



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA - DRAFT

September 26, 2013 – DAC Lakin Boardroom
3:00 p.m. – 4:30 p.m.

➤ **Approval of April 11, 2013 Meeting Notes**

Old Business

- AP 5130 Financial Aid – draft submitted by Victoria Lugo – feedback from Oxnard and Moorpark Financial Aid Officers as requested in 3.07.13 DTRW-SS meeting (Karen Engelsen/Pat Ewins)
- BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs – require feedback from Oxnard College EOPS as requested in 3.07.13 DTRW-SS meeting (Karen Engelsen)
- BP/AP 5410 Associated Student Elections (deans of Student Services to return with revisions to DTRW-SS regarding roles of students on the Board policy)
- BP/AP 5420 Associated Students Finance (deans of Student Services to return with revisions to DTRW-SS)

New Business

- Selection of DTRW-SS Co-chair
- DTRW-SS Meeting Schedule for 2013-14
- BP/AP 5020 Nonresident Tuition (Registrars)
- BP/AP 5055 Enrollment Priorities (Registrars)
- Drop Surveys (Deans of Student Services)
- 3SP – Update (Marian Carrasco-Nungaray)
- VCCCD Educational Master Plan – Goals & Objectives (Marian Carrasco-Nungaray)

Business on Hold or Under Review by DCAA/Other Workgroups as of 4.25.13

- BP/AP 4022 Course Approval – pulled from 4.25.13 DCAA Agenda
- BP/AP 4240 Academic Renewal – under review by DCAA/Academic Senates have not come to agreement – still under review by Academic Senates?
- BP/AP 5205 Student Accident Insurance – under review by DCAA/Academic Senates – moved to DCAS for further review regarding student accident insurance/sent to Academic Senates on 4.01.13
- BP/AP 5210 Communicable Diseases – under review by DCAA/Academic Senates – 4.25.13 sent back to DTRW-SS for further review (sent to Student Services Deans 4.01.13)
- BP/AP 5300 Student Equity – under review by DCAA/Academic Senates (sent to Academic Senates 4.01.13) tabled by DCAA for further review in order to wait for new state information from the Student Equity Taskforce – was to return to DCAA in fall



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- BP/AP 5500 Standards of Conduct – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review
 - BP/AP 5520 Discipline Procedure – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review
 - BP/AP 5530 Student Rights and Grievances – under review by DCAA/Academic Senates – returned by DCAA to DTRW-SS as of 4.25.13 – Oxnard College Academic Senate requested further review

Next Meeting Date: October 24, 2013, 3 pm – DAC Lakin Boardroom

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS Meeting Notes

April 11, 2013 – DAC Lakin Boardroom

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 9.26.13 DTRW-SS MEETING

Members:

Chancellor’s Designee: Erika Endrijonas, Chair (OC)
 Co-Chair: Victoria Lugo, Co-chair (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Joel Diaz (OC), Gail Wirth-Currola (MC), Susan Bricker (VC)
 Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor VC)
 Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC), Daniel Chavez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)
 David Farris (Guest, VC Counselor), Lori Bennett, Dean of Student Learning

Absent:

Kimberly Eder, Karen Engelsen, Pat Ewins

Recorder:

Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Welcome and Approval of February 14, 2013 Meeting Notes</p>	<p>Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:04 pm. Dave Anter, the new Registrar for Moorpark College, was introduced to the workgroup.</p> <p>The March 7, 2013 meeting notes were approved as amended with abstention from Jane Harmon and Clare Geisen. All in favor.</p>			
<p>OLD BUSINESS</p>				
<p>BP/AP 5055 Priority Enrollment and Student Notification Letter</p>	<p>Dr. Endrijonas indicated AP 5055 went to DCAA and was moved forward to and approved by Cabinet on April 1, 2013. This item will move forward to Policy Committee on April 17 and</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>subsequently to the Board for full approval.</p> <p>Dr. Engelsen was not present to provide a draft of the student alert notification delegated at the March 7 DTRW-SS meeting per the request of Dr. Endrijonas. The document will go forward to DCAA after review by DTRW-SS. The final document will be sent out to students via portal announcement and email.</p>	Draft student alert notification and send to Laurie Nusser	ASAP	Karen Engelsen
AP 5130 Financial Aid – Victoria Lugo	The deans of Student Services for Oxnard and Moorpark Colleges were not present to provide feedback from their Financial Aid Officers. This item was tabled for the next DTRW-SS meeting.			
BP/AP 5150 Extended Opportunity Programs and Services (EOPS) – no VCCCD AP/current BP in BoardDocs.	The dean of Student Services for Oxnard College was not present to provide feedback from their EOPS Coordinators. This item will be distributed via email and if ok will go forward to DCAA.			
BP/AP 5410 Associated Student Elections	The Board policy was revised to remove the second paragraph with bullet points and move it to the administrative procedure as the second paragraph. This item will move forward to DCAA.			
BP/AP 5420 Associated Students Finance	The Board policy was revised to remove the second and third paragraphs with bullet points. This is already indicated in the administrative procedure. This item will move forward to DCAA.			
NEW BUSINESS				
DTRW-SS Meeting Schedule	The first meeting of the 2013-2014 academic year will be held on the fifth Thursday (August 29) to accommodate campus schedules and subsequent meetings will be held on the fourth Thursday of each month. Ms. Nusser will send out meeting invitations for these recurrences of the DTRW-SS meetings for 2013-2014.			
DTRW-SS Self-appraisal	Dr. Endrijonas reviewed the DTRW-I Self-Appraisal			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Survey	<p>Survey submissions and as a result from the comments regarding a lack of coordination between this workgroup and DCAA, the monthly meeting dates were changed from the second Thursday to the fourth Thursday to accommodate submission deadlines for Policy Committee and Board review.</p> <p>There was discussion regarding the flow of process between DTRW-SS and DCAA. It was decided to post draft meeting notes on the District Committee website at http://www.vccd.edu/committees/index.shtml.</p>			
NEXT MEETING	Thursday, August 29, 2013 – 3:00 p.m. – DAC Lakin Boardroom			

DRAFT

DTRW-SS

September 26, 2013

AP 5130 Financial Aid

Draft submitted by Victoria Lugo

**(Requires feedback from Oxnard and Moorpark Financial Aid Officers
as requested in 3.07.13 DTRW-SS meeting (Karen Engelsen/Pat Ewins))**



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5130 FINANCIAL AID
Number	BP 5130
Status	Active
Legal	20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Section 76300
Adopted	April 18, 2006

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

See Administrative Procedure 5130.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5130 FINANCIAL AID
Number	AP 5130
Status	Active
Legal	20 U.S.C. Sections 1070 et seq.; 34 CFR Section 668; Education Code Section 76300; Title 5, Sections 58600 et seq.
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

A student financial aid handbook, pamphlet, or other orientation and educational material are available in each college Financial Aid Office, on the college websites, in the college catalogs, and in the college schedule of classes. The guides are reviewed and updated accordingly. Websites describing financial aid procedures are also made known to students. These orientation materials address, at a minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress standards

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes

directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statement by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Revised: 7/11

DTRW-SS

September 26, 2013

**BP/AP 5150 Extended Opportunity Programs and
Services (EOPS)**

(No VCCCD AP/current BP in BoardDocs – require feedback from Oxnard College
EOPS as requested in 3.07.13 DTRW-SS meeting (Karen Engelsen))



Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
Number BP 5150
Status Active
Legal Education Code 69640 – 69656; Title 5 Sections 56200 et seq.
Adopted April 18, 2006

Categorical support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.



**COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA**

Book Administrative Procedures
 Section Chap 5 Student Services
 Title Extended Opportunity Programs and Services
 Number AP 5150
 Status Active
 Legal Education Code Sections 69640-69656
Title 5 Sections 56200 et seq.
 Adopted November 1, 2000

REVIEW TO EOPS
COORDINATOR

AP 5150 Extended Opportunity Programs and Services

References:

Education Code Sections 69640-69656;
 Title 5 Sections 56200 et seq.

Note: *This procedure is **legally required**. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:*

- Staffing and program management
- Documentation and data collection system
- An EOPS advisory committee
- A full time director
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Cognitive and non-cognitive assessment, advising, orientation services and registration assistance
- Basic skills instruction, seminars, and tutorial assistance
- Counseling and retention services
- Career employment services
- Transfer services
- Direct aid.
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.
- Review and evaluation of the programs and services and submission of related reports.

