

## 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

|                                      |   |
|--------------------------------------|---|
| <b>Three-week Jump Start classes</b> | May 28, 2005 (via WebReg)<br>May 31, 2005 (in-person with instructor's signature) |
| <b>Six- and eight-week classes</b>   | June 11, 2005 (via WebReg)<br>June 22, 2005 (in-person)                           |

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

## 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](http://www.hancockcollege.edu) (click Admissions and 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.

### IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW FROM CLASS

#### Deadline to drop without a "W" notation:

|                               |               |
|-------------------------------|---------------|
| Three-week Jump Start classes | June 2, 2005  |
| Six-week classes              | June 28, 2005 |
| Eight-week classes            | June 30, 2005 |

#### Deadline to drop with a "W" notation:

|                               |               |
|-------------------------------|---------------|
| Three-week Jump Start classes | June 10, 2005 |
| Six-week classes              | July 18, 2005 |
| Eight-week classes            | July 28, 2005 |

## 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. Requests for refunds for three-week Jump Start canceled classes must be made by June 15, 2005. Requests for refunds for regular summer session canceled classes must be made by August 10, 2005. 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.

## 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:

|                                      |               |
|--------------------------------------|---------------|
| <b>Three-week Jump Start classes</b> | June 3, 2005  |
| <b>Six-week classes</b>              | June 29, 2005 |
| <b>Eight-week classes</b>            | July 5, 2005  |

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

## 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 who is enrolled in a prerequisite course uses WebReg or mail-in registration 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 Admissions & Records 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 should be submitted to the dean of counseling and matriculation.

# 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 voucher reimbursements. Refund requests for these exceptions must be submitted by the last day of instruction: **June 15, 2005, for three-week Jump Start classes; August 10, 2005, for summer session 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 on or before

**Three-week Jump Start classes \_\_\_\_\_ May 31, 2005**

**Six- to eight-week summer session classes \_\_ June 24, 2005**

**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**

**There are no refunds after these dates.**

Refunds are made in like method to the original payment. Cash refunds are not made by mail. Routine refunds are processed within 30 days.

### Student Center Fee

The Student Center Fee is refundable through the first week of instruction for a summer session course. 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

Parking fees can be refunded until June 24, 2005, to those students who find it necessary to drop or withdraw from all of their classes. To receive a refund, the student must submit proof of withdrawal, a refund request form, the parking fee receipt, and the parking permit to a district cashier.

### Student Photo ID

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

### 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 Frank Grosbayne, Ed.D., vice president, student services, Allan Hancock College, 800 South College Drive, Santa Maria CA 93454-6399.

## NONRESIDENT STUDENTS

**Jump Start:** Students who have paid nonresident tuition and find it necessary to withdraw from three-week Jump Start classes may apply for a refund with a district cashier. The deadline to withdraw from class and to submit the application for refund to a district cashier is **May 31, 2005.**

**Regular summer session:** Students who have paid nonresident tuition and find it necessary to drop individual classes or withdraw from school during the first two weeks of the summer session may apply for a refund. The percentage of refund less \$50 refund processing fee will be determined by the table below:

| Summer Session Classes                                | Refund | Refund Deadline |
|---|--------|-----------------|
| Before or during the week in which instruction begins | 100%   | June 24, 2005   |
| Second week of instruction                            | 50%    | June 30, 2005   |
| After second week                                     | 0      |                 |

# Application for Admission Instructions

Apply online at [www.hancockcollege.edu](http://www.hancockcollege.edu) (click Admissions and Registration). For students who do not have access to the Internet, complete the application for admission located on pages 19-20, and include it with your mail-in or walk-through registration materials. **DO NOT** use the form included in this schedule if you have 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 spring 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 21) 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 9 units.

## Wait List Information

The Wait List option is available through **June 15, 2005, for six and 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 **June 22, 2005**, for all six and eight week classes including distance learning classes.



