

ORIENTATION & COUNSELING

Falcon Edge Orientation

Orientation-Counseling is required for all first-time, new-to-college students. Transfer and returning students are also highly encouraged but not required to complete orientation. An Orientation-Counseling (ORI) hold will appear in the MyCerritos account of all new-to-college students. Enrollment in classes will not be allowed until the orientation requirement is met. Exemptions: Re-admit and transfer students, and some additional categories of students. Contact the Counseling Office for more information on exemptions and exceptions.

Options for Falcon Edge Orientations

- *Online:* Start, stop, and restart anytime! Go to www.cerritos.edu (<http://www.cerritos.edu>), log into *MyCerritos*, and select *Falcon Edge Orientation*.
- Counseling appointments can be scheduled online by logging into the Cerritos Student Portal and selecting the "Navigate" tile.

Counseling

Students are encouraged to discuss educational goals and develop an educational plan with a counselor. Counselors will assist students in achieving their educational goals as fully, smoothly, and as efficiently as possible. The constant change of requirements and prerequisites for institutions and occupations make continuing contact with the Counseling staff a vital part of the student's successful academic experience.

The counseling service consists of four major functions:

1. Assistance in planning academic programs;
2. Assistance in exploring career possibilities;
3. Consultation and referral regarding personal life circumstances, or personal matters;
4. Provision of additional auxiliary services, such as personal development classes, articulation with transfer institutions, referrals to outside agencies, orientation classes, and placement interpretation.

These various services are offered by a professional staff of counselors trained to help students in the appropriate areas of their concerns. The counseling staff works closely with all divisions of the College and keeps abreast of the educational programs both here and at four-year institutions.

Although the use of counseling services is on a voluntary basis, all entering first-time, new-to-college students, F-1 VISA students, and some students on financial aid are required to receive counseling services for program planning before enrollment. Generally, students should schedule an appointment or attend a workshop. Refer to the Counseling website at www.cerritos.edu/counseling (<http://www.cerritos.edu/counseling/>) for the appropriate services, hours, and general information. Counseling appointments may be made in person in the Counseling Office located in the Administration Building or by calling (562) 467-5231. Limited drop-in counseling is also available.

Due to the high volume of students seeking counseling before the start of each semester, appointments are limited during the four weeks prior to

each semester. Only drop-in counseling is available during this time. Refer to the Counseling website for hours scheduled for drop-in counseling.

Students who are on academic and/or progress probation will be limited in the number of units they may take each semester based upon their GPA and course completion rate. They also risk losing their enrollment priority appointment and as of Fall 2016, may be ineligible for the California College Promise Grant (CCPG) Fee Waiver if they remain on probation for two consecutive semesters.

Students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses, as well as re-admit and transfer students, are highly encouraged to develop an educational plan with a counselor. Students can schedule a counseling appointment online through our website <https://www.cerritos.edu/counseling/orientation/VCCounseling.htm> or by calling the Counseling Office at (562) 467-5231.

Follow-Up

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal. Referrals are made to on and off campus services when appropriate.

Educational Planning

Counselors can support students to plan their program of study. Students are expected to take courses on a consecutive basis. For degree and transfer seeking students, the program maps (<https://programmap.cerritos.edu/academics/>) can help guide you in the courses required for each program at the college. Students are not to receive credit for courses which are considered lower in degree of advancement than those already taken. Courses are to be taken in accordance* with the student's ultimate objective and major.

Registering for Classes

Information is also available in Spanish. See "Información en Español" in the Table of Contents.

Información en español también está disponible. Busque donde diga "Información en Español" en el índice de contenido.

Open Courses

All courses, course sections, and classes of the College shall be open for enrollment to any person who has been admitted to the College. Enrollment shall be limited to students meeting properly validated prerequisites and co-requisites. Exemptions for state or federal statutes or regulations shall be established and the President/Superintendent shall establish procedures to establish exemptions for other practical considerations (Board Policy 5052).

Enrollment Appointment Priority

The purpose of establishing enrollment priorities is to support students endeavoring to reach their educational goals at Cerritos College by providing priority enrollment to groups of students (as listed herein) with special needs and/or who are in continuing student status, as long as satisfactory progress is made.

Priority Enrollment Criteria & Conditions

A. Priority

1. New students not otherwise exempt, including those in any state-provided priority enrollment groups, must complete orientation and counseling with at least an abbreviated student education plan (A-SEP), in order to receive priority enrollment.
 2. First time students who have identified a course of study, with appropriate course placement, completed an orientation program provided by the college, and participated in counseling, advising, or another education planning service including at least an abbreviated student education plan (A-SEP), are required to complete a comprehensive student education plan (C-SEP) after completing 15 units of degree-applicable credit course work, or prior to the end of the third (3rd) semester of enrollment, resources permitting.
 3. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they are on any combination of progress or academic probation for two consecutive semesters.
 4. Continuing students, including those in any state-provided priority enrollment groups, except eligible current and former foster youth, are subject to loss of the enrollment priority for which they would ordinarily be eligible if they have earned 100 degree-applicable, non-basic skills, and non-ESL units. Units for high unit majors and programs may be disregarded to the extent they exceed the number of units required for non-high unit majors and programs. Units from credit by exam, advanced placement, International Baccalaureate, or other similar programs may also be exempted.
- B. Subject to the above, continuing student enrollment appointments shall be set on the basis of units earned and cumulative grade point average at Cerritos College.
- C. Students subject to enrollment priority exclusion shall have a "PRB" negative service indicator, appearing as a Hold in the Student Center in MyCerritos, placed on their enrollment account. The effect shall be to place the student's access to enroll at the end of the enrollment cycle in the period known as Open Enrollment.
- D. Students excluded from enrollment priority shall be notified of options they may have, and/or are advised to exercise. See also the section of this procedure titled "Appeals and Exemptions".

Additional Criteria for Enrollment Priority of Certain Students

- A. Students who are otherwise specified by statute.
- B. Students whose instructional program requires time off-campus or blocks of time associated with scheduled classes for such activities as practice, meetings, counseling, and off-campus time, which limit the choice of class periods.

Student Groups

Tier 1: Enrollment appointments for students in Tier 1 groups shall be set tier-wide based on units earned and cumulative grade point average, consistent with applicable regulations.

- Armed Forces Personnel and Recent Veterans: students who are any member or former member of the Armed Forces of the United States, who is a resident of California, for any academic term, within four years of leaving active duty (Education Code Section 66025.8).
- Foster Youth: students formally deemed eligible current or former foster youth who are up to, and including, 24 years of age (Education Code Section 66025.9).

- EOPS: students formally enrolled in Extended Opportunity Programs and Services (Education Code Section 66025.91).
- Students with Disabilities: students who, by their specific disabilities, are enrolled in Student Accessibility Services (Education Code Section 66025.91).
- CalWORKs: students formally enrolled in the CalWORKs Program (Education Code Section 66025.92).
- Student Parent: Student parent is a student who has a child under 18 years of age who will receive more than half of their support from that student (Education Code Section 66025.81).

Tier 2: Enrollment appointments for students in Tier 2 groups shall be set in the order of the groups as listed based on units earned and cumulative grade point average, within those groups consistent with applicable regulations.

- Scholars' Honors Students: students who have been officially admitted to the College's Scholars' Honors Program each term and are currently enrolling in Scholars' Honors Program courses and/or Scholars' Honors contracts.
- Student Athletes: students who have been identified as eligible to participate in intercollegiate athletics.
- Mandatory Enrollment Requirement Students: students in compliance with program requirements who must maintain full-time status, with completion time requirements, in order to remain in Cerritos College programs and/or who are in grant-funded programs with enrollment priority requirements.
- Matriculated Students: students who, prior to their first semester of enrollment, completed the Admission, Orientation, Assessment, and Counseling components of Matriculation.
- Cerritos Complete: students who graduated from ABC, Bellflower, Downey, Norwalk-LaMirada, and Paramount School Districts who submitted an intent form during their senior year and have completed the mandatory steps for Cerritos Complete by the established deadlines. Students must enroll in math and English/ESL.
- Trial, Grant-funded, or Other Special Groups for Student Success: students in groups identified for enhanced and/or expedited student success measures where trial, grant-funded, and/or other special, short-term measures are employed.

Tier 3: Enrollment appointments for students in Tier 3 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

- Continuing Students: students who were enrolled in the previous academic year or summer session. Students who do not attend summer session will not lose continuing student status. The definition includes non-credit students who are matriculating to credit student status.
- Returning Students: students who have completed at least one unit of credit at Cerritos College and are returning after a break of no more than one semester excluding summer session.

Tier 4: Enrollment appointments for students in Tier 4 groups shall be set in the order of the groups as listed and based on units earned and cumulative grade point average within those groups, consistent with applicable regulations.

- Dual Enrollment (Grades K-12): high school juniors and seniors, as provided for and limited in, Board Policy 5010 titled "Admissions and Concurrent Enrollment" and Administrative Procedure 5011 titled

“Admission and Concurrent Enrollment of High School and Other Young Students”.

Enrollment Limitations

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites (See Board Policy and Administrative Procedure 4260 titled “Prerequisites and Co-requisites”).

Additional Enrollment Limitations (including, but not be limited to):

- A. Health and safety considerations;
- B. Faculty workload;
- C. Availability of qualified instructors;
- D. Funding limitations;
- E. Regional planning;
- F. Legal requirements;
- G. Facility limitations; and
- H. Accreditation, regulatory, and policy requirements.

Priorities when Enrollment Must be Limited

- A. First come, first served, or other non-evaluative selection techniques, provided all prerequisite and/or course requisites have been met;
- B. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- C. Limiting enrollment to any selection procedure expressly authorized by statute; and
- D. Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Additional Conditions May be Applicable to Order of Enrollment

Course sections funded other than by state apportionment, such as contract education, grant-funded programs, and certain fee-based sections (as permitted by law).

Admission to Class

Students must be officially enrolled before attending any class. If students are unable to attend the first class meeting, every effort should be made to contact the instructor(s) or the instructor(s) may drop the student as a “no show”.

For asynchronous online courses, students who do not begin interacting with the course by the first day of the course session are subject to drop. The instructor may require a specific form of interaction (e.g., submitting a discussion post, completing a quiz, etc.) by the student to demonstrate attendance.

Students seeking admission into a “closed” class must attend the first day of class. Instructors may add students depending on seat availability and students’ completion of prerequisites, if applicable.

What are Prerequisites, Corequisites & Recommendations

It is the intent of Cerritos College to guide students into courses in which they will have the greatest academic success. Therefore, students will find courses which have prerequisites, corequisites and/ or recommendations in the course descriptions. This is the case when a specific body of knowledge and/or skill(s) must be learned or demonstrated before the student can be expected to successfully

progress to the next level course. For example, English courses must be taken in a sequence: a student must complete ENGL 100 prior to taking ENGL 103. Students are encouraged to consult the course descriptions found in the current college catalog for the identification of the prerequisites for a course.

Students currently enrolled in a prerequisite course at Cerritos College will be allowed to enroll in the next sequenced course. However, it is the student’s responsibility to verify they have passed the prerequisite course. IF a passing grade is not received, the student will be dropped some time during the semester.

Automated prerequisite checking will stop students from enrolling in a class that has a required prerequisite that has not been met. Prerequisites are checked at the time of enrollment (Auto-enroll and Instructor adds). Prerequisites are not checked when classes are added to the shopping cart, but are enforced before completion of enrollment.

To avoid being denied enrollment, students should complete the Cerritos College placement procedures or submit transcripts if prerequisite coursework was completed at another institution. Transcripts are accepted in the Admissions and Records Office. Complete the Requisite Clearance Request form available from Counseling, Admissions and Records, or download the form at www.cerritos.edu/admissions-and-records/online-forms (<http://www.cerritos.edu/admissions-and-records/online-forms/>).

Definitions

Advisories on Recommended Course Preparation - a condition(s) of enrollment that a student is advised, but not required, to meet before or along with enrollment in a course or educational program.

Contract Course - a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.

