

## STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS



# STUDENT SUCCESS AND SUPPORT PROGRAM

In September 2012, Governor Brown signed the Student Success Act of 2012 (Senate Bill 1456) into law. Now known as the Student Success and Support Program, California Community Colleges are required to provide students with core matriculation services. New students receive enrollment priority based on the completion

of these core matriculation components: assessment, orientation, and an abbreviated student education plan. New, non-exempt students are expected to complete these activities. It is recommended that students meet regularly with an academic counselor and take advantage of other academic resources. Students are also directed to develop a comprehensive student education plan upon completing 15 credits, as well as to define their education goal and course of study. Students with an associate degree or higher may be exempt from some of these requirements. These core services are designed to help students successfully meet their college goals. In addition all students should attend classes, complete assigned coursework, and maintain progress toward their college goals.

## MANDATORY CORE SERVICES

Evidence-based practices and research demonstrate that students who participate in orientation, assessment, and advising create a strong academic foundation and are more likely to persist and flourish in college and to meet their education goals. All new students entering Cuesta College are required to complete three core matriculation services: orientation, assessment, and the development of a first semester education plan through participation in New Student Orientation. Refer to Cuesta College website and your student category for more information of these core services.

## ADMISSIONS AND RECORDS

Para información sobre Admisiones comuníquese con la Oficina de Admisiones de Cuesta College, (805) 546-3140 ó vea la página

**Resources available online, for the convenience of our students including those attending via distance education, are available on the Admissions and Records website.**

### Eligibility

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

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

- Students 18 years of age or older without a high school diploma, or equivalent, are eligible for provisional admission to Cuesta College.
- Applicants under the age of 18 who are currently enrolled in grades 9-12, are eligible to apply for admission to attend Cuesta College as "enrichment students," with an approved Permit to Enroll in specified advanced scholastic or vocational coursework at Cuesta College. Dual Enrollment students are referred to as "Enrichment" students.
- International students who have met the International Admission Requirements and have been issued an F-1 or M-1 Visa.

An exception to the college admission policy may be made for a pupil currently enrolled in grades 6-8 who has been certified as "highly gifted" by their school district. "Highly gifted pupil" means a gifted and talented pupil who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal. Highly gifted pupils shall generally constitute not more than one percent of the K-12 pupil population. (Reference Administrative Procedure 5011)

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

### Application

All students must complete and sign an official Cuesta College Admission Application (online with electronic signature or in print) to be admitted to the college. All information provided by the applicant on the admission application must be true and accurate as required by law. Students who are enrolling at Cuesta College for the first-time and students returning after an absence of a semester or more (not including summer) must submit an application available online at [cuesta.edu/apply/](http://cuesta.edu/apply/).

Applications are available beginning:

- November 1 for Fall Semester
- April 1 for Summer Session
- October 1 for Spring Semester

### Residency Requirements

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

**Resident Student:** A resident student is one who has been a legal resident in California for more than one year and a

day immediately preceding the beginning of the term in which the student plans to enroll, and who demonstrates the intent to remain a permanent California resident.

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

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

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

- Attended a California high school, or high school equivalent, for a minimum of three years or more and earned a California high school diploma, or equivalent; or attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three years or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools;
- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements;
- Seasonal agricultural worker for at least a total of two months of each of the past two years;
- Full-time employee, or spouse, or dependent of a fulltime employee of any of the following college/ universities: California Community Colleges, California State University, University of California, or Maritime Academy.
- Applicants, under the age of 19, who have lived under the direct care and control of an adult, other than a parent for two years immediately preceding the resident determination date; and such adult has for the year immediately preceding the residence determination date, had California residence.
- A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] shall be fully exempt from non- resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students. The requirements on the VACA Act are listed under the Veterans category.

### **Programs with Additional Admission Requirements**

Admission to impacted specialized programs may require the completion of a program admission application and Chancellor's recommended and Board-approved

admission requirements. Current program admission requirements are published by the respective program and made available on the Cuesta website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

### **Dual Enrollment Students (Enrichment)**

An eligible enrichment student must possess an approved Permit to Enroll to enroll in specified advanced scholastic or vocational courses. Cuesta College has defined advanced scholastic or vocational coursework as work that is transferable to a four-year institution and/ or meets vocational degree or certificate requirements. The Permit to Enroll must be completed by the student's current school Principal, or approved designee, identifying the specific course, or courses. The Permit to Enroll is approved by the student's parent, or legal guardian, and by the student. The Permit to Enroll is then submitted to the Cuesta Registration Office for processing. Enrichment Students, grades 9-12, may enroll in Cuesta College courses on a space available basis and will be required to meet all of the following enrollment requirements:

- Demonstrate the ability to benefit from advanced scholastic or vocational coursework as determined by the student's principal, or designee;
- Satisfactorily meet all course prerequisites;
- Meet the age requirement of any age-restricted courses, posted on the Cuesta web site, for which the student seeks to enroll, or successfully petition for authorization to enroll;
- May enroll in up to a maximum of eleven (11.999) approved credits during the fall and spring semesters and a maximum of nine (9.0) approved credits during summer session;
- Enrichment students are prohibited from auditing courses;
- Enrichment students are prohibited from enrolling in Kinesiology activity courses.

Enrichment students are eligible for an enrollment fee waiver. Students classified as "non-residents" of California who meets all requirements of Administrative Procedures 5011, shall be exempt from paying nonresident tuition including the California resident enrollment fee. All other fees will be assessed. This exception does not apply to F1/M1 Student Visas. Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Students should finalize their residency status in California.

### **Age Restricted Course Appeal Process:**

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

## International Students

International students must complete the International Admission Application, and the Cuesta College online admission application to receive a form I-20. A \$100 processing fee must accompany the International Student Application. This fee is subject to change pending Board of Trustee's approval.

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

Applications periods are:

- Spring Term: October 1 – December 15
- Summer Session: April 1 – May 15
- Fall Term: April 1 – July 15

International students must meet the following requirements before an I-20 can be issued:

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

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

## ASSESSMENT

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

- Test preparation resources, including sample questions and tutorials, are available to all students on the Assessment Services web site: <http://www.cuesta.edu/student/studentservices/assessment/resources.html>.
- Students may also request to take the Cuesta College assessment test remotely. For more information, email [assessment@cuesta.edu](mailto:assessment@cuesta.edu).

