

How to Register

You have three options to register

OPTION 1

WebReg Online Registration (not available to *College Now!* or international students)

Jump Start _____ November 17-December 22, 2005

Spring Semester _____ November 17-December 22, 2005 and January 3-13, 2006

WebReg access is *not available* during the AHC Winter Break: December 23, 2005 to January 2, 2006.

OPTION 2

Mail-in

Jump Start and Spring Semester _____ December 8-19, 2005

PLAN AHEAD!

Beginning summer 2006, the Mail-in registration option and the WebReg "pay later" option will no longer be available.

OPTION 3

Walk-through (at all campus locations)

Spring Semester _____ January 17 & 18, 2006, 10 a.m.-7 p.m.

Late Registration _____ January 23-26, 2006, 10 a.m.-7 p.m.

Late Registration with instructor's signature only _____ January 30-February 2, 2006, 12-6 p.m.

Student Classifications

- **New Student:**
A student who has never attended Allan Hancock College credit courses.
- **Returning Student:**
A student who has attended Allan Hancock College as a credit student but did not enroll in the previous semester (fall 2005).
- **Continuing Student:**
A student who was enrolled at Allan Hancock College as a credit student in the previous semester (fall 2005).

College Now! Student:

High school students who have been recommended for enrollment by their principal or designee, are encouraged to enroll in Allan Hancock College courses. You need to have your completed and signed *College Now!* approval form in order to register for classes (all signatures on form are mandatory). The enrollment fee is waived but some fees are required. See page 6. Home-schooled students see additional information on page 6 under *College Now!* students.

Once a *College Now!* student graduates from high school, he/she must complete a new application for admission prior to enrolling as a college student, even if the student attended the previous semester.

Disabled Students

Applicants are encouraged to contact the Learning Assistance Program at ext. 3274 for help with registration.

Important Facts About Registering

- Students enrolling in more than 20.5 units must obtain written permission from an AHC counselor.
- In order to take certain courses a student must first be admitted to a program. Examples are apprenticeship, dental assisting, nursing, cosmetology, the PCPA drama program, the fire and police academies, the Parent Child Workshop, and Honors Program classes. Students in such programs may use WebReg if approved by the specific department or mail-in if they have a permit card from the program coordinator to enroll in these courses.
- A student on second-time probation must meet with a counselor prior to registration.
- Do not enroll in courses that require a prerequisite that you have not successfully completed.
- A * symbol next to the course title indicates it is repeatable. See page 59.
- State law prohibits enrollment in two classes that meet at the same time or have a time overlap.

How to Register

Payment of fees

Full payment is required at the time of enrollment. Payments may be made by money order, credit card/debit card with VISA or Mastercard logo, check, or cash (*please do not send cash when registering my mail*). Credit card/debit card authorization must include card-holder name, account number, type of credit card (VISA or Mastercard), expiration date, student name and social security number, amount authorized and card-holder signature. When paying by check, please include your driver's license number and state. Print clearly your name, address, and phone number on new account checks-counter checks are not accepted. If an agency voucher, vocational rehabilitation, financial aid or military tuition assistance pays your fees, you must enclose your appropriate fees and the voucher from the appropriate agency. Questions concerning registration payments should be directed to a district cashier at 922-6966 ext. 3626 or 3270.

Board of Governors (BOG) Fee Waiver

The Board of Governors Fee Waiver program is a State financial aid program administered by the Chancellor's Office of the community college system. See pages 10-12 for complete information and application. The BOG application is also available for download at www.hancockcollege.edu (under **Student Services** click **Financial Aid**). ONLY CALIFORNIA RESIDENTS MAY APPLY FOR A BOG FEE WAIVER.

Attendance

You **MUST** attend the first class meeting and/or orientation of each new class whether it's a lecture or a laboratory. If you cannot be there, notify your instructor in advance by mail. Without prior notification, you may be dropped and wait list students could be admitted in your place!

Steps to get your registration started

- Step 1:** Contact the financial aid office to apply for a **BOG** Waiver to pay your enrollment fees.
- Step 2:** Complete **START** assessment or determine if you are exempt from assessment (see pages 26-27.)
- Step 3:** Complete an application for admission (new and returning students only). The application is available on pages 21-22 or apply online at www.hancockcollege.edu (click **Admissions & Registration**).
- Step 4:** Request official transcripts be sent to the AHC Admissions & Records office, if you have attended any other college.
- Step 5:** Contact the Counseling office at ext. 3293 if you need assistance with course selection, if you are on academic or progress probation, or if you have been dismissed from the college for academic reasons.
- Step 6:** Check that all course prerequisites have been met (see page 18).
- Step 7:** Clear any outstanding obligations or debts to the college. Your registration will be blocked if you owe delinquent fees.

You're now ready to register.

For best course selection, all students are encouraged to use WebReg online registration. If you do not wish to use WebReg, mail-in and walk-through registration are available. See the directions for each option on the following pages.

MANY CLASSES FILL RAPIDLY. BE PREPARED TO MAKE SECOND CHOICES.

WEB REG
Online Services

Log on to
www.hancockcollege.edu
and click **WebReg**.

You may also access
the following services
through
WebReg



- Add and/or drop classes (*through January 13, 2006*)
- Check registration dates and times
- Do a course search--look for open and full classes.
- View and print your current class schedule
- View fees paid.
- Drop from the Wait List.
- Change address, both street and email.

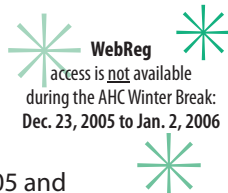
Refer to page 14 for important **"Steps to get your registration started..."**

Jump Start

Register Online _____ Nov. 17-Dec. 22

Spring Semester

Register Online _____ Nov. 17-Dec. 22, 2005 and
_____ Jan. 3-13, 2006



Before You Register Online...