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

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

- 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

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

- |  |  |
|--|--|
| 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                     |
| 3 High School graduate or will graduate before semester begins | 8 Bachelor's degree or higher            |
| 4 GED or Certificate of Equivalency                            |  |

**20 When did your present stay in California begin? (List month, day, and year):** \_\_\_\_\_

YES NO

**21**   Are you CURRENTLY registered to vote in a state OTHER than California? If yes, which state? \_\_\_\_\_

**22**   Have you petitioned for divorce in a state OTHER than California within the last 12 months? If yes, which state? \_\_\_\_\_

**23**   Have you attended an OUT-OF-STATE educational institution as a resident of that state within the last 12 months? If yes, which state? \_\_\_\_\_

**24**   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.

**25**   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? \_\_\_\_\_

**26**   If you are on active duty, are you stationed in California? If yes, when did your tour of duty begin in California? \_\_\_\_\_ (month & year)

**27**   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? \_\_\_\_\_

**28**   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)

**29**   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      |
| 345630 | Dept of Corrections  |
| 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   |
| 195000 | Los Angeles ITV      |
| 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                   |
| 305230 | North Orange Adult            |
| 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                |
| 375997 | San Diego Ed Cultural Complex |
| 375693 | San Diego Mesa                |
| 375999 | San Diego Military Ed Program |
| 375300 | San Diego Miramar Reg Cntr    |
| 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                  |
| 105523 | Reedley                       |
| 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     |
| 046242 | Chico, CSU           |
| 566001 | Channel Islands, CSU |
| 196135 | Dominguez Hills, CSU |
| 106260 | Fresno, CSU          |
| 306106 | Fullerton, CSU       |
| 016178 | Hayward, CSU         |
| 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               |
| 387240 | UC, Davis                  |
| 577750 | Hastings College of Law    |
| 307781 | UC, Irvine                 |
| 197887 | UC, Los Angeles            |
| 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   |
| 210500 | Administration of Justice/Police Science                             |
| 095000 | Aeronautical and Aviation Technology (Engineering: Aeronautical)     |
| 010100 | Agriculture Technology & Sciences                                    |
| 210440 | Alcohol & Drug Studies   |
| 010200 | Animal Science   |
| 220200 | Anthropology   |
| 100900 | Applied Design   |
| 095200 | Apprenticeship   |
| 020100 | Architecture   |
| 100200 | Art  |
| 122210 | Athletic Trainer   |
| 094820 | Automotive Collision Repair (Body)                                   |
| 094800 | Automotive Technology  |
| 040110 | Biology  |
| 050100 | Business (General)   |
| 050600 | Business Management  |
| 190500 | Chemistry  |
| 130510 | Child Development  |
| 095700 | Civil and Construction Management                                    |
| 101300 | Commercial Art   |
| 060100 | Communications   |
| 100420 | Composition & Theory (Music)   |
| 070100 | Computer Information Science (CIS/MIS)                               |
| 070400 | Computer Programming   |
| 095200 | Construction Crafts & Technology (Operating Engineer Apprentice)     |
| 130100 | Consumer Ed & Home Economics   |
| 210510 | Corrections (Criminology)  |
| 300700 | Cosmetology  |
| 100800 | Dance  |
| 120410 | Dental Assistance  |
| 120420 | Dental Hygienist   |
| 120400 | Dental Technician  |
| 094700 | Diesel Technology  |
| 130620 | Dietetics  |
| 092500 | Drafting & Design Technology   |
| 100600 | Drama - Technical Theater  |
| 100700 | Dramatic Arts - Acting   |
| 220400 | Economics  |
| 080100 | Education, General   |
| 093400 | Electronics  |
| 125000 | Emergency Medical Technology   |
| 092400 | Engineering Technology, Gen.   |
| 090100 | Engineering, General   |
| 150100 | English  |
| 493080 | English as a Second Language   |
| 213500 | Environmental Hazardous Material Technology                          |
| 190110 | Environmental Studies  |
| 130300 | Fashion (Clothing/Textiles)  |
| 130310 | Fashion Design   |
| 060300 | Film/Video   |
| 213350 | Fire Academy   |
| 213300 | Fire Technology  |
| 110100 | Foreign Languages  |
| 011400 | Forestry   |
| 110200 | French   |
| 220600 | Geography  |
| 191400 | Geology  |
| 103000 | Graphic Arts   |
| 120100 | Health Professions   |
| 493062 | High School Diploma (GED)  |
| 220500 | History  |
| 210700 | Human Services   |
| 130200 | Interiors, Environ, Design, Merchandise (Interior Design)            |
| 050990 | International Trade  |
| 060200 | Journalism   |
| 140100 | Law, General   |
| 051410 | Legal Secretary/ Admin. Assistant                                    |
| 490100 | Liberal Arts & Sciences  |
| 493000 | Liberal Studies  |
| 160100 | Library Science/ Librarian   |
| 095630 | Machine Tool/ Machine Shop (Machining)                               |
| 170100 | Mathematics  |
| 120370 | Medical Assistant/ Office Technician (Medical Assisting)             |
| 120120 | Medicine (Pre)   |
| 011500 | Natural Resources  |
| 120330 | Nursing, C.N.A.  |
| 120320 | Nursing, L.V.N.  |
| 120300 | Nursing, R.N.  |
| 130600 | Nutrition & Food   |
| 229900 | Other Social Sciences  |
| 011510 | Parks & Recreation   |
| 100410 | Performance - Choral, Band, Etc. (Music: Performance)                |
| 150900 | Philosophy   |
| 101100 | Photography  |
| 120600 | Physicians Assistant   |
| 083530 | Physical Education "Major"   |
| 083510 | Physical Fitness & Body Movement                                     |
| 122200 | Physical Therapy Assistant   |
| 190200 | Physics  |
| 095230 | Plumbing, Pipefitting, Steamfitting (Plumbing Apprentice)            |
| 210550 | Police Academy   |
| 220700 | Political Science  |
| 093600 | Printing & Lithography (Graphics: Printing)                          |
| 210520 | Probation & Parole (Probation Work)                                  |
| 200100 | Psychology   |
| 060300 | Radio, Motion Picture & Television (Radio/TV/Film Studies)           |
| 122500 | Radiological technology  |
| 051100 | Real Estate  |
| 210760 | Recreation Assistant   |
| 051400 | Secretary/ Administrative Assistant (Secretarial/ Office Automation) |
| 210400 | Social Work  |
| 095000 | Space Technology   |
| 110500 | Spanish  |
| 080800 | Special Education  |
| 150600 | Speech   |
| 122000 | Speech Pathology/ Audiology  |
| 210750 | Teachers Aide  |
| 300900 | Tourism  |
| 094700 | Truck Driving  |
| 010200 | Veterinarian (Pre)   |
| 031300 | Viticulture/Enology  |
| 095650 | Welding  |
| 011200 | Wine Marketing & Sales   |



