

# CHAPTER 2: ADMISSIONS/REGISTRATION/FEES/FINANCIAL AID



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## ELIGIBILITY FOR ADMISSION

### Regular Admission

Any person who meets one of the following requirements and who is capable of benefiting from the instruction offered shall be admitted:

- Be 18 years of age or older
- Be a high school graduate
- Pass the California Proficiency Examination
- Hold a GED, OR
- Be officially released from his or her high school district if under 18

## APPLICATION FOR ADMISSION

All new, returning, high school, and transfer students must complete a formal application for admission prior to registering. Students are encouraged to submit their application for admission electronically by clicking the "Enroll Now" link at [www.evc.edu](http://www.evc.edu).

The following programs have additional admission criteria and forms, which students must complete before being admitted to these programs:

- International Students
- Nursing
- Honda Certificate Program
- Translation and Interpretation program
- Law Enforcement
- Corrections

See the respective programs for forms and other information. Admission to these programs is not guaranteed; however students pending notification of acceptance may enroll in regular EVC courses.

### Notice To All Applicants:

State legislation has suspended the use of the Social Security Number as a student identifier. A unique college ID number is automatically assigned to EVC student records at the time an admissions application is submitted. Students will be required to use this ID number for all services with the college. This number is also printed on the Student ID card which is used for access to the library and other student services.

### Special Part-time Admission (Concurrent Enrollment of high school students)

Concurrent Enrollment, Special Admission Part-time Students—High School Student (HS): This program is a partnership between Evergreen Valley College and local area high schools. Under this program students may attend Evergreen Valley College as a special part-time student. Students may take courses to supplement their high school education program. Basic skills courses are NOT available to concurrently enrolled students. Concurrent Enrollment is designed for students who can benefit from advanced academic and vocational

courses. The high school principal, or designee, decides which student qualifies to participate by completing the Concurrent Enrollment Form (R40). This form identifies the specific college courses that may be taken. Students may enroll in up to 11 units although it is highly recommended that students take no more than 6 units in a semester.

1. Complete a Concurrent Enrollment Packet that includes an application and an "Attendance for Special Part-Time High School Students" (R-40) form. The R-40 should:
  - Be signed by your high school principal or another designated official.
  - Be signed by your parent/legal guardian.
  - Indicate specific courses for which you have been approved to register.
2. Schedule and complete Assessment if you are registering for English, Math, or other courses for which you have not met prerequisites.
3. Register for course work in person at Admissions and Records. Note: High school students must submit an admissions application and a new R-40 form each term they enroll. Students are encouraged to submit their admission application and R-40 one month prior to their scheduled registration date.
4. Concurrently enrolled students may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.) High school students approved to take more than 11 units will be responsible for paying full fees as a regular student.

#### Other Important Facts for Concurrent Enrollment Students:

1. They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Educational Rights and Privacy Act (FERPA).
2. They must identify EVC as a college attended on all future college applications, and include a transcript of EVC work where required.
3. They are held to the same standards as regular students in terms of class conduct and course requirements.
4. They will need to request transcripts for their high schools if EVC units will be used to fulfill high school graduation requirements. Any courses taken at EVC will appear on your permanent academic record.
6. They may not enroll in Physical Education, Kinesiology, or basic skills (300 Level) courses. Courses are only eligible for enrichment, vocational purposes or as substitutes for courses not readily available through their high schools. (e.g. Math 311, English 330)
7. They may not register for courses not on an R-40 form. Additional R-40 forms may be required.
8. Courses completed at their high schools do not guarantee adequate preparation for college level courses; assessment and/or SAT/AP scores may be used to determine placement levels.

#### Admission of Part-time Middle School or Homeschooled students under the age of 18:

- A parent of a student under 18 who is not attending high school, is homeschooled, or has a student who has not completed the 8th grade, may petition the Dean of Enrollment Services for special admission of his/her child as a part-time student.
- In addition to following the same procedures as concurrent enrollment students, students should complete the additional R-42 form and will be asked to submit academic transcripts which will also be used in determining appropriate course placement.
- Middle school or homeschooled students in 6th, 7th and 8th grade under the age of 18 will be responsible for paying full fees as a regular student.
- Students may only register for up to 11 units (Spring and Fall Semesters)

#### RESIDENCY REQUIREMENTS

##### Out-of-state Students

Out-of-state applicants who are admitted to the college will be required to pay non-resident tuition, in addition to in-state registration fees. US citizens, and students with certain visa statuses, may submit a residency change form and new application once they have lived in California at least one year and one day prior to the first day of the term, and have the intent of maintaining their California residency. The District Board of Trustees sets out-of-state tuition annually. California residents are charged \$46 per unit fee (effective summer 2012). The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled. In addition to the \$46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay \$211 per unit (effective fall 2016) in tuition and a Capital Outlay fee of \$4 per unit.

##### Residency Guidelines

For tuition purposes, a resident is someone who meets the guidelines set forth by California Community College Uniform Student Residency Act. These regulations were created not to determine whether a student is a California resident or nonresident, but rather to establish whether a student should pay in-state or out-of-state fees.

- A "resident" is defined as a citizen of the United States or a person who holds a status that allows him or her to establish residency in the United States. Generally for purposes of establishing in-state tuition, an individual must demonstrate a combination of physical presence and intent to make State of California his or her permanent home. Prior to the term of enrollment, a student must demonstrate proof that he or she has maintained a minimum of one year and one day of physical presence in California. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A "nonresident" is a person who is not permitted by the Immigration and Nationality Act to establish domicile in the United States.

- A student classified as a resident will only be required to pay the \$46.00 per unit enrollment fee.
- A student classified as a nonresident is required to pay a tuition fee of \$211 per semester unit, \$4 per unit capital outlay fee and a \$46 per unit in-state registration fee.
- A student classified as a nonresident, with an out of status citizenship, and/or a nonresident US citizen who attended three years and graduated from a California high school is exempt from paying non-resident tuition under AB 540.

**Residence for an Adult**

- The student (19 or over) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency. Proof of residence should correspond to dates of physical presence in California.
- The student (under 19) has resided in California for at least one year and one day prior to the beginning of the semester, and can prove that both he or she and his or her parent(s) have lived in California continuously for the last two years.

**Residence for a Minor**

- An unmarried minor (under 18) must derive residency from a parent or legal guardian, as he or she is precluded from establishing their own residency.
- A student (age 18 or under) and his or her parent have resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency. An official copy of the parent’s California tax form may be required.
- A student (age 18 or under) under the care and control of a legal guardian who has resided in California for at least one year and one day prior to the beginning of the semester, and can prove California residency. Students who are minors living with a legal guardian must complete a Care and Control Form, which can be obtained from the Office of Admissions & Records.

**Documents for Proof of Residency**

The documents are examples of proof of residency. You must provide a minimum of the following documents:

- California driver’s license;
- California identification;
- California tax form;
- Lease or rental contract.