DTRW-SS

September 26, 2013

BP/AP 5410 Associated Student Elections

(Deans of Student Services to return with revisions to DTRW-SS
regarding roles of students on the Board policy)



Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5410 ASSOCIATE STUDENTS ELECTIONS
Number BP 5410
Status Active
Legal Education Code Section 76061
Adopted April 18, 2006

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his or her term of office, with a minimum of five semester units.
- The student shall meet and maintain the minimum standards of scholarship.

See Administrative Procedure 5410.



Book VCCCD Administrative Procedure Manual
Section Chapter 5 Student Services
Title AP 5410 ASSOCIATED STUDENTS ELECTIONS
Number AP 5410
Status PROPOSED – NO AP 5410 IN VCCCD BOARDDOCS
Legal Education Code Sections 76063 - 76065
Adopted
Last Reviewed

The Associated Students shall conduct annual elections to elect officers as described in the “Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position.”

Any student elected as an officer in the Associated Students shall meet eligibility requirements as stated in the respective Associated Students Constitution and By-laws, as defined in the College Catalogs, and as set forth in the “Student Election Standard Operating Practices” guidelines for student elections.

DTRW-SS

September 26, 2013

BP/AP 5420 Associated Students Finance

(Deans of Student Services to return with revisions to DTRW-SS)



Book VCCCD Board Policy Manual
Section Chapter 5 Student Services
Title BP 5420 ASSOCIATED STUDENTS FINANCE
Number BP 5420
Status Active
Legal Education Code Sections 76063–76065
Adopted April 18, 2006

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three (3) persons, which shall be obtained each time before any funds may be expended:

- the Chancellor or designee;
- the employee who is the designated adviser of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.



Book VCCCD Administrative Procedure Manual
Section Chapter 5 Student Services
Title AP 5420 ASSOCIATED STUDENTS FINANCE
Number AP 5420
Status PROPOSED – NO AP 5420 IN VCCCD BOARDDOCS
Legal Education Code 76060, 76063 - 76065
Adopted
Last Reviewed

The Board authorizes the Associated Students to establish and maintain student organization accounts at each college. The Vice President of Administrative Services shall be responsible for the proper administration of the financial activities of each student organization account.

The Associated Student Organizations will have all funds deposited and disbursed by the Student Business Office.

The funds shall be deposited, loaned or invested in one or more of the following ways authorized by law:

- Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 – 16305.7 or in a bank or banks whose accounts are insured by the federal Deposit Insurance Corporation.
- Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
- Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and

playing fields, where those facilities , or portions thereof , are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons:

- The Campus President or designee;
- The officer or employee of the district who is the designated advisor of the particular student body organization; and
- A representative of the student body organization.

The books, financial records and procedures of all student organizations are subject to an annual audit. Reports of the annual audit of A.S. funds are submitted to the Vice President of Administrative Services. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Vice President of Administrative Services, or designee.

DTRW-SS

September 26, 2013

NEW BUSINESS

DTRW-SS

September 26, 2013

Selection of DTRW-SS Co-chair

No Handout

DTRW-SS

September 26, 2013

DTRW-SS Meeting Schedule



DTRW-SS
SUBMISSION DEADLINES AND MEETING DATES
2013-2014

All meetings are on the fourth Thursday of each month
and start at 3:00 pm and end at 4:30 pm
Location: DAC Lakin Boardroom

SUBMISSION DEADLINE	MEETING DATE
September 20, 2013	September 26, 2013
October 18, 2013	October 24, 2013
	November – combined with December 5 meeting*
November 27, 2013	December 5, 2013*
January 17, 2014	January 23, 2014
February 21, 2014	February 27, 2014
March 21, 2014	March 27, 2014
April 18, 2014	April 24, 2014

*November/December meetings combined due to holidays and catalog deadlines for 2014-2015.

DTRW-SS

September 26, 2013

BP/AP 5020 Nonresident Tuition (Registrars)

From: Joel Diaz
Sent: Monday, September 09, 2013 5:02 PM
To: Erika Endrijonas
Cc: Susan Bricker; David Anter
Subject: DTRW-SS Agenda Items

Hi Erika,

The registrars have made revisions to AP 5020 and 5055. We would like to add these AP revisions to the agenda for our next meeting.

AP5020

An issue involving the manual reversal of non-resident tuition and subsequent use of the “DR” drop code was discovered during the annual audit conducted at the three campuses July 15 – 17, 2013. Although the issue was identified at only one campus, it is a systemic problem that affects all three.