Assessment placement results assist students with appropriate course selection and may be used to satisfy mandatory course prerequisites. The math, English, and English as a Second Language (ESL) assessments are

computerized and untimed. They are given free of cost.

Assessment tests for math, English, and ESL are offered on a walk-in basis. Please visit our Assessment Services website to view available test dates and locations. Bring photo identification and your Cuesta student number with you on the day of the test. Prior to taking the assessment test, you must be a current Cuesta student or have submitted a Cuesta College admission application, and know your Cuesta student ID#. Prepare for the assessment tests by viewing the resources and study materials on the Assessment Services website.

**First-Time College Student:** First-time college students are expected to complete their English, ESL or math assessment tests prior to registering for courses. Placement levels are determined based upon assessment test results AND prior academic history. Final official high school transcripts should be submitted to the Cuesta College Records Office along with the transcripts from any other colleges attended.

**Disabled Student Accommodation:** Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC campus) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

In addition, students may place into math, English or English as a Second Language courses in the following ways:

- Completion of college coursework with a "C" or better in math and English and submittal of a Prerequisite Clearance Request Form A along with a transcript.
- Placement test results from another California Community College, and submittal of assessment scores (math assessment scores are only valid for 18 months), along with a Test Score Clearance Form.
- If you have met one of the following criteria and have submitted verification:

### MATH

1. Earned "Standard Exceeded" status on the California Assessment of Student Performance and Progress (CAASPP) score report;
2. Passed the AP Calculus AB exam or AP Statistics exam with a score of three or above

### ENGLISH

1. Earned "Standard Exceeded" status on the California Assessment of Student Performance and Progress (CAASPP) score report (must be within 18 months);
2. Passed the AP English Language or Literature Composition Exam with a score of three or above

Test scores may be faxed to (805) 546-3982 or mailed to the Cuesta College Assessment Office, PO Box 8106, San Luis Obispo, CA 93403-8106.

## ATHLETICS

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

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

Intercollegiate activities include:

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

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

- Must be registered for classes including athletic course no later than one month after the beginning of the semester;
- Must be enrolled in and regularly attending 12 credits or more;
- After the first season of competition, must complete 24 semester credits or 36 quarter credits before the second season of competition in any one sport, including credits earned during the first season of competition;
- Once a student becomes an athlete, he/she must maintain a 2.0 GPA and pass at least 6 units in the preceding term in which the student is enrolled as a full-time student to be eligible for additional seasons of sports;
- Must have a Student Educational Plan (SEP) on file.

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

Athletic eligibility is determined in the Admissions and

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

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

The PASS program consists of six components:

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

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

## BOOKSTORE

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

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

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

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

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

# **BUSINESS & ENTREPRENEURSHIP CENTER**

## **(Services to Business and Industry)**

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

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

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

The BEC Primary Objectives Include:

Conduct community research; create targeted special projects and services that address the unique needs of the region. The BEC will collect and analyze community data and evaluate the economic needs of the region.

Target existing business clients and/or industry sectors most likely to create economic impacts and retain jobs. Clients and/or industry sectors should also have the potential to achieve significant increases in sales investment, and to boost regional economic wealth.

The BEC will provide fee based-technical assistance (i.e. advanced business consulting services) to regional businesses, industry sectors, city & state agencies, and chambers of commerce thereby, to promote and support growth of the regional economy. Areas of expertise include:

- Marketing Strategies
- Marketing Research
- Strategic Planning
- Growth and Investment Strategies
- Access to Capital
- Financial Analysis
- Operations Analysis
- Operations Management & Improvement
- Customer Service
- E-Commerce
- Economic Research and Analysis

- Business and Contract Law
- International Trade

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

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

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

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

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

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

## **CALWORKS**

**Location: SLO campus, The CaFE Center, Room 3142, (805) 546-3204; North County campus, The CaFE Center, Room N3024, (805) 591-6214.**

The Cuesta College CalWORKs program provides support, services, and resources to CalWORKs recipients to gain self-sufficiency through education and work experience. To qualify, students must be receiving cash aid for themselves, not just their children. Students will receive priority registration, job placement, and academic, personal and career counseling.

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

- The participant/student and at least one dependent must be currently receiving cash aid (CalWORKs/TANF) from the Department of Social Services (DSS). Student

may be receiving cash aid and expecting a child or receiving cash aid with a child receiving SSI.

- Enrolled or planning to enroll in Cuesta College classes for the current or following semester.
- School as a component of the student's Welfare-to-Work (WTW) Plan, Self-Initiated Participant (SIP) Plan, or WTW Compliance Plan.
- Cal-Learn participant attending college as part of Cal-Learn activities.

**CalWORKs offers a variety of services to assist students in achieving their educational and employment goals with a focus on transitioning off cash aid to long-term financial self-sufficiency.**

- Assistance meeting Welfare-to-Work (WTW) or Self-Initiated (SIP) plan requirements
- Coordination with Social Services for educational supplies and supportive services
- Case management
- Guidance applying to Cuesta College, completing financial aid paperwork, and registering for classes
- Access to Priority Registration
- Academic and career counseling
- Employment to meet required work activities through work study or job placement
- Open computer lab with printing and copying
- Development of a resume and a job search portfolio
- Referrals to additional supportive services, on or off campus
- Advocacy and education about Rights and Responsibilities
- Academic success coaching and in house tutoring

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

- CalWORKs Confidentiality Waiver: [http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs-Confidentiality-Waiver-Rev\\_12-10-12.pdf](http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs-Confidentiality-Waiver-Rev_12-10-12.pdf)
- CalWORKs Intake Form: [http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs\\_Intake\\_Rev\\_11-26-12.pdf](http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs_Intake_Rev_11-26-12.pdf)

## CAMPUS POLICE

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

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

We offer a wide range of everyday services in addition to

law enforcement responsibilities. These services include escort services, stranded motorist assistance, medical aid, crime prevention information and fingerprint services.

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

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

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

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

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

To reach the Clery Act information, use the Cuesta College Police Department website at <https://www.cuesta.edu/about/depts/publicsafety/clerysave.html> and use the "Clery Act" link.

## CAREER CONNECTIONS

### (Job Placement)

**Location: Career Connections, Student Center, Room 5310, SLO campus; (805) 546-3252. Continuing Education Center, Building N3032, North County Campus, (805) 591-6273**

Career Connections provides a centralized location where

students can identify and receive information about available full and part-time jobs in the community as well as access to job search resources available at Cuesta College.