- **Need access to a computer?** Computers are available at the Santa Maria campus Admissions & Records office, bldg. A (AHC student ID not required). At the Santa Maria campus Open Access Lab and the Lompoc Valley Center Learning Resources Center, computers are available to students with an AHC student ID card.
- Find your designated WebReg registration date and time (see page 16).
- Prepare for registration by completing the form available on page 25 or prepare a list of the courses and ticket numbers in which you plan to enroll. Be prepared to make second choices. Many classes fill rapidly.
- Have your MasterCard or VISA card available. Debit cards are acceptable with the MasterCard and/or VISA logo.
- Questions about WebReg? *Click* the **How to Use WebReg button** or the **Help button** located on each screen, or call the Admissions and Records office at ext. 3248, or *click* the **Contact Us button** on the WebReg homepage.
- Pay attention to error or alert messages that may display on the screen. A few examples are: a problem with registration or status (no application for admission on file), it is not your date or time to register, an invalid social security number or PIN, delinquent fees, you are on academic and/or progress probation, or academic department approval required.
- At this time parking permits may not be purchased through WebReg. You may complete the parking permit form located on page 35 and mail it with payment to the district cashier. You may also purchase a parking permit in person from either the Santa Maria campus district cashier or at the Lompoc Valley Center administration office.
- You are now ready to begin the registration process using the WebReg program.

How to Use WebReg:

1. **IMPORTANT!** Once you are in the WebReg program, please do not use the BACK BUTTON in your browser. Instead, use the navigation buttons located on each of the WebReg pages.
2. Log on to www.hancockcollege.edu and *click* **WebReg**.
3. To Register, *click* the **WebReg button** For assistance, *click* the **How to Use WebReg button**
4. Enter your 9-digit Social Security Number in the SSN box (no dashes). Enter your 4-digit Personal Identification Number in the PIN box. If you are a first-time user, enter your birth date (mm/dd) as your PIN. For security purposes you will be asked to select a new PIN on the next screen. Remember to write down your new PIN and save it for future reference.
5. Select a semester/year, example: spring 2006 and *click* the **Sign-in button**.
6. *Click* the **Add/Drop button**, to register for classes or to add/drop classes, or to go on the Wait List. If there is no Add/Drop button displayed contact the Admissions and Records office.
7. Enter the 4-digit ticket number for the class or classes that you want to add, or *click* the box under the DROP column to drop a class. Follow the instructions on each screen or *click* the **Help button**, if you need assistance.
8. **Payment of Fees:**
 - Pay Now**, enter credit or debit information
 - Pay Later**, within **5 calendar days** all fees must be paid either by mail or in-person. **Allan Hancock College drops students from classes for failure to pay within the 5-day period!**
9. Print Your Receipt and Class Schedule.
10. *Click* the **Sign-out button** to exit the program. You have now completed the registration process. If you want to add more classes, or drop a class, you may do so by re-entering the WebReg program and following the steps above.

How to Change Your PIN Number

For security reasons you may want to change your PIN periodically, be sure to write it down. **Don't remember your PIN?** Contact the Admissions and Records office at ext. 3248 Monday-Friday, 8 a.m. to 6 p.m. The office is not open Saturdays, Sundays, or holidays.

WebReg Priority Registration Dates & Times

November 17-December 22, 2005 and January 3-13, 2006

Monday through Saturday, 9 a.m. to 9 p.m.

WebReg is **not available** during the AHC Winter Break: December 23, 2005 to January 2, 2006

For the spring 2006 semester, WebReg is open to all eligible students, excluding international and College Now! students. WebReg registration dates and times are based on the last two digits of your social security number and the first letter of your last name. The order of the groups is randomly selected each registration period. Please refer to the chart below to determine your WebReg registration date and time.

You may register by WebReg any time after your designated date and time but not before!

PRIORITY	WHO IS ELIGIBLE	LAST INITIAL	REGISTER ON	OR AFTER
Group 01	Officially designated participants of the Learning Assistance Program, EOPS program, and pre-nursing students.	A-Z	Nov. 17	9 a.m. to 9 p.m.
Groups 02 and 08	Students whose social security numbers end in 00-09 and 60-69	S-Z A-E M-R F-L	Nov. 18 Nov. 18 Nov. 18 Nov. 18	9 a.m.-12noon 12noon-3 p.m. 3 p.m.-6 p.m. 6 p.m.-9 p.m.
Groups 05 and 09	Students whose social security numbers end in 30-39 and 70-79	S-Z A-E M-R F-L	Nov. 19 Nov. 19 Nov. 19 Nov. 19	9 a.m.-12noon 12noon-3 p.m. 3 p.m.-6 p.m. 6 p.m.-9 p.m.
Groups 03 and 07	Students whose social security numbers end in 10-19 and 50-59	S-Z A-E M-R F-L	Nov. 21 Nov. 21 Nov. 21 Nov. 21	9 a.m.-12noon 12noon-3 p.m. 3 p.m.-6 p.m. 6 p.m.-9 p.m.
Groups 06 and 10	Students whose social security numbers end in 40-49 and 80-89	S-Z A-E M-R F-L	Nov. 22 Nov. 22 Nov. 22 Nov. 22	9 a.m.-12noon 12noon-3 p.m. 3 p.m.-6 p.m. 6 p.m.-9 p.m.
Groups 04 and 11	Students whose social security numbers end in 20-29 and 90-99	S-Z A-E M-R F-L	Nov. 23 Nov. 23 Nov. 23 Nov. 23	9 a.m.-12noon 12noon-3 p.m. 3 p.m.-6 p.m. 6 p.m.-9 p.m.

Open WebReg for all eligible students

All Names A-Z: Nov. 24-Dec. 22, 2005 and Jan. 3-13, 2006, 9 a.m.-9 p.m.

Refer to page 14 for important "Steps to get your registration started..."

Mail-in Registration

Jump Start and Spring Semester _____ December 8-19, 2005

You may mail your registration via the US postal service. Registration packets must be postmarked between **December 8 and December 19, 2005**. For your convenience, registration drop boxes are also available at the Santa Maria campus Admissions and Records lobby and at the Lompoc Valley, Vandenberg AFB and Solvang center offices. Prior to submitting the mail-in registration packet, it is your responsibility to verify that all forms are complete and payment is enclosed. If your registration packet is incomplete and returned to you unprocessed, you may resubmit it by mail if it can be received by the

December 19 deadline. If your registration is submitted to AHC near the deadline, and there is a problem, you may not be able to return it by the deadline and may need to utilize WebReg (online registration) or walk-through registration.

1. Complete the registration form on page 25.
2. Determine your fees (see the fee worksheet on page 24).
3. Mail in your completed registration forms and payment so postmarked between **December 8 and December 19, 2005**. Include an application for admission, if necessary, and remember to enclose a self-addressed, stamped envelope.
4. Wait to receive your registration confirmation & receipt in the mail. It is your proof of enrollment and is necessary for all refunds.