BACKGROUND:

1. The “DR” drop code generates a full refund of tuition and fees. It is routinely applied by the system for drops that occur through the refund deadline, and may be *manually applied* to drops later in the term that are deemed to require a refund of fees (such as administrative actions taken when a system or human error on the college’s part has been identified).
2. The manual reversal of non-resident tuition occurs in very limited circumstances. A partial reversal of non-resident tuition is done in compliance with VCCCD policy that allows the tuition refund for drops that occur in the 3rd and 4th weeks of a full semester or within 20% of class sessions in a short term class. A full reversal of non-resident tuition is done in compliance with the California Education Code when a concurrently enrolled high school student who is a non-resident presents verification from the high school that college courses are to be used for high school credit only. It should be noted that Section 58508(c) states that “A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instructions.....”. The timeline applicable to the refund of enrollment fees would serve as a reasonable basis for the refund of nonresident tuition fees.

PROBLEM:

Refunds generated by the “DR” drop code do not recognize and adjust for the manual entries to offset all or part of non-resident tuition, and as a result a student may be refunded more money than they are due. The case that led to identification of this problem involved an international student’s account that had already been manually credited with 50% of his tuition due to a 3rd-week drop. Later in the semester a “DR” drop was performed on the same class as the result of an approved petition. The “DR” drop generated a full tuition credit on top of the partial, and the student was refunded 1 ½ times what he paid in non-resident tuition.

OBSERVATIONS:

We will have to determine if the problem can be corrected with programming, or will require that we establish stricter procedures between A&R and SBO relative to non-resident tuition refunds and the “DR” drop process.

The Registrars are recommending that the district reconsider its policy of allowing non-resident tuition refunds after the 2nd week of a full semester and after 10% of class sessions in a short term class. We are not mandated to offer an extended refund period for tuition, nor is it the prevalent practice among California Community Colleges. Education Code Section 68051 and Title 5 Section 54070 require district governing boards to adopt rules and regulations relating to the “method and amount” of refund for nonresident tuition. Ed code and Title 5 give us the latitude to set the refund to no refunds after the first two weeks for nonresident tuition.

AP 5020 has further been revised to reflect the change in refund policy for non-residents.

AP 5055

The passage of AB 86 now grants priority registration to CalWORKS students. We are requesting that we update the enrollment priorities to include CalWORKS in enrollment priority 1.

ASSEMBLY BILL

No. 86

(24) Existing law requires the California State University and each community college district, and requests the University of California, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, to grant priority registration for enrollment to a foster youth or former foster youth, as defined.

This bill would require each community college district that administers a priority enrollment system to grant priority registration for enrollment to any student who is a recipient of aid under the California Work Opportunity and Responsibility to Kids program. By requiring additional students to receive priority registration at community college districts, the bill would impose a state-mandated local program.

[Section 66025.92 is added to the Education Code, to read:](#)

66025.92.

(a) The Legislature finds and declares that the priority enrollment for registration required by this section is necessary to ensure that the flexibility related to educational opportunities that was adopted as part of the broader changes to the California Work Opportunity and Responsibility to Kids (CalWORKS) program in Chapter 47 of the Statutes of 2012 is not undermined by students who are CalWORKs recipients being unable to access necessary classes.

(b) Each community college district that administers a priority enrollment system shall grant priority in that system for registration for enrollment to any student who is a CalWORKs recipient.

(c) Students who receive priority registration for enrollment pursuant to this section shall comply with the requirements of subdivision (a) of Section 78212.

(d) For purposes of this section, “CalWORKs recipient” means a recipient of aid under Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code or any successor program.

Joel Diaz, Registrar
Office of Admissions & Records
Oxnard College
Phone: (805) 986-5843
Fax: (805) 986-5943
email: jdiaz@vcccd.edu

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5020 NONRESIDENT TUITION
Number	AP 5020
Status	UNDER REVIEW
Legal	Education Code Sections 76140 et seq.
Adopted	April 14, 2009
Last Reviewed	March 12, 2009

1. Nonresident Tuition

The nonresident and capital outlay surcharge fees will be set by the VCCCD Board of Trustees no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual.

Students who are not residents of California, including persons who are classified as international students, will be charged nonresident tuition and a capital outlay surcharge at the Board-approved rate per semester unit unless they are exempted by statute. All nonresident students must pay nonresident tuition in addition to the California Community College mandatory fees.