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

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

## CHILDREN'S CENTERS

**Location: Building 4000, SLO campus; (805) 546-3285. Building N4022/N4036, North County Campus, (805) 591-6292.**

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

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

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

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

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

## COMMUNITY PROGRAMS

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

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

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

- To contribute to the cultural, intellectual, recreational, and social life of the residents of the District, and to offer training for workforce improvement.
- To develop leadership and provide educational services which utilize special skills, interests, and knowledge of college faculty and other professional community instructors.
- To be a center of community life by scheduling college facilities and services on an extended and year-round basis for individuals, families, and community groups.
- To collaborate with community groups, county organizations, and businesses in developing programs and educational services for comprehensive coverage of the district.

## COOPERATIVE EDUCATION WORK EXPERIENCE

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

# COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

**Location: SLO campus, The CaFE Center, Room 3142, (805) 546-3144; North County Campus, The CaFE Center, Building N3024, (805) 591-6214.**

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

## CARE Eligibility:

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

## CARE Services:

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

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

# COUNSELING SERVICES

**SLO Campus: Library Building 3100, Room 3131, first floor, Window 7; (805) 546-3138.**

**NCC Campus: Building 3000, Room 3011; (805) 591-6241**

The mission of Counseling Services is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal

counseling assistance to students as it relates to achieving their educational objectives.

Counselors are available throughout open office hours at the drop-in windows located in Building 3100, Student Service Center, for quick consultations. Counselors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact Counseling Services Office or the counseling webpage at [www.cuesta.edu/student/counseling](http://www.cuesta.edu/student/counseling) to schedule private half-hour appointments with counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the schedule of classes for the upcoming term at Cuesta. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

New students are expected to complete the online orientation and abbreviated student educational plan (SEP) prior to registering for courses. Once an Application for Admissions has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into [my.cuesta.edu](http://my.cuesta.edu). The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

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

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

## Counseling

Counselors are master's level professionals who are trained to provide personal, academic, and career counseling services. Counselors are available to meet with students by appointment or on a walk-in basis.

### **Counselors can help you with:**

- Completion of prerequisite clearance forms
- Student Education Plan (SEP)
- Academic degree planning
- Transfer planning
- Information about programs offered at Cuesta College
- Assistance with Course Selection
- Schedule changes
- Graduation requirements
- College placement tests
- Academic probation and dismissal
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety, and depression
- Crisis intervention
- Community referrals
- Career planning and exploration

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

- Website
- Smart Q&A
- Phone/email appointments
- E-Counseling
- Online orientation
- myCuesta Counseling Channel Announcements

### **Walk-in counseling is limited to 15 minutes and is appropriate for:**

- Referral to campus and community services
- Short-term academic planning
- Informational quick questions
- Emergency problem solving

Please note: Evaluation of transcripts from other college or Student Education Plans cannot be completed at walk-in.

### **Counseling Appointments:**

During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan.

Come in or call the Counseling Office where you'd like to have your counseling appointment (San Luis Obispo Campus, North County Campus, or South County Center)

- Appointments are available:  
San Luis Obispo Campus, M-Th, 8:30am-6pm and F, 10:30am-3pm  
North County Campus, M-Th, hours vary  
South County Center, T & W, 4:30pm-6:30pm when classes are in session
- Beginning the first working day of the week

appointments are scheduled for the following week (ONLY ONE WEEK IN ADVANCE)

- By phone for distance education students

The best time to schedule an appointment is mid-semester (September/October for fall; February/March for spring)

### **San Luis Obispo Campus Counseling Services**

Building 3100, Student Services Center  
(805) 546-3138, (805) 546-3162; call between 9:00am-5:00 pm

### **South County Center**

Arroyo Grande High School, (805) 474-3913  
For appointments call San Luis Obispo Campus at (805) 546-3138 or the South County Center at (805) 474-3913, August through May

### **Orientation and Abbreviated Student Educational Plan**

The Cuesta College new student orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transfer, as well as policies and procedures of the college. New students are expected to complete the online orientation and abbreviated Student Education Plan prior to registering for courses.

Once an application has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into my.Cuesta.edu. The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

### **myCuesta Follow-up Orientation**

The myCuesta Follow-up Orientation is facilitated by a Cuesta College counselor after students have completed the online orientation and are held during the summer months. Please call the Cuesta College Assessment office at (805) 546-3951 for dates and to reserve a spot. Sessions fill quickly.

- Local High School Outreach: Cuesta counselor liaisons to high schools are provided to support the enrollment of local students at Cuesta College.

### **Specialized and Targeted Follow-up Orientation and Counseling**

Counselors also provide specialized and targeted counseling for the following groups of students:

- CalWORKS: Academic and personal counseling for qualified students
- Career Technical Education: Academic and personal counseling for qualified students
- Extended Opportunity Programs and Services (EOPS): Academic and personal counseling for qualified students
- Disabled Student Programs and Services (DSPS): Academic and personal counseling for qualified students
- International Students: Cuesta College enthusiastically

welcomes international students from around the world. The international student counselor provides academic counseling and assists the student with paperwork required for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning

- Reentry Students: The Reentry Program is designed to be a support system for students 25 and older, returning to school after an absence of five or more years
- Student Athletes: Academic and personal counseling for participating students
- AB540 Students: Academic and personal counseling for qualified students
- Foster Youth: Academic and personal counseling for qualified students
- Veterans: Academic and personal counseling for qualified students

### **Comprehensive Student Educational Plan (SEP)**

During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits. Prior to making an appointment with a counselor, verify that all official academic transcripts have been received by Cuesta.

### **Transfer Information (www.assist.org)**

ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

### **English as a Second Language (ESL)**

Application/Evaluation/Orientation/Registration

New students in the English as a Second Language (ESL) program must take the ESL assessment. Students will receive their evaluation results and class recommendations immediately after taking the tests. Visit the assessment testing calendar for upcoming test dates or call (805) 546-3941 (SLO) or (805) 591-6209 (NCC).

## **CUESTA PROMISE**

**OUR PROMISE TO YOU:** A scholarship for every new SLO county high school graduate, paying all fees for a FULL YEAR! All application steps need to be completed by August 1st (or first working day thereafter) to receive the scholarship in the following fall.

Steps to Applying:

1. Submit your Cuesta College admissions application\*
2. Submit your Cuesta Promise scholarship application\*

3. Complete the FAFSA or the Dream Act Application
4. Complete the Cuesta College assessment process\*
5. Complete the Cuesta College online orientation\*
6. Register for your classes\*

All steps must be completed by deadlines posted online <https://www.cuesta.edu/admissionsaid/cuestapromise/index.html>.