Please check Admissions & Records website at <http://www.evc.edu/current-students/admissions-and-records> for more information regarding residence classification, exceptions, a more detailed listing of proof of residency documents and examples of evidence showing intent.

**Assembly Bill 540 (AB540)**

AB540 allows qualified undocumented students to be exempt from paying nonresident tuition at a public community college or university in California.

Students are eligible for AB540 exemption if they meet ALL of following criteria:

- Attended a California high school for three (3) years or more;
- Graduated from high school or received an equivalent thereof, such as a GED;
- Submit an affidavit (a written promise) to the college stating that you meet all of the above criteria and that you have filed an application to adjust your immigration status or will do so as soon as you are eligible to do so.

The California Dream Act comprising of legislation AB130 & AB131 authorizes eligible AB540, students to receive State Financial Aid as follows:

- **Effective January 1, 2012** - AB130 allows eligible AB540 students to apply and qualify for state and institutional scholarships.
- **Effective January 1, 2013** - AB131 allows eligible AB540 students to apply and qualify for the Board of Governors Fee Waiver (BOGFW), Cal Grants B & C and Chafee Grant (foster youth only). AB540 students are not permitted to receive Federal Financial Aid, such as Pell Grant, Work study and/or Loans. There are various private scholarships that you can qualify and be eligible to receive. For a listing of scholarships, please visit our Financial Aid website at: <http://www.evc.edu/current-students/enrollment-services/financial-aid-and-scholarships> or go to the MALDEF Scholarship Listing at: [https://www.maldef.org/assets/pdf/Scholarship\\_List\\_2010\\_2011.pdf](https://www.maldef.org/assets/pdf/Scholarship_List_2010_2011.pdf)

**INTERNATIONAL PROGRAMS AND SERVICES**

Evergreen Valley College actively welcomes international students on our campus and encourages all international students to become part of our community! As part of our program offerings, we link our international students with both on and off campus resources to ensure that they have a positive academic experience and transition to life in the United States. Our program has several staff members including International Counselor, Coordinator, and Program Specialist to work with our students to make sure that they have access to the resources they need to be successful. International student applicants, current international students wishing to transfer to EVC from other U.S. colleges, or others interested in international student information, should go to the International Programs and Services Office (IPSO) located in SC-201.

A complete guide to the International Student Application materials is available online on the International Programs and Services webpage: <http://www.evc.edu/future-students/admissions-and-records/international-students>.

The spring semester application is due no later than **November 15**. Fall semester applications are due no later than **May 15**.

Applications must include:

1. International (F-1) Student Application Form.
2. Application for Admission to Evergreen Valley College.
3. TOEFL (Test of English as a Foreign Language). Minimum

score based on test type: 500 paper based exam; 173 computer based exam; 61 internet based exam or an IELTS score of 6.0.

4. Note: If applicant has completed degree applicable courses in English with a grade of "C" or better (at an accredited U.S. college/university), the TOEFL may be waived.
5. Original bank verification (signed by certifying official) with a minimum balance of \$20,000 (U.S. currency) from parent/ sponsor dated within 6 months of application date.
6. Letter of Financial support, or Affidavit of Support Form (notarized) from parents or sponsor.
7. Official transcripts from all prior colleges/universities.
8. Passport sized photograph.
9. TB Skin Test results. If results are positive, a chest x-ray report will be required. Exams must be dated within 6 months of application date.

International students who plan to transfer in from another college or university to Evergreen Valley College should contact the International Programs and Services Office regarding additional documentation that may be required. Please see the International Students Program web page for complete application guidelines.

California residents are charged \$46 per unit. In addition to the \$46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay \$211 per unit in tuition and a Capital Outlay fee of \$4. Note: Fees shown are those in effect at the time of publishing and are subject to change without notice. Payment can be made by cash, credit card, money order or check. Students who fail to pay tuition within 14 days of the start of the semester will not be allowed to register and may be dropped from their courses, resulting in immediate notification to the USCIS.

Each international student is strongly urged to carry a health insurance policy. Regardless of whether or not health insurance is purchased, each international student is asked to have a tuberculin (TB) skin test prior to admittance to Evergreen Valley College.

An international student must complete 12 units each Fall and Spring semester, with an average grade of "C" or better. All 12 units must be taken at Evergreen Valley College, unless you have prior approval from the International Student Counselor or Dean of Enrollment Services.

International students must inform the International Student Office located in SC-201, whenever he/she: moves, changes name, drops below 12 units, wishes to travel outside the continental U.S., or otherwise fails to uphold the regulations dictated by law. Failure to do so may jeopardize the student's visa status in the United States.

**International students must be familiar with and adhere to Immigration regulations, and EVC student contract and enrollment. The International Programs and Services Office is located in SC-201. The office hours are Monday – Thursday 8:30-4:30 and Friday 8:30-12:00.**

## TRANSCRIPTS FROM OTHER COLLEGES

Academic work from another college may be used to verify prerequisites, or to meet graduation requirements. Unofficial transcripts may be used when meeting with a counselor to verify or clear prerequisites; however, official transcripts are required when using this academic work for graduation.

Students may meet with a counselor and submit transcripts from other accredited colleges for prerequisite verification and/or to establish reading and writing levels prior to registration. Incoming transfer students should submit official transcripts to the Office of Admissions and Records where applicable. Unofficial copies of transcripts or grade reports may be used for counseling purposes.

Official transcripts from all colleges attended are required of students who have applied for graduation and are candidates for the A.A. or A.S. degree. Failure to provide the transcripts will result in degree denial.

Prior high school and college transcripts must be sent directly to the Office of Admissions and Records. Transcripts may be hand-delivered, but the seal must be unbroken. Official transcripts become the property of the college, and will not be returned to or copied for the student.

All students applying for Veterans Benefits and to the Nursing Program are required to file official transcripts from all previous colleges with the Office of Admissions and Records when applying to EVC.

## TRANSFER CREDIT

Students may request that units earned at other regionally accredited collegiate institutions be reflected on their EVC transcript. To receive such credit, the student must have official transcripts of the prior work sent directly to the Office of Admissions and Records. Transcripts may also be hand-delivered if the seal remains unbroken. **Upon evaluation, acceptable transfer units of credit will be posted separately in the upper section of the student's permanent academic record.** Evergreen Valley College follows the guidelines in the Transfer Credit Practices published by the American Association of Collegiate Registrars and Admissions Officers (ACCRAO) to determine which institutions have been granted regional accreditation.

Courses completed at other colleges, which have been granted regional accreditation by ACCRAO, may be evaluated as meeting requirements for graduation and/or general education with petition to the Office of Admissions and Records. Counselors are available to assist the student in this process.

Transcripts from former institutions that are on file in the Office of Admissions and Records are destroyed three years after the student's last semester of enrollment at Evergreen Valley College.