PLAN AHEAD!

Beginning summer 2006, the Mail-in registration option and the WebReg "pay later" option will no longer be available.

Walk-through Registration

Spring Semester ____ January 17-18, 10 a.m.-7 p.m.

Late Registration ____ January 23-26, 10 a.m.-7 p.m.

Late Registration with instructor's signature only
January 30-February 2, 12-6 p.m.

Santa Maria campus Student Center, Lompoc Valley, Vandenberg AFB, and Solvang center offices

(When registering at walk-through registration, please be prepared to wait in line.)

1. Complete the registration form on page 25 and bring it with you or complete a form at the registration site. Include an application for admission, if necessary. BE PREPARED TO MAKE SECOND CHOICES many classes fill rapidly.
2. Report to the campus location at which you plan to register.
3. Bring your method of payment--fees are due and payable at the time of registration. You will receive your registration confirmation and receipt at registration. It is your proof of enrollment and is necessary for all refunds.

Be sure to save your **registration confirmation and receipt**. They are your proof of enrollment and are necessary for all refunds.

Adding a Class

Classes can be added via WebReg or in person at all registration locations by the deadlines listed below. Classes that are filled/closed require an instructor's signature on a program change form. Bring all receipts with you when making program changes and applying for refunds or reimbursements.

Deadline to add a class:

Jump Start classes	December 22, 2005 (via WebReg) January 3, 2006 (in-person with <u>instructor's signature</u>)
Term 3 eight-week classes	January 26, 2006
Semester-length classes	January 13, 2006 (via WebReg) January 26, 2006 (in-person) January 30-February 2, 2006 (<u>instructor's signature required</u>)
Term 4 eight-week classes	March 29, 2006

Fast Track classes that are less than eight weeks in length can be added up to the day of the class, space permitting.

Credit/No Credit Option

The CR/NC (pass/fail) option is designed to let students attempt a course outside of their major without threatening their grade point average. No more than 16 units of CR graded courses may be applied toward an AA/AS degree, and courses in the major cannot be taken on a CR/NC basis. The deadline dates for returning the CR/NC option forms to the Admissions and Records or center offices are as follows:

Jump Start classes	January 6, 2006
Term 3 eight-week classes	February 6, 2006
Semester-length classes	March 1, 2006
Term 4 eight-week classes	April 11, 2006

Once a student elects the CR/NC option it cannot be changed. This is a permanent decision.

Dropping a Class

Classes can be dropped by obtaining a program change form at the Santa Maria campus Admissions and Records office or at the administrative offices at the Lompoc Valley, Vandenberg AFB or Solvang centers. Withdrawal from class before the deadline is the responsibility of you, the student. Failure to withdraw by the dates listed below will result in a failing grade. Non-attendance does not constitute an official drop. Do not depend on the instructor to drop you. Stopping payment on your check does not constitute an official drop or a request to drop. It will result in assessment of a \$10 service charge for collection of the returned check. You may drop by US mail if you do so by the established deadlines. The Drop Card Form is available for download at www.hancockcollege.edu (click Admissions & Registration).

Fast Track classes that meet for one week or less must be dropped no later than the day before the class begins, and classes that meet two to seven weeks must be dropped four calendar days from the first class session to avoid receiving a non-passing grade and to obtain a refund.

Deadline to drop without a "W" notation:

Jump Start classes	January 5, 2006
Term 3 eight-week classes	February 2, 2006
Semester-length classes	February 23, 2006
Term 4 eight-week classes	April 7, 2006

Deadline to drop with a "W" notation:

Jump Start classes	January 13, 2006
Term 3 eight-week classes	March 3, 2006
Semester-length classes	April 28, 2006
Term 4 eight-week classes	May 9, 2006

**IT IS THE STUDENT'S RESPONSIBILITY
TO WITHDRAW FROM CLASS!**

Canceled Classes

In the event that the college cancels a class for any reason and you choose not to re-enroll in any other courses, you may apply for a full refund with a district cashier. The process of obtaining the refund is the same as for voluntary withdrawals except for the refund deadline. Refunds for classes that are canceled by the college are exempted from the one-week deadline for Terms 3 and 4 and the two-week deadline for the spring semester. Requests for refunds for three-week Jump Start canceled classes must be made by January 19, 2006. Requests for refunds for spring semester canceled classes must be made by May 19, 2006. Please remember that YOU must officially drop the canceled class at the Santa Maria Admissions and Records office, Lompoc Valley, Vandenberg AFB or Solvang centers.

Course Prerequisites, Corequisites, and Advisories

The purpose of prerequisites, corequisites, and advisories is to enhance a student's chances of success in a desired course.

A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of "C" or better (or possess) before enrolling in a more advanced course. A corequisite is a course that a student must enroll in at the same time (or before) the student is enrolling in the desired course. An advisory is a course that a student is encouraged (but not required) to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student's learning in the advanced course.

All prerequisites are subject to verification. Students need to take the appropriate course prerequisites prior to enrollment.

If a student enrolls in a prerequisite course but does not receive a grade of "C" or better in that course, he/she may be dropped from the advanced course.

If a student intends to use courses from other colleges or high-school-level geometry or chemistry to satisfy prerequisites, transcripts must be submitted to the AHC Counseling and Matriculation office prior to using WebReg or along with mail-in or walk-through registration materials. For more information, please call the counseling office at ext. 3293.

PREREQUISITE/COREQUISITE CHALLENGE PROCEDURES

Students have the right to challenge college prerequisites. They also have the responsibility to provide documentation to support their challenge.

A prerequisite/corequisite challenge requires written documentation and/or, in the case of establishing an equivalency, a written explanation of alternative coursework (background or abilities) which in the student's opinion adequately prepares the student for the course.

A prerequisite/corequisite challenge form can be obtained from the office of the dean of counseling and matriculation and must be completed PRIOR to enrolling in class(es).