For more information, e-mail [promise@cuesta.edu](mailto:promise@cuesta.edu) or (805) 546-3153.

### **FREQUENTLY ASKED QUESTIONS:**

#### ***What is the Cuesta College Promise?***

The Promise is a scholarship program for all new San Luis Obispo County high school graduates, to attend Cuesta fee-free for their first year (consecutive fall and spring semesters immediately after graduation).

#### ***What if I received the Promise in the fall-do I need to do anything extra to get it in the spring?***

No. Just register for classes and your fees will be paid.

#### ***How do I qualify for the Promise?***

Graduate from a San Luis Obispo County high school, GED or are home-school diploma), and complete the Promise steps by the published deadlines.

#### ***What fees does the Promise pay for?***

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

#### ***What happens if I miss the deadline?***

You won't be eligible for the Promise Scholarship.

#### ***I'm not a senior this school year. Will I be able to get the Promise in the future?***

Yes! The Promise is made possible by a generous gift from the Charles and Leeta Dovica Family Trust to Cuesta College Foundation. The Foundation has established an ongoing fund so that the Cuesta College Promise will be around for future generations of SLO County high school students.

## **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)**

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

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

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

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

#### **DSPS Application Process:**

1. Fill out a DSPS Application for Services and print it out.

- DSPS Application for Services: <https://www.cuesta.edu/student/studentservices/dsp/index.html>
- Have a licensed professional complete the Verification of Disability Form: [http://www.cuesta.edu/student/documents/dsp\\_docs/VOD\\_with\\_Doc\\_Req\\_6-05.pdf](http://www.cuesta.edu/student/documents/dsp_docs/VOD_with_Doc_Req_6-05.pdf)

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

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

#### **DSPS Services:**

Support services are specialized services available to students with disabilities and are in addition to the regular services provided to all students. Such services enable students to participate in activities, programs, and classes offered by the college. Please note, all accommodations are individualized and must be supported by documentation. The following are examples of our most common accommodations and not necessarily those every student receives. Services include, but may not be limited to:

#### **ADAPTIVE EQUIPMENT**

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

#### **ALTERNATE FORMATS**

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

#### **ASSESSMENT For LEARNING DISABILITIES**

- Find out if you have a learning disability
- Discover your abilities and strengths
- Determine effective accommodations to overcome challenges

#### **ASSISTIVE TECHNOLOGY**

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

#### **CLASSROOM SUPPORT**

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

#### **INSTRUCTIONAL SUPPORT**

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

#### **TESTING SERVICES**

- Extended time - Proctored college tests with extra time in distraction reduced environments
- Readers and scribes

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

- DSPS Checklist: [http://www.cuesta.edu/student/documents/dsp\\_docs/DSPS\\_Checklist\\_web.pdf](http://www.cuesta.edu/student/documents/dsp_docs/DSPS_Checklist_web.pdf)
- DSPS Application Packet: <http://www.cuesta.edu/student/>

[documents/dsps\\_docs/DSPS\\_Application\\_Packet.pdf](#)

- DSPS Verification of Disability Form: [http://www.cuesta.edu/student/documents/dsps\\_docs/VOD\\_with\\_Doc\\_Req\\_6-05.pdf](http://www.cuesta.edu/student/documents/dsps_docs/VOD_with_Doc_Req_6-05.pdf)

If you have a service animal, please refer to Board Policy (BP) 3440 <http://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADKL9D552B62>

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

**Location:** SLO campus, The CaFE Center, Room 3142, (805) 546-3144; North County Campus, The CaFE Center, Building N3024, (805) 591-6214.

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

- EOPS Application Process: <http://www.cuesta.edu/student/student-services/cafe/eops/application.html>
- EOPS Checklist: [http://www.cuesta.edu/student/documents/eops\\_docs/EOPS\\_checklist\\_final.pdf](http://www.cuesta.edu/student/documents/eops_docs/EOPS_checklist_final.pdf)

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

To qualify, a student must:

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

Services available for eligible students:

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

## FINANCIAL AID

**Location:** SLO campus, Library Building, Room 3125, (805) 546-3143. North County Campus, Building N3000, (805) 591-6202. South County Center, Arroyo Grande High School, (805) 474-3913

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

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

- **FAFSA application:** at: [www.fafsa.gov](http://www.fafsa.gov)
- **Financial aid orientation:** [www.onlineorientation.net/cuesta-fa](http://www.onlineorientation.net/cuesta-fa)
- **Financial aid application process:** <http://www.cuesta.edu/student/student-services/finaid/appprocess/index.html>
- **Check your financial aid status at your myCuesta portal:** [my.cuesta.edu](http://my.cuesta.edu)
- **Financial aid TV:** [cuesta.financialaidtv.com](http://cuesta.financialaidtv.com)
- **US Department of Education:** [www.studentaid.gov](http://www.studentaid.gov)
- **Cost of attendance estimates:** [www.cuesta.edu/student/resources/cashier/cost\\_of\\_attendance.html](http://www.cuesta.edu/student/resources/cashier/cost_of_attendance.html)

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

To maximize the financial aid that you will receive at Cuesta, please follow these steps:

### 1. Fill out the FAFSA online (<http://fafsa.ed.gov>)

- Make sure you have tax information for the preceding year ready. If possible, use the IRS Data Retrieval Tool to transfer data from the IRS directly into your application.
- If you are a dependent student, one of your parents must sign the FAFSA.
- Be sure to enter Cuesta's Federal School Code (001192) in the school data section.
- Allow for one week for your application information to arrive at the schools you listed on the FAFSA.
- Apply before March 2 if you want to apply for a Cal Grant or Cuesta Scholarship.
- If you or your family need help filing the FAFSA, contact the Financial Aid Office for assistance.

### 2. Submit a GPA Verification form to the California Student Aid Commission (if necessary)

- New applicants for Cal Grants-including entering freshman-must submit some form of GPA verification to CSAC and complete a FAFSA by March 2.
- If you have completed 24 degree applicable units at Cuesta, our Admissions and Records office will submit your GPA verification electronically by the March 2 and September 2 deadlines every year.

