

The director of Admissions and Records is responsible for the admissions process for credit courses. The dean of admissions and student support, in consultation with the director of admissions and records, is responsible for the admissions process for noncredit enrollment, including tuition-free, adult continuing education, the Adult High School Diploma Program, and the noncredit English as a Second Language program.

Students eighteen (18) years of age or older, or who have earned a high school diploma or equivalent, shall submit a credit or noncredit application to the Admissions and Records Office. The application may be submitted electronically or via paper form and may only be submitted by the applicant. The application shall include, but is not limited to, personally identifiable information specific to the student as determined by required state reporting data elements, information relative to residency determination, and goals and needs identified by the student. Each application shall be certified as true and accurate by the student. Students will be required to submit a new application for purposes of updating bio-demographic data and residency determination after an absence of more than one regular semesters. An additional application process may be required for special programs and baccalaureate degrees.

Applications shall include residence questions necessary in making residence classifications, including, but not limited to, where the student has maintained their home for the last two years; conduct inconsistent with a claim of California residence; activity indicative of establishing California residency; or information on residency activity of the parents of students under nineteen (19) years of age.

Classroom Participation

Only enrolled students are allowed into classes. District employees or other district authorized person(s) may attend classes as necessary to perform assigned duties.

Admissions policies and procedures shall be published in the college d [(c (sa0 (i)6 per)1751<gJ(n t)2
amended

34 Code of Federal Regulations §668.16(p)
ACCJCAccreditation Standard II.C.6

CCLC Update: #19, 8/11; #26, 4/15
Steering: VPSS