# Summer 2005 • Credit Registration Form

Please print legibly using blue or black ink.

Name:

Last First Middle Initial

Mailing Address

City State Zip

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

Social Security # (mandatory):

Student's Signature (mandatory):

Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_

Many classes fill rapidly.  
Be prepared to make second choices!

Mail registration materials  
May 16-24, 2005.

Enclose a self-addressed, stamped, business size (#10) envelope, registration forms, and method of payment.

TO: **ALLAN HANCOCK COLLEGE**  
Attn: Summer 2005 Mail-in Registration  
P.O. Box 6300, Santa Maria,  
CA 93456-6300

| First Choice of Classes |                             |                              |      | Second Choice of Classes |       |                  |                             |                              |      |       |       |
|-------------------------|-----------------------------|------------------------------|------|--------------------------|-------|------------------|-----------------------------|------------------------------|------|-------|-------|
| 4-digit Ticket #        | WAIT Column<br>(Circle one) | Course Number / Course Title | Days | Times                    | Units | 4-digit Ticket # | WAIT Column<br>(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                   |                              |      |                          |       |                  | 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 9 units): \_\_\_\_\_ Total Units

## Important Steps to Complete Prior to Registering for Summer 2005 Credit Classes

- Students must include a method of payment and a stamped, self-addressed envelope (so we can mail back your schedule).
- Students not enrolled in the spring 2005 credit semester **MUST** complete and submit a new application for admission (see pages 19-20).
- Students on academic or progress probation **MUST** see an AHC Counselor prior to enrolling.
- Students must clear **ALL** delinquent debts and obligations prior to enrolling.

If paying by BOG, students must verify their eligibility with the Financial Aid office before enrolling.