Transfer students with units at other California

community colleges need to:

1. Provide official academic transcripts to Cuesta College's Admissions and Records office at least two weeks prior to the GPA submission deadline; AND
2. Turn in a GPA verification form to the Admissions and Records office so that we can electronically submit your GPA data to CSAC (see link below)

- If none of the situations above apply to you, you can have your GPA verified by a college where you have completed 24 degree applicable units or by your high school (if you have not completed 24 degree applicable units at a college).
- Here are links to the GPA verification forms:  
GPA verification Form: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/gpaform.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/gpaform.pdf)
- Non-SSN GPA Verification Form: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/non\\_ssn\\_gpaform.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/non_ssn_gpaform.pdf)

**3. Apply for the Cuesta Scholarship Program** and any outside scholarships (<http://cuesta.academicworks.com>)

- Cuesta Scholarship applications are due March 2 of every year
- Outside scholarships have varying due dates and eligibility criteria, so do your research into scholarships early!

**4. Complete any paperwork** required by the Cuesta College Financial Aid office

- Make sure you read and accept the terms and conditions in your myCuesta portal.
- Check your financial aid status on the myCuesta portal to see if our office is requesting any additional documentation. The "student requirements" page will contain links to the forms that we require from you.
- If you want to apply for a student loan and you are a first time borrower, you must complete an online student loan workshop.
- Turn any requested documents into the Financial Aid office as soon as possible. Do not wait until the semester has started or your aid will be significantly delayed!
- Once you have submitted all of the requested forms, your file will be reviewed within 2-4 weeks.
- If you need any assistance with completing your application, please contact the Financial Aid office at (805) 546-3143 or e-mail us at [finaid@cuesta.edu](mailto:finaid@cuesta.edu)

**5. Choose a disbursement option** ("refund preference" through the BankMobile website (<http://bankmobiledisbursements.com/refundchoices/>))

- This choice determines how excess funds (e.g. financial aid, reimbursement for previous payment, etc.) will be sent to you.
- You can choose direct deposit into your personal check-

ing/savings account, a paper check sent to your address on file with Cuesta College, or deposit into a BankMobile account.

- You are not required to open an account with BankMobile in order to receive your funds.
- If you do not choose an option, your funds will be delayed by at least three weeks.

**FINANCIAL AID POLICIES**

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

**DEPENDENCY STATUS**

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

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

- Be at least 24 years old or turn 24 during the first portion of the academic year;
- Be married on the day you file your FAFSA;
- Be a parent and be able to financially support your child;
- Have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply;
- Be an orphan (both parents have deceased);
- Be (or were until age 18) a ward or dependent of the court;
- Be currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- Be a veteran of the U.S. Armed Forces;
- Be a foster child or in foster home sometime after the age of 13;
- Be an emancipated child as determined by a court judge; OR
- Be homeless or at risk of homelessness as determined by the director of a HUD approved homeless shelter, transitional program, or high school liaison.

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

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

status, please contact the Financial Aid Office for more information.

### FAFSA

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

A separate FAFSA must be filled out for each academic year. The 2017-18 FAFSA is already available and the upcoming year’s application is made available online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) starting on October 1.

### CALIFORNIA STUDENT AID PROGRAMS

The Board of Governor’s Fee Waiver (BOGW)

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

#### Method A

A student is eligible under Method A if they:

- Received TANF, CalWORKS, SSI, or General Assistance payments in the last two years (2015 or 2016 for the academic year 2017-2018);
- Are a dependent student and one of their parents received such assistance;
- Have certification from the California Department of Veterans Affairs or the National Guard Adjutant General stating that the student is eligible for the waiver;
- Are a recipient—or the child of a recipient—of the Congressional Medal of Honor;
- Are a dependent of a victim of the September 11, 2001 terrorist attack; OR
- Are a dependent of deceased law enforcement or fire suppression personnel who were killed in the line of duty.

#### Method B

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

#### Family Income Standards for 2017-2018

Family Size	2015 Income
1	\$17,820.00
2	\$24,030.00
3	\$30,240.00
4	\$36,450.00
5	\$42,660.00
6	\$48,870.00
7	\$55,095.00
8	\$61,335.00
Each Additional Family Member	\$6,240

### Method C

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

### Loss of BOGW Eligibility

If you have been on either academic or progress probation for two consecutive terms, you will lose your eligibility to receive the BOGW. You will be able to regain eligibility by:

- Improving your GPA / Course completion in order to meet academic and progress standards;
- Not attending Cuesta College for two consecutive primary terms (Fall & Spring or Spring & Fall); OR
- Filing a successful appeal due to extenuating circumstances.

**NOTE:** Foster youth and former foster youth (age 24 years and younger) are not subject to loss of the BOG Fee Waiver under these regulations.

### Cal Grants

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

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

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

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

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

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

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

### AB-540 Students

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

- Board of Governor’s Fee Waiver

- Cal Grant B Community College Transfer Entitlement Award
- Cal Grant C
- Extended Opportunities Programs and Services (EOPS)

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

- Submit the California Dream Act Application (<https://dream.csac.ca.gov>) by March 2.
- Submit the non-SSN GPA verification form to the California Student Aid Commission (if necessary) by March 2.
- Complete the EOPS application. (For application and deadline information, contact the EOPS office at 546-3144)

### INSTITUTIONAL AID

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

**Cuesta College Scholarship Program** ([https://cuesta.academicworks.com/users/sign\\_in](https://cuesta.academicworks.com/users/sign_in))

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

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

### ASCC Emergency Book Loan

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

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

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

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

### FEDERAL STUDENT AID PROGRAMS

#### General Eligibility Requirements

In order to receive federal student aid under any of the programs listed below, a student MUST:

1. Be a U.S. citizen or an eligible noncitizen;

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

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

### Federal Pell Grant

The Federal Pell Grant program provides aid to eligible students with financial need to cover educational expenses. The amount that one receives is based primarily on the student's expected family contribution and the number of units in which the student is enrolled. For the 2017-18 award year, the maximum annual Federal Pell Grant award is \$5,920.

#### 2017-18 Pell Grant Awards

Enrollment status	Maximum Pell Grant possible
Full time (12 units or more)	\$5920
Three-quarters time (9 – 11.5 units)	\$4440
Half time (6 – 8.5 units)	\$2960
Less than half time (less than 6 units)	\$1480

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

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

### Federal Supplemental Educational Opportunity Grant (SEOG)

Limited funding is awarded to Pell Grant recipients with the highest need.