Reasons for challenging a prerequisite/corequisite may include one or more of the following:

1. A prerequisite/corequisite is not reasonably available to a student with a Student Education Plan (SEP). (Reasonably available is defined as any open seat(s) in any scheduled course within the last two semesters.);
2. The student believes the prerequisite was established in violation of state regulation or in violation of the District approved prerequisite/corequisite process;
3. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner. (Discrimination is defined as prerequisites/corequisites being arbitrarily enforced with some group(s) of students and not with others or having a disproportionate impact on a particular group of students.);
4. Student has documented knowledge and abilities equivalent to those specified in the prerequisite course. Student documentation required.

Students who wish to ask about the prerequisite/corequisite challenge process, should see a counselor. Completed challenge forms must be submitted to the dean of counseling and matriculation.

The deadline to submit a challenge is January 26, 2006.

Refunds

There is a Refund Processing fee of \$10 (Title 5, Section 58508) for resident students and \$50 for nonresident (out-of-state or foreign) students. Exceptions to this processing fee are classes canceled by the college, "CHANGE DUE" received during mail-in registration, and BOG reimbursements. Refund requests for these exceptions must be submitted by the last day of instruction: **January 19, 2006, for three-week Jump Start classes** and **May 19, 2006, for spring semester classes**.

Please do not stop payment on your check. A stop payment on your check does not constitute an official drop from classes or a request to drop. *It will result in assessment of a \$10 service charge for collection of the returned check.*

Resident Students

A refund request form must be completed and submitted to a district cashier as application for refund. The **ORIGINAL** white copy of the receipt stamped CHANGE DUE or REFUND DUE must accompany the application for a refund. The Enrollment, Health, Student Photo ID, Student Representation, Student Center, Parking, Physical Education Facilities Use, and Materials fees are refundable less \$10 Refund Processing Fee if class(es) are dropped by the deadlines below

Three-week Jump Start classes January 3, 2006

Term 3 eight-week classes January 27, 2006

Semester-length classes February 3, 2006

Term 4 eight-week classes March 31, 2006

Classes that meet two to seven weeks

Students must drop within four calendar days from the first class session

Classes that meet less than one week

Students must drop no later than the day before the class begins

Refunds are made in like method to the original payment. Cash refunds are not made by mail. Routine refunds are processed within 30 days. There are no refunds after these dates.

Student Center Fee

The Student Center Fee is refundable through the second week of instruction for a semester-length course or through the first week of instruction for term-length courses. For adds/drops, lateral changes, or academic skill level changes, for the same number of units at the same campus location, students will not incur an additional Student Center Fee.

Parking Fees

The Parking Fee can be refunded until January 27, 2006, for Term 3 eight-week classes to those students who find it necessary to drop or withdraw from all of their classes. For semester-length classes, parking fee refunds will be given until February 3, 2006. To receive a refund, the student must submit to a district cashier proof of withdrawal, a refund request form, the parking fee receipt, a photocopy of student ID card, and the parking permit.

Student Photo ID

To receive a refund, the student must drop all classes within the refund period and submit to a district cashier a refund request form, the student photo ID fee receipt, and the photo ID card.

Exception To Refund Policy

An exception to this policy would exist if, due to extenuating circumstances, a student was not able to drop classes by the published deadline. The extenuating circumstances must have occurred prior to the deadline to drop classes (within the first two weeks of instruction for semester-length classes or the first week of instruction for eight-week classes— **no exceptions**).

Extenuating circumstances may include: Family emergencies • Illness • Employment

All situations require written verification from an official source and must have occurred prior to the refund deadline. A letter of appeal with appropriate documentation should be submitted to Dr. Frank Grosbayne, vice president, student services, Allan Hancock College, 800 South College Drive, Santa Maria CA 93454-6399.

Nonresident Students

Students who have paid nonresident tuition and find it necessary to drop individual classes or withdraw from school during the first two weeks of a given term or the first four weeks of a given semester may apply for a refund. The application must be submitted to a district cashier within the first four weeks of the semester or the first two weeks of a term. The percentage of refund less \$50 refund processing fee will be determined by the table below:

	Spring Semester Classes	Term 3 & 4 Eight-Week Classes	Spring Semester & Term 3 Refund Deadline	Term 4 only Refund Deadline
Before or during the week in which instruction begins	100%	100%	January 27	March 31
Second week of instruction	75%	50%	February 3	April 7
Third week of instruction	50%	0	February 9	
Fourth week of instruction	25%	0	February 17	
After fourth week = No Refund				

Application for Admission Instructions

Apply online at www.hancockcollege.edu (click Admissions & Registration). For students who do not have access to the Internet, complete the application for admission located on pages 21-22, and include it with your mail-in or walk-through registration materials. DO NOT use the form included in this schedule if you have already applied online.

A completed application for admission must be on file with the AHC Admissions & Records office if any one of the following applies:

- You are a new or returning student (returning students are students who were not enrolled as a credit student in the fall 2005 semester).
 - You will be concurrently attending a local high school (grades 10-12).
 - You are an international (foreign) student. You must contact the AHC Admissions and Records office, (building A on the Santa Maria campus) for specific admission information.
1. Complete both sides of the application and sign it. Be sure to answer all questions. An incomplete application cannot be processed and will be returned to you.
 2. Please use a blue or black ink pen, only. **Do not use a pencil.** Please print clearly and legibly.
 3. Your social security number must be accurate to ensure the integrity of your permanent record. It is used as a means of identifying records pertaining to students and to facilitate financial aid.
 4. Refer to the Table of Codes (page 23) to find the appropriate code for the completion of the following sections: last high school attended, proposed major, and last college attended.

Registration Form Instructions

1. Complete the registration form.
2. Enter the 4-digit ticket numbers, course titles, days and times, and units for each class. It is the student's responsibility to verify the correct ticket number. The registration staff is not responsible for incorrect ticket numbers entered by the student.
3. You are encouraged to make second choices for classes. In the event that your first choice is full, and you would like to be put on the instructor's waiting list, circle YES in the wait column. If you prefer to make a second choice, enter the ticket number in the second choice column. Only those who circle YES in the wait column next to their first choice ticket number will be put on the waiting list.
4. Obtain a counselor's signature if enrolling in more than 20.5 units

Wait List Information

The Wait List option is available through **January 18, 2006, for both semester-length and Term 3 eight-week classes.** A student who chooses the wait option is not officially enrolled in the section in which they wait listed. In order to add wait courses, the student must attend the first class session and obtain the instructor's signature on a program change form.