Corequisite - a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll another course.

Noncredit Basic Skills Courses - those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

Nondegree Applicable Basic Skills Courses - those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

Prerequisite - a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. In other words, “prerequisite” means a course that a student is required to complete, a test score, or other requirement that demonstrates preparedness for enrollment in a course or educational program.

“Passing grade” is at least a grade of “C” (Satisfactory) or “P” (Pass). Requisite clearance credit will not be granted for substandard course work (“D”, “F”, “FW”, or “NP”).

“Satisfactory grade” means that, for the course in question, the student’s academic record has been annotated with the symbol “A”, “B”, “C”, or “P”.

requisite Challenge

A prerequisite may be challenged by students who have presented the appropriate reasons. It is the student's responsibility to provide information to support the challenge. The prerequisite challenge must be filed and resolved prior to the student's enrollment into the course. A Requisite Challenge form can be obtained from the Admissions and Records Office, Counseling Center, or downloaded from www.cerritos.edu/admissions-and-records/online-forms/.

requisite Challenge Procedure

- A. Complete the Requisite Challenge form.
- B. Select one of the following choices listed on the form:
 1. Challenging the pre or corequisite on the grounds that it was established in violation of the District-approved process (student documentation required).
 2. Challenging the pre or corequisite on the grounds that it was established in violation of Title 5 regulations (student documentation required).
 3. The requisite or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
 4. I will be subject to undue delay in attaining my educational goal because the requisite has not been made reasonably available (must declare educational goal and major).
 5. I have the knowledge or ability to succeed in the requested course based on the stated learning outcomes of the requisite course. Contact the department for course content and student learning outcomes. (*Documentation must address how you meet the stated learning outcomes of the requisite course.*)
 6. After careful consideration and against the recommendation of the college, I am requesting placement into the stated course.
- C. Submit the completed form to the Admissions & Records Office for approval or denial of request. Please allow at least ten business days for a response.
- D. Approval of the prerequisite challenge requires the student to enroll in the course in the Admissions and Records Office in person. MyCerritos will not recognize the approved form. **Please note:** A challenged requisite will not be deemed as a cleared requisite, therefore it will not appear on the transcript nor will it clear a like requisite in the future.
- E. Denial of the prerequisite challenge requires the student to complete the clearance process or course listed as the official requisite. There is no appeal process.

Add Procedures

If you wish to add to your class schedule, please follow the steps below:

- Classes may be added via MyCerritos, Student Center (<http://my.cerritos.edu>).
- To add a closed class, go to class on the first day and time that it meets; be on time. Respectfully request of the instructor to be added to the class. If the instructor approves, an electronic enrollment will be submitted on your behalf to Admissions and Records. Please note that prerequisites, holds/service indicators (SI), conflicts, and illegal course repetition will be checked. Fee payment deadlines are published in the current schedule of classes. Please refer to MyCerritos (<http://my.cerritos.edu>) or the current schedule of classes for information regarding being dropped from all classes and holds (SI) for lack of payment. Please check your student account via

MyCerritos or in the Admissions and Records Office. All enrollments must be completed by the published add deadlines.

- Adding a class may be prevented due to holds or unauthorized course repetition (see "Repetition of Courses").

Level/Section Changes

Level/section changes must be processed in person. Program changes which involve level changes in skill and performance classes may be made by the add deadline. Students may also make level changes in Work Experience classes by the add deadline, but only a reduction of hours may be made after the add deadline.

Section changes may not be made between terms or semesters. A student may not drop a first six-/eight-week course and then enroll in a second six-/eight-week course by executing a section change. The student is required to officially drop the first six-/eight-week class and then pay the appropriate fees to be enrolled in the second six-/eight-week class. The money will not transfer from one term to another if the drop is processed outside of the refund date.

Drop Procedures

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student's responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to drop a class, it is the student's responsibility to withdraw themselves.

It is strongly advised that students take the initiative to officially drop themselves. Failure to officially drop from class(es) may result in an "F" grade for each class and a delinquent debt and restrictive hold to the student's account.

Classes may be dropped via MyCerritos, Student Center (<http://my.cerritos.edu>). Be mindful of deadline dates for refunds and posting of "W's" to transcripts. See the "Calendar of Important Dates" in the schedule of classes for specific deadlines. Be sure to verify the drop with a printed receipt.

Deadlines: Dropping a class or classes shall be authorized through the last day of the 14th week of an 18-week term or 75% of a shorter than 18-week term, whichever is less. The academic records of a student who remains in a class beyond the date allowed for drop must reflect an authorized symbol, other than a "W."

"W's" are considered "honorable withdrawals" and shall not be used in calculating grade point averages. However, excessive "W's" shall be used as factors for probation and dismissal procedures. Additionally, a student who has a "W" in the same class two or more times, loses the privilege of priority enrollment for that class. Students may submit a Petition for Course Repetition, which is subject to approval or denial, to the Academic Records and Standards Committee for exceptions to the excessive "W" policy for course repetition.

Dropping A Class After the Drop Deadline

Withdrawal from a class after the drop deadline (late withdrawal) may be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Should a verified condition require a withdrawal after the final drop deadline, a student may petition to the Admissions & Records Office. Petitions will be considered based on the submission of the petition, the extenuating circumstances, and the dates of the circumstances must be relevant to the term and date

for which a late withdrawal is requested. Petitions must be submitted within one year of the withdrawal.

Military Withdrawal

Pursuant to Education Code 66023, the Board of Trustees of Cerritos College makes provisions for non-punitive withdrawals from class of students who are members of an active or reserve United States military service unit who receive orders compelling withdrawal from courses. Upon verification of such orders, a military withdrawal (MW) symbol may be assigned at any time after the period during which no notation is made for withdrawals. There will be no penalty for military withdrawals. Military withdrawal shall not be counted in progress probation and dismissal calculations.

Auditing Courses

Auditing courses is permitted at Cerritos College. An audit student is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending signed permission, for any student who wishes to attend a course for information, review purposes, or skill building. Students wishing to audit should be aware that audited courses will **not** appear on the official transcript.

Steps to Audit A Course

- The student must be officially admitted to the College.
- The student must submit the appropriate audit form with the required signatures of the instructor of the course and the division dean. Permission to audit is at the discretion of the instructor and division dean.
- The fee to audit a class is \$15 per unit (in addition to student fees). Students enrolled in 10 or more units can audit 3 units free (may be 3 one-unit classes). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.
- Credit students have priority over auditing students. If a course closes after an auditor has been admitted, the auditor may be asked to withdraw to make room for a credit student.
- Students may contact the Admissions and Records Office to request the appropriate audit form and for additional information regarding auditing. (Board Policy 4070).

Wait List

Auto-enroll will automatically enroll students in order from the wait list to the official roster when space becomes available. Each student is limited to a maximum of 10 wait-listed units. Auto-enroll from a wait list will not occur if:

1. Student has a hold (service indicator) on their account.
2. The class requisite has not been met.
3. Unauthorized course repetition would occur.
4. There is a class time conflict. Students may not be enrolled in two classes that meet at the same time.
5. If student is enrolled in a class **and** on a wait list for the same course (i.e., enrolled in SOC 101 Introductory Sociology Principles and #1 on the wait list for SOC 101 Introductory Sociology Principles at another time) he/she will lose a seat when "auto-enroll" tries to move from the wait list to the official roster due to "Multiple Enrollment".

Auto-enrollment will continue through the Friday before classes begin. Attendance at the first class meeting is required in order to enroll or remain on the wait list. Failure to attend class **does not** create an

automatic drop or refund. If you do not want your wait-listed classes, please drop them to avoid a substandard grade and forfeiture of fees.

Repetition of Courses

At Cerritos College, previous course enrollment is reviewed electronically for prior enrollment attempts. All courses have repeatability limitations.

Students may repeat a course in which a substandard grade (D, F, NP, FW) or "W" in any combination has been received one time. Students receiving any combination of substandard grades may petition the Academic Records and Standards Committee for an exception to the two attempts rule. All petitions are subject to approval or denial. Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and annotated in the student's academic record.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages, but shall not be deleted from the student's permanent record. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate annotation. Annotating the permanent academic record shall be done in a manner so that all work remains legible, insuring a true and complete academic history.

Students may use an equivalent course from an accredited college or university to replace a Cerritos College course in which a substandard grade was recorded, if earned subsequent to the substandard grade at Cerritos College. The student must petition the Academic Records and Standards Committee to record the change. The College may honor the prior course repetition actions of other accredited colleges and universities in determining acceptance of credits, subject to student petition to, and approval by, the Academic Records and Standards Committee. (Board Policy 4225 and Administrative Policy 4225)

Examples of Exceptions for Consideration of Course Repetition Limitations

An Academic Records and Standards Petition must be filed for official consideration of course repetition. All petitions are subject to approval or denial. Contact the Admissions and Records Office for specific directions.

1. Student received an "MW" (Military Withdrawal).
2. Student's previous grades are a result of documented circumstances beyond his/her control.
3. Cooperative work experience courses, subject to stated maximums, as provided in the College Administrative Procedures.
4. Certain activity or skill building courses, subject to stated maximums, as provided in College Administrative Procedures.
5. Certain classes for students with disabilities, subject to stated qualifications, as provided in College Administrative Procedures.
6. Repetition necessary for legally mandated training. Such courses may be repeated any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
7. After a significant lapse of time, a student may repeat a course in which a grade of "C" or better was received.

Course Repeatability

Intercollegiate athletics and some music and theater courses that are required for transfer programs are the only courses that allow for repeatability. There are limitations on repeatability for dance, drama,

physical education, visual arts, and most music courses; these courses are offered as single enrollment courses. There will be a notation after the course description if the course allows for repeatability.

The college has developed Families of Courses that include courses related in content (see next page for Families of Courses listed by department). A family of courses may consist of more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including "W"s, will count toward the four-course enrollment limitation. Students can repeat art, dance, drama, music, and physical education courses that are included in Families of Courses in which a grade of "NP", "D", or "F" was earned or a "W" was assigned; however, all enrollments count toward the four-enrollment maximum for each family of courses.

Families of Courses

Code Number	Course Title	Credits
Art & Design		
3D Animation		
ART 191A	3d Computer Animation	3.0
ART 191B	3D Computer Animation Project	3.0
ART 195	3D Modeling for Animation	3.0
Ceramics		
ART 150	Introduction to Ceramics	3.0
ART 151	Ceramics-Beginning Wheelthrowing	3.0
ART 152	Ceramics-Beginning Handbuilding	3.0
ART 153	Ceramics-Intermediate Wheelthrowing	3.0
ART 154	Ceramic-Intermediate Handbuilding	3.0
ART 252	Ceramics-Form and Technique	3.0
ART 253	Ceramics-Form and Content	3.0
Computer Graphics		
ART 184	Graphic Design I	3.0
ART 186	Computer Graphics with Adobe Illustrator	3.0
ART 192	Photoshop/Digital Imaging	3.0
ART 198	Motion Graphics and Post-Production Effects	3.0
Drawing		
ART 111	Intermediate Freehand Drawing	3.0
ART 114	Storyboarding and Animation Principles for Film	3.0
Foundation Design Principles		
ART 110	Freehand Drawing	3.0
ART 120	Two-Dimensional Design	3.0
ART 121	Three-Dimensional Design	3.0
Graphic Design		
ART 182A	Lettering and Typography	3.0
ART 184	Graphic Design I	3.0
ART 186	Computer Graphics with Adobe Illustrator	3.0
ART 188	Design for Digital Publishing	3.0
ART 192	Photoshop/Digital Imaging	3.0
Lettering & Typography		
ART 182A	Lettering and Typography	3.0
ART 184	Graphic Design I	3.0
ART 186	Computer Graphics with Adobe Illustrator	3.0
Life Drawing		
ART 112	Life Drawing	3.0
ART 213	Intermediate Life Drawing	3.0
ART 214	Special Studies In Life Drawing	3.0
ART 232	Portraiture: Drawing/Painting the Head	3.0
Motion Picturing Editing		
ART 193	Motion Picture Editing	3.0
ART 198	Motion Graphics and Post-Production Effects	3.0
Painting		
ART 130A	Fundamentals of Painting	3.0
ART 130B	Fundamentals Of Painting	3.0
ART 136	Painting For Art Majors	3.0
ART 231	Intermediate Painting	3.0
Print Making		
ART 116	Beginning Printmaking	3.0
ART 117	Intermediate Printmaking	3.0
ART 218	Screenprinting	3.0
ART 219	Advanced Etching	3.0
Communication Studies		
Forensic Activity		
COMM 231	Forensics Activity 1 (Competitive Speech and Debate)	1.0
COMM 232	Forensics Activity 2 (Competitive Speech and Debate)	2.0
COMM 233	Forensics Activity 3 (Competitive Speech and Debate)	3.0
Counseling		
Educational Planning		
COUN 101A	Orientation to college	0.5
COUN 101B	Educational Planning	1.0
COUN 101C	Navigating the Transfer Process	1.0
Dance		
Adaptive Dance		
DANC 102	Introduction to Adaptive Dance	1.0
Ballet		
DANC 106A	Beginning Ballet	2.0
DANC 106B	Intermediate Ballet	2.0
DANC 106C	Advanced Ballet	2.0
DANC 107	Ballet Variations	2.0
Commercial Dance		
DANC 110	Commercial Dance Foundations	2.0
DANC 124	Hip Hop Dance I	2.0
DANC 126	Hip Hop Dance II	2.0
DANC 129	Heels Dance Class	2.0
Dance Composition		
DANC 130	Dance Improvisation	2.0
DANC 130A	Beginning Choreography	2.0
DANC 130B	Intermediate Choreography	2.0
Dance Conditioning		
DANC 103	Dance Conditioning and Alignment	1.0
DANC 104	Cardio Barre Conditioning	1.0
Dance Documentation		
DANC 131	Dance Movement Analysis	3.0

