Project HOPE
PM Parking Permit Machine
PST Physical Science & Technology
S Science
SA Student Affairs
SB Santa Barbara Building (CalWORKs/OISS)
SC Student Center
SHW Student Health & Wellness
SL Skills Lab
SS Social Science
SSC Student Success Centers
TC Teleconference Center
TRC Transfer Center
VRC Veterans' Resource Center
WD Woodworking
Manufacturing Technology
Cerritos College
12/2020
Map subject to change due to construction projects. Updates available at http://www.cerritos.edu/map.

CSU/UC TRANSFER PROCESS
FALL 2021 – FALL 2022 APPLICATION DEADLINES

Grace Espejo
UCI Fall 2020 Transfer
Major: Psychology

January 2021

Update UC application including fall 2020 grades and spring 2021 coursework. Send the CSUs official transcripts showing fall 2020 grades (all fall 2021 applicants). Fall 2021/spring 2022 transfers, apply for financial aid by completing the FAFSA form online at studentaid.gov/h/apply-for-aid/fafsa (list up to 10 CSU/UC/private universities on the form).

February/March 2021

By submitting the FAFSA or Dream Act Application and the G.P.A. verification form by March 2, you may be eligible to receive a Cal Grant. For more information go to www.cerritos.edu/financial-aid/ Keep checking email for university updates.

April 2021

Fall 2021 CSU/UC admissions letters sent or check online at campus websites.

May 2021

Fall 2021 CSU Statement of Intent to Register due by May 1st. Attend Transfer Celebration CSU applicants send another official transcript with spring grades to CSU campuses; once admitted, request GE certification from Admissions & Records for the intended CSU/UC campus. Spring/Winter 2022 UC TAG application due May 1-31.

June 2021

Fall 2021 UC Statement of Intent to Register due by June 1st. Upon selecting your college, request IGETC certification for Admissions & Records for the intended UC campus. IGETC certification due by July 15 (4-6 weeks to process).

July 2021

UC applicants submit official transcripts from all institutions to UC campus of choice to include spring grades by July 1.

July 1 – 31, 2021

UC application priority filing period for winter quarter 2022 applicants, if open. Begin brainstorming on UC personal insight questions.

August 1–31, 2021

CSU application priority filing period for spring semester 2022 applicants, if open. UC application for fall 2022 opens. Begin scholarship research and applications. apply.universityofcalifornia.edu

September 2021

Continue scholarship research and applications. UC TAG filing period fall 2022. uctap.universityofcalifornia.edu

October 1 – November 30, 2021

CSU application priority filing period for fall 2022 semester/quarter applicants. Attend CSU application workshops. www.calstate.edu/apply Fall 2022/spring 2023 transfers, apply for financial aid by completing FAFSA form online.

November 1–30, 2021

UC application priority filing period for fall 2022 semester/quarter applicants. Attend UC application workshops. apply.universityofcalifornia.edu

University of California

- UC Berkeley
- UC Davis
- UC Irvine
- UC Los Angeles
- UC Merced
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz

California State University

- California Maritime Academy
- CSU Channel Islands
- CSU Chico
- CSU East Bay
- CSU Fresno
- Humbolt State
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- CSU Monterey Bay
- CSU North Ridge
- CSU Los Angeles
- CSU Bakersfield
- CSU Dominguez Hills
- CSU Fullerton
- CSU Long Beach
- CSU Sacramento
- San Francisco State
- San José State
- CSU San Marcos
- Sonoma State
- CSU Stanislaus
- CSU San Bernadino
- San Diego State

Cerritos College

Cerritos College Transfer Center — Start Here. Go Anywhere.

Located in the Administration Building (AD), West Quad
Monday through Thursday, 8 a.m. - 7 p.m.;
Friday, 8 p.m.–2 p.m.Office hours are subject to change.
Follow us on Instagram @cerritostransfercenter
www.cerritos.edu/transfer-center/