

RIGHTS & RESPONSIBILITIES

Students Rights & Responsibilities

- A. All students shall be required to:
 1. Identify an education and career goal;
 2. Diligently engage in course activities and complete assigned coursework; and
 3. Complete courses and maintain progress toward an education goal and completing a course of study.
- B. Nonexempt first-time students shall, within a reasonable period of time, be required to:
 1. Identify a course of study;
 2. Be assessed to determine appropriate course placement;
 3. Complete an orientation provided by the college;
 4. Participate in counseling, advising, or another education planning service to develop an educational plan.

For the purposes of this section, a first-time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education.

For purposes of this section, first-time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

- C. Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units of degree applicable credit course work or prior to the end of the 3rd semester, or a shorter period if required by district or program policy.

Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority until the services have been completed.

Institutional Responsibilities

- A. The college shall take steps to ensure that information regarding matriculation policies is accessible and available to all students during or prior to enrollment (e.g., during orientation) and is included in class schedules, catalogs, or other appropriate communications describing student rights and responsibilities.
- B. Once the student has identified a course of study and completed 15 semester units of degree applicable course work, the college shall provide the student with an opportunity to develop a comprehensive student education plan within a reasonable time period. Student responsibilities shall also be identified in the student's education plan.
- C. College policy provides that a nonexempt student will have a hold placed on enrollment if a student fails to fulfill the responsibilities set forth in the section, "Student Rights and Responsibilities".
- D. The college shall make reasonable efforts to avoid duplication of the orientation, assessment, counseling, advising, or other education planning services, and development of student education plans funded through this subchapter or funded through other programs.

- E. It is intended that the instructional and student services areas of the college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

Change of Address

Changes in address must be reported immediately to the Admissions and Records Office. Failure to do so may result in a delay of important notifications. Address changes may be made online in "My Cerritos", "Student Center"

College Terms

Units

Each college course is offered for a particular number of units. Course units are based on the type of course and the number of hours per week it was designed to meet. For examples, a lecture course which meets three hours per week during the regular 18-week semester is worth three units; a laboratory course which meets three hours per week during that same semester is worth one unit.

Study Load/Course Load

In order to meet graduation requirements in four semesters, students should carry an average of 16 units of degree applicable credit each semester. Students desiring to enroll in more than 18 units must have the approval of a counselor. Other unit limitations are:

- Foreign Visa Students: not less than 12 units.
- Intercollegiate Athletes: Students need to consult with athletic counselor and eligibility specialist to ensure requirements are met.
- Dual Enrollment (K-12th Grade) Students: may enroll in a maximum of 11 units.
- Students on probation are limited to the amount of units based on GPA and/or completion rate.

Class Hour

A "class hour" is the basic unit of scheduled attendance and/or examination and is defined as a period not less than 50 minutes. A "clock hour" is a 60-minute time frame which is composed of one 50-minute class hour and a 10-minute segment referred to as a "passing period" or "break." Cerritos College classes have been scheduled based on these definitions. Classes that meet for multiple hours may include a 10-minute break between hours but not in the last hour of attendance.

Classification of Students

Freshman: One who has earned fewer than 30 degree applicable units.

Sophomore: One who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.

Graduate: One who has been awarded the Associate of Arts degree or a higher degree.

Full-time: One who is enrolled in 12 or more units.

Part-time: One who is enrolled in less than 12 units.

Dual Enrollment (K-12): One currently enrolled in K-12th grade who desires to enroll for college credit.

Campus Parking

Parking Regulations

Parking permits are required to park on campus. Parking permits must be purchased online at www.cerritos.edu/police/cp-park.htm (<http://www.cerritos.edu/police/cp-park.htm>). On-campus student parking for vehicles is \$44 per semester. All additional parking violations will be strictly enforced (i.e. students parking in staff stalls, disabled and fire zone violations)

Vehicles that are incorrectly parked can be issued a parking citation. Cerritos College assumes no liability and is not responsible for damage to or theft of any vehicle or its contents. Lost or stolen parking permits are not replaced.

Parking Areas

Vehicles authorized to park on the Cerritos College campus shall be parked head in only in areas that have been painted with lines indicating parking stalls.

Designated Parking Areas Are Color Coded

White: Student parking

Yellow: Faculty and staff parking or Disabled Parking with Handicapped Placard issued by DMV

Green: Timed stalls; 2-hour max parking time limit

Blue: Valid "DP" plate or placard.

White Grid Marked: Motorcycle parking only

Bicycles must park in designated areas only. All designated student and staff parking areas will be enforced Monday, 7 a.m., through Friday, 11 p.m.

Parking On The Interior Campus

Bicycles are to park in District-provided racks. Violators will be cited. Only those vehicles with approval from the Cerritos College Police Department or Facilities are permitted to drive and park on the interior and sidewalks of the campus. Violators will be cited and/or the vehicle taken and put into storage.

Off-Campus Parking

Off-campus parking is extremely restricted. Parking in surrounding residential areas is by city-issued permit only. Student vehicles parking in the surrounding neighborhoods will be cited, towed away and impounded by the city at the student's expense.

The property owners also prohibit student parking in the shopping centers adjacent to campus. Student vehicles in these shopping centers are also towed away by property managers, at the student's expense.

Responsibilities for Penalties

The registered owner of any vehicle on campus may be held responsible for liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicles on the Cerritos College campus.

Liability

Cerritos College assumes no liability and is not responsible for damage or theft of any vehicle or its contents.