DANC 132	Dance and Technology	3.0	JAMS 107C	Intermediate Advanced News Media Production	3.0
Formal Dance Performance			JAMS 107D	Advanced News Media Production	3.0
DANC 133	Dance Production	2.0	Library		
DANC 134	Dance Performance	2.0	Library Research		
DANC 136	Dance Repertory	2.0	LIBR 100	Introduction to Library Research	1.0
DANC 150	Rehearsal For Formal Dance Concerts	2.0	Music		
Informal Dance Performance			Guitar Studies		
DANC 50	Individualized Dance Development	1.0	MUS 120	Elementary Guitar I	2.0
DANC 135	Dance Workshop	2.0	MUS 121	Elementary Guitar II	2.0
DANC 151	Rehearsal For Informal Dance Showcases	2.0	MUS 122	Intermediate Guitar I	2.0
Introductory Dance			MUS 123	Intermediate Guitar II	2.0
DANC 105	Introduction to Dance Movement	3.0	Piano		
Lecture Classes			MUS 112	Piano I	2.0
DANC 100	Dance Appreciation	3.0	MUS 113	Piano II	2.0
DANC 101	History of Dance	3.0	MUS 115	Intermediate Piano II	2.0
Modern Dance			Vocal Studies		
DANC 108A	Dance, Modern, Beginning	2.0	MUS 116	Voice I	2.0
DANC 108B	Dance, Modern, Intermediate	2.0	MUS 117	Voice II	2.0
DANC 108C	Dance, Modern Advanced	2.0	MUS 118	Voice III	2.0
DANC 112	Contemporary Dance	2.0	MUS 119	Voice IV	2.0
Partnering			Physical Education		
DANC 120	Partnering for Dance	2.0	Adapted Activities		
DANC 121	Latin Social Dance	2.0	PEX 100	Fitness for Student's with Disabilities	1.0
DANC 125	Introduction to Ballroom Dance	2.0	PEX 100A	Adapted Independent Exercise	1.0
DANC 128	Latin Dance Performance	2.0	Adapted Acquatics		
Tap Dance			PEX 105	Adapted Swimming	1.0
DANC 142	Beginning Tap Dance	2.0	PEX 106	Adapted Aquatic Exercise	1.0
DANC 143	Intermediate Tap Dance	2.0	PEX 106A	Adapted Aquatic Group Fitness	1.0
Theatrical Dance			Adapted Fitness		
DANC 112	Contemporary Dance	2.0	PEX 101	Wheelchair Activities	1.0
DANC 140	Beginning Jazz Dance	2.0	PEX 102	Adapted Cardiovascular Exercises	1.0
DANC 141	Intermediate Jazz Dance	2.0	PEX 104	Adapted Stretching and Relaxation	1.0
DANC 144	Dance for Musical Theatre	2.0	PEX 109	Adapted Group Fitness	1.0
World Dance			Adapted Individual Sports		
DANC 109	Introduction to Dance Cultures of the World	2.0	PEX 108	Adapted Individual Sports	1.0
DANC 122	Middle Eastern Dance	2.0	Adapted Muscular Conditioning		
DANC 123	African Dance	2.0	PEX 103	Adapted Strength Training	1.0
DANC 127	Ballet Folklorico	2.0	PEX 103A	Adapted Circuit Weight Training	1.0
Film			Adapted Team Sports		
Motion Picture			PEX 107	Adapted Team Sports	1.0
FILM 101	Motion Picture Production	3.0	PEX 107A	Adapted Soccer	1.0
FILM 104	Motion Picture and Digital Cinematography	3.0	Aerobics		
FILM 107	Motion Picture Editing	3.0	PEX 110	Aerobic Activities	1.5
FILM 293	Advanced Motion Picture Editing	3.0	PEX 111	Low Impact Aerobics	1.5
Television			PEX 112	Step Aerobics	1.5
FILM 102	Television Production	3.0	PEX 113	Zumba	1.0
FILM 103	Television Commercial and Public Service Announcement Production	3.0	Badminton		
Journalism and Media Studies			PEX 156	Pilates Conditioning	1.0
News Media Production			PEX 161	Badminton, Beginning	1.0
JAMS 107A	News Media Production	3.0	PEX 162	Badminton Fitness and Technique Training	1.5
JAMS 107B	Intermediate News Media Production	3.0	PEX 261	Badminton, Intermediate/Advanced	2.0

Baseball		
PEX 163	Baseball, Beginning	1.0
PEX 263	Baseball, Intermediate/Advanced	2.0
Basketball		
PEX 165	Basketball, Novice	1.0
PEX 166	Basketball, Beginning	1.0
PEX 265	Basketball, Intermediate	2.0
PEX 266	Basketball, Advanced	2.0
Bowling		
PEX 167	Bowling, Beginning	1.0
PEX 267	Bowling, Intermediate/Advanced	2.0
Cardiovascular Fitness		
PEX 118	Triathlon Basics	1.0
PEX 119	Basic Training and Physical Conditioning	1.0
PEX 120	Cardio Kickboxing	1.5
PEX 121	High-Intensity Interval Training	1.0
PEX 122	Cross Training and Fitness Conditioning	1.5
PEX 132	Indoor Cycling	1.0
Cheer		
PEX 169	Song Unit	2.0
PEX 170	Pep Unit	2.0
PEX 171	Cheerleading	2.0
PEX 271	Stunting, Acrobatics, and Tumbling	2.0
Football		
PEX 172	Flag Football	1.0
PEX 272	Football, Intermediate/Advanced	2.0
PEX 274	Football, Training and Techniques	2.0
General Fitness		
PEX 124	Personal Fitness Program	1.0
PEX 126	Physical Fitness Training	1.5
PEX 130	Weight Management	1.0
Golf		
PEX 176	Golf, Beginning	1.0
PEX 276	Golf, Intermediate/Advanced	2.0
Indoor Fitness		
PEX 134	Body Sculpting	1.0
PEX 135	Ropes, Bands, and Suspension Training	1.5
PEX 136	Stretching and Relaxation	1.0
Muscular Conditioning		
PEX 145	Circuit Weight Training, Beginning	1.0
PEX 245	Circuit Weight Training, Intermediate/Advanced	2.0
PEX 246	Olympic Weights-Power Lifting	2.0
Pilates		
PEX 155	PiYo Introduction to Pilates and Yoga	1.0
PEX 156	Pilates Conditioning	1.0
PEX 157	Dance Conditioning and Alignment	1.0
Self Defense		
PEX 147	Personal Self Defense	1.0
PEX 148	Brazilian Jiu Jitsu	1.0
PEX 149	Tae Kwon Do, Beginning	1.0
PEX 150	Mixed Martial Arts	1.5
PEX 249	Tae Kwon Do, Intermediate/Advanced	2.0
Soccer		
PEX 177	Futsal-Indoor Soccer	1.0
PEX 178	Soccer, Beginning	1.0
PEX 179	Soccer, Fitness and Technique	1.0
PEX 278	Soccer, Intermediate/Advanced	2.0
Softball		
PEX 181	Softball, Beginning	1.0
PEX 281	Softball, Intermediate/Advanced	2.0
PEX 282	Competitive Slow Pitch Softball	1.0
Swimming		
PEX 184	Swimming, Novice	1.0
PEX 185	Swimming, Beginning	1.0
PEX 186	Water Polo	2.0
PEX 284	Swimming, Intermediate	2.0
PEX 285	Swimming, Advanced	2.0
Tennis		
PEX 188	Tennis, Introduction	1.0
PEX 189	Tennis, Beginning	1.0
PEX 288	Tennis, Intermediate	2.0
PEX 289	Tennis, Advanced	2.0
Volleyball		
PEX 191	Volleyball, Introduction	1.0
PEX 192	Volleyball, Beginning	1.0
PEX 291	Volleyball, Intermediate	2.0
PEX 292	Volleyball, Advanced	2.0
Walking, Jogging & Running		
PEX 138	Walking for Fitness	1.0
PEX 139	Walking/Jogging for Fitness	1.0
PEX 140	Jogging, Basics	1.0
PEX 141	Jogging for Fitness, Beginning	1.0
PEX 142	Group Treadmill and Cardio Machine Training	1.0
PEX 240	Jogging for Fitness, Intermediate	2.0
Water Aerobics		
PEX 116	Water Aerobics	1.0
PEX 117	Aqua Zumba	1.0
Wrestling		
PEX 194	Wrestling, Beginning	1.0
Yoga		
PEX 151	Yoga	1.0
PEX 152	Gentle Yoga	1.0
PEX 153	Meditative – Yoga and Stress Reduction	1.0
Theater		
Acting		
TH 107	Actors Studio	3.0
TH 110	Fundamentals of Acting	3.5
TH 111	Intermediate Acting to Characterization	3.5
TH 212	Scene Study	3.5
TH 216	Acting for the Camera	3.0
Costuming		
TH 144	Dance for Musical Theatre	2.0

TH 221	Costuming for the Stage	3.0
TH 221A	Advanced Costuming for the Stage	3.0

Credit for Prior Learning

Cerritos College offers Credit for Prior Learning to provide students with increased access to course credit. The college honors previous educational and work experiences by permitting students to demonstrate knowledge and/or skills they have previously acquired. Students who demonstrate proficiency by any of the methods listed below may be awarded credit for prior learning.

- Satisfactory score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board (see page 30 for additional information)
- Satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of military service and/or training (e.g., Joint Services Transcripts). Students interested in credit for military service/training must submit any official transcripts related to the training to the Office of Admissions and Records. Students should refer to Administrative Procedure 4235 for additional information.
- Evaluation of industry-recognized credential, student-created portfolio, or score on a standardized examination administered by external agencies approved by the College. Students interested in credit by these methods should contact the Chair of the related department and refer to Administrative Procedure 4235.
- Satisfactory score on a college-administered examination (i.e., Credit by Examination). Students interested in credit by examination should refer to refer to Administrative Procedure 4235 for additional information.