If you are on the wait list for a distance learning class, you must obtain an email from the instructor explicitly stating that you have his or her permission to add the full class. You must submit this email along with a Program Change form to the registration office. It is up to the student to bring the signed program change form or email to the registration office by the advertised late registration deadline. Enrollment fees are payable at the time of adding the wait list class.

The last day to add a course in which you have wait list status is **January 26, 2006, for Term 3 eight-week classes** and **February 2, 2006, for semester-length classes** including distance learning classes.

Spring 2006 • Application for Admission

If you completed the APPLICATION FOR ADMISSION online, you do NOT need to complete this form.

This form must be completed by all students who were not enrolled as a credit student in fall 2005. Do not leave any questions blank. Incomplete forms will be returned to the student, unprocessed. This completed form may be submitted with your mail-in or walk-through registration materials.

1 Social Security Number - Other Name(s) Used: _____

2 Legal Name
Last Name _____ First Name _____ Middle Initial _____

3 Current Mailing Address
Number & Street or PO Box _____
City _____ State _____ Zip Code _____
Permanent Address, if different than mailing address
Number & Street or PO Box _____
City _____ State _____ Zip Code _____

4 Gender M F **5** Birth Date - - **6** Phone # - -

7 Ethnicity *Enter appropriate letter in box:*
Chinese (AC) Cambodian (AM) Filipino (F) Pacific Islander (P)
Japanese (AJ) Vietnamese (AV) Hispanic (H) White (non-Hispanic) (W)
Korean (AK) Other Asian (AX) American Indian/Alaskan Native (N) Decline to State (XD)
Laotian (AL) Black/Non-Hispanic (B) Other (non-white) (O)

8 Citizenship US Citizen *If you are not a US Citizen, you MUST complete the following and check one of the boxes provided:*
 Permanent Resident Refugee/Asylee Other Status
 Temporary Resident (amnesty) Student Visa (F-1)
Country of Citizenship _____ Type of Immigration Visa _____
Alien/Visa Number _____ Date Issued _____

9 High School Code (see the table of codes on page 23) How many hours per week do you plan to work while enrolled? _____
9a What year did you graduate? _____

10 Enter your proposed major here (see the table of codes on page 23) Number in household (including self)? _____

11 Last College attended (see the table of codes on page 23)

12 Economic Disadvantage Status *Check any that apply:*
 I am a recipient of Temporary Aid to Needy Families (TANF) formerly AFDC I am a recipient of General Assistance Program Other
 I am a recipient of the Supplemental Security Income program (SSI) I am a recipient of Section 8 Housing Assistance None of the above

13 Special Services *Mark all items that may apply to you:*
 I am a single parent, head of household with child(ren) I am a reentry student, I have been out of school for 5 or more years
 I am a displaced homemaker I am a first generation college student; my parents do not have a college degree
 I have a physical, visual, hearing, speech communication or mobility disability I have a learning disability

14 Educational Goal *Enter appropriate letter:*
A Transfer to a four-year college or university after completing an associate's degree H Advance in current job/career (update job skills)
B Transfer to a four-year college or university without completing an associate's degree I Maintain a certificate or license (nursing, real estate, etc)
C Complete an Associate in Arts degree without transfer J Educational/personal development/interest
D Complete an Associate in Science degree without transfer K Improve basic skills in English, reading, or mathematics
E Complete a Vocational Certificate without transfer L Complete credits for a high school diploma or GED
F Discover/formulate career interests, plans, goals M Undecided on goal
G Prepare for a new career (acquire job skills)

15 Time Required to Meet Educational Goal *Enter appropriate number:*
1. one semester or less 3. three semesters 5. six semesters (3 years) 8. do not know
2. two semesters (1 year) 4. four semesters (2 years) 6. more than 3 years

16 Is English your primary language? Yes No

(continued on the next page)

Please print clearly and legibly using a BLUE or BLACK INK PEN. Please do not use a pencil.

ALL new and returning students must complete this form (both sides). Do not leave any question blank.

Incomplete forms will be returned to the student, unprocessed.

17 Enrollment Status *Enter appropriate number:*

- 1 First Time Student. A student enrolling at ANY COLLEGE for the first time
- 2 First Time Transfer Student. A student enrolling at AHC for first time AND who has attended another college
- 3 Returning Student. A student returning to AHC after an absence of one or more semesters/terms (not including summer).
- 5 Continuing Student. A student who was enrolled at AHC previous semester/term

18 6 Special Admission Student. A student who is currently enrolled in grades 11 or 12.

In order for the college to comply with government reporting requirements, please estimate your family income for the last calendar year. *Enter appropriate letter:*

- 19** A 0 - \$12,885 B \$12,886 - \$17,415 C \$17,416 - \$21,945 D \$21,946 - \$26,475 E \$26,476 - \$31,005
F \$31,006 - \$35,535 G \$35,536 - \$40,065 H \$40,066 - \$44,594 I \$44,595 or more

Highest level of Education and Year Completed *Enter appropriate number in box and year completed:*
(year)

- 20** 0 Not a high school graduate and not enrolled in school 5 Certificate of High School Equivalency
1 Currently enrolled in grades K-12 6 Foreign High School graduate
2 Currently enrolled in adult school 7 Associate's degree
21 3 High School graduate or will graduate before semester begins 8 Bachelor's degree or higher
4 GED or Certificate of Equivalency

22 When did your present stay in California begin? (List month, day, and year): _____

23 Yes No
24 Are you currently registered to vote in a state other than California? If yes, which state? _____

Have you petitioned for divorce in a state other than California within the last 12 months? If yes, which state? _____

25 Have you attended an out-of-state educational institution as a resident of that state within the last 12 months
If yes, which state? _____

26 Have you declared non-residence for California state income tax purposes within the last 12 months? If additional information is needed to determine your residency status, you will be required to complete a supplemental residency questionnaire and present evidence in accordance with the California Education Code 68060 et seq. The burden of proof, to demonstrate clearly both physical presence in California AND intent to establish California residency, belongs to the student.