## CREDIT FOR MILITARY SERVICE

Students who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service after submitting a copy

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College Credit for Advanced Placement (AP) Tests

Students with scores of 3, 4, or 5 on Advanced Placement (AP) examinations may earn credit toward Evergreen Valley College AA GE, CSU GE-Breadth, and IGETC requirements in accordance to the chart below. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.

G.E. credits and units granted at EVC may differ from course credit and units granted by the transfer institution. To determine how AP scores will be used at the four-year school, please consult the transfer institution catalog.

EXAM	EVC AA GE	CSU GE	CSU – semester units earned toward transfer	IGETC	UC- semester units earned toward transfer
AP Art History	C1 or C2 3 sem. units	C1 or C2 3 sem. units	6	3A or 3B	5.3
AP Biology	B2+B3 4 sem. units	B2+B3 4 sem. units	6	5B & 5C	5.3
AP Calculus AB*	B4 3 sem. units	B4 3 sem. units	3	2A	2.7
AP Calculus BC*	B4 3 sem. units	B4 3 sem. units	6	2A	5.3
AP Calculus BC/AB Subscore*	B4 3 sem. units	B4 3 sem. units	3	2A	2.7
AP Chemistry	B1+B3 4 sem. units	B1+B3 4 sem. units	6	5A & 5C	5.3
AP Chinese Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Comparative Government & Politics	D8 3 sem. units	D8 3 sem. units	3	4H	2.7
AP Computer Science A	n/a	n/a	3	n/a	1.3
AP English Language and Composition	A2 3 sem. units	A2 3 sem. units	6	1A	5.3
AP English Literature and Composition	A2+C2 6 sem. units	A2+C2 6 sem. units	6	1A or 3B	5.3
AP Environmental Science	B1+B3 4 sem. units	B1+B3 4 sem. units	4	5A & 5C	2.7
AP European History	C2 or D6 3 sem. units	C2 or D6 3 sem. units	6	3B or 4F	2.7
AP French Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP German Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Human Geography	D5 3 sem. units	D5 3 sem. units	3	4E	2.7
AP Italian Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Japanese Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Latin	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Macroeconomics	D2 3 sem. units	D2 3 sem. units	3	4B	2.7
AP Microeconomics	D2 3 sem. units	D2 3 sem. units	3	4B	2.7
AP Physics 1*	B1+B3 4 sem. units	B1+B3 4 sem. units	4	5A & 5C	5.3
AP Physics 2*	B1+B3 4 sem. units	B1+B3 4 sem. units	4	5A & 5C	5.3
AP Physics C (electricity/magnetism)*	B1+B3 4 sem. units	B1+B3 4 sem. units	3	5A & 5C	2.7
AP Physics C (mechanics)*	B1+B3 4 sem. units	B1+B3 4 sem. units	3	5A & 5C	2.7

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AP Psychology	D9 3 sem. units	D9 3 sem. units	3	4I	2.7
AP Seminar	n/a	n/a	3	n/a	
AP Spanish Language and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Spanish Literature and Culture	C2 3 sem. units	C2 3 sem. units	6	6A & 3B	5.3
AP Statistics	B4 3 sem. units	B4 3 sem. units	3	2A	2.7
AP Studio Art - 2D Design	n/a	n/a	3	n/a	5.3
AP Studio Art - 3D Design	n/a	n/a	3	n/a	5.3
AP Studio Art - Drawing	n/a	n/a	3	n/a	5.3
AP U.S. Government & Politics	D8+US-2** 3 sem. units	D8+US-2** 3 sem. units	3	4H	2.7
AP U.S. History	(C2 or D6)+US-1** 3 sem. units	(C2 or D6)+US-1** 3 sem. units	6	3B or 4F	5.3
AP World History	C2 or D6 3 sem. units	C2 or D6 3 sem. units	6	3B or 4F	5.3

\*If a student passes more than one AP exam in Calculus or Physics, only one examination may be applied to the baccalaureate.

\*\*Only clears the US government portion of the CSU graduation requirement in American History and Institutions. Student will still need to complete an additional class to meet US-3: California state and local government



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of their Discharge (DD214). Additional units, for certain military technical schools, may be granted upon evaluation of the student's American Council on Education Registry Transcript.

Veterans receiving VA benefits must file the DD-214 with the Office of Veterans Affairs and complete an application for benefits prior to certification. Credit granted for military schools is based upon recommendation of the American Council on Education.

For more information please contact the Veterans Coordinator in the Office of Admissions and Records, or by calling (408)270-6430, or visit the website at <http://www.evc.edu/current-students/enrollment-services/veterans-affairs>.

**CREDIT BY EXAMINATION**

**Departmental Credit by Exam**

Students may earn college Credit by Examination under specified conditions, however not all courses can be challenged using Credit by Examination. Students may not earn more than 12 units of Credit by Examination, and must have earned a total of 12 EVC units prior to applying for Credit by Exam. Students must be registered at Evergreen Valley College at the time they apply and take the examination. The appropriate instructional dean must approve an application for credit by examination. The \$46 per unit registration fee will be charged for credit by exam. Credit by Exam is available only to registered students in good standing and only for courses listed in the EVC Catalog.

**Non-collegiate Courses**

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the Instructional Guide for Non-Credit Courses published by the American Council of Education.

**OPEN ENROLLMENT & REGISTRATION PRIORITIES**

**SB-1456 - State Mandated Enrollment Priority Regulations**  
 In September 2012, the Board of Governors unanimously approved title 5 regulations that established system-wide enrollment priorities designed to restructure the matriculation process and standardize student registration. Accordingly, the regulations are intended to ensure that students who wish to transfer, pursue a degree, complete a certificate program, or seek career advancement have access to the necessary courses and are provided support and encouragement to make progress toward achieving their educational goals. The regulations require that information about the new policies be disseminated to students beginning in Spring 2013 and mandates full implementation by Fall 2014.

**Title 5 –“Protective Student” Categories**

Under the new priority enrollment regulations, “priority registration dates” will be assigned to active duty military and recently discharged veterans, current and former foster youth, followed by students in Disabled Student Programs Services, CalWORKS, and Extended Opportunity Programs & Services. These student groups are permitted to enroll during the first week of continuing registration. Accordingly, under the

new mandates, students in the “protective title 5 category” must maintain satisfactory academic progress in order to be assigned a priority registration date.

**Enrollment Matrix**

Students will be assigned priority registration in accordance with Senate Bill SB 1456 – Student Success Act of 2012 & San Jose Evergreen Community College District Board Policy (BP-5050.2). These policies and legislative mandates require the implementation of an official district-wide enrollment matrix in order to assign priority registration for all students. As of May 20, 2014, the approved enrollment matrix for San Jose Evergreen Community College is as follows:

**2014 ENROLLMENT MATRIX**

TITLE 5 GROUP DESIGNATION	STUDENT CATEGORIES	REGISTRATION DAY
1	Veterans, Foster Youth, CalWORKS, EOPS & DSP	1-3
2	Honors	3
3	Continuing & New Students	4+

**2014 ENROLLMENT MATRIX**

TITLE 5 GROUP DESIGNATION	UNIT CATEGORY	REGISTRATION LEVEL	REGISTRATION DAY
3	71-99	1	4+
3	31-70	2	5+
3	1-30	3	6+
4	New students w/ completed assessment, orientation, and educational plan	4	7+
5	100+ units completed, Dismissal students	5	8+

\*All courses (except those exempted by statute or regulation) shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets prerequisites established in accordance with state regulations.