Credit for Military Service

Veterans who have served on active duty a period of one year or longer and who have received other than a dishonorable discharge may be granted four (4) units of credit. The units will be designated as "Military Credit" on the transcript. To apply for these units the veteran must present the D.D. Form 214 to the Admissions and Records Office. Credits are elective credits for the A.A. degree only and do not apply to certificate programs. Military Credit can be used to satisfy the PLAN A Health & Wellness Proficiency Requirement. Military Credit can be used to satisfy PLAN B CSU GE Area E-Self-Development requirements.

Courses Approved for Credit by Examination

The courses listed below have been approved by academic divisions for credit by examination:

Code Number	Course Title	Credits
Business Education		
ACCT 100	Introduction to Accounting	3.0
BA 106	Human Resource Management	3.0
BA 107	Human Relations In Business	3.0
BA 114	Marketing	3.0
BA 115	Management-Business	3.0
BA 118	Retail Management	3.0
BA 120	Management-Accounting and Internal Control	3.0
BA 132	Computer Applications for Managers	3.0

BA 156	Motivational Presentation Skills for Managers	3.0
BCOT 131	College Keyboarding & Document Processing	3.5

Fine Arts & Communications

ART 120	Two-Dimensional Design	3.0
MUS 100	Music Appreciation	3.0
MUS 101	Introduction to World Music	3.0
MUS 103	Jazz In America	3.0
MUS 104	American Popular Music	3.0
MUS 104B	History of Rock Music	3.0
MUS 105	Music Fundamentals	3.0
MUS 110	Music Technology Fundamentals	3.0
MUS 112	Piano I	2.0
MUS 120	Elementary Guitar I	2.0
PHOT 160	History of Photography	3.0
TH 101	Introduction to the Theatre	3.0
TH 102	History of the Classical Theatre	3.0
TH 103	History of the Modern Theatre	3.0
TH 110	Fundamentals of Acting	3.5
TH 150	Appreciation and History of the Motion Picture	3.0

Health Occupations

CDEC 161	Health, Safety, and Nutrition	3.0
CA 101	Introduction to Food Service, Safety, and Sanitation	2.0
HO 152	Normal and Therapeutic Nutrition	3.0
MA 63	Health Insurance Coding and Billing	3.0
MA 161	Medical Terminology	3.0
NRSNG 200	Pharmacology For Nurses	2.0
NRSNG 210	Fundamentals of Nursing	5.0
NRSNG 211	Introduction to Theoretical Framework	1.0
NRSNG 212	Medical-Surgical Nursing I	5.0
NRSNG 213A	Major Drugs and Nursing Management I	0.5
NRSNG 213B	Major Drugs and Nursing Management II	1.0
NRSNG 215	Advanced Placement Bridge	1.0
NRSNG 220	Medical-Surgical Nursing 3	5.5
NRSNG 222	Maternal/Child Nursing	5.5
NRSNG 230	Psychosocial and Community Nursing	5.0
NRSNG 232	Medical-Surgical Nursing 4	5.0
NRSNG 240	Medical-Surgical Nursing 5	5.0
NRSNG 242	Professional Role Transition	3.0
NRSNG 25	Clinical Workshop 1	0.5
NRSNG 251	Basic Adult Physical Assessment	1.0
NRSNG 26	Clinical Workshop 2	0.5
NRSNG 298	Directed Studies	1.0
NRSNG 299	Directed Studies	2.0
NRSNG 3	Preparing for Nursing	2.0
NRSNG 48T	Elective Nursing - Tutorial	0.5
NRSNG 5	Removing Barriers to Success in Nursing	2.0
NRSNG 57LA	Beginning Nursing Skills Lab	1.0
NRSNG 57LB	Intermediate Nursing Skills Lab	1.0
NRSNG 57LC	Advanced Intermediate Nursing Skills Lab	1.0

NRSG 57LD	Advanced Nursing Skills Lab	1.0	ENGT 133	Solidworks for Sheet Metal Design	2.0
NRSG 80	Nursing Process Documentation	1.0	ENGT 137	Industrial Design and 3D Modelling in Fusion360	4.0
PHAR 50	Pharmaceutics	1.5	ENGT 138	Introduction to Engineering Design Using Autocad	4.0
PHAR 83	Pharmacy Technician Pharmacology I	3.0	ENGT 139	Cloud based 3D modeling with Onshape	4.0
PHAR 85	Pharmacy Technician Pharmacology II	3.0	ENGT 237	Statics and Strength of Materials Using Simulation	3.0
Humanities & Social Sciences					
AJ 101	Introduction to Administration of Justice	3.0	ENGT 257	Advanced Modeling Using Inventor	4.0
AJ 102	Concepts of Criminal Law	3.0	ENGT 259	Solidworks Introduction	4.0
AJ 103	Criminal Procedures	3.0	ENGT 260	Advanced Modeling Using SolidWorks	4.0
AJ 104	Criminal Evidence	3.0	ENGT 261	SolidWorks for Sustainable Design	4.0
AJ 105	Community Relations and Cultural Awareness	3.0	ENGT 262	SolidWorks for Weldments Design	4.0
AJ 110	Patrol Procedures and Enforcement Tactics	3.0	ENGT 263	SolidWorks for Industrial Mold Tools Design	4.0
AJ 113	Report Writing Procedures	3.0	ET 101	Principles of Engineering Technology	3.0
AJ 202	Substantive Law	3.0	ET 102	Electronics for Engineering Technologists	3.0
AJ 208	Special Issues in Law Enforcement	3.0	ET 103	Industrial Process Control	2.0
AJ 221	Narcotics and Vice Control	3.0	MTT 180	Robotics for Computer Numerically Controlled Machines	3.0
AJ 222	Juvenile Procedures	3.0	MTT 278	Mastercam Advanced	3.5
Science, Engineering & Math					
ASTR 102	Introductory Astronomy: Stars and the Universe	3.0	NPD 100	Product Development in a Global Economy	3.0
ASTR 103	Introductory Astronomy: The Solar System	3.0	NPD 101	Innovation Using Rapid Prototyping	3.0
PHYS 100	Elementary Physics	4.0	NPD 102	Quality Systems for New Product Development	3.0
Technology					
AB 181	Non-Structural Damage Estimating	3.0	NPD 103	Tooling and Materials for New Product Development	3.0
AUTO 100	Automotive Maintenance and Operation	4.0	NPD 105	Mechatronics Integration In New Product Development	3.0
AUTO 101	Automotive Service Tools and Equipment	4.0	NPD 106	Safety in New Product Development	2.0
AUTO 107	Diesel Exhaust Emission Control and Servicing	3.0			
AUTO 109	Automotive Diesel Systems	5.0			
AUTO 110	Automotive Engines	5.0			
AUTO 120	Automatic Transmissions and Transaxles	5.0			
AUTO 130	Manual Drivetrain and Axles	5.0			
AUTO 140	Automotive Steering and Suspension	5.0			
AUTO 150	Automotive Brakes	5.0			
AUTO 155	Medium/Heavy Duty Brake Systems	2.0			
AUTO 160	Introduction to Automotive Electrical	5.0			
AUTO 170	Automotive Air Conditioning	4.0			
AUTO 180	Electronic Engine Management Systems	5.0			
AUTO 280	Diagnostic Engine Performance	4.0			
ENGT 102	Arduino for Internet of Things (IoT) and Embedded Systems Design	2.0			
ENGT 103	Introduction to Engineering Design Using Inventor	3.0			
ENGT 104	Principles of Aerospace Design Technology	4.0			
ENGT 105	Product Design, Development, and Prototype Fabrication	2.0			
ENGT 106	Introduction to Drone Technology	4.0			
ENGT 116	Blueprint Reading and Production	4.0			
ENGT 117	Geometrical Dimensioning and Tolerancing and Model Based Definition	4.0			
ENGT 131	Design Fundamentals Including 3D Modeling	3.0			

Pass/No Pass Courses

Title 5, California Administrative Code 55022, permits the granting of credit toward a degree or certificate for courses completed on a Pass/No Pass basis. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

Pass/No Pass Policies and Procedures

No more than fifteen (15) units of Pass/No Pass courses may be completed at Cerritos College, nor may more than fifteen (15) units earned on a Pass/No Pass basis be applied toward the Associate of Arts degree. Some courses are graded entirely on a Pass/No Pass basis. Units earned in such courses shall not be considered as a part of the fifteen (15) unit limit in the optional Pass/No Pass policy.

Electing Pass/No Pass

- The decision to elect Pass/No Pass grading must be made no later than the last day of instruction for the specific session for which the student is enrolled as published in the college's schedule.
- Pass/No Pass forms are available online or in the Admissions and Records Office in the Administration Building. Forms must be received and processed by the Admissions and Records Office in order to receive the Pass/No Pass notation.

A grade of "P" is earned for coursework equal to a grade of "C" or better. A grade of "NP" is earned for coursework equal to a grade of "D" or "F".

Neither "P" nor "NP" grades are used in computation of grade point average; however, P/NP units will appear on the transcript of record.

Units attempted for which a grade of "NP" is recorded shall be considered in probation and dismissal procedures. Students may not repeat a course using the P/NP grading basis for a course previously taken for a letter grade.

Non-Optional Pass/No Pass Classes

These classes are offered on a pass/no pass basis only and are graded entirely on a pass/no pass basis.

Code Number	Course Title	Credits
Community & Adult Education		
AED 42.25	Supervised Occupational Skill Development	0.0
Business Education		
ACCT 51	Volunteer Income Tax Accounting	1.5
Counseling		
COUN 100	Counselor Aide in the Community College	2.0
COUN 101A	Orientation to college	0.5
COUN 101B	Educational Planning	1.0
COUN 101C	Navigating the Transfer Process	1.0
COUN 110	Career Planning	1.0
Fine Arts & Communication		
DANC 108C	Dance, Modern Advanced	2.0
Health Occupations		
DA 1	Dental Radiation Safety Licensing	1.5
HO 7	Cardiopulmonary Resuscitation	0.5
NRSG 5	Removing Barriers to Success in Nursing	2.0
NRSG 25	Clinical Workshop 1	0.5
NRSG 26	Clinical Workshop 2	0.5
NRSG 48T	Elective Nursing - Tutorial	0.5
NRSG 57LA	Beginning Nursing Skills Lab	1.0
NRSG 57LB	Intermediate Nursing Skills Lab	1.0
NRSG 57LC	Advanced Intermediate Nursing Skills Lab	1.0
NRSG 57LD	Advanced Nursing Skills Lab	1.0
NRSG 251	Basic Adult Physical Assessment	1.0
PTA 126	Clinical Practicum I	4.0
PTA 236	Clinical Practicum II	4.0
PTA 246	Clinical Affiliation	4.0
Kinesiology		
DANC 108C	Dance, Modern Advanced	2.0
Liberal Arts		
ENGL 5L	Freshman Composition Supplemental Seminar	0.5
Library		
LIBR 100	Introduction to Library Research	1.0
Science, Engineering & Math		
BIOL 95	Individualized Biology Instruction	0.5
MATH 5	Mathematics Learning Strategies	1.0
Student Accessibility Services		
ACLR 90	Orientation for the Student with Disabilities	1.0
ACLR 91	Career Exploration for the Student with Disabilities	1.0

Technology		
WMT 291	Production Cabinetmaking	4.0

Optional Pass/No-Pass Classes

Courses in which each student has the option to individually elect Pass/No Pass or letter grade. 15-unit limit. The student shall petition for an optional pass/no pass course through the Admissions and Records Office.