27 Are you an active duty member of the U.S. military?
If yes, what state is listed as your legal home of record on your military records? _____

28 If you are on active duty, are you stationed in California?
If yes, when did your tour of duty begin in California? _____ (month & year)

29 Are you a dependent of an active duty member of the U.S. military?
If yes, on military records, what state is listed as your sponsor's legal home of record? _____

If you are a military dependent, is your sponsor stationed in California?
If yes, when did your sponsor's tour begin in California? _____ (month & year)

Have you been discharged from the military in the past 12 months?
If yes, in what state were you stationed upon discharge? _____ Please attach a copy of your discharge papers (DD214)
Note: Active duty military persons and/or dependents may have to provide a statement from their Commanding Officer that assignment to California is not for educational purposes and the date of assignment to California.

To be signed by ALL students: I hereby certify that the information on this form is correct and I understand that falsification of information shown may result in my dismissal from Allan Hancock College.

Student's Social Security Number

- -

Student's Signature (mandatory)

Date

Student's Email Address

OFFICE USE:

Residency _____
Initials _____

TABLE OF CODES

Use these codes to complete the following:

- Last high school attended (question 9)
- Proposed major (question 10)
- Last college attended (question 11)

TABLE A HIGH SCHOOL DISTRICT ATTENDED

403055	Arroyo Grande
403075	Atascadero High
423045	Cabrillo
423058	Carpinteria High
403200	Coast Union High
404003	Coastal Christian
423120	Cuyama Valley High
423145	Delta Continuation
423172	Dos Pueblos
423306	Lompoc High
403320	Lopez Continuation
423302	Maple Continuation
403480	Morro Bay High
406875	Nipomo High
426931	Pioneer Valley
423007	Refugio Continuation
423461	Righetti (Ernest) High
424505	St. Joseph
403670	San Luis Obispo High
423523	San Marcos Senior
423572	Santa Barbara Senior
423603	Santa Maria High
423634	Santa Ynez High
403700	Shandon High
403770	Templeton High
424002	Valley Christian Academy
400000	Other San Luis Obispo County
420000	Other Santa Barbara County

CALIFORNIA HIGH SCHOOLS BY COUNTY

010000	Alameda
020000	Alpine
030000	Amador
040000	Butte
050000	Calaveras
060000	Colusa
070000	Contra Costa
080000	Del Norte
090000	El Dorado
100000	Fresno
110000	Glenn
120000	Humboldt
130000	Imperial
140000	Inyo
150000	Kern
160000	Kings
170000	Lake
180000	Lassen
190000	Los Angeles
200000	Madera
210000	Marin
220000	Mariposa
230000	Mendocino
240000	Merced
250000	Modoc
260000	Mono
270000	Monterey
280000	Napa
290000	Nevada
300000	Orange

310000	Placer
320000	Plumas
330000	Riverside
340000	Sacramento
350000	San Benito
360000	San Bernardino
370000	San Diego
380000	San Francisco
390000	San Joaquin
400000	San Luis Obispo
410000	San Mateo
420000	Santa Barbara
430000	Santa Clara
440000	Santa Cruz
450000	Shasta
460000	Sierra
470000	Siskiyou
480000	Solano
490000	Sonoma
500000	Stanislaus
510000	Sutter
520000	Tehama
530000	Trinity
540000	Tulare
550000	Tuolumne
560000	Ventura
570000	Yolo
580000	Yuba

OUT OF STATE
600000 All states other than California

FOREIGN
800000 All Foreign Countries

TABLE B COLLEGE OF LAST ATTENDANCE

CALIFORNIA COMMUNITY COLLEGES

015257	Alameda
425213	Allan Hancock
345023	American River
195020	Antelope Valley
155050	Bakersfield
365074	Barstow
045115	Butte
445076	Cabrillo
415062	Cañada
195175	Canyons
195154	Cerritos
155001	Cerro Coso
015235	Chabot
365210	Chaffey
195177	Citrus
305001	Coastline
555055	Columbia
195196	Compton Community
075190	Contra Costa
333030	Copper Mountain
345124	Consumnes River
365211	Crafton Hills
405650	Cuesta
375250	Cuyamaca
305191	Cypress
435184	De Anza
335125	Desert
075268	Diablo Valley
195217	East Los Angeles
195225	El Camino
435679	Evergreen
325335	Feather River
345125	Folsom Lake
435227	Foothill
105240	Fresno City

305240	Fullerton
435263	Gavilan
195257	Glendale
305282	Golden West
375249	Grossmont
275129	Hartnell
135570	Imperial Valley
215001	Indian Valley
305580	Irvine Valley
015001	Las Positas
095001	Lake Tahoe Community
015450	Laney
185420	Lassen
195337	Long Beach City
195346	Los Angeles City
195365	Los Angeles Harbor
195953	Los Angeles Mission
195384	Los Angeles Pierce
195387	Los Angeles So West
195390	Los Angeles Trd/Tech
195396	Los Angeles Valley
075269	Los Medanos
215060	Marin
235001	Mendocino
245475	Merced
015570	Merritt
375509	Mira Costa
435861	Mission
505500	Modesto
275270	Monterey Peninsula
565320	Moorpark
195475	Mount San Antonio
335403	Mount San Jacinto
285540	Napa Valley
015610	Ohlone
305525	Orange Coast
565321	Oxnard
335565	Palo Verde
375542	Palomar
195575	Pasadena City
545364	Porterville
125140	Redwoods
105523	Reedley
195658	Rio Hondo
335687	Riverside City
345740	Sacramento City
305579	Saddleback
365594	San Bernardino Valley
375663	San Diego City
375693	San Diego Mesa
375300	San Diego Miramar
385092	San Francisco City
395670	San Joaquin Delta
435680	San Jose City
415151	San Mateo
305609	Santa Ana
425560	Santa Barbara City
195825	Santa Monica City
495690	Santa Rosa
305610	Santiago Canyon
545071	Sequoias
455695	Shasta
315730	Sierra
475200	Siskiyou
415711	Skyline
485825	Solano
375807	Southwestern
155580	Taft
565741	Ventura
365790	Victor Valley
015236	Vista
105131	West Hills
195952	West Los Angeles
435860	West Valley
585925	Yuba