**CLASSIFICATION OF STUDENTS**

- New Student - A student who has never enrolled at any college. Students that recently graduated from high school are always considered “new students.”
- Continuing Student - A student who was enrolled at Evergreen Valley College the preceding semester.
- Former (Returning) Student - A student who has previously attended Evergreen Valley College but not during the preceding semester.
- New Transfer Student - A student who has attended a college other than Evergreen Valley College.
- International Student - A student from any country other

than the United States who has applied to Evergreen Valley College and has been accepted into the International Student Program.

- Nonresident Student - A student who has not met California residency requirements and must pay nonresident tuition unless he/she meets the AB 540 eligibility requirements.

### **STUDENT STATUS (FULL-TIME/HALF-TIME)**

#### **Fall and Spring Semesters:**

Full-time student: registered for 12 or more units

Half-time student: registered for 6-11 units

#### **Summer Session:**

Full-time student: registered for 4 or more units

Half-time student: registered for 2-3 units

### **MINIMUM UNIT REQUIREMENTS**

To maintain eligibility in the following programs, a student must carry minimum units as noted below. (There are no minimum unit requirements for EVC college enrollment; the list below relates to benefits or special eligibility):

1. International Students: 12 units per semester.
2. Social Security, California State Disability, and PL 674: Check with respective benefits offices for requirements.
3. Veteran's Dependents and PL 634: See Veterans Coordinator in Admissions and Records, call (408) 270-6430 for specific requirements.
4. Students in special programs such as EOP&S, etc.

### **MAXIMUM UNIT LOAD**

Regular students are restricted each semester to a maximum load of 18 units during a regular semester or 7 units during a summer or January intersession session.

Students who wish to take more than the maximum load in any term must petition and obtain approval from a counselor. Students need to bring the completed and signed excess units petition to Admissions & Records in order to register for additional courses.

Concurrently enrolled high school students are restricted to 11 units, but are strongly recommended to enroll in no more than one or two courses at any given time. If you are permitted to enroll in 12 or more units, you will be responsible for paying full fees as a regular student.

### **REPEATING COURSES**

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) To determine whether a course is repeatable, refer to Chapter 5: Course Descriptions, in this Catalog.

### **Repeating Courses Previously Passed**

State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of "A," "B," "C," "Credit" or "Pass." Students with extenuating circumstances may file a Request to Repeat a Course in the Counseling Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

### **Limitations on Repeating Courses**

Beginning with the Fall 2009 semester, students who have recorded a substandard grade of either "D", "F", "No Credit" or "No Pass" will only be allowed to repeat the same course two times, for a total maximum enrollment of three times. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. Unit credit is only allowed once when repeating a D grade. Withdrawals without a mark of "W" are allowed during the first 3 weeks of a 16-week class in a semester or within the first 20 percent of a short-term course. Students shall be allowed a maximum of three withdrawals for a given course where a mark of "W" is posted for all three withdrawals. In cases in which the student's grade and/or withdrawal was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal) in the Counseling Office. Extenuating circumstances are verified accidents, illnesses or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the highest grade and credit earned (if any) shall be disregarded in computing the student's grade point average each time the course is repeated. Participation in an intervention program may be required.

### **ADDING CLASSES**

#### **BEFORE CLASSES BEGIN**

Students may change their class schedule via MyWeb, or in person at Admissions and Records, prior to the start of the semester if:

- The regular semester has not started.
- The class has seats available.
- And the class has no waiting list.

#### **AFTER CLASSES BEGIN**

Students may petition a class during the first two weeks of the semester. To petition a class you must:

- Go to the class as soon as possible.
- Ask the instructor if you can add the class.
- Obtain add code sticker from instructor.
- Process add code by going online to <https://myweb.sjeccd.edu>.
- Verify your class was added by going online to <https://myweb.sjeccd.edu>
- If you experience problems with your add code, bring it to

Admission and Records Office immediately for processing.

\* No late adds for semester classes will be accepted after the second week of the semester. If extenuating circumstances exist, students are encouraged to obtain a LATE ADD PETITION from the Office of Admissions and Records or Academic Division Office.

You have until 11:00 PM on September 11, 2016 to add a regular 16 week course by web using the Add Code; after that, the authorization code is no longer valid.

Students cannot be added to a course if:

- They do not meet the prerequisite
- They have already completed the course, unless it is repeatable
- They have a time conflict. For more information see Class Conflicts under Attendance
- They do not have a current application on file
- They have a hold for academic standing or fees owed
- They do not have high school approval (R-40)
- They are already enrolled in 18 units
- September 11 2016 - 11:00 PM has elapsed for regular 16 week courses only

What if I have trouble registering?

If you're having trouble registering for one of the reasons above, contact the Office of Admissions and Records at 408.270.6441. If you are having problem accessing MyWeb, or are having problems with your password, contact MyWeb Technical Support Center at 408-270-6411.

## DROPPING CLASSES

Students are responsible for dropping their classes; classes are not dropped automatically for non-attendance. A student may drop a class by using MyWeb.sjcccd.edu, or in-person at the Office of Admissions and Records. The following rules apply to dropping a class:

1. No "W" (Withdrawal) symbol or record of the course will occur on the student's permanent record if the student drops by September 11, 2016.
2. A "W" (Withdrawal) symbol will be assigned if the student drops the course on or after September 13, 2016.
3. Students must receive an evaluative grade (A-F; FW; P/NP) if they do not drop by the deadlines above.
4. Students may be granted a "W" (Withdrawal) symbol after November 18, 2016 of the term only for extenuating circumstances. "Extenuating circumstances" are defined as verifiable cases of accidents, illness, or other circumstances beyond the students' control.
5. Students are responsible for all associated fees for classes they do not officially drop.

NOTE: Instructors may drop students for attendance related reasons. See information on attendance in Chapter 6.

## GRADES

Grades are issued by instructors at the end of each semester for each class. All grades are final and will not be changed unless any of the following can be demonstrated: mistake, fraud, bad faith, or incompetence. Grades cannot be changed on a basis of student completing course work after the assignment of the final grade. If a student believes that an error has been made in recording a grade, the student must request a grade change with their instructor within two years of receiving the grade.

## GRADE CHALLENGE

Students who believe a grade was assigned incorrectly should first attempt to resolve the matter with the instructor. If unsuccessful, they should contact the Division Dean; and, finally submit a petition to the Vice President of Academic Affairs.

