

# Admission and Registration

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## Matriculation

Matriculation is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going Matriculation Program, Solano Community College provides a full range of easily used services, including:

- ◆ Admission to the College
- ◆ Testing in Writing & Reading
- ◆ Orientation to the College
- ◆ Assessment of abilities and interests
- ◆ Counseling and advising
- ◆ Registration for courses
- ◆ Follow-up of student progress
- ◆ Various support services

Each student has the following responsibilities regarding matriculation services:

- ◆ Express a general educational goal at the time of admission
- ◆ Meet with a counselor to discuss academic choices and to develop an educational plan
- ◆ Identify a specific educational goal by the completion of 15 semester units of degree-applicable, credit coursework
- ◆ Attend classes and complete assigned coursework
- ◆ Maintain progress toward the specified educational goal

The College has the following responsibilities:

- ◆ Use multiple sources of information, in addition to test results, as the basis of assessment for counseling/advisement
- ◆ Provide special accommodations for ethnic and language minority students and students with learning or physical disabilities
- ◆ Provide a mechanism for changing a specified educational goal
- ◆ Inform students of their responsibilities and rights regarding matriculation services
- ◆ Upon request, provide students with written District procedures concerning challenges, complaints or appeals of matriculation services

The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services.

**Exemptions.** The following students are exempt from matriculation:

- Students who have completed an Associate Degree or higher
- Students who seek to enroll only in non-credit courses
- Students indicating an educational goal of:
  - Job Skills – to maintain current job
  - Personal Interest – not for employment
  - Complete credits for High School
  - Maintain a Certificate or License (for example, in Nursing, Real Estate)

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## Admission to the College

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older, and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to the Solano Community College Office of Admissions and Records, 4000 Suisun Valley Road, Fairfield, CA 94534.

## APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available from the Office of Admissions and Records (OAR) and are available on the college website at : [www.solano.edu](http://www.solano.edu). An application must be submitted if a student is:

1. A new student entering Solano College for the first time, or
2. A returning (former) student who did not attend Solano for the prior semester, or
3. An international student, or
4. A student in grades K-12 enrolled in a public or private school seeking special admission.

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## SPECIAL ADMISSION (K-12)

Solano College may permit the admission of K-12 students who, in the opinion of the Superintendent/President, or designee, can benefit from instruction. Approval of the appropriate principal, counselor, and parent or guardian is required. The intent of this program is to provide educational enrichment opportunity for a limited number of eligible students who fulfill special admission standards.

The College reserves the right to exclude or limit enrollment into impacted programs and in other programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

Students under grade 9 must attend an interview with a College official, along with the parent or guardian.

Effective January 1, 2004 (*California State Education Code* Section 76002), students that are concurrently enrolled in K-12 can make up no more than 10% enrollment of any P.E. course. The authorized enrollees are determined by their enrollment "time and date." The first 10% to enroll are authorized enrollment in each course.

## INTERNATIONAL STUDENT ADMISSION

Solano College admits a limited number of international students each year. All documents must be on file in the Office of Admissions and Records no later than June 1 for the fall semester, and November 1 for the spring semester. Applicants are not considered for summer session. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 173 on the computer-based test is required for admission.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification

certificate submitted to immigration is acceptable provided it is not more than one year old.

5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$149 per unit for the 2004-2005 school year. All fees are subject to change by the Board of Governors. Contact the Counseling and Guidance Office for an appointment.

## RESIDENCY

The California residency requirement has two parts, Act and Intent. To claim residency a student must have lived and shown intent to reside in California by: a) paying California income taxes; b) possessing a valid California driver's license; c) registering and voting in the state; d) owning and registering a car in California and/or the absence of these ties with another state. The payment of California state income taxes is an important act of intent. Concurrent with these acts of intent, physical presence in the state for one year and one day prior to the first day of classes is needed to establish California residency. Because the residency requirement is complicated, students with questions should contact the Residency Assistant in the Office of Admissions and Records.