Code Number	Course Title	Credits
Business Education		
All business courses, except those listed under Non-Optional Pass/No Pass classes		
Counseling		
COUN 200	Success in College and Career	3.0
COUN 210	Job Search Strategies	1.0
COUN 220	Transition to Universities	3.0
COUN 298	Directed Studies	1.0
COUN 299	Directed Studies	2.0
Fine Arts & Communications		
ART 106	Mexican Art	3.0
ART 110	Freehand Drawing	3.0
ART 114	Storyboarding and Animation Principles for Film	3.0
ART 116	Beginning Printmaking	3.0
ART 118	History of Women in Visual Arts	3.0
ART 120	Two-Dimensional Design	3.0
ART 126	History of Furniture Design	3.0
ART 150	Introduction to Ceramics	3.0
ART 155	Beginning Ceramic Sculpture	3.0
ART 156L	Ceramics Lab	1.0
ART 182A	Lettering and Typography	3.0
ART 191A	3d Computer Animation	3.0
ART 191B	3D Computer Animation Project	3.0
ART 193	Motion Picture Editing	3.0
ART 194A	Advanced Motion Picture Editing	3.0
ART 198	Motion Graphics and Post-Production Effects	3.0
ART 207	Women and Media	3.0
DANC 50	Individualized Dance Development	1.0
DANC 100	Dance Appreciation	3.0
DANC 101	History of Dance	3.0
DANC 102	Introduction to Adaptive Dance	1.0
DANC 103	Dance Conditioning and Alignment	1.0
DANC 104	Cardio Barre Conditioning	1.0
DANC 105	Introduction to Dance Movement	3.0
DANC 106A	Beginning Ballet	2.0
DANC 106B	Intermediate Ballet	2.0
DANC 106C	Advanced Ballet	2.0
DANC 107	Ballet Variations	2.0
DANC 108A	Dance, Modern, Beginning	2.0
DANC 108B	Dance, Modern, Intermediate	2.0
DANC 109	Introduction to Dance Cultures of the World	2.0
DANC 110	Commercial Dance Foundations	2.0

DANC 112	Contemporary Dance	2.0	TH 115	Stage Movement and Combat	3.0
DANC 115	Liturgical Dance	2.0	TH 120	Theatre Stagecraft	3.0
DANC 120	Partnering for Dance	2.0	TH 123	Stage Make-Up	3.0
DANC 121	Latin Social Dance	2.0	TH 123A	Advanced Stage Makeup	3.0
DANC 122	Middle Eastern Dance	2.0	TH 126	Wigs and Hair for Theatre	3.0
DANC 123	African Dance	2.0	TH 144	Dance for Musical Theatre	2.0
DANC 124	Hip Hop Dance I	2.0	TH 150	Appreciation and History of the Motion Picture	3.0
DANC 125	Introduction to Ballroom Dance	2.0	TH 216	Acting for the Camera	3.0
DANC 126	Hip Hop Dance II	2.0	TH 221	Costuming for the Stage	3.0
DANC 127	Ballet Folklorico	2.0	TH 221A	Advanced Costuming for the Stage	3.0
DANC 129	Heels Dance Class	2.0	TH 222	Stage Lighting	3.0
DANC 130	Dance Improvisation	2.0	Health Occupations		
DANC 130A	Beginning Choreography	2.0	CA 101	Introduction to Food Service, Safety, and Sanitation	2.0
DANC 130B	Intermediate Choreography	2.0	CA 270	Hospitality Law	3.0
DANC 131	Dance Movement Analysis	3.0	HO 102	Introduction to Public Health	3.0
DANC 132	Dance and Technology	3.0	HO 103	Health and Social Justice	3.0
DANC 133	Dance Production	2.0	HO 150	Professional/CPR and First Aid	1.5
DANC 134	Dance Performance	2.0	HO 245	Drugs and Behavior	3.0
DANC 135	Dance Workshop	2.0	NRSG 80	Nursing Process Documentation	1.0
DANC 136	Dance Repertory	2.0	Humanities & Social Sciences		
DANC 138	Dance Teaching Methods	3.0	ACCT 60	Quickbooks Accounting	1.5
DANC 140	Beginning Jazz Dance	2.0	ACCT 61	Turbo Tax Accounting	1.5
DANC 141	Intermediate Jazz Dance	2.0	ACCT 100	Introduction to Accounting	3.0
DANC 142	Beginning Tap Dance	2.0	ACCT 101	Fundamentals of Accounting I	3.5
DANC 143	Intermediate Tap Dance	2.0	ACCT 102	Fundamentals of Accounting II	3.5
DANC 144	Dance for Musical Theatre	2.0	ACCT 130	Payroll Tax Accounting	3.0
DANC 150	Rehearsal For Formal Dance Concerts	2.0	ACCT 131	Computerized Accounting - IBM	3.0
DANC 151	Rehearsal For Informal Dance Showcases	2.0	ACCT 133	Spreadsheet Accounting I	3.0
FILM 101	Motion Picture Production	3.0	ACCT 134	Spreadsheet Accounting II	3.0
FILM 103	Television Commercial and Public Service Announcement Production	3.0	ACCT 201	Intermediate Accounting I	3.5
FILM 104	Motion Picture and Digital Cinematography	3.0	ACCT 202	Intermediate Accounting II	3.5
FILM 107	Motion Picture Editing	3.0	ACCT 231	Current Topics In Payroll Accounting	1.5
FILM 159	World Film	3.0	ACCT 240	Cost Accounting	3.5
FILM 160	Great Film Directors	3.0	ACCT 241	Managerial Accounting	4.0
FILM 293	Advanced Motion Picture Editing	3.0	ACCT 250	Income Tax Accounting	3.0
HUM 102	The Arab, The Muslim, and The West	3.0	ACCT 251	Advanced Income Tax Accounting	3.0
MUS 100	Music Appreciation	3.0	ACCT 260	Governmental and Not-For-Profit Accounting	4.0
MUS 101	Introduction to World Music	3.0	ACCT 298	Directed Studies	1.0
MUS 103	Jazz In America	3.0	ACCT 299	Directed Studies	2.0
MUS 104	American Popular Music	3.0	AJ 101	Introduction to Administration of Justice	3.0
MUS 104B	History of Rock Music	3.0	AJ 102	Concepts of Criminal Law	3.0
MUS 112	Piano I	2.0	AJ 103	Criminal Procedures	3.0
MUS 139	Gospel Choir	2.5	AJ 113	Report Writing Procedures	3.0
MUS 142A	Computer Music Production	3.0	ANTH 100	Cultural Anthropology	3.0
MUS 142B	Computer Music Performance	3.0	ANTH 120	Introduction to Archaeology	3.0
MUS 152	The Art of Teaching Beginning Piano	2.0	ANTH 170	Introduction to Language and Culture	3.0
MUS 153	The Art of Teaching Intermediate Piano	2.0	ANTH 203	The Anthropology of Magic, Witchcraft, and Religion	3.0
PHOT 100	Introductory Photography	3.0	BCOT 60	Customer Service	1.0
TH 101	Introduction to the Theatre	3.0	BCOT 62	Keyboarding for the Digital Age	1.0
TH 106A	Entertainment Technology Fundamentals	3.0			
TH 107	Actors Studio	3.0			

BCOT 71	Medical Administrative Office Procedures	3.5	FIN 126	Introduction To Stock Market And Investments	3.0
BCOT 96	Microsoft PowerPoint	1.5	HIST 108	History of Mexican and Latino Americans in the United States	3.0
BCOT 97	Microsoft Outlook	1.5	HIST 120	History of California	3.0
BCOT 112	Microsoft Word	3.5	HIST 230	History of Mexico	3.0
BCOT 113	Microsoft Excel	3.5	HIST 245	World Civilization from Antiquity to 1500	3.0
BCOT 114	Introduction to Microsoft Office	3.5	HIST 250	History of England, Great Britain and the Commonwealth	3.0
BCOT 118	Microsoft Access for Office Technology	1.5	HIST 255	History of Russia and the Soviet Union	3.0
BCOT 131	College Keyboarding & Document Processing	3.5	HIST 260	Survey of the History of Asia	3.0
BCOT 146	Business English for the Digital Workplace	3.0	HIST 265	Selected Problems in Contemporary Asian History	3.0
BCOT 148	Effective Business Presentations	3.0	INST 100	Principles and Strategies for Problem Solving	3.0
BCOT 150	International Business Communication	3.0	INST 273	Mental Health Worker Field Experience	3.0
BCOT 152	Employment Search in the Job Market	1.5	PHIL 100	Introduction to Philosophy	3.0
BCOT 155	Administrative Secretarial Procedures	3.5	PHIL 102	Introduction to Ethics	3.0
BCOT 161	Filing/Records Management	1.0	PHIL 103	Philosophical Reasoning: Critical Thinking in Philosophy	3.0
BCOT 162	Business Document Proofreading and Editing Skills	3.0	PHIL 104	Philosophy of Cultural Diversity: Challenge and Change	3.0
BCOT 247	Managerial Business Communications	3.0	PHIL 106	Introduction to Logic	3.0
BCOT 248	Professional Soft Skills for the Workplace	3.0	PHIL 200	World Religions	3.0
CS 101	Introduction to Social Justice	3.0	PHIL 298	Directed Studies	1.0
CS 108	History of Mexican and Latino Americans in the United States	3.0	PHIL 299	Directed Studies	2.0
CS 298	Directed Studies	1.0	POL 110	California State and Local Government	3.0
CS 299	Directed Studies	2.0	POL 210	International Relations	3.0
ECON 101	Economic Issues and Policy	3.0	POL 230	Contemporary Political Issues: Middle East	3.0
ECON 204	Money, Ethics, and Economic Justice	3.0	POL 250	Understanding the United Nations: Theory and Practice	3.0
ECON 210	Applied Introductory Statistics for Economics	4.0	POL 280	Race, Gender and Sexual Identity in American Politics	3.0
EDEL 205	Philosophy of Education: Multi-Ethnic Approaches	3.0	PSYC 101	General Introductory Psychology	3.0
EDT 112	Creating Virtual Curriculum	3.0	PSYC 210	Elementary Statistics	4.0
EDT 117	Creating Digital Project-Based Curriculum Projects	3.0	PSYC 241	Introduction to Psychobiology	3.0
EDT 118	Emerging Trends in Educational Technology	3.0	PSYC 262	The Psychology of Oppression	3.0
EDT 123	Internet Tools for Educators	2.0	PSYC 275	Cultural Psychology	3.0
EDT 125	Fundamentals of Online Teaching	2.0	PSYC 276	Forensic Psychology	3.0
EDT 127	Fundamentals of Multimedia for Education	2.0	PSYC 278	Psychology of Wellness	3.0
EDT 132	Using Audio in the Classroom	2.0	PSYC 281	Careers in Psychology	3.0
EDT 137	Creating Educational Media	2.0	SOC 110	Marriage and the Family	3.0
EDT 150	Podcasting in Education	2.0	SOC 205	Introduction to Social Research Methods	3.0
ETHN 105	Gender Studies and the Chicana/Latina Experience	3.0	SOC 220	Introduction to Human Services	3.0
ETHN 110	Intercultural Communication	3.0	WGS 101	Introduction to Women's and Gender Studies	3.0
ETHN 135	Ethnic Studies, Place, and Social Justice	3.0	WGS 105	Gender Studies and the Chicana/Latina Experience	3.0
ETHN 205	Philosophy of Education: Multi-Ethnic Approaches	3.0	WGS 115	Gender, Communication, and the Digital Revolution	3.0
ETHN 210	Race and Ethnic Relations in the U.S.	3.0	WGS 118	History of Women in Visual Arts	3.0
ETHN 262	The Psychology of Oppression	3.0	WGS 140	Introduction to LGBT Studies	3.0
FIN 51	Retirement Planning And Investing	1.5	WGS 207	Women and Media	3.0
FIN 52	Business Mathematics for Accounting Applications	1.5			
FIN 125	Personal Finance	3.0			
FIN 125M	Personal Finance	3.0			