## SJECCD STUDENT SUCCESS POLICIES, SB 1456 STUDENT SUCCESS ACT OF 2012 & NEW TITLE 5 CHANGES FOR ENROLLMENT PRIORITIES - EFFECTIVE FALL 2014

The San Jose Evergreen Community College District (SJECCD) regards student success as the forefront mission. On January 22, 2013, the SJECCD Board of Trustees adopted its own student success definition and policy (BP-5050.2). Policies that not only uphold the State's new mandates and the California Community College Board of Governors recently adopted title 5 regulations but embody a broader and more holistic definition of student success.

### SJECCD Student Success Definition

Student Success for community college students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary for becoming a better person, worker, and/or citizen. Student success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in subjects including science, mathematics, computer/technical skills, world languages, history, geography, and global awareness; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others. Student Success is everyone's responsibility demonstrated through role modeling, support, opportunity, equity, and social justice.

### Leadership/Governance

Students succeed because of the work of the governing boards, chief executives, faculty, staff, administrators and students. Strong and supportive leadership is required to overcome cultural assumptions and systemic inertia that accepts the behavior that says "but we have always done it this way."

The Board's commitment to student success is to ensure the availability of resources for the colleges to:

- Ensure that Student Success is a shared responsibility.
- Mandate college orientation.
- Mandate assessment.
- Limit or eliminate late registration.
- Mandate advising and counseling and educational plans, targeted support and/or student success courses especially for high-risk students.
- Require or strongly encourage students to enroll in needed basic skills and prerequisite courses in their first term(s).
- Provide integrated basic skills programs and services that are evidence-based.
- Promote the use of disaggregated student progress data (qualitative and quantitative) and cohort tracking to foster inquiry and improve programs; engage in "courageous conversations."
- Foster common definitions of student progress and the ability to benchmark progress.
- Foster curricular and program design that addresses diversity in learning styles and cultural backgrounds.
- Engage employees in professional development focused on improving student success, including cultural competency and effective teaching/learning for students with a wide variety of backgrounds and skills.
- Revisit hiring practices for faculty to ensure effective teaching skills, including and particularly for faculty teaching basic skills courses.
- Adequately fund, staff and support programs on both campuses to create a culture of service and civic responsibility, and to provide students with opportunities to engage in social change work.

### **State Mandated Enrollment Priority Regulations**

In September 2012, the Board of Governors unanimously approved title 5 regulations that established system-wide enrollment priorities designed to restructure the matriculation process and standardize student registration. Accordingly, the regulations are intended to ensure that students who wish to transfer, pursue a degree, complete a certificate program, or seek career advancement have access to the necessary courses and are provided support and encouragement to make progress toward achieving their educational goals. The regulations require that information about the new policies be disseminated to students beginning in spring 2013 and mandates full implementation by Fall 2014.

### **Title 5 – "Protective Student" Categories**

Under the new priority enrollment regulations, priority registration dates will be assigned to active duty military and recently discharged veterans, current and former foster youth, followed by students in Disabled Student Programs Services and Extended Opportunity Programs & Services. These student groups are permitted to enroll during the first week of continuing registration. Accordingly, under the new mandates, students in the "protective title 5 category" must maintain

satisfactory academic progress in order to be assigned a priority registration date.

### **Student Success Mandates**

The main objective of the Student Success Act of 2012 is to assist students in planning and achieving their academic and career goals. In accordance with this act, students are required to complete mandatory orientation, assessment and counseling (educational plan) prior to registration.

### **Maintain Satisfactory Academic Standing**

Both new and continuing students who maintain satisfactory academic progress and are in good standing will be granted an earlier registration date and time over those who are not in good academic standing.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good academic standing. A one-time appeal will be allowed for students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances..

### **100 Unit Cap**

Students who have less than 100 units (not including units in basic skills English, Math or English as a Second Language) completed will be granted an earlier registration date and time over those who have exceeded the 100 unit threshold. Exemptions to the high unit cap will be granted for students enrolled in high unit majors.

### **STUDENT SUCCESS SUPPORT PROGRAM**

The goal of the Student Success & Support Program (formally "Matriculation") is to ensure all students are prepared with the essential tools to be successful in college and beyond. At Evergreen Valley College (EVC) the Student Success Center provides an array of support services to assist students in planning and achieving their academic and career goals, including orientation, assessment, counseling, advising and educational planning as well as follow-up services.

An **ORIENTATION** provides general information regarding EVC's services and programs. Students are provided with an overview of transfer and degree requirements, vocational programs, and student services as well as academic expectations, facilities and resources available. For more information or to find out when the next orientation will be taking place please contact (408) 270-6475 or [Orientation@evc.edu](mailto:Orientation@evc.edu).

The **ASSESSMENT** process is designed to help students determine the best starting point in English, math, reading and English as a Second Language (ESL) based on their past academic experience and abilities. The campus is committed to using multiple measures in all aspects of evaluation. Student assessments are available throughout the academic year. Questions regarding assessment should be directed to the Assessment Center at (408) 274-7900 ext. 6636 or [Assessment@evc.edu](mailto:Assessment@evc.edu).

**COUNSELING, ADVISING AND EDUCATIONAL PLANNING** are required to ensure students are receiving the appropriate guidance, tools, courses and support to achieve their academic and career goals. In addition various early intervention and follow up services are in place to foster student success. For more information or to make an appointment with a counselor please contact (408) 270-6475 or CounselingAppts@evc.edu.

**College Responsibilities:**

- Provide an enrollment service that will enable the college to collect required information on students.
- Provide student assessments and utilize multiple measures to determine student’s academic readiness in English, Reading, math, and ESL (English as a second language).
- Provide a new student orientation to familiarize students with college programs, services, facilities, academic expectations, and college policies and procedures.
- Provide counseling services to assist students in developing a student educational plan and provide information regarding campus support programs and services.
- Provide additional services to assist students who have not declared an educational goal, are enrolled in basic skills courses, are on academic probation/dismissal, or require academic follow-up.
- Establish a process to monitor a student’s progress and provide necessary assistance toward meeting educational goals.
- Inform students about district procedures for challenging state mandated provisions.

**Student Responsibilities:**

- Submit official transcripts from previously attended high schools and colleges.
- Read the college catalog, schedule of classes, and other materials which provide details of college policies and procedures.
- Indicate an educational goal upon admission.
- Declare a major or course of study upon completion of 15 degree applicable units.
- Participate in Assessment, Orientation and Counseling/Advisement services in order to achieve stated educational goals.
- Take advantage of other follow-up support services deemed necessary by the college that will also help achieve educational and personal goals.
- Attend all classes and complete all course assignments.
- Complete courses and maintain progress toward stated educational goals.

**Student Success & Support Program Exemption Policy**

The San José/Evergreen Valley Community College District requires all students to fully participate in each college’s Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation and/or the Counseling components if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component if they:

- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better). This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and dean of Enrollment after student meets with a counselor and provides official transcripts. For more information please contact the Student Success Center. Call: 408-270 6475 or Email: StudentSuccess@evc.edu, Location: SC-250.