## TRANSCRIPTS FOR ADMISSION

The following students are **required** to submit official transcripts from all accredited institutions:

1. Applicants for the Nursing Program.
2. Veterans.
3. Students enrolling in English and mathematics courses.
4. International students.
5. Students receiving financial assistance.
6. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
7. Participants in intercollegiate athletics.

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Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Office of Admissions and Records.

## Registration

### ASSESSMENT/ORIENTATION PROGRAM

All new, non-exempt students (see Exemption criteria listed under "Matriculation") should complete the matriculation process prior to registering for classes. Assessment, Orientation and Counseling are part of this matriculation process.

In addition, all students enrolling for the first time in any English, English as a Second Language, or reading class must complete the appropriate testing to meet department requirements.

**Procedures:** To gain the most from this College service, you should plan on completing the matriculation process in the following sequence:

- 1) **First:** complete and file an "Application for Admission" with the SCC Office of Admission & Records (OAR) [Note: this can be done online at the College's website.]
- 2) **Next:** attend a scheduled test session and take the reading and writing tests (contact a counselor if you think you might be eligible for a testing waiver)
- 3) **Also:** complete an on-line orientation session, found on the College's website under "Counseling" ([www.solano.edu/counseling](http://www.solano.edu/counseling)) or enroll in COUN 101-Orientation for College Success (1 unit)
- 4) **Then:** meet with a counselor
- 5) **Finally:** register for classes

Additional information may be obtained from the Counseling Center or at the Office of Admissions and Records. The Assessment Center schedules all matriculation tests. The Center is located in room 1635, Building 1600. The schedule for testing is published each semester in the Schedule of Classes. After the start of a semester, the monthly schedule of additional testing sessions is posted in the Counseling Center and at the Assessment Center Office.

**Waivers.** Students who have completed testing or coursework in English at another college or who have had equivalent educational experiences in high school may be eligible to receive a waiver for matriculation testing or orientation. Contact a counselor for detailed information.

## COUNSELING PROGRAM

All new students are expected to meet with a counselor prior to enrolling in classes if they are new non-exempt students (see Exemption criteria listed under "Matriculation") choosing one of the following educational goals at the time of application:

- Transfer to a 4-year college with Associate Degree
- Transfer to a 4-year college without Associate Degree
- Associate Degree, Vocational, without transfer
- Associate Degree, without transfer
- Vocational Certificate
- Job skills - to prepare for a new job
- Undeclared goal
- Discover / formulate career interests, plans, goals
- Improve basic skills in English, reading or math

In addition, students on academic or progress probation, along with students petitioning for readmission after being academically disqualified must meet with a counselor prior to enrolling in classes.

## DEBTS

Students may not register for classes until they have paid all outstanding debts from previous semesters to the College. Unpaid debts will be turned over to a collection agency each semester. Students are advised to keep receipts as proof of payment.

There is a \$15 service charge for each returned check. This fee is payable at the Credit Bureau of Fairfield, 460 Union Avenue, Fairfield.

## OFF-CAMPUS CLASSES

Classes are offered at three off-campus centers in Vallejo, Travis Air Force Base, and Vacaville. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished through the R.S.V.P. telephone system, online at the College website, or in-person on campus. Counseling services are generally held at three off-campus locations, the Vallejo Center, Travis University Center, and the Vacaville Center. Further information is available in the Schedule of Classes, on the College website at: [www.solano.edu](http://www.solano.edu), or by calling the Office of Admissions and Records (707) 864-7171.

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## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is required of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services, home-study and television courses. The card is to be carried by the student at all times while on campus. The fee of \$5.00 is payable at registration and allows the bearer to use the card during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. There is no charge for the validation. Student ID cards may be obtained in the Student Development Office, room 1409 (Bldg. 1400).