ALL OUT OF STATE COLLEGES AND UNIVERSITIES

600000	Out of State
--------	--------------

ALL FOREIGN COLLEGES AND UNIVERSITIES

800000	Foreign Country
--------	-----------------

CALIFORNIA STATE UNIVERSITIES AND COLLEGES

156250	Bakersfield, CSU
486150	California Maritime Academy, CSU
046242	Chico, CSU
566001	Channel Islands, CSU
196135	Dominguez Hills, CSU
106260	Fresno, CSU
306106	Fullerton, CSU
016178	Hayward, CSU/East Bay
126450	Humboldt, CSU
196131	Long Beach, CSU
196133	Los Angeles, CSU
276001	Monterey Bay, CSU
196770	Northridge, CSU
196140	Pomona, CSU
506730	Stanislaus, CSU
346760	Sacramento, CSU
366184	San Bernardino, CSU
376720	San Diego State
386796	San Francisco State
436727	San Jose State
406145	SLO, Cal Poly State
376820	San Marcos, CSU
496710	Sonoma, CSU

UNIVERSITY OF CALIFORNIA

017846	UC, Berkeley
577750	UC, Davis
387240	Hastings College of Law
307781	UC, Irvine
197887	UC, Los Angeles
010269	UC, Merced
337797	UC, Riverside
377837	UC, San Diego
387876	UC, San Francisco Med Cntr
427677	UC, Santa Barbara
447765	UC, Santa Cruz

PRIVATE UNIVERSITIES/COLLEGES

999999	Private Universities/Colleges
--------	-------------------------------

TABLE C PROPOSED MAJOR

050200	Accounting
210440	Addiction Studies
210500	Administration of Justice/Police Science
010100	Agriculture Technology & Sciences
010200	Animal Science
061440	Animation
220200	Anthropology
061410	Architectural Drafting
100200	Art
094900	Automotive Collision Repair (Body)
094800	Automotive Technology
040100	Biology
050100	Business (General)
050500	Business Administration
050600	Business Management
190500	Chemistry
130500	Child Development
070200	Computer Business Information Systems

070600	Computer Information Science (CIS/MIS)
070810	Computer Networking
210510	Corrections (Criminology)
300700	Cosmetology
100800	Dance
124010	Dental Assisting
094700	Diesel Technology
130620	Dietetics
100700	Dramatic Arts - Acting
100600	Drama - Technical Theater
220400	Economics
080100	Education, General
093400	Electronics Technology
125000	Emergency Medical Services
090100	Engineering, General
092400	Engineering Technology
150100	English
030300	Environmental Technology
130100	Family & Consumer Science
130300	Fashion (Clothing/Textiles)
130310	Fashion Design
061220	Film/Video
213350	Fire Academy
213300	Fire Technology
220600	Geography
191400	Geology
061460	Graphics
493062	High School Diploma (GED)
220500	History
210400	Human Services
130200	Interiors, Design, Merchandise
050800	International Business & Trade
221000	International Studies
060200	Journalism
140100	Law, General
490100	Liberal Arts
490120	Liberal Studies
095630	Machine Technology
170100	Mathematics
120820	Medical Assisting: Administrative
120810	Medical Assisting: Clinical
123020	Nursing, L.V.N.
123010	Nursing, R.N.
130620	Nutrition & Food
122100	Pharmacy Technology
150900	Philosophy
101200	Photography
083500	Physical Education
190200	Physics
210550	Police Academy
220700	Political Science
210520	Probation & Parole (Probation Work)
200100	Psychology
051100	Real Estate
051400	Secretary/Administrative Assistant
220100	Social Science
099900	Space Technology
110500	Spanish
130520	Special Education
150600	Speech Communication
093430	Telecommunications Technology
490110	Transfer Studies
101400	Viticulture/Enology
095650	Welding Technology
213310	Wildland Fire Technology
010400	Wine Marketing & Sales



Spring 2006 Credit Registration Form



Please print legibly using blue or black ink.

Student's Signature (mandatory): _____

Name:

Date: _____

Last _____ First _____ Middle Initial _____

Telephone #: - -

Mailing Address _____

City _____ State _____ Zip _____

Email Address (An email address is required if enrolling in distance learning classes.): _____
Please print clearly

Social Security # (mandatory): - -

Many classes fill rapidly.

Be prepared to make second choices!

Mail registration materials
December 8-19, 2005

Enclose a self-addressed, stamped, business size (#10) envelope, registration forms, and method of payment. Do not send cash in the mail.

TO: **ALLAN HANCOCK COLLEGE**
Attn: Spring 2006 Mail-in Registration
800 South College Drive
Santa Maria, CA 93454

First Choice of Classes

4-digit Ticket #	WAIT Column (Circle one)	Course Number / Course Title	Days	Times	Units
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				

Second Choice of Classes

4-digit Ticket #	WAIT Column (Circle one)	Course Number / Course Title	Days	Times	Units
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				
	YES or NO				

AHC Counselor's Signature _____

(required for students enrolling in more than 20.5 units)

Total Units

Important Steps to Complete Prior to Registering for Spring 2006 Credit Classes

1. Students not enrolled in the Fall 2005 credit semester **MUST** complete and submit a new application for admission (see pages 21-22)
2. Students on academic or progress probation **MUST** see an AHC Counselor prior to enrolling.
3. Students must clear **ALL** delinquent debts and obligations prior to enrolling.
4. If paying by BOG, students must verify their eligibility with the Financial Aid office before enrolling.



ALLAN HANCOCK COLLEGE

OFFICE USE:

Document# _____

Method of payment _____

Initials _____



START

Allan Hancock College's
Matriculation Program for Student Success

STUDENT TESTING, ADVISING, RETENTION, AND TRANSITION

Guide to success: the matriculation process

Matriculation is a process that assists you in achieving your educational goals. It is an agreement between the college and you when you enroll in credit classes. It is in your best interest to participate in a partnership with us to ensure your educational success.

▶ AHC agrees to provide:

- An admissions process
- An assessment of basic educational skills
- An orientation to college programs/services
- Pre-enrollment counseling and course selection and procedures
- A well-designed curriculum or program of courses
- Quality instruction
- Follow-up on student progress and referral support services when needed

▶ Students agree to:

- Express a general educational goal at the time of admission
- Declare a specific educational objective within a reasonable period of enrollment
- Attend classes and complete assigned course work
- Meet with counselors to develop a student education plan (SEP)
- Seek out support services as needed
- Complete courses and maintain progress toward an educational goal

The purpose of the START test:

The Computerized Placement Tests (CPTs) were developed by the College Board to provide information about your level of skill in reading, writing, and mathematics that is required for success in college. At Allan Hancock College, we refer to it as the START test. By assessing your ability in these areas, the START tests help to determine the reading, writing and mathematics courses most appropriate for you at this time.