OFFICE USE:  
Document # \_\_\_\_\_  
Method of payment \_\_\_\_\_  
Initials \_\_\_\_\_



# START\*

**A Matriculation Program for Student Success**

*\*STUDENT TESTING, ADVISING, RETENTION AND TRANSITION*

## Assessment/Advisement Information for All New Students

Allan Hancock College is committed to your success as a student; therefore, we have developed a matriculation program called START to assist you. The START program includes an assessment of your skills in reading comprehension, sentence skills, and math; an orientation to the college; and advising by academic counselors regarding your course selection. Each part of the program is important to your success at Allan Hancock College. The START process is designed for you if you plan to obtain a degree, a certificate or transfer to a university, or if you are undecided about your educational goal. START assessment scores are used to advise you of your skill levels and are not used to determine your admission to Allan Hancock College. If a student feels that any matriculation procedure or service is being applied in a discriminatory manner, an appeal may be filed with the dean, counseling and matriculation. See the current college catalog for more specific instructions regarding the submittal of appeals.

Exemptions to 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.** Exemptions must be obtained prior to enrolling. Even if you are exempt from START assessment, you are strongly encouraged to talk to a college counselor about your college goals, and to view the orientation video to acquaint yourself with student services and other college information. Call the Counseling Office at ext. 3293 for information.

### What will happen at a START session?

1. You will take the computerized **ACCUPLACER** placement test. No computer skills are needed to take the computerized test. The tests assess your skills in reading, sentence skills and mathematics. You may not use a calculator.
2. After assessment, you will have an opportunity to individually meet with a counselor to discuss your course placement. Placement into English and math classes is based upon test scores and other measures, which may include your high school grade point average, your highest-level math course, grade, and length of time since you completed the course.

### Is assessment mandatory to attend Allan Hancock College?

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 intend to apply for financial aid, you must take the entire START test. If you choose not to attend assessment at this time, please see a counselor 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.

### How do computerized tests work?

The computer will select a question at random from a pool of questions with a medium level of difficulty. If you answer correctly, the computer will adapt to your response and select the next question from a higher level of difficulty. If you answer incorrectly, the next question will be from a lower level of difficulty. The computer continues to select questions from one of five or six difficulty ranges. Each test consists of 12 to 25 questions.

### How much time will the tests take?

The computerized test is not timed and is completed by most students within two hours, including the orientation to the college.

### Should I study for the assessment tests?

If you have not been in a math or English class recently, you should consider studying before coming to test.

**A free online study guide for the START test can be found at [http://www.aims.edu/student/assessment/study\\_guides.htm](http://www.aims.edu/student/assessment/study_guides.htm)**

**You can take a short practice test online at <http://cctc.commnet.edu/cgi-shl/quiz.pl/placement.htm>**

Practice questions are also available from the counseling office at all campuses and from the testing center in building X on the Santa Maria campus. If you want to review Algebra or higher math, you may also purchase the book, START Math Practice Tests, from the Allan Hancock College Bookstore on each campus.

## Can I fail the test?

You cannot fail the START test. Assessment tests are designed to determine your ability so that you can be placed in a course for which you are adequately prepared.

## 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 (to allow for extra study and preparation), 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).

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

## 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 courses except some activity classes. See a high school or college counselor for a complete list of exempt courses. (See page 4 for additional information.)

For further information about the matriculation program at Allan Hancock College, contact the Office of the Dean, Counseling and Matriculation, in bldg. A, 922-6966 ext. 3633.

## START Sessions

Computerized assessment/orientation is available at the Santa Maria Campus and at the Lompoc Valley Center.

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.

For a list of **START** dates, visit [www.hancockcollege.edu](http://www.hancockcollege.edu) then *click* **Student Services**

Or call the campus of your choice for testing times and information:

### 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

### The Testing Center lab in Santa Maria is open for day, evening and Saturday testing.

Students may walk-in to the Santa Maria Campus and the Lompoc Valley Center without an appointment during specified hours.

- No computer experience is needed.
- Please bring your current picture identification and know your social security number when you come to a START session.
- Although the test is not timed, you should allow up to two hours to complete the START process.