### Federal Work Study (FWS)

Federal work study awards allow students to find jobs on campus and in the community that are paid out of a fund.

Students must meet all of the eligibility requirements for federal student aid and be enrolled in at least six units.

**The William D. Ford Federal Direct Loan Program**

This government program offers low-interest loans to eligible students who are enrolled in at least six units. There are two types of student loans: subsidized and unsubsidized.

**Subsidized Direct Loan**

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

**Unsubsidized Direct Loan**

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

Interest rates and loan origination fees are not published in this catalog as they are subject to change after the date the catalog will be published. Although the interest rate varies from year-to-year, the loan will be fixed at that rate once it has been originated. For the latest information on interest rates, visit this webpage: <https://studentaid.ed.gov/types/loans/interest-rates>.

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

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

First-time borrowers are required to complete the online Student Loan Workshop as part of their entrance counseling.

**Federal Direct Parental Loans (PLUS)**

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

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

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

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

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

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

A student must maintain ALL of the following standards or they will be ineligible for federal student aid.

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

**ATTEMPTED UNITS AND COMPLETION RATE**

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

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

Below are some examples of how completion rate is calculated:

Student A:	Attended Fall semester. Attempted 12 units, completed 7 units.  Completion rate is calculated as $7/12 = 58\%$ , student did not meet the 67% requirement.
Student B:	Attended Fall semester. Attempted 12 units, completed 9 units.  Completion rate is calculated as $9/12 = 75\%$ , student met the 67% requirement.

Student C:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 34 units.  Completion rate is calculated as 34/48 = 71%, student met the 67% requirement.
Student D:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 31 units.  Completion rate is calculated as 31/48 = 65%, student did not meet the 67% requirement.

#### MAXIMUM TIME FRAME or EXCESSIVE UNITS

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

<i>Educational Goal</i>	<i>Units required to complete goal</i>	<i>Maximum units allowed</i>
Associate Degree	60	90
Transfer requirements	60	90
Certificate program*	24	36

Completion rate chart (example):

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

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

\*Student must still meet all other SAP requirements, including overall completion rate, to be eligible for federal student aid.

#### GRADES

Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average (GPA). Courses completed with CR, P, I, NC, NP, W, or WF will NOT be used in calculating a student's GPA, but they will be used in the determination of the other SAP standards.

## DETERMINING SAP STATUS

The Financial Aid office evaluates SAP at the end of each term to determine students' eligibility for financial aid.

Based on their academic performance, a student is placed in one of the following statuses:

	Eligible for federal student aid?	Eligible for BOG fee waiver?	Description / Notes
<b>Satisfactory (SAT)</b>	Yes	Yes	Student is meeting all SAP standards.
<b>Warning</b>	Yes	Yes	Student failed to meet one or more of the SAP standards.  Students only receive one warning term. If students fail to meet all SAP standards by the end of their warning term, they will be placed on suspension.
<b>Suspension (UNSAT)</b>	No	Yes	Student has failed to meet SAP standards for two consecutive terms.  Students on financial aid suspension may regain eligibility for financial aid by:  1. Filing a successful SAP appeal if there are extenuating circumstances; OR  2. Attending classes without financial aid until they meet all SAP standards. This method is known as "reinstatement."
<b>Probation (PLAN)</b>	Yes	Yes	Student has submitted a SAP appeal which was subsequently approved.  Student must adhere strictly to the following rules or they will be disqualified:  1. Pass all attempted classes. No W, F, NC, FW or incomplete grades are allowed.  2. Earn a GPA better than 2.0 for the term.  3. Only take courses that count towards the student's declared goal (as indicated in the myCuesta Pathway application, excluding unnecessary electives if student has attempted excessive units).  Students on probation status who follow the above rules will have their eligibility extended at subsequent reviews in the same academic year.  Students on probation status who do NOT follow the above rules will be disqualified from receiving federal financial aid at Cuesta and will not have any subsequent appeals approved unless catastrophic circumstances can be documented.  Students must file a new appeal every academic year regardless of any prior appeal approvals.
<b>Disqualified (DISQ)</b>	No	Yes	Student was on probation, but did not adhere to the rules listed above.  Student may not appeal again unless the probation plan was not met due to catastrophic circumstances (death in family, hospitalization, incarceration, etc.) that can be documented by the student.  Student may receive financial aid in the future if they work on their own to meet all SAP standards (reinstatement).

**APPEAL PROCESS**

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeals are evaluated on a case-by-case basis by a team of financial aid professionals with the capacity for professional judgment. There is **no guarantee** that an appeal will result in financial aid being revised and/or reinstated. If a student wishes to contest a decision made by the Financial Aid Office, they may appeal one more time to the Director of Financial Aid. The determination of the Director of Financial Aid is final.

Appeals may be filed in the following situations:

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

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

To file a successful appeal, a student must:

1. Complete all of the steps indicated on the SAP appeal form for the correct academic year and term;
2. Attach a personal statement that explains the reasons for the student’s inability to meet SAP standards and how that situation has been resolved;
3. Provide official documentation (third-party confirmation of the situation, ideally from a professional source like a doctor, counselor, instructor, etc.) of any circumstances mentioned in the personal statement;
4. Attach a student attendance and progress report, if appeal is submitted after certain points in the term (see appeal form for details).

**SAP “RESET” POLICY**

Students who have changed their major or program of study are able to have their SAP eligibility re-calculated solely on the basis of grades and units that are applicable to their current program. A student may receive such a “reset” only once during their time at Cuesta.

However, students that have been accepted into certain programs may be eligible for an additional reset. In order to receive an additional “reset”, a student must file a SAP appeal and be enrolled in a program that satisfies the following conditions:

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

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

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

**COURSE REPETITION**

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

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

**FINANCIAL AID ELIGIBILITY FOR REMEDIAL AND ESL COURSEWORK**

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

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

**EVALUATION OF ESL COURSEWORK IN A SAP REVIEW**

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

**TRANSFER CREDITS**

All transfer credits that Cuesta evaluators have determined will count toward the student’s current program will also be included in the calculation of overall attempted and completed hours. They will not be included in the calculation of overall GPA.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Title IV (federal student aid) recipients who withdraw completely before completing 60% of the term for which the student has been charged will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

### **RETURN OF OVERPAYMENT**

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

### **ORDER OF RETURN OF TITLE IV FUNDS**

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions: Title IV funds required to be returned by the student will not be distributed to a

Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

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

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

## **INSTITUTE FOR PROFESSIONAL DEVELOPMENT**

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support economic growth through assessment, training, coaching, consulting, and facilitation. Training and support services are offered either on or off campus, with flexible hours, no prerequisites and no grades. Business support is delivered through customized contract training for individual company needs, and

one-on-one consulting. IPD a staff of professionals, certified trainers, Cuesta College faculty, and industry specialists. IPD is a fee-based program. Training costs are highly competitive. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180, fax (805) 546-3107.