## SCHEDULE OF CLASSES

The Solano College Schedule of Classes, published prior to each semester and the summer sessions, includes registration procedures and all necessary forms, calendar dates, program and general information, and course offerings with brief descriptions. Detailed information on programs and courses may be found in this catalog. Schedules are available at the Office of Admissions and Records, the Bookstore and in the Administration Building. A searchable class schedule is online: [www.solano.edu](http://www.solano.edu).

## REGISTRATION PROCEDURES

**Preparation:** Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Office of Admissions and Records (OAR). The Office of Admissions and Records is a convenient place to ask questions about College procedures or visit our website at: [www.solano.edu](http://www.solano.edu).

The following registration procedures apply to students enrolling in day, evening, on-campus, and off-campus classes. All debts to the College must be cleared before students may register for classes.

### 1. Registration Services Via Phone (R.S.V.P.)

Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes.

The Schedule of Classes contains an Application for Admission, registration information and instructions, and a telephone registration worksheet. Registration by telephone is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes. Students may pay their fees by mail. Registration payments must be received within 10 working days. The College is not responsible for lost or delayed mail. Registration receipts are sent once payments are received and processed.

2. **Registration on the College website at:** [www.solano.edu](http://www.solano.edu).

3. **Registration in person** - The dates and schedule are included in the academic calendar and in the Schedule of Classes. Registration by proxy is permissible. Fees are due and payable at the time of in-person registration.

## LATE REGISTRATION

During the first week of each semester, students may register for additional courses if class space is available. (See academic calendar for all deadlines.)

### Adding Classes and/or Late Registration

1. Students go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course via RSVP telephone registration or online via the College website.
2. All enrollment fees must be submitted on or before the last day to register or add classes (see academic calendar for specific dates).

### Dropping Classes

1. Students may drop classes by telephone or online at [www.solano.edu](http://www.solano.edu) up to the 62.5% date of the course. Students wishing to drop classes in person should complete and turn in a drop card.
2. Students may be dropped from class by the instructor if they do not attend the first class meeting. Students are required to drop classes by telephone or submit a drop card to OAR if no further attendance is contemplated.

## FEES

Fees are due and payable within 10 days of registration when using RSVP or online registration. All debts to the College must be cleared before students may register for classes.

**NOTE: The following fees and expenses were scheduled for the 2004-2005 academic year at the time this publication was printed; however, the State Legislature and the Governor may increase enrollment fees beginning as early as the summer 2004 session. Students who have registered for classes prior to any increase may be billed for the additional amount. Up-to-date fee information is available online at: [www.solano.edu](http://www.solano.edu).**

## NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 2004-2005 academic year, effective the first day of the summer session, 2004, is \$149 per unit. All non-resident students are also required to pay enrollment fees.

## ENROLLMENT FEES AND OTHER COSTS

- Enrollment fees\*: \$18 per unit. There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes. **NOTE:** This fee may increase. See note under "Fees."
- Parking fee for on-campus students: A \$20 fee per vehicle.
- Student record fee (Transcript): \$2 (first two are free); \$7.50 Express service; \$1 unofficial transcript.
- Student record fee (Enrollment Verification): \$1 (first two are free).
- Student Records fee: \$.50
- Telephone Registration: \$1
- Health fee: Fall/Spring-\$8.00; Summer-\$1.00
- General College Catalog: \$5.00 (\$7.00 by mail)
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.
- Duplicate fee receipt or unofficial transcript: \$1
- Returned checks: \$15

\* The State of California has mandated this fee for credit courses through Section 72252 of the *California State Education Code*. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of

benefits under the CalWorks program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid Office. There is no fee for apprenticeship students enrolled in apprenticeship classes.

Solano College Office of Financial Aid will waive the enrollment fee for qualifying students who apply. A Financial Assistance Program provides three ways to help low-income students pay the enrollment fee. Students eligible in one of the three following areas should visit the Financial Aid Office, Room 162, Library Building, before registering for classes and complete an enrollment fee waiver form.