Kinesiology

ATH 202L	Basketball, Men	3.0	COMM 232	Forensics Activity 2 (Competitive Speech and Debate)	2.0
ATH 236L	Wrestling	3.0	COMM 233	Forensics Activity 3 (Competitive Speech and Debate)	3.0
ATH 237LA	Wrestling, Off Season Intercollegiate	1.0	COMM 298	Communication Studies Directed Studies	1.0
ATH 237LB	Wrestling, Off Season Intercollegiate	2.0	COMM 299	Communication Studies Directed Studies	2.0
ATH 237LC	Wrestling, Off Season Intercollegiate	3.0	ENGL 103	Critical Thinking and Argumentative Writing	4.0
ATH 240	Cheerleading	3.0	ENGL 223	Chicana/Chicano Literature	3.0
ATH 241	Cheerleading, Off-Season	2.0	ENGL 225	Mexican Literature in Translation	3.0
ATH 242	Cheerleading Competition	2.0	ENGL 232	Readings In Poetry	3.0
HED 101	Stress Management	3.0	ENGL 233	Readings in the Novel	3.0
HED 102	Introduction to Public Health	3.0	ENGL 234	Readings in Short Fiction	3.0
HED 104	Introduction to Health and Society	3.0	ENGL 235	Readings in the Drama	3.0
HED 110	Community First Aid and CPR	3.0	ENGL 239	Literature of India	3.0
HED 200	Nutrition for Health, Fitness and Wellness	3.0	ENGL 241	Screenwriting	3.0
HED 201	Principles of the Community Health Worker	3.0	ENGL 242	Writing Poetry	3.0
HED 202	Health Systems and Perspectives	3.0	ENGL 243	Playwriting	3.0
KIN 110	Community First Aid and CPR	3.0	ENGL 244	Writing Short Fiction	3.0
KIN 205	Anatomical Movement Analysis	3.0	ENGL 247	Writing Creative Nonfiction	3.0
KIN 206A	Lower Extremity Injury Assessment and Reconditioning	2.0	ENGL 257	Readings in Creative Nonfiction	3.0
KIN 206B	Upper Extremity Injury Assessment and Reconditioning	2.0	ESL 3	ESL Grammar, Reading, and Writing 3	5.0
Physical Education (all activity courses)			ESL 7	ESL Beginning Speaking and Listening	1.5
Liberal Arts			ESL 10	ESL Speaking and Listening 1	3.0
ASL 215	Beginning Interpreting and Ethics 1	3.0	ESL 11	ESL Reading 1	1.5
ASL 216	Beginning Interpreting and Ethics 2	3.0	ESL 12	ESL Pronunciation	1.5
AFRS 101	Theories and Methods in Black/Africana Studies	3.0	ESL 14	Pronunciation Plus	3.0
AFRS 108	Black Politics: Social and Racial Justice Movements	3.0	ESL 20	ESL Speaking and Listening 2	3.0
CHIN 101	Elementary Chinese I	5.0	ESL 21A	ESL Intermediate Vocabulary	3.0
CHIN 102	Elementary Chinese II	5.0	ESL 21B	ESL Advanced Vocabulary	3.0
CHIN 103	Introduction to Business Chinese	3.0	ESL 31	ESL Reading 2	1.5
CHIN 201	Intermediate Chinese I	5.0	ESL 32	ESL Learning American Idioms	1.5
CHIN 202	Intermediate Chinese II	5.0	ESL 35	Editing Advanced Grammar/Syntax	1.5
CHIN 260	Chinese Culture and Society	3.0	ESL 57	TOEFL Preparation Course	3.0
COMM 60	Basics of Speech Communication	3.0	ESL 104	ESL Grammar, Reading and Writing 4	5.0
COMM 100	Introduction to Communications Studies	3.0	ESL 105	ESL Grammar, Reading, and Writing 5	5.0
COMM 103	Argumentation, Persuasion, and Critical Thinking	3.0	ESL 120	Preparation for College Writing for Non-Native English Speakers	5.0
COMM 110	Intercultural Communication	3.0	ESL 152	Introduction to College Composition for Non-Native English Speakers	5.0
COMM 115	Gender, Communication, and the Digital Revolution	3.0	GERM 101	Elementary German	5.0
COMM 120	Interpersonal Communication	3.0	GERM 102	Elementary German	5.0
COMM 125	Organizational Communication	3.0	GERM 201	Intermediate German	4.0
COMM 130	Public Speaking	3.0	GERM 202	Intermediate German	4.0
COMM 132	Small Group Communication	3.0	GERM 203	Scientific German	4.0
COMM 140	Oral Interpretation of Literature	3.0	GERM 204	Scientific German	4.0
COMM 145	Storytelling	3.0	GERM 281	Beginning Conversational German	3.0
COMM 148	Readers' Theatre	3.0	GERM 282	Intermediate Conversational German	3.0
COMM 200	Contemporary Communication Topics	3.0	GERM 283	Advanced Conversational German	3.0
COMM 231	Forensics Activity 1 (Competitive Speech and Debate)	1.0	JAPN 101	Elementary Japanese	5.0
			JAPN 102	Elementary Japanese	5.0
			JAPN 201	Intermediate Japanese	5.0
			JAPN 202	Intermediate Japanese	4.0
			READ 97	Introduction to College Reading-Accelerated	5.0

READ 100A	Speed Reading: Methods	1.5	CIS 189A	Special Topics in Software Development	1.0
READ 100B	Speed Reading:Applications	1.5	CIS 189B	Special Topics in Software Development	2.0
READ 101	Literacy and Learning Strategies for College Success	3.0	CIS 189C	Special Topics in Software Development	3.0
READ 102	Academic Literacy in the Content Areas	1.0	CIS 189D	Special Topics in Software Development	3.5
READ 103	Critical Thinking and Academic Literacy	3.0	CIS 201	Systems Analysis and Design	3.0
SPAN 202	Intermediate Spanish	4.0	CIS 208A	Oracle SQL and PL/SQL	3.5
SPAN 285	Romance Linguistics	3.0	CIS 211A	Special Topics in Database	1.0
or those listed under Non-Optional Pass/No Pass classes			CIS 211B	Special Topics in Database	2.0
Science, Engineering & Math			CIS 211C	Special Topics in Database	3.0
A&P 120	Introduction to Human Anatomy and Physiology	4.0	CIS 212	Introduction to Microsoft Windows Administration	3.5
A&P 150	Introduction to Human Anatomy	4.0	CIS 213A	Microsoft Windows Active Directory Services	3.5
A&P 151	Introduction to Human Physiology	4.0	CIS 213B	Microsoft Advanced Network Infrastructure	3.5
A&P 200	Human Anatomy	5.0	CIS 213F	Microsoft Windows Server Administration	3.5
A&P 201	Human Physiology	5.0	CIS 213G	Microsoft Exchange Server Administration	3.5
BIOL 100	Natural History Of Southern California	1.0	CIS 213H	Microsoft Windows Security	3.5
BIOL 105	Humans and the Environment	3.0	CIS 213K	Designing Windows Active Directory and Network Infrastructure	3.5
BIOL 110	California Animals and Plants	3.0	CIS 214	Unix and Linux Operating Systems	3.5
BIOL 115	Marine Biology	3.0	CIS 280X	Object-Oriented Programming in C++	3.5
BIOL 120	Introduction To Biological Science	4.0	CIS 282	Advanced Java Programming	3.5
BIOL 200	Principles of Biology	5.0	CIS 285A	ASP.Net Programming	3.5
BIOL 201	Principles of Biology	5.0	CIS 298	Directed Studies	1.0
BIOL 202	Molecular Biology/Genetics	4.0	CIS 299	Directed Studies	2.0
BTEC 120	Introduction to Biotechnology	4.0	CIS 50	Basic Computer Literacy	0.5
BTEC 150	Biomanufacturing Fundamentals	4.0	CIS 58A	PC Operating System A+ Certification	3.5
BTEC 180	Quality and Regulatory Affairs in Biotechnology	3.0	CIS 58B	PC Core Hardware A+ Certification	3.5
BOT 120	Introduction To Plant Science	4.0	CIS 70J	Cisco CCNA Certification Exam Review	1.5
CHEM 100	Introductory Chemistry	4.0	CIS 70K	Introduction To Wireless Network	3.0
CHEM 101	Chemistry in Society	3.0	ESCI 104	Oceanography	3.0
CHEM 110	Elementary Chemistry	4.0	ESCI 104L	Oceanography Laboratory	1.0
CHEM 111	General Chemistry	5.0	ESCI 106	Weather and Climate	3.0
CHEM 112	General Chemistry	5.0	ESCI 106L	Weather and Climate Laboratory	1.0
CIS 101	Introduction to Computer Information Systems	3.0	ESCI 110	Introduction To Earth Science	4.0
CIS 102	Introduction To Microcomputer Hardware and Applications Software	3.5	ENVS 200	Environmental Policy	3.0
CIS 103	Computer Programming Logic	3.5	GEOG 101	Physical Geography	3.0
CIS 105	Using Microsoft Windows	1.5	GEOG 101L	Physical Geography Laboratory	1.0
CIS 151	Microsoft Excel for Information Systems/ Information Technology	3.5	GEOG 102	Cultural Geography	3.0
CIS 155	Microsoft Access	3.5	GEOG 103	Environmental Geography	3.0
CIS 168C	Special Topics in Networking	3.0	GEOG 105	World Regional Geography	3.0
CIS 169A	Special Topics in Security	1.0	GEOG 115	Physical Geography with Laboratory	4.0
CIS 169D	Special Topics in Security	3.5	GEOG 135	Ethnic Studies, Places, and Social Justice	3.0
CIS 171A	Introduction to Cloud Computing	3.0	GEOG 140	California Geography	3.0
CIS 171B	Amazon Web Services-Data Storage	3.0	GEOG 160	Field Studies in Geography	2.0
CIS 171C	Amazon Web Services-Computing Services	3.0	GEOL 100	Natural History Of Southern California	1.0
CIS 171D	Amazon Web Services-Security	3.0	GEOL 101	Physical Geology	4.0
CIS 180	Programming in C/C++	3.5	GEOL 102	Physical Geology Lecture	3.0
CIS 181	Python Programming	3.5	GEOL 102L	Physical Geology Laboratory	1.0
CIS 183	Java Programming	3.5	GEOL 103	Environmental Geology Lecture	3.0
			GEOL 103L	Environmental Geology Laboratory	1.0
			GEOL 104	Environmental Geology	4.0
			GEOL 105L	Introduction to Geoscience Field Methods	1.0