## **LIBRARIES**

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

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

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

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

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

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

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

## **NONCREDIT (ADULT EDUCATION COURSES)**

Cuesta College noncredit program offers students access to a variety of no cost courses and certificates that can assist

them in reaching their educational, personal, and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer, and career preparation opportunities.

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

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

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

### **Student Services**

#### **Admissions and Registration**

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

#### **Assessment**

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

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

#### **Orientation**

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

#### **Counseling and Advisement**

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

#### **Fees and Expenses**

There is no tuition for noncredit courses. However, all students who park on the Cuesta College campus must have a valid, current parking permit. Students parking permits may

be purchased at the Public Safety Office. One-day parking permits may be purchased at various parking lots on campus. Books and supplies needed for a class are the responsibility of the student.

## **ONLINE SERVICES AND DISTANCE EDUCATION**

Distance Education courses are those in which the instructor and student are separated and interact through the assistance of communication technology. They are offered as “fully online” (with no required on-campus sessions), “hybrid” (51% or more online) or “blended” (less than 51% online). The full definition of Distance Education, and the means by which the college verifies student identity in distance education courses, is contained in the district’s Administrative Procedure 4105 (<http://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADLRG96DE548>.)

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

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

## **PREREQUISITES/ COREQUISITES**

Prerequisites, corequisites, and advisories are intended to enhance a student’s chance of success in a desired course. If a student does not meet prerequisites or corequisites for a course, as listed in the class schedule, the student may not be allowed to enroll or remain enrolled in that course. Successful completion of a prerequisite or corequisite course is achieved by a final course grade of “C” or better.

Cuesta students enrolled in prerequisite courses at the time of registration for the upcoming term will be allowed to enroll in the next level course without knowing the final grade in their current course. A grade of “C” or better must be earned in the prerequisite course to meet the prerequisite requirement. Students that do not successfully complete prerequisite courses will be administratively dropped from the higher level course once grades are final and have been posted.

#### **Transfer Students**

In order to use prerequisite coursework completed at another college, students must submit a Prerequisite Clearance Request Form A along with an official transcript prior to registering for classes. Prerequisite Clearance Request forms can be found on the Admissions & Records website.

Submit forms in one of the following ways:

- Hand deliver: to the Admissions & Records office in the

Student Services building (SLO Student Services Center, Building 3100 or North County Campus Building N3000.

- FAX: to Admissions & Records at (805) 546-3113.
- Mail to: Cuesta College Admissions & Records, P.O. Box 8106, San Luis Obispo, CA 93403-8106. If students would like to use official transcripts that were already sent to Cuesta, please note that it may take up to two weeks for official transcripts to be received and processed by Cuesta's Records Office.

**FORM A** – Prerequisite Clearance Request: to be used to clear prerequisites with coursework completed at an institution other than Cuesta.

**FORM B** – Prerequisite Challenge: to be used to clear prerequisites that have been met through means other than course completion (previous knowledge, work experience, licensing). Student is responsible for providing evidence to support the claim and must get signatures from the appropriate department chair before prerequisite clearances can be processed.

A student may petition to challenge a prerequisite or co-requisite based on one or more of the following:

- Student has the knowledge or ability to succeed in the course despite not meeting the prerequisite (e.g. student has prior course work, assessment levels, certification, license or work experience that satisfied the prerequisite,

or by other criteria presented by the student).

- The prerequisite is discriminatory or applied in a discriminatory manner.
- The prerequisite approval is in violation of Title 5 regulations or Cuesta College District Policy.
- The prerequisite course has not been made reasonably available ("reasonably available" as defined by the College).

**FORM C** – Prerequisite Clearance Request for Physics: to be used for Physics prerequisites completed at an institution other than Cuesta. Student is responsible for attaining the appropriate signatures from the Physical Science department chairperson before prerequisite clearances can be processed.

### Prior Pre/Corequisite Clearance Required Before Enrolling in:

Course Discipline/Subject	
Biological Science Courses	BIO 201A, 201B, 202, 204, 206, 209C, 209D, 209S, 212L, 220L, 222L
Early Childhood Education Courses	ECE 209, 210
English Courses (Reading/Writing)	ENGL 099, 156, 201A, 201B, 201C
English Courses (Literature)	ENGL 205, 206, 212A, 212B, 213, 215, 216, 217, 231, 245A, 245B, 246A, 246B
Licensed Vocational Nursing Courses	LVN 101, 101A, 101AL, 101B, 102, 102A, 102AL, 102B, 103, 103A, 103B, 104, 104L
Math Courses (non-transferable)	MATH 007, 021, 122, 123, 126A, 126B, 127, 128
Math Courses (transferable)	MATH 229, 230, 231, 232, 236, 242, 247, 255, 265A, 265B, 283, 287
Medical Assistant Courses	MAST 111, 111L
Paramedic Courses	EMS 102, 102T, 105, 105L, 107A, 107B, 107C, 201, 210, 211, 211L, 212, 213A, 213B
Physical Science Courses	ASTR 210, 210L CHEM 201A, 201B, 210FL, 211, 212A, 212B, 201P, 201X, 245B, 245C GEOL 229A, 229B METE 212 OCEN 210, 210L PHYS 205A, 205B, 208A, 208B, 208C, 208AX, 208BX, 218
Psychiatric Technician Courses	PSYT 110, 207, 208, 209
Registered Nursing [RN] Courses	NRAD 004E, 103H, 120, 201A, 201B, 201D, 202A, 202B, 202D, 203, 203A, 203B, 203D, 204, 204A, 204B, 204D, 219

# STUDENT HEALTH SERVICES

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

**Resources available online, for the convenience of our students including those attending via distance education, may be accessed at <http://cuesta.edu/student/resources/healthcenter/index.html>.**

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

The Student Health Center, in San Luis Obispo Campus Building 3100, Room 3150 is normally open during the day when classes are in session and is open for limited evening hours. In addition, the college operates a Student Health Center at the North County Campus in Building 3025 with limited hours. For specific information on hours, or to make an appointment, call the San Luis Obispo Campus center at (805) 546-3171, or the North County Campus center at (805) 591-6200, ext. 4207.