All students are included in the follow-up services.

**Early Alert**

The Early Alert program is a close partnership among instructors, counselors, support staff, and the District ITSS. The goal of the Early Alert program is to support students’ success by providing intervention support and follow-up services. At any time in the first six weeks of each semester, EVC instructors have the opportunity to notify the Student Success Center of any students in their class(es) who may need extra help based on students’ classroom performance. The early alert counselor along with Student Success staff contact these students in order to inform them of the array of student support services available to them, including free tutoring, student success workshops, and counseling. Designed to be supportive rather than punitive, Early Alert is not reflected on students’ transcripts and does not affect their GPA or their financial aid.

Location Second Floor – Dr. Mauro Chavez Student Services Center Building, Student Success Center. For information call (408) 270-6475 or email studentsuccess@evc.edu Visit online at [http://www.evc.edu/StudentAffairs/Documents/Early\\_Alert\\_FAQs\\_for\\_Students.pdf](http://www.evc.edu/StudentAffairs/Documents/Early_Alert_FAQs_for_Students.pdf)

**STUDENT FEES**

**Enrollment Fees**

All regular students are required to pay enrollment fees at the time of in-person registration. Registration fees made online or by phone are due by published deadlines or students may be dropped from coursework. Courses added after the first day of classes must be paid in full or dropped before the Census Day. California residents are charged \$46 per unit. The California Legislature may revise enrollment fees at any time, and retroactively charge students already enrolled.

High school students attending classes part-time in the SJECED will NOT be charged enrollment fees, but other fees may be required, such as parking, books, and materials. High school students attending full-time will be charged all fees per California state requirements.

### **Fee Waivers**

Students may be eligible for a Board of Governor's Fee Waiver—BOGFW. Please see the BOGFW information in the Financial Aid section of this catalog.

Applications for the fee waiver are available in the Office of Financial Aid, or online at <http://www.evc.edu/StudentAffairs/Documents/2014-2015%20Fee%20Waiver.pdf>

### **Parking Permits and Fees**

Semester parking permits are \$45 automobile / \$15 motorcycle and are available for purchase online at <https://MyWeb.sjeced.edu>. **There are no refunds for parking permit purchases.** If you are a Financial Aid student receiving a Board of Governors Fee Waiver (BOGFW), your parking discount will be automatically applied online. Every online purchase of a permit will include a temporary permit that can be printed and used immediately. Daily permits are \$3 cash and are available from vending machines located in Student Parking Lots. Paid parking is enforced Monday through Saturday; parking without a permit or parking along Yerba Buena or San Felipe Roads may result in a parking ticket fine. Permits and daily parking tickets are good at both EVC and SJCC campuses. A parking permit does not guarantee a parking space, but merely gives the student the convenience of not buying daily permits.

Students who receive a Board of Governors Fee Waiver (BOGFW) will only be required to pay \$25 per term.

### **Transit Fee - VTA Eco Pass**

Valley Transportation Authority (VTA) Eco Pass Clipper Card is here!

Effective Fall semester 2016, a personalized VTA Eco Pass Clipper Card (Eco Pass) will be available to all registered Evergreen Community College students. This gives EVC students the opportunity to utilize affordable public transportation on the VTA Bus and VTA Light Rail systems. The Eco Pass can only be used on the VTA Bus and VTA Light Rail systems within Santa Clara County.

EVC Student ID cards are separate from the Eco Pass. Both cards are available at the Admissions and Records Office.

Students can receive the Eco Pass for each enrolled semester. If a student is enrolled for the Fall semester, the Eco Pass is valid for the Fall semester through Intersession. Students enrolled in the Spring semester have Eco Pass use through the Spring semester and Summer session

The Eco Pass fee will be charged automatically upon student enrollment.

Students enrolled half-time or more (6.0 units or more): \$9.00 per semester

Students enrolled less than half-time (less than 6.0 units): \$4.50 per semester

For more information please visit: <http://www.evc.edu/StudentAffairs/Documents/VTA-pass-faq.pdf>

### **Student Health Services Fees**

The District provides a Health Clinic to assist students (see Student Health Services for list of services provided and location).

The Health Services fee is \$19 per semester, payable at the time of registration. The fee is non-refundable unless the student withdraws from all classes prior to the end of the 10th class day of the term, or the District cancels all of the student's classes.

Mandatory Health Fee with the Following Exceptions:

- Concurrently enrolled high school students with an approved R-40 and R-42 form on file
- Indentured apprentices fulfilling related instruction requirements (with proper documentation required)
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bonafide religious sect, denomination, or organization (proper documentation required)
- Students enrolled only for classes meeting off-campus
- Students taking Friday evening, Saturday, or Sunday classes only
- Students taking only short-term classes which meet on campus seven times or less
- Waiver or refund of the AS Activity Fee or the Health Fee may be requested in the Office of Admissions & Records. These requests should be made during the beginning of each semester.

Note: Fees are subject to change by the Legislature. Effective Spring 2009 the BOGFW will no longer cover the health fee.

### **Associated Students (AS) Fee**

Funds collected from this \$5 fee (optional/refundable) are used to support various educational, academic, cultural, athletic, social, recreational, and community activities including scholarships for students. Stickers are issued at the time of registration through Admissions and Records.

### **Student Representation Fee**

The Student Representation Fee is a \$1 nonrefundable fee collected at registration. This fee was approved by popular student vote. The fee ensures EVC students representation of every form of government. Concurrently enrolled high school students with an approved R-40 on file are exempt from paying this fee.

### **Material Fees**

Many classes require a material fee. The rates vary by class. Please check individual course offerings for the amount required. Nursing courses are assigned substantial material fees. These fees must be paid prior to the beginning of the term in which the material will be provided.

### **Non-Resident/International Student Tuition**

In addition to the \$46 per unit registration fee paid by regular students, non-resident students and International Students are required to pay \$211 per unit in tuition and a Capital Outlay fee of \$4 per unit. Students in this classification are required to pay by cash, check, credit card or money order at the time of registration.

**Miscellaneous Fees**

• **Verification of Enrollment**

Upon written request to the Office of Admissions and Records, a student will receive an official verification of enrollment for courses taken at Evergreen Valley College only. Each official Verification of Enrollment at the college will be assessed a \$4 fee.

Third-party agencies must request verifications through the National Student Clearinghouse at: [www.studentsclearinghouse.org](http://www.studentsclearinghouse.org).

• **General Education Certification**

Upon written request, the Office of Admissions and Records will conduct a General Education Certification for a fee of \$5.

• **Transcripts**

Upon written request to the Office of Admissions and Records, students are provided with the first two copies of their official transcripts free of charge; thereafter, a fee of \$4 per copy applies. Emergency transcripts are available at \$10 per copy.

The college does not re-issue or certify copies of transcripts from other institutions for distribution. Transcripts must be ordered directly from the institution where the work was completed.