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### To be eligible a student must:

- Be a California resident
- At the time of enrollment you or your family are receiving public assistance from CalWORKS/Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or General Assistance/General Relief or have certification from the California Department of Veterans Affairs.
- Apply for an enrollment fee waiver.
- Sign a statement, under penalty of perjury, that they are a program recipient.
- Provide documentation, such as Medi-Cal card, CalWORKS or SSI check or Untaxed Income Verification Form to prove that they are receiving benefits.

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### To be eligible a student must:

- Be a California resident.
- Meet these income standards:

| <i>Family Size</i>            | <i>2003 Income</i> |
|-------------------------------|--------------------|
| 1                             | \$13,470           |
| 2                             | \$18,180           |
| 3                             | \$22,890           |
| 4                             | \$27,600           |
| 5                             | \$32,310           |
| 6                             | \$37,020           |
| 7                             | \$41,730           |
| 8                             | \$46,440           |
| Each additional family member | \$ 4,710           |

**To be eligible a student must:**

- Be a California resident.
- File a free application for Federal Student Aid (FAFSA) and show financial need.
- Provide the Student Aid Report based on filing the Free Application for Federal Student Aid (FAFSA).

Contact the Financial Aid Office for complete details on the Fee Waiver Program or go online at [www.solano.edu](http://www.solano.edu) and click on Financial Aid.

**1. California Community Colleges Enrollment Fee**

**Fall and Spring Semesters**

Through the second week of instruction, 100% of the California Community Colleges Enrollment Fee will be refunded less a \$10 processing fee.

**Refunds will not be approved if courses are dropped after the second week of instruction.**

**Summer Session and Short-Term Courses**

Through the second day of instruction (day of instruction refers to the day in the session, not the individual class meetings), 100% of the California Community College Enrollment Fee will be refunded less a \$10 processing fee.

**Refunds will not be approved after the second day of instruction.**

**2. Non-Resident Tuition**

Non-resident tuition and international students tuition are refunded when the Request for Refund form is received in the Office of Admissions and Records or postmarked by the deadline date according to the refund schedule below and under the following conditions:

- The tuition was collected in error or as a result of a reduction of the educational program at Solano College.
- As a result of a student’s withdrawal from a class, or classes, according to the date the Request for Refund form is received in the Office of Admissions and Records.
- Students will be charged a \$20 processing fee for tuition refunds. This processing fee is in addition to the processing fee charged for enroll fees.

**TUITION REFUND SCHEDULE**

**Fall and Spring Semesters**

|                                    |      |
|------------------------------------|------|
| Before instruction begins          | 100% |
| During the 1st week of instruction | 75%  |
| During the 2nd week of instruction | 50%  |
| During the 3rd week of instruction | 25%  |
| After the 3rd week of instruction  | 0%   |

**Summer Session and Short-Term Courses**

|                                   |        |
|-----------------------------------|--------|
| Before the 1st day of instruction | **100% |
| The 1st day of instruction        | **75%  |
| The 2nd day of instruction        | **50%  |
| The 3rd day of instruction        | **25%  |
| After the 3rd day of instruction  | **0%   |

\* Less \$20 processing fee.

\*\* Days of instruction refer to the number of days in the session, not to the number of individual class meetings.

**3. Parking Fee**

The parking fee is refundable if the Request for Refund form and the original receipt and decal are received in the Office of Admissions and Records by the end of the second week of instruction.

**4. Photo I.D.**

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Office of Admissions and Records by the end of the second week of instruction.

**5. Health and Student Center Fees**

The Health and Student Center fees are only refundable if all classes are dropped prior to the beginning of the semester.

**6. Student Records Fee**

The Student Records fee is only refundable if the student has no official grade of record for the semester.

**7. Telephone Registration Access Fee**

The fee to register by telephone is nonrefundable.

**APPLYING FOR REFUNDS**

Fees are not automatically refunded. A student must file a Request for Refund form, available at the Office of Admissions and Records, by the deadline dates outlined in the Academic Calendar. A processing fee and any debts are deducted from refunds. Fees are refunded by check, four to six weeks after late registration ends.