## 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 (342-5242) ext. 3091.

### Inglés como segundo idioma (ESL) START session

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

### Para registrar en una clase de credito ESL:

1. Usted debe tomar la prueba de ESL START si desea registrarse en una clase de inglés como segundo idioma de credito.
2. También deberá traer su número de seguro social con usted y por favor no traiga niños.
3. No hay costo para asistir.
4. Planeé estar 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 esta 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 exámen, por favor llámé a la extensión 3090 para Santa Maria y 5090 para Lompoc Valley Center.**

# Associate Degree and University Transfer Information

## Do you want to earn an associate degree or transfer to a four-year university—or both?

Comprehending the requirements for whatever academic goal you have can be confusing. Counselors are available to assist you in interpreting and understanding requirements as well as developing a plan to achieve your academic goals. There are also many resources available to assist you at [www.hancockcollege.edu](http://www.hancockcollege.edu), click on **Student Services**.

The requirements for earning an associate degree and the requirements for university transfer are separate. While some of the requirements overlap, there are different rules that govern each objective and different general education patterns for each. However, with careful course planning, it is possible to accomplish both goals simultaneously.

### Associate Degree

In general terms, you must meet the following requirements to earn an associate degree:

- (1) Complete a minimum of 60 degree applicable semester units satisfactorily
- (2) Achieve at least a 2.0 cumulative grade point average
- (3) Complete the general education, health/physical education, reading & written expression proficiency, math proficiency, and the multicultural/gender studies requirements
- (4) Complete courses with a grade of "C" or better required for your desired major
- (5) File a Petition for Graduation by the specified deadline

### Preparing for Transfer to a Four-year University

Generally, transferring to universities that accept all students who have met the minimum requirements is typically less complicated than transferring to universities that are competitive. In both cases it is important for students to navigate the complexities of transfer with the guidance of a counselor. In general, the minimum requirements for transfer to a California State University (CSU) or University of California (UC), you must:

- (1) successfully complete a total of at least 60 transferable semester units by the end of the specified term
- (2) achieve at least a 2.0 cumulative grade point average for CSU transfer and at least a 2.4 cumulative grade point average for UC transfer by the specified deadline

- (3) be in good academic standing at the last college or university attended (and at any UC campus previously attended for UC transfer)
- (4) complete the following courses with a grade of C or better by the specified deadline:
  1. English 101 AND English 102 or 103 or Philosophy 114 (or Philosophy 112 or Speech 106 - CSU only)
  2. Math 123 or 131 or 132 or 135 or 141 or 181 (or Math 100 - CSU only)
  3. Speech 101 or 102 - CSU only
  4. Four courses from at least two IGETC areas 3, 4, and 5 - UC only (IGETC pattern available in this schedule)
  5. Courses required to complete areas B1, B2, B3, C, D, and E of the CSU General Education Requirements available in this schedule - CSU only

### Don't Delay!

- See an Allan Hancock College University Transfer Center counselor now if you are planning to complete a bachelor's degree.
- See an Allan Hancock College academic counselor if you are planning to complete an associate degree or want to create a student education plan to meet your academic goal.

### Completed Units

If you have completed courses at another accredited college or university, you must meet with a counselor to determine how these courses can be used toward associate degree or transfer requirements. There are conditions that must be met in order for this to happen.

For links to more information regarding transfer to a four-year university including UC and CSU transfer information, general education certification, course equivalency/articulation, a transfer checklist, and more, visit the Allan Hancock College University Transfer Center Web page at [www.hancockcollege.edu](http://www.hancockcollege.edu) then:

- Click Student Services
- Click University Transfer Center
- Click University Transfer Center Information

**Questions?** Call the University Transfer Center at 922-6966 ext. 3363 or email [ckilpatrick@hancockcollege.edu](mailto:ckilpatrick@hancockcollege.edu)

## Bachelor's Degrees Offered by Universities at Allan Hancock College



More information is also available on the Allan Hancock College Web site home page at [www.hancockcollege.edu](http://www.hancockcollege.edu)

**UCSB** offers bachelor's degrees in history and English. Call UCSB Off Campus Studies at (805) 644-7261.

The **University of La Verne** offers a bachelor of science degree in child development and, beginning Fall 2005, a bachelor of arts degree in liberal studies. Contact Israel Dominguez at (805) 542-9690 or [www.ulv.edu/sce](http://www.ulv.edu/sce)

**Holy Names University** offers upper division courses to complete a bachelor's degree in nursing (BSN). Call Holy Names University directly at (510) 436-1458.