GEOL 106	Geology of the Solar System: Planets and Moons	3.0	AB 287	Advanced Collision Repair Management	2.0
GEOL 120	Geology Field Studies in Owens Valley and the Sierra Nevada Mountains	1.0	AB 288	Advanced Automotive Claims	2.0
GEOL 201	Earth History	4.0	AUTO 80	Bureau of Automotive Repair (BAR) ASE Alternative Courses for Advanced Emissions Special	5.0
GEOL 204	Geology of the Western National Parks and Monuments	3.0	AUTO 100	Automotive Maintenance and Operation	4.0
GEOL 207	Paleontology, Life of the Past	4.0	AUTO 103	Introduction to High Voltage Vehicles	3.0
GEOL 208	The Age of the Dinosaurs	3.0	AUTO 108	Energy and Transportation Systems	4.0
MATH 104	Survey of Mathematics	4.0	AUTO 109	Automotive Diesel Systems	5.0
MATH 105	Activity-Based Probability And Statistics for Elementary And Middle School Teachers	3.0	AUTO 110	Automotive Engines	5.0
MATH 110A	Mathematics for Elementary Teachers	3.0	AUTO 111	Automotive Engines	4.0
MATH 110B	Mathematics for Elementary Teachers	3.0	AUTO 120	Automatic Transmissions and Transaxles	5.0
MATH 112	Elementary Statistics	4.0	AUTO 130	Manual Drivetrain and Axles	5.0
MATH 112S	Enhanced Elementary Statistics	4.5	AUTO 140	Automotive Steering and Suspension	5.0
MATH 114	College Algebra	4.0	AUTO 150	Automotive Brakes	5.0
MATH 115	Finite Mathematics	4.0	AUTO 160	Introduction to Automotive Electrical	5.0
MATH 116	Calculus for Managerial, Biological and Social Sciences	4.0	AUTO 161	Automotive Electricity	7.0
MATH 140	Trigonometry	3.0	AUTO 170	Automotive Air Conditioning	4.0
MATH 170	Analytic Geometry and Calculus I	4.0	AUTO 179	Automotive Air Conditioning	4.0
MICR 200	Principles and Applications of Microbiology	5.0	AUTO 180	Electronic Engine Management Systems	5.0
PS 100	Physical Science Of Modern Technology	3.0	AUTO 190	Automotive Management	3.0
PHYS 100	Elementary Physics	4.0	AUTO 193	Automotive Service Information Management	3.0
ZOOL 120	Introduction to Animal Biology	4.0	AUTO 194	Retailing Automotive Service	3.0
Student Accessibility Services			AUTO 195	Automotive Customer Relations	3.0
ACLR 101	Increasing Your Access Potential	2.0	AUTO 200	General Motors Fundamentals	3.0
Technology			AUTO 201	General Motors Engine Repair	3.0
ARCH 111	Architectural Drafting and Design I	3.0	AUTO 202	General Motors Automatic Transaxle/Transmission	3.0
ARCH 113	Building Codes	4.0	AUTO 203	General Motors Manual Drivetrain and Axle	3.0
ARCH 114	Green Architecture and LEED	3.0	AUTO 204	General Motors Suspension and Steering Systems	3.0
ARCH 121	Architectural Drafting and Design II	3.0	AUTO 205	General Motors Braking Systems	3.0
ARCH 123	Introduction to 2D Computer Aided Drafting	4.0	AUTO 206	General Motors Electrical Systems 1	3.0
ARCH 212	Architectural Design Theory I	3.0	AUTO 207	General Motors HVAC Systems	3.0
ARCH 213	Introduction to 3-D Computer Aided Drafting	4.0	AUTO 208	General Motors Engine Performance 1	3.0
ARCH 221	AutoCAD Architecture	4.0	AUTO 209	General Motors Diesel Technology	3.0
ARCH 223	Revit Architecture	4.0	AUTO 210	Automotive Upper Engine Machinist	4.0
AB 58L	Collision Repair Lab	1.5	AUTO 211	Automotive Lower Engine Machinist	4.0
AB 59M	Computerized Measuring Training	2.0	AUTO 216	General Motors Electrical Systems 2	3.0
AB 59P	Structural Repair Planning	2.0	AUTO 218	General Motors Engine Performance 2	3.0
AB 80	Autobody Customer Service	2.0	AUTO 226	General Motors Electrical Systems 3	3.0
AB 86	Production Management	2.0	AUTO 280	Diagnostic Engine Performance	4.0
AB 98	Directed Studies	1.0	AUTO 281	Emission Control Systems -1997 Standards	5.0
AB 99	Directed Studies	2.0	COS 100A	Introduction to Hairstyling A	2.0
AB 181	Non-Structural Damage Estimating	3.0	COS 100B	Introduction to Hairstyling B	2.0
AB 182	Structural Damage Estimating	3.0	COS 101A	Introduction to Haircutting A	2.0
AB 188	Introduction to Automotive Claims Handling	2.0	COS 101B	Introduction to Haircutting B	2.0
AB 281	Structural Damage Analysis for Estimators	1.0	COS 102	Health and Safety in the Beauty Industry	1.0
AB 282	Steering, Suspension and Powertrain Analysis for Estimators	1.0	COS 103	Science in the Beauty Industry	1.0
AB 283	Advanced-Frame Analysis for Estimators	1.0	COS 104A	Advanced Hairstyling A	2.0
AB 286	Computerized Shop Management	3.0	COS 104B	Advanced Hairstyling B	2.0
			COS 105A	Advanced Haircutting A	2.0

COS 105B	Advanced Haircutting B	2.0	WMT 100	Woodworking Essentials	2.0
COS 106	Business in the Beauty Industry	1.0	WMT 101	Introduction to Woodworking	3.0
COS 107	State Board Preparation-Hairstyling License	1.0	WMT 102	Introduction to Solid Wood Casegoods	4.0
COS 108A	Haircolor A	3.0	WMT 102L	Casegood Manufacturing Lab	2.5
COS 108B	Haircolor B	1.0	WMT 103	Introduction to Tables	4.0
COS 109A	Chemical Texture A	3.0	WMT 103L	Table Manufacturing Lab	2.5
COS 109B	Chemical Texture B	1.0	WMT 107	Wood Finishing	3.0
COS 110A	Makeup A	1.5	WMT 108	Wood Carving for Furniture	2.5
COS 110B	Makeup B	0.5	WMT 111L	Introduction to Woodworking Lab	1.0
COS 111A	Skin Care A	3.0	WMT 117	Woodworking Appreciation	1.0
COS 111B	Skin Care B	1.0	WMT 118	Introduction to Woodturning	2.0
COS 112A	Nail Care A	3.0	WMT 119L	Introduction to Woodturning Lab	1.0
COS 112B	Nail Care B	1.0	WMT 123	Decorative Boxes	4.0
COS 113A	Hair Removal A	1.5	WMT 126	History of Furniture Design	3.0
COS 113B	Hair Removal B	0.5	WMT 130	Furniture Design	4.0
COS 114	State Board Preparation-Cosmetology License	1.0	WMT 135	Windsor Chair	4.0
COS 115A	Introduction to Skin Care A	2.0	WMT 135L	Windsor Chair Lab	2.5
COS 115B	Introduction to Skin Care B	2.0	WMT 144	Jigs and Fixtures	2.0
COS 116A	Introduction to Skin Beautification A	2.0	WMT 151	Introduction to Faceframe Cabinetmaking	4.0
COS 116B	Introduction to Skin Beautification B	2.0	WMT 153	Introduction to Frameless Cabinetmaking	4.0
COS 117A	Advanced Skin Care A	2.0	WMT 154	Introduction to Cabinet Installation	4.0
COS 117B	Advanced Skin Care B	2.0	WMT 155	Architectural Millwork	4.0
COS 118A	Advanced Skin Beautification A	2.0	WMT 171A	Introduction to Tables and Woodworking Hand Tools	6.5
COS 118B	Advanced Skin Beautification B	2.0	WMT 171B	Topics in Cabinetmaking	6.5
COS 119	State Board Preparation-Esthetician License	1.0	WMT 171C	Woodworking Design and Fabrication	6.5
ENGT 100	Soft Skills for Manufacturing, Technology and Engineering Professionals	3.0	WMT 171L	Furniture Intensive Lab	2.0
ENGT 102	Arduino for Internet of Things (IoT) and Embedded Systems Design	2.0	WMT 181	Introduction to Cabinet Vision	3.0
ENGT 106	Introduction to Drone Technology	4.0	WMT 182	Alphacam and the CNC Router	4.0
ENGT 137	Industrial Design and 3D Modelling in Fusion360	4.0	WMT 182L	CNC Woodworking Lab	2.5
ENGT 138	Introduction to Engineering Design Using Autocad	4.0	WMT 183	SketchUp for Woodworkers	3.0
ENGT 139	Cloud based 3D modeling with Onshape	4.0	WMT 184	Introduction To Digital Fabrication	4.0
ENGT 237	Statics and Strength of Materials Using Simulation	3.0	WMT 187	Woodworking Machine Maintenance and Repair	1.5
ENGT 267	MoldFlow Simulations and Plastic Products Design	4.0	WMT 202	Advanced Furniture Casegoods	4.0
ENGT 299	Directed Studies	2.0	WMT 204	Advanced Tables	4.0
MTT 100	Machine Tool Introduction	2.0	WMT 221	Advanced Handtools-Handplanes	2.0
MTT 111	Programmable Logic Controllers In Automated Manufacturing	3.0	WMT 222	Advanced Handtools - Joinery	2.0
WELD 100	Welding Fundamentals	2.5	WMT 224	Advanced Handtools - Dovetails	2.0
WELD 120	Beginning Arc Welding	5.0	WMT 228L	Project Completion Lab	1.0
WELD 130	Gas Tungsten Arc Welding Fundamentals	5.0	WMT 229L	Comprehensive Woodworking Manufacturing Specialty Lab	2.5
WELD 153	Pipe Layout	2.0	WMT 231	Outdoor Seating	4.0
WELD 200	Intermediate Arc Welding	4.0	WMT 232	Chair Design and Construction	4.0
WELD 220	Certification and Licensing for Welders	2.0	WMT 233	Morris Chair	4.0
WELD 240L	Intermediate Gas Tungsten Arc Welding Laboratory	2.0	WMT 237	Traditional American Furniture	4.0
WELD 250L	Advanced Gas Tungsten Arc Welding Lab	2.0	WMT 237L	Traditional Furniture Lab	2.5
WELD 252L	Pipe Welding Level 1	2.0	WMT 246	Sculptural Chair	4.0
			WMT 249L	Furniture Manufacturing Specialty	2.5
			WMT 269L	Cabinetmaking Manufacturing Specialty Lab	2.5
			WMT 282	Intermediate Alphacam and the CNC Router	4.0

Transferring with Pass/No Pass Grades

Students are advised that four-year institutions may limit the number of units acceptable for transfer completed with a P/NP notation. (Administrative Policy 4232)

Note: As a result of the shift to online instruction in Spring 2019 due to the COVID-19 pandemic, the California Community Colleges Chancellor's Office (CCCCO) issued a formal memo suspending the regulatory limitations outlined in this section through the end of the 2021 calendar year. Unless the Chancellor's Office issues an extension of the suspension, the regulatory limitations related to the P/NP grading option will be restored at that time.

Acceptance of Transfer College Credit

A student who presents an official transcript of previous college or university work (other than non-degree applicable course work) in courses comparable to those of Cerritos College, may receive credit towards the Associate of Arts degree from Cerritos College. Before credit can be granted, the course work must have been completed at a college or university that is a member of one of the six regional accrediting associations. Official transcripts must be on file with the Admissions and Records Office. Hand-delivered copies of transcripts are accepted provided they are received in a sealed envelope.

Cerritos College does not guarantee the use of transfer credit towards the university. Each university will have their own evaluation process. Transfer credit from institutions using the quarter system shall be evaluated as follows:

The number of quarter units shall be multiplied by two and divided by three to arrive at the approximate number of semester units. (i.e., 4 quarter units equal approximately 3 semester units.)

Cerritos College is authorized to enroll F-1 non-immigrant students and welcomes applications from such persons.

Prior to the application of credit towards the Associate of Arts degree (A.A.), the international transcript must be submitted to evaluation agencies acceptable to Cerritos College. The college may then choose to accept or not accept the agency's recommendations to award credit towards the Associate of Arts degree.

Since the four-year universities maintain their own individual evaluation staffs, credit from foreign institutions towards the Baccalaureate degree is subject to the universities' review.

International students who wish to enroll as an F-1 status, please refer to the "Admission of International Students" in this catalog. Also, please contact the Office of International Student Services (OISS) at (562) 860-2451, Ext. 2133; email us at intadmissions@cerritos.edu or visit the website at www.cerritos.edu/international (<http://www.cerritos.edu/international/>).