• **Student ID Card Replacement Fee**

Student Identification Cards are issued free at the time of registration in the Admissions and Records Office. The ID cards are used to access the College Library, Health Center, and other services. The ASB sticker is also placed on the ID card for access to special AS Services and discounts. Replacement photo ID cards cost \$7 (non-refundable).

If the student has registered online, and all fees have been paid, the Student ID may be picked up at Admissions and Records.

• **Students may access their registration schedules online at [MyWeb.sjcccd.edu](http://MyWeb.sjcccd.edu) free of charge.**

**Payment Methods and Deadlines**

• **Payment When Registering**

A person may pay in person or online. When registering in person fees will be due upon registration. Payments may be made by cash, check, traveler's check, money order, or Visa/Master Card. Credit card payments may be made online at [MyWeb.sjcccd.edu](http://MyWeb.sjcccd.edu)

(A \$10 processing fee is charged for each returned check.)

• **Payment Deadlines**

Students are responsible for paying all fees by the published deadlines, and may be dropped for non-payment prior to the first day of the term. Note: If students are dropped for non-payment, they will be notified by letter from the college. Simply not showing up or not continuing to attend may result in an "F," and Financial Aid Students may need to pay back some of the financial aid monies received.

• **Payment When Adding Classes**

When adding courses after the term begins, students will be held responsible for fees, even if they do not attend the classes for which they enroll. (Please also refer to guidelines for dropping classes to avoid fee penalties.)

• **Fines And Holds**

Library/Media: Students with overdue library materials will be charged a fine for the late return of materials. Until overdue materials are returned or their replacement cost paid, a hold will be placed on the student's record and no access to registration or records will be available.

**Failure To Clear Financial Obligations**

A student is responsible for paying all financial obligations at the College. The College and the District will deny further services to a student who does not pay their fees by published deadlines.

Students with a "fee hold" cannot register for subsequent semesters, request a copy of transcripts or transfer 1-20 records.

**OFFICIAL WITHDRAWAL FROM COLLEGE**

**Withdrawal from All Classes**

A student leaving the college is responsible for paying all college related debts. Students with balances due will not be able to enroll, receive transcripts, or receive other services until all debts have been paid.

Students on Financial Aid who wish to withdraw from all classes must submit a Complete Withdrawal Form and complete an exit interview with the Financial Aid Director. See Return of Title IV Aid Policy section on page 21.

**Military Withdrawal**

Military withdrawal occurs when a student who is a member of the U.S. Military, receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military withdrawals shall not be counted in "satisfactory academic progress probation and dismissal calculations." Further, the following courtesies are available to the student:

- In the case of a student who is an active or inactive member of the military services and who receives orders compelling a withdrawal from courses, the District will, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

**Unofficial Withdrawal - "FW" Academic Grading Symbol**

It is the sole responsibility of each student to register for and drop a course if necessary. Faculty can support students by notifying them of add and drop deadlines. If, however, a student stops coming to class after the last day to officially withdraw November 21, 2014, or fails to adhere to the instructor's attendance policy. Faculty may assign the "FW" academic grading symbol. The formal "FW" definition is noted below:

The "FW" grade is an indication that a student has ceased participating in a course after the last day to officially withdraw

from the course without having achieved a final passing grade, AND that the student has not received authorization to withdraw from the course under extenuating circumstances (late withdrawal). The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW". If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade. If applicable, the Financial Aid Office will apply the Return to Title IV funds formula.

### **REFUNDS: ENROLLMENT FEES, NON-RESIDENT AND FOREIGN STUDENT TUITION, HEALTH FEES**

The college does not issue refunds automatically.

- Students must file written refund requests with the Office of Admissions and Records generally by the Friday of the second week of the semester. (See the Schedule of Classes for specific dates, including short-term courses and Summer/Intersession deadlines).
- The District does not carry credit balances over semesters; students who do not apply for refunds forfeit any credit balances they may have.
- Students who have paid for their courses, and then apply for and receive a fee waiver, have until the last day of the current fiscal year (June 30th) to request a refund.
- Refunds for canceled classes will be honored only if requested during the term in which the classes were canceled.

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refund requests normally take four to six weeks after the deadline to process, and are mailed directly to the student.

There is a \$10 processing fee for all registration-associated refund requests (California Administrative Code 58508). Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees "related to refund requests are limited to enrollment fees only."

For information on textbook refunds, please refer to the CAMPUS STORE section of the College Schedule of Classes for refund policies on textbooks.

### **FINANCIAL AID PROGRAMS**

#### **General Information**

Financial Aid at Evergreen Valley College is available from both Federal and State sources and in the following forms:

- Grants (financial aid funds that do not have to be paid back).
- Loans (borrowed funds that have to be paid back with interest).
- Job Opportunities (funds earned through work to help pay for college costs).

Each funding source and program has its own set of eligibility criteria and regulations. The following programs are available to qualified students.

### **Federal Student Financial Assistance Programs**

- **Federal Pell Grant:**  
Pell Grants provide financial assistance to eligible part-time and full-time students and are based on a student's enrollment and Expected Family Contribution (EFC). Effective July 1, 2012 – Pell Grant eligibility is limited to the equivalent of 6 full-time years (600% Lifetime Eligibility).
- **Federal Supplemental Education Opportunity Grant (FSEOG):**  
The Federal Supplemental Educational Opportunity Grant is a limited grant fund for Pell-eligible students with the lowest EFC who meet the priority filing deadlines and are enrolled at least half-time.
- **Federal Direct Loans:**  
The Direct Loan program is designed to assist students with educational expenses while attending at least half-time in an eligible program of study. Direct loans are processed and serviced by the federal government. New borrowers as of July 2013 have a maximum of 150% of their program length to complete their program in order to maintain the Federal Subsidy for their Direct Subsidized Loans.
- **Federal Work-Study:**  
Federal Work-Study is a program that provides jobs for students who demonstrate financial need and are enrolled at least half-time in an eligible program. Eligible students are placed into work-study jobs usually, on campus.

### **State Of California Financial Assistance Programs**

- **Cal Grant:**  
Cal Grants are state funded, need-based, cash grants given to California college students to help pay for college.
  - **Cal Grant B:**  
Cal Grant B is for students who are from disadvantaged or low-income families who otherwise would not be able to pursue higher education. This grant may be used at a community college or a university for up to four years.
  - **Cal Grant C:**  
Cal Grant C helps vocationally oriented students who do not plan to transfer to a university. Training must lead to a recognized occupational goal: diploma, associate degree or certificate. Cal Grant financial criteria must be met.
- **Full-Time Student Success Grant (FTSSG)**  
Additional grant funds for full-time (12+ units) Cal Grant B and Cal Grant C recipients.
- **Extended Opportunity Programs and Services (EOP&S).**
  - Grants and CARE.
  - See the EOP&S section of this catalog.
- **Chafee Grant** - provides educational funding for current and former foster youth.
- **Board of Governors Fee Waiver** – (See below for more information).