**CSU Bakersfield** will offer a bachelor of science degree in business administration starting Fall 2006. A new cohort will start each fall semester thereafter if there are a minimum of 20 students. Call the AHC University Transfer Center for further information at (805) 922-6966 ext. 3363.

## Accounting

Bookkeeping  
Payroll Accounting

## Administration of Justice

Basic Law Enforcement Academy

## Agribusiness

Viticulture/Enology  
Wine Marketing & Sales  
Viticulture  
Pairing Wine & Food

## Applied Design/Media

Film & Video Production  
Animation-Traditional Drawing  
3D Computer Animation  
Graphics  
Multimedia Arts & Communication  
Photography

## Architectural Drafting

## Art

## Auto Body Technology

Auto Body Metal  
Auto Body Refinishing

## Automotive Technology

Auto Service Management  
Auto Tune-Up & Diagnostic Procedures  
Auto Engine Rebuilding  
Auto Chassis  
Tune-Up Emission Control Specialist  
Engine, Power Trains Specialist

## Biology

## Business Administration

## Business

Management  
Marketing  
Business  
Administrative Assistant  
Human Resource Management  
Business Law  
Customer Service  
Supervisory Management  
Executive Leadership  
Entrepreneurship &  
Small Business Management  
Sales & Marketing

## Chemistry

## Computer Business Information Systems

Computer Business Office Software  
Information Architecture  
Office Systems Analysis  
Office Software Support  
Information Technology Fundamentals  
Small Business Webmaster

## Computer Business Office Technology

Legal Secretarial  
Administrative Assistant/Secretarial  
Word/Information Processing

Computer Business Office Skills  
Computer Business  
Presentations & Publishing  
Administrative Office Skills

## Computer Science

## Cosmetology

## Culinary Arts & Management

Restaurant Management  
Dietetic Service Supervision  
Food Production Supervision  
Food Services Production  
Catering & Events Management  
Baking

## Dance

## Dental Assisting

## Drama

Acting  
Design/Technical Theater

## Early Childhood Studies

General  
Elementary Education  
Elementary Education-Bilingual/  
Bicultural Emphasis  
Preschool/Infant Toddler Programs  
Special Education

## Electronics Technology

Electronics Technology  
Digital Systems  
Communication Systems  
Electronics Engineering Technology  
Network Maintenance/Digital Technologies  
Electronic Training  
Space Operations

## Emergency Medical Services

Emergency Medical Technician 1 (Basic)  
Emergency Medical Services Academy  
EMT 1 (Basic) Refresher  
Advanced Life Support  
First Responder Update

## Engineering

## Engineering Technology

General  
Civil Engineering  
Engineering Drafting

## English

## Environmental Studies

Social Science  
Natural Science

## Environmental Technology

Environmental Health & Safety Technician

## Family & Consumer Sciences

General  
Fashion Studies  
Fashion Merchandising  
Interior Design Merchandising

## Fire Technology

Firefighter Academy

## Graphic Communication

## Human Services

General  
Addiction Studies  
Family Studies  
Co-occurring Disorders  
Family Services Worker 1  
Family Services Worker 2  
Family Services Worker 3

## International Studies

Business  
International Relations

## Liberal Arts

## Liberal Studies

## Machine Technology

Maintenance Machining  
Production Machining

## Mathematics

Computer Science  
Physics

## Medical Assisting

Administrative  
Clinical  
Medical Billing

## Music

## Nursing

Assistant-Family Caregiver/Residential Aide  
Assistant  
Assistant-Acute  
Assistant-Certified Home Health Aide  
Assistant-Health Unit Coordinator  
Assistant-Restorative Aide  
Assistant-EKG/Monitor Observer  
Vocational  
Registered (LVN to RN only)

## Pharmacy Technology

## Physical Education

Exercise Science/Pre-Physical Therapy  
Teaching

## Physics

## Psychology

## Social Science

## Sound Technology

## Spanish

## Speech Communication

## Transfer Studies

## Video & Film Production

## Welding Technology

Metal Fabrication  
Pipe Welding

## Wildland Fire Technology

Operations  
Prevention, Investigation, Prescribed Burning  
Logistics, Finance, Planning