The goals of the Student Health Center are to help students achieve and maintain optimal physical, mental and emotional health, and to educate students toward taking responsibility for their own health and wellness. All students who have paid the health fee are eligible to receive free and low cost services provided by an outstanding team of professionals.

## Care Provided by:

- Nurse Practitioner
- Registered Nurses
- Mental Health Professionals

## Wellness Care:

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

## Screening and Referrals:

- Illness Assessment and Treatment
- Primary Care Clinic
- Personal Counseling/Crisis Prevention and Intervention
- First Aid Treatment
- Family Planning/Sexual Health

- Substance Misuse
- Tuberculosis Skin Testing
- Secondary Insurance Claim Procession for Campus Accidents/Injuries

## Community Resource Referrals:

- Vision
- Dental
- Mental Health
- Medical Specialty Services/Advanced Health Care
- Social Services

# STUDENT LIFE & LEADERSHIP

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

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

- Student Life and Leadership Activities Calendar
- Campus Tours
- Housing Resource Information
- ASCC Agendas and Minutes
- Voter Registration
- Student Life and Leadership may be found at <https://www.cuesta.edu/student/campuslife/studentlife/index.html>.

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

Student Life and Leadership (located in the Student Center) coordinates campus programs and services which include:

- Associated Students of Cuesta College (Student Government)
- Campus Tours\*
- Housing Resource Information
- Student Photo ID
- Free Legal Counseling (with valid Student ID Card)\*
- ASCC Social Club\*
- Clubs and Organizations
- Cultural Center\*

\*SLO campus only.

### Student Activities

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

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

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

An activities calendar may be found at:

<http://cuesta.edu/student/campuslife/studentlife/sllcalendar/index.html#/?i=1>

### Associated Students of Cuesta College

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

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

### Student Organizations

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

## STUDENT SUCCESS CENTERS

**Location: Building, 3300, SLO campus; (805) 546-3100 Ext. 3150. Building N3130, North County campus, (805) 591-6245.**

The Cuesta College Student Success Centers strive to:

- Promote the academic skills, learning strategies, and attitudes necessary for student success in all disciplines.
- Create a responsive, accessible, and learner-centered space for students to attain independent learning and achieve their personal, educational, and vocational goals.
- Support the instructional objectives of faculty by advancing the Student Success Centers as curricular extensions of the classroom.
- Enhance collaboration with the college community regarding the short- and long-term goals of the Student Success Centers.

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

ACADEMIC SUCCESS WORKSHOPS are offered throughout the year. Sample workshops include test preparation, memory techniques and time management. Workshops are open to all students free of charge. Workshop topics and schedules are posted at the beginning of each semester. Please check the Student Success Centers' website for more details.

COLLEGE SUCCESS STUDIES LABORATORY is available to any Cuesta College student who wishes to improve his/her academic and learning skills. Students work independently and at their own pace on the following skill areas: reading, writing, mathematics, study skills, and English as a Second Language. Students use software and web-based programs, videos, workshops, and supplemental materials. The lab is offered as a distance education course, CSS 225, and students may earn .5 to 1.0 credit. Students are required to complete either an online or a face-to-face orientation with the instructor of the lab. While the lab is distance education, the instructor will be available for weekly face-to-face office hours in the Student Success Center. Students are encouraged to complete some of the lab work in the Student Success Center during office hours, but this is optional.

MATH TUTORING provides drop-in assistance to students needing help in MATH 003 through MATH 265B. Computer access is available for students to work on Mediated Math, Minitab, Geometer's Sketchpad, Derive, and other software. Located in Student Success Centers, Building 3300, Room 3304 (SLO) and Building N3129A (NCC). Please check the Student Success Centers' website for full tutorial support schedules.

TUTORIAL SERVICES provides free drop-in tutoring in most academic subjects. Peer tutors are instructor recommended, have received a "B" or better in the courses they tutor and complete a tutor-training class during their first semester as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. Tutoring is available in the Student Success Centers. For more information please visit: <http://www.cuesta.edu/student/resources/ssc/index.html>.

WRITING CENTER provides free writing assistance to students on a drop-in basis and is available to all students.

Students meet with a peer tutor to have specific questions answered regarding structure and content. Papers are NOT proofread. The Writing Centers are located inside the Student Success Centers at both campuses. Please check the Student Success Centers' website for full tutorial support schedules.

NET TUTOR online tutorial support is now available to Cuesta students 24/7. Students may access online tutorial support in the following areas: Accounting, Anatomy and Physiology, Biology, Business, Chemistry, Criminal Justice, Economics, English, History, Math (all levels), Nursing, Physics, Political Science, Psychology, Spanish, and Statistics. Accessing Net Tutor is easy! To get started all you need is your myCuesta username and password. Please visit the Student Success Centers' website to enter the Net Tutor portal, or click on the following link: [48](#)

## TRANSFER SERVICES

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

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

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

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

Cuesta college now has transfer admission guarantees with the following universities:

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

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

### Career Services

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

specific occupations.

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

#### **Transferring to California Polytechnic State University**

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

#### **ASSIST**

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

#### **Student Right To Know**

In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or associate degrees and advancement in the work force. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Luis Obispo County Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2009, a cohort of all certificate, degree, and transfer seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuesta College, nor do they account for student outcomes occurring after this three-year tracking period.

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

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

## **VETERANS' SERVICES**

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

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

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

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

#### **Priority Registration**

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

#### **Military Credit**

Veterans can receive credit up to 12 credits for education experience in the Armed Services. For more information please refer to this website: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx> or see the Veterans' Resource Center.

#### **Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged

to investigate services offered through Cuesta College Disabled Students Programs and Services.

#### **Veterans' Dependents – War Orphans – Missing In Action – Prisoners Of War**

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

#### **Student Liability**

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

#### **Veteran/Dependent Student Academic Standing**

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

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

#### **Tutorial Services**

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

#### **Transcripts**

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

#### **Credits Required for Entitlement of Benefits**

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

#### **Veterans Access, Choice, and Accountability Act of 2014 (Choice Act)**

A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA

Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students.

1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cuesta College within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the "Certificate of Eligibility" (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming "covered individual" status as it shows the effective date of the veteran's discharge from active service.

#### **Withdrawal/Change of Classes**

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