Advanced Placement Exam Credit

Cerritos College will grant degree-applicable credit for College Board Advanced Placement examinations, based on a policy change from the community college Chancellor's Office resulting from an assembly bill. There is now a uniform statewide community college policy on the use of AP for the A.A. degree. A score of 3, 4 or 5 is required in order to receive units toward the A.A. degree. The number of units earned through Advanced Placement exams will be noted on the student's transcript. AP exams that do not specify a general education area will receive elective

credit. AP Credit granted can be used to satisfy Cerritos College General Education requirements for the A.A. degree (Plan A) as follows:

AP Exam	CCC GE Areas	Semester Units
Art History	Arts & Humanities	3
Biology	Natural Sciences	4
Calculus AB ¹	Language & Rationality	3
Calculus BC ¹	Language & Rationality	3
Calculus BC/AB Subscore	Language & Rationality	3
Chemistry	Natural Sciences	4
Chinese Language & Culture	Arts & Humanities	5
Comparative Government & Politics	Social/Behavioral Sciences	3
Computer Science Principles	Language & Rationality	3
English Language & Composition ²	Language & Rationality	3
English Language ²	Language and Rationality	3
English Literature & Composition ²	Language & Rationality & Arts & Humanities	6
English Literature ²	Language & Rationality & Arts & Humanities	6
Environmental Science	Natural Sciences	4
European History	Social/Behavioral Sciences or Arts & Humanities	3
French Language & Culture	Arts & Humanities	5
German Language & Culture	Arts & Humanities	5
Human Geography	Social/Behavioral Sciences	3
Italian Language & Culture	Humanities	3
Japanese Language & Culture	Arts & Humanities	5
Latin	Arts & Humanities	3
Macroeconomics	Social/Behavioral Sciences	3
Microeconomics	Social/Behavioral Sciences	3
Physics 1	Natural Sciences	4
Physics: Algebra-based	Natural Sciences	4
Physics 2	Natural Sciences	4
Physics 2: Algebra-based	Natural Sciences	4
Physics C (Mechanics)	Natural Sciences	4
Physics C (Electricity & Magnetism)	Natural Sciences	4
PreCalculus	Language and Rationality	3
Psychology	Social/Behavioral Sciences	3

Spanish Language & Culture	Arts & Humanities	5
Spanish Language	Arts & Humanities	5
Spanish Literature & Culture	Arts & Humanities	5
Spanish Literature	Arts and Humanities	5
Statistics	Language & Rationality	3
U.S. Government & Politics	Social/Behavioral Sciences	3
U.S. History	Social/Behavioral Sciences or Arts & Humanities	3
Modern World History	Social/Behavioral Sciences or Arts & Humanities	3
World History	Social/Behavioral Sciences or Arts and Humanities	3

¹ Also satisfies the Mathematics Proficiency Requirement for the AA degree

² Also satisfies the Writing Proficiency Requirement for the AA degree

³ Also satisfies American History-Cerritos GE category 6 b.1.

⁴ Also satisfies American Government-Cerritos GE Category 6b.2

Students wishing to apply AP credits toward one of the transfer general education and unit requirements for admission should consult the appropriate table on the Transfer Center website at www.cerritos.edu/transfer-center (<http://www.cerritos.edu/transfer-center/>).

Students wishing to apply AP credits towards transfer major requirements should consult the receiving institution's policy which can often be found in the receiving institution's university catalog. A Cerritos College counselor may help you with your inquiries.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) gives college students the opportunity to receive college credit by earning qualifying scores on standardized examinations.

A student must be currently enrolled at Cerritos College at the time they request credit for CLEP exams. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. All official transcripts from CLEP must be submitted directly to the Admissions and Records Office to receive credit. The number of units earned through CLEP will be noted on the student's transcript. Departmental approval is required to determine whether test scores will satisfy requirements for the major.

Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university.

Currently, the University of California does not accept CLEP Examinations. Please see a counselor for applicability to transfer requirements.

Credit for the American Government does not meet the CSU American Institutions requirement. In addition, the English composition requirement currently cannot be met by a CLEP exam.

A.A. GE Area	Units Granted	CLEP Exam	Passing Score
American Government	3	Social/Behavioral Sciences	50
American Literature	3	Arts & Humanities	50
Analyzing & Interpreting Literature	3	Arts & Humanities	50
Biology	3	Natural Sciences	50
Calculus	3	Language & Rationality & Satisfaction of Math Proficiency	50
Chemistry	3	Natural Sciences-6 a. (1)	50
College Algebra	3	Language & Rationality & Satisfaction of Math Proficiency	50
College Algebra - Trigonometry	3	Language & Rationality & Satisfaction of Math Proficiency	50
French Level II	3	Arts & Humanities	59
German Level II	3	Arts & Humanities	60
History, United States I	3	Social/Behavioral Sciences	50
History, United States II	3	Social/Behavioral Sciences	50
Human Growth & Development	3	Social/Behavioral Sciences	50
Humanities	3	Arts & Humanities	50
Introductory Psychology	3	Social/Behavioral Sciences	50
Introductory Sociology	3	Social/Behavioral Sciences	50
Natural Sciences	3	Natural Sciences	50
Pre-Calculus	3	Language & Rationality & Satisfaction of Math Proficiency	50
Principles of Macroeconomics	3	Social/Behavioral Sciences	50
Principles of Microeconomics	3	Social/Behavioral Sciences	50
Spanish Level II	3	Arts & Humanities	63
Spanish with Writing Level II	3	Arts & Humanities	63
Western Civilization I	3	Social/Behavioral Sciences or Humanities	50

Western Civilization II	3	Social/Behavioral Sciences or Humanities	50
-------------------------	---	--	----

International Baccalaureate (IB) Examination

Cerritos College will provide general education credit for students towards a local (non-ADT) degree with a minimum score of 4 in selected International Baccalaureate (IB) exams.

The student shall be responsible for submitting official International Baccalaureate examination documentation to the Admissions and Records Office to verify test scores.

Any student who passes an International Baccalaureate (IB) examination with a minimum score of four (4) or five (5) in the notated disciplines will be awarded credit in a Plan A general education area with a subject matter similar to that of the IB examination.

Student wishing to apply IB credit towards transfer general education, unit, and major requirements should consult with a Cerritos College counselor

IB Exam	Passing Scores	GE Areas	Minimum Semester Units
Biology HL	5	Natural Sciences	3
Chemistry HL	5	Natural Sciences	3
Economics HL	5	Social/Behavioral Sciences	3
Geography HL	5	Social/Behavioral Sciences	3
History (any Region) HL	5	Social/Behavioral Sciences or Arts & Humanities	3
Language A Literature HL	4	Arts & Humanities	3
Language A Language & Literature HL	4	Arts & Humanities	3
Mathematics: Analysis and Approaches HL	4	Language & Rationality	3
Mathematics: Application Interpretation HL	4	Language and Rationality	3
Physics HL	5	Natural Sciences	3
Psychology HL	5	Social/Behavioral Sciences	3
Theatre HL	4	Arts & Humanities	3

HL = Higher Level

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, at a minimum, an abbreviated student education plan (A-SEP).

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 enrollment appointment or other important notifications. Address changes may be

made online at www.cerritos.edu (<http://www.cerritos.edu>), "My Cerritos", "Student Center", "Personal Information."

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 \$40 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.

Student Tuition & Fees

Information is also available in Spanish. See "Información en Español" in the Table of Contents.

Información en español también está disponible. Busque donde diga "Información en Español" en el índice de contenido.

Students are expected to furnish all textbooks, supplies, materials, equipment, and uniforms as needed for instruction. The cost of these items will depend upon the number or types of classes taken. Textbooks,

supplies, and materials are sold in the college bookstore. Additional fees noted below must be paid at time of enrollment.

Student Fees ¹

1. Enrollment fees for the community college student are \$46 per unit. **Fees are subject to change without notice due to state legislation.**
2. Students who are non-residents of California or International Students, with or without F-1 visas, will be assessed \$397 per unit (\$359 per unit non-resident tuition and a \$38 per unit capital outlay fee) in addition to the \$46 per unit enrollment fee above. Active military personnel and their dependents are exempt for one year from this out-of-state tuition charge. Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them, shall be subject to dismissal from college.
3. Student Health Fee is \$19 per semester, \$16 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
4. Student Activity Fee is \$19 per semester, \$13 for summer session. This fee is automatically charged and is due and payable at enrollment, but may be waived subsequently by the student. Fee includes Metro GoPass, a bus and rail pass within LA County. Fee purpose and waiver information is available online at the Admissions and Records (<https://www.cerritos.edu/admissions-and-records/fees/failure-to-pay.htm>) and Office of Student Affairs websites (<https://www.cerritos.edu/activities/forms-and-resources/default.htm>).
5. Parking permits are required to park on campus all semesters. Parking permits must be purchased online at www.cerritos.edu/parkingpermit (<http://www.cerritos.edu/parkingpermit/>). On-campus student parking for vehicles is \$40 per semester. All additional parking violations will be strictly enforced (i.e. students parking in staff stalls, disabled and fire zone violations).
6. Lab/materials fees are listed with courses in the class schedule.

Students who do not pay fees and drop classes after the refund date are still responsible for all fees. The California College Promise Grant (CCPG) Fee Waiver waives students' course enrollment fees; however, all other fees, including but not limited to the Student Health fee, Student Activity fee, and applicable lab/materials fees, are due and payable at the time of enrollment.

The parking fee is required to park a vehicle on campus. The student activities fee is subject to student waiver. Information is available from the Office of Student Affairs. The waiver request form is available online at the Admissions and Records forms website. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures. The student health fee may be waived with documentation from the student's spiritual leader that the student relies on prayer for healing.

¹ Fees are subject to legislative or other authorized changes without prior notice.

Required Instructional & Other Materials Fees

Students may be required to purchase instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. These fees are not

covered by the California College Promise Grant (CCPG) Fee Waiver (Title 5 Cal. Admin. Code Sec. 59400).

Any questions with respect to the interpretation of this regulation shall be in writing and addressed to the College's Vice President of Academic Affairs.

Refund Policies & Procedures

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment.

A student is eligible for a refund if:

1. classes are dropped by the required deadline;
2. the program change is the result of action taken by the college to cancel or reschedule a class;
3. the student is dropped for failure to meet a prerequisite(s) or corequisite(s); and/or,
4. the student is active or reserve U.S. Military personnel who withdraws due to military orders.

Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed.

To request a refund, a student must submit a Refund Request Form. The Refund Request Form is also available online and can be mailed to the Admissions and Records Office. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the college.

A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you drop any or all of your classes within the required refund period, we will **NOT** credit your credit card account. All refund checks are made payable to the student.

Refunds are made pursuant to Title 5, Section 58501 or 58501.1.

Credits/Refunds

Credits

Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fees will be credited if the official drop has occurred within the appropriate deadline* for session or semester. This is in accordance with the Refund of Enrollment Fee regulation, Title 5, 58508. There are no exceptions.

Student Health, Student Activity and Parking Fees will be credited only if all classes within the semester have been officially dropped within the appropriate deadline* for the semester. There are no exceptions.* Deadlines for fee credit are defined as the first two weeks of full semester length classes or 10% of the number of class meetings for short term classes.

Student Activity sticker for the semester must be surrendered at the time of refund request. No refund will be given if sticker is marked or used.

Refunds

A refund request form must be completed to receive credit funds on account. The Refund Request Form is available online at the Admissions webpage under forms or in the Admissions and Records Office.

One Year Limit on Refunds - Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class(es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, students have one year from the beginning of the semester in which fees were paid to apply for their refund. Beyond the one-year limit, students will no longer be eligible.

Returned Check Policy

Personal checks are not accepted for payment of tuition, fees, and other costs. If a check is accepted for another purpose, a \$25 fee will be charged on all returned and stop payment checks. All fees are subject to change without notice in accordance with action taken by the Board of Trustees. Under state law, including California Civil Code 1719, any person who writes a check which is dishonored for lack of funds is civilly liable, and under the law is liable for at least \$100 or three times the amount of the check plus additional costs.

Loss of Eligibility for CCPG Fee Waiver

A student shall become ineligible for a California College Promise Grant (CCPG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than 30 days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the CCPG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing CCPG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District has established written procedures by which a student may appeal the loss of a CCPG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and SAS student status.

Foster Youth shall not be subject to loss of CCPG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

Appeals & Exemptions

It is the intent of these procedures to support and promote student success, including program completion, through access to needed courses. Petitions for appeals of, or exemption from, the implementation of these procedures are subject to consideration by the Committee on Academic Records and Standards or its designee.

- A. Students may appeal the loss of enrollment priority and/or loss of the CCPG Fee Waiver due to extenuating circumstances, certain conditions specified on the Enrollment Priorities and/or CCPG Fee Waiver Appeals Form, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- B. Students who have demonstrated significant academic improvement will regain the CCPG Fee Waiver and/or priority enrollment status. It is the student's responsibility to timely verify changes in enrollment priority status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard within a term. The minimum academic standard is a 2.0 grade point average, once the student has attempted 12 semester units; the minimum progress standard is greater than 50% of all units enrolled in being other than "W", "I", "NP", or "NC", once the student has enrolled in a total of at least 12 semester units.
- C. Students may request reinstatement of enrollment priority and/or the CCPG Fee Waiver if an institutional mistake was made.