**Eligibility Requirements For Federal And State Financial Aid**

Students seeking Financial Aid should:

- Have a high school diploma, GED or equivalent. Students who enrolled before July 1, 2012 can meet this requirement if they passed the Ability to Benefit (ATB) test or have completed 6 degree applicable units.
- Be enrolled in an eligible program.
- Be a U.S. citizen or eligible non-citizen (for Federal Aid only).
- Demonstrate financial need.
- Register with Selective Service (males only).
- Have a valid Social Security Number.
- Not owe a repayment of a federal grant.
- Not be in default on a federal educational loan.
- Maintain satisfactory academic progress. To meet this requirement students should:
  - Maintain a minimum 2.0 GPA.
  - Not exceed 150% of the program length (for example, completing more than 90 units for a degree that requires 60 units for completion).
  - Maintain an overall completion rate of 70% of the units attempted.
  - Submit all requested forms to Financial Aid Office.

- **Effective January 1, 2012** - AB 130 allows eligible AB540 students to apply and qualify for state and institutional scholarships.
- **Effective January 1, 2013** - AB131 allows eligible AB540 students to apply and qualify for the Board of Governors Fee Waiver (BOGFW), Cal Grants B & C, EOP&S/CARE and Chafee Grant (foster youth only). Most AB540 students are not permitted to receive Federal Financial Aid, such as Pell Grant, Workstudy and/or Loans. There are various private scholarships that you can qualify and be eligible to receive. For a listing of scholarships, please visit our Financial Aid webpage at: <http://www.evc.edu/current-students/enrollment-services/financial-aid-and-scholarships> or go to the MALDEF Scholarship Listing at: [https://www.maldef.org/assets/pdf/Scholarship\\_List\\_2010\\_2011.pdf](https://www.maldef.org/assets/pdf/Scholarship_List_2010_2011.pdf)

For more information go to: [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

**Board of Governors Fee Waiver (BOGFW)**

The BOGFW was designed to assist students in paying for their enrollment fees. This program is financial assistance that does not need to be repaid. You may be eligible for a fee waiver even if you are not eligible for other financial aid. The application is simple to complete. Regardless of the number of units, the enrollment fee may be waived. Applicants need to apply only once to have fees waived for the academic year, beginning in summer session. Recipients only have to pay \$25 for parking per semester.

**Eligibility**

If you are a California resident, there are three ways to qualify for financial aid:

- **Method A (Requires verification documents):**  
For families who are receiving TANF/Cal WORKs, SSI/SSP, or General Assistance, please complete the BOGFW application.
- **Method B – Qualification subject to meeting the income criteria (see chart below):**  
Dependent students need to report only parents’ income. Income includes adjusted gross income (as reported on a federal tax return), wages not reported on a tax return, all untaxed income, cash received, or any money paid on your behalf. Please complete the BOGFW application.

2016-2017 Income Standards for BOGFW Part B Eligibility	
Family Size	2015 Income
1	\$17,655
2	\$23,895
3	\$30,135
4	\$36,375
5	\$42,615
6	\$48,855
7	\$55,095
8	\$61,335
Each additional family member	\$6,240

2016-2017 Nine Month Student Expense Budget*		
	Living at Home w/ No Dependents	Not Living at Home
Fees**	\$1338	\$1338
Books/Supplies	\$1791	\$1791
Personal/Miscellaneous	\$3177	\$2916
Transportation	\$1278	\$1440
Maintenance	\$5400	\$12492
<b>TOTAL</b>	<b>\$12984</b>	<b>\$19977</b>

\* Pro-rated for programs shorter or longer than the 9-month academic calendar.

\*\* Fees include Enrollment fee @ \$46/unit, Health fee, Associated Students fee and Representation fee.

Other factors that could affect an expense budget:

- Non-resident fee.
- Dependent care (must be documented).
- Actual out-of-pocket disability-related expenses (allowable on a case-by-case basis).
- Maintenance and personal/miscellaneous expenses are excluded from the cost of attendance in the case of a Federal Pell Grant for a less than half-time student.

**The California Dream Act**

The California Dream Act comprising of legislation AB 130 & AB131 authorizes eligible AB540 students to receive State Financial Aid as follows:

- Method C – Complete the FAFSA:

The Financial Aid Office will determine your unmet need after a valid EFC has been established. A BOGFW will be issued to anyone with at least \$1104 of unmet need. Please complete the FAFSA form to apply.

- Maintain Satisfactory Academic Standing. (See the Academic Policies Section of the Catalog)

Special Classifications (You must file the BOGFW application)

- You have certification from the California Department of Veterans Affairs or the California National Guard Adjutant General that you are eligible for a dependent's fee waiver.
- You are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient, or as a dependent of a victim of the September 11, 2001 terrorist attack.
- You are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

### **\*\*Fee Waiver Changes Affecting Eligibility beginning Fall 2016\*\***

Beginning with the Fall 2015 semester students' academic standing will affect their Fee Waiver eligibility. In order to maintain eligibility both Academic and Progress Standards must be met (Please see the Academic Policies section of this catalog). Two consecutive primary (Fall/Spring) semesters of not meeting the Academic and/or Progress Standards may result in the loss of fee waiver eligibility. EVC began tracking the students' progress with Fall 2015 grades, consequently students' eligibility may be affected for the next registration activity after grades for Spring 2016 are posted.

### **Notification Process**

EVC will notify students of their Academic Standing within 30 days from the end of each primary semester.

### **Appealing the Loss of BOGFW Eligibility**

Students who have lost their BOGFW eligibility may appeal their status. Appeals available in the Student Success (Counseling) Department and Financial Aid webpages (Deadlines apply). Students may be required to take a class or attend a workshop as a condition to their approval.

The Financial Aid Office at Evergreen Valley College welcomes all students who are interested in applying for financial aid. For applications and detailed information please visit the Financial Aid Office (SSC 123), or our website at [www.evc.edu/current-students/financial-aid-and-scholarships](http://www.evc.edu/current-students/financial-aid-and-scholarships). You may also contact the office by email: [evcfa@evc.edu](mailto:evcfa@evc.edu).

### **RETURN TO TITLE IV AID POLICY**

Students who receive Federal Student Aid and who withdraw from all classes before the 61% point of the semester may be responsible for returning grant and/or loan funds received through Federal Student Aid Programs. These students are subject to the "Return to Title IV Aid Policy" as prescribed by the U.S. Congress. This policy mandates a calculation to determine whether the student earned the funds received and whether the institution earned the enrollment fees assessed to the student, based on the withdrawal date. Both the student and the institution are responsible for returning a portion of the federal funds disbursed. The student must repay all unearned Federal Funds

including the institution's portion. Some students who withdraw from all classes may be eligible for a post withdrawal disbursement depending on the amount of funds received.

For more information, contact the Office of Financial Aid at (408) 270-6460.