Can I fail the test?

You cannot fail the START test. It will give you a placement into English and math courses to help you be successful in the classes you choose.

How do I find a list of START and ESL START dates?

A list of dates is posted monthly on the college Web site at www.hancockcollege.edu. From **Student Services**, choose **Testing Center**, or call the campus of your choice for testing times and information. If you have a documented learning or physical disability, call the Learning Assistance Program at 922-6966, ext. 3274 or toll free 1-866-DIAL AHC (342-5242), ext. 3274 to arrange alternative accommodations.

• Santa Maria Campus

922-6966, ext. 3090 or toll free
1-866-DIAL AHC (342-5242), ext. 3090,
building X, room 10

• Lompoc Valley Center

735-3366, ext. 5090 or toll free
1-866-DIAL AHC (342-5242), ext. 5090,
building 2, room 121

What do I bring with me on the day of the test session?

On the day of the test, you must bring a picture ID and know your social security number. Pencils and scratch paper will be provided for you. **You may not use textbooks, notebooks, dictionaries or calculators on the test.**

Please respect the needs of other students that are testing. Turn off cell phones and pagers and arrange for childcare for young children.

How long does the test session last?

It will take you approximately two hours to finish a complete test (reading, writing, and math). Because you move through the tests at your own pace, you may complete the test in less than two hours. Each test is designed using adaptive techniques. This means the computer automatically determines which questions are given to you based on your responses to prior questions.

How should I prepare for the START test?

It is a good idea to brush up on your math or English skills if you haven't attended classes recently, or if you are trying to get a specific placement. Free study guides are available at the testing office in building X on the Santa Maria campus and counseling office at all campuses, or online at the college Web site: www.hancockcollege.edu, go to **Student Services** and choose **Testing Center**.

Can I take the tests again?

You may retake the test once if you meet the following conditions:

1. At least seven days have passed since your first test, and
2. Your original test scores are within 5 points of reaching the next placement level of math and/or ESL or within 10 points for English.

3. Students who verify that they are applicants for the AHC Police Academy are eligible for one unconditional retest within a six-month period.

If a student has already taken the START test and after testing, has successfully completed a math or English course in high school or an accredited college other than Allan Hancock, s/he is eligible for a retest. Students who have previously tested and enrolled in a math class at Allan Hancock College are not eligible for a retest except under extenuating circumstances (an appeal may be filed with the dean, counseling and matriculation).

Is assessment mandatory?

Although assessment is strongly encouraged to help you select classes in which you will have the best chance to succeed, it is not mandatory to attend unless you want to enroll in a course with an English or math prerequisite which you have not met.

However, if you plan to apply for financial aid, or are testing for Cosmetology or the Police Academy, you must take the entire START test. If you choose not to assess at this time, please see a counselor for an exemption form.

Exemptions from assessment are listed below. **Call the counseling department in Santa Maria at 922-6966, ext. 3293 or ext. 5200 at the Lompoc Valley Center for an exemption form.**

You are exempt from assessment if:

1. you are transferring from another post-secondary institution and have completed the equivalent of the prerequisite to freshman composition or higher with a grade of C or better (exempt from English portion of assessment if verification is provided to a counselor or included with your registration materials);
2. you are transferring from another accredited post-secondary institution and have completed Algebra 1 or higher with a grade of C or better, or have completed any other post-secondary math course within the last three years (exempt from math portion of assessment if verification is provided to a counselor or included with your registration materials);
3. you provide scores from an assessment test currently in use at Allan Hancock College within the past three years (CPT, ACCUPLACER, COMPANION, and CELSA tests);
4. you have an associate degree or higher from an accredited institution (see a college counselor if you want to enroll in a course with a math or English prerequisite);
5. you are taking courses only to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;
6. you are enrolling in six units or less (except English and 300- or 100-level math courses) and have goals that do not include working toward a certificate, an associate of arts degree, associate of science degree, or transfer.
7. you received credit by examination for English (exempt from English portion only) and/or math, (exempt from math portion only) from department approved Advanced Placement (AP), College Level Examination (CLEP), or Defense Activity for Non-Traditional Education Support (DANTES) test/s.

If you want to enroll in **MORE THAN NINE UNITS** of performance classes in music, art, dance, and physical education without assessing, see a college counselor before registering.

Info for College Now! students:

All *College Now!* students must see an AHC counselor before registering.

Attendance at START, which includes orientation, assessment, and advising is required for enrollment in all List A courses. See a high school or college counselor for a complete list of courses. (See page 6 for additional information.)

For further information about the *College Now!* program at Allan Hancock College, contact the *College Now!* coordinator in bldg. A, 922-6966, ext. 3633.

What if English is my second language?

If you cannot read and write English at a high school level, you should take the English as a second language (ESL) START test. Call (805) 922-6966/toll-free 1-866-DIAL AHC (342-242) ext. 3094 for information. For information about ESL START sessions that are held in Santa Maria and Lompoc, call the college at (805) 922-6966 ext. 3091 or toll-free at 1-866-DIAL AHC ext. 3091 (1-866-342-5242) ext. 3091.

Inglés como segundo idioma (ESL) START sesión

Guías de estudio en español están disponibles en la oficina del Testing Center, edificio X-9.

Para registrar en una clase de crédito ESL:

1. Usted debe tomar la prueba de ESL START si desea registrarse en una clase de inglés como segundo idioma de crédito.
2. También deberá traer su número de seguro social con usted y por favor no traiga niños.
3. No hay costo para asistir.
4. La prueba durará aproximadamente una hora y media.

Las pruebas que necesita tomar:

1. Será examinado sobre su habilidad de leer y escribir en inglés.
2. La prueba de lectura está computarizada y para la prueba de escritura deberá escribir en inglés sobre un tema que el administrador de la prueba le dará.

Para las fechas y las horas del examen, por favor llame a la extensión 3090 para Santa María y extensión 5090 para el campus del Valle de Lompoc.

Construction Alert

Please be advised the college is currently building new classrooms and labs for students and there are construction zones throughout the Santa Maria campus. See the construction map on page 131 for information about parking and pedestrian access to the Testing Center in building X.