2. Reclassification to California Resident

A student may be considered for reclassification to California resident status if they have resided in California for no less than one year and one day immediately preceding the term for which residency is requested; and are able to present verifiable documentation to support the actions they have taken to establish California residency.

A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established in accordance with AP 5015.

3. Exemptions from Payment of Nonresident Tuition

Military ~~Resident~~ Exemption: ~~Non-resident~~ U.S.:

Military personnel on active duty in California (except those assigned for educational purposes) are granted a waiver of nonresident tuition until they are discharged from ~~their~~ military services. Dependents of active duty military personnel are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. Any student who does not submit adequate evidence that California residency has been established will be classified as a nonresident and charged nonresident tuition until such time as California residency has been established.

California High School Graduate Attendance and Graduation Exemption (AB540):

Students without lawful immigration status and U.S. citizens who are not residents of California

may be entitled to exemption from nonresident tuition if they meet all of the following criteria:

- attended high school in California for three or more years, and
- graduated from a California high school or attained the equivalent, and
- filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible.
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Eligibility for an AB540 exemption does not result in the student being classified as a California resident.

September 11, 2001 Exemption:

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Other Exemptions

Other limited exemptions from non-resident tuition may be authorized. Eligibility for exemption shall be approved as permissible under California Education Code and/or California Title 5 Administrative Code by the campus Vice President of Business Services or his or her designee.

4. Payment

Fees must be paid in full at the time of registration, or payment arrangements must be made using the district-approved payment plan option.

5. Refunds

Courses must be dropped by the refund deadlines for each semester/session to generate a fee credit or refund. ~~Nonresident Tuition is refunded at a rate of 100% for classes that are dropped by the 10% withdrawal deadline, and at a rate of 50% for classes that are dropped by the 20% withdrawal deadline.~~ No fee credits or refunds are issued for withdrawals that occur after the 20% withdrawal deadline date.

DTRW-SS

September 26, 2013

BP/AP 5055 Enrollment Priorities

(Registrars)

Book VCCCD Administrative Procedure Manual

Section Chapter 5 Student Services

Title AP 5055 ENROLLMENT PRIORITIES

Number AP 5055

Status Active

Legal [California Education Code, Section 66025.8 et. seq.](#)

[Title 5 Section 58106, 58108, 58311](#)

Adopted April 14, 2009

Last Reviewed May 14, 2013

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are given to continuing students in good academic standing and new students who have completed orientation, assessment, and an educational plan (effective fall 2014) in the following order:

1. As defined by statute, active military, military veterans, foster youth, former foster youth, DSPS students, EOPS students, CalWORKS students. All continuing and returning students in these groups must be in good academic standing; all new students in these groups must have completed orientation, assessment and an educational plan.
2. ~~CalWORKS students~~, Verified student athletes in their second semester who are in good academic standing and have met with a designated athletics counselor
3. Continuing students with 45-75 units* who are in good academic standing (waivers for majors exceeding 75 units may be requested through the Counseling Department)
4. Continuing students with 30-44 units* who are in good academic standing
5. Continuing students with 15-29 units* who are in good academic standing
6. Continuing students with 1-14 units* who are in good academic standing
7. New students who have completed orientation, assessment, and educational plan (fall 2014) and returning students with less than 76 units who are in good academic standing
8. New students who have not completed orientation, assessment, and educational plan (fall 2014)
9. Open registration for all students (except "10." below), including continuing and returning students with 76+ units who are in good academic standing (see #3 above re: high unit waiver for continuing students only)
10. Special admission high school students

*Completed and in progress VCCCD units only. Basic skills and non-degree applicable units shall not be counted.

Continuing Student: a student who has been enrolled in one or more of the two previous primary semesters. Only continuing students are eligible to apply for a high-unit waiver.

Returning Student: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Primary Semesters: fall and spring

Good Academic Standing: Defined solely for purposes of assigning enrollment priority as a student who is not in Probation 2 status. Students who are on probation for two consecutive semesters will lose enrollment priority for the next semester or summer session.

Note that the requirements that students be in good academic standing, complete orientation, assessment and an educational plan will be effective for Fall 2014 registration. All other enrollment priorities are currently in effect.

DTRW-SS

September 26, 2013

Drop Surveys

(Deans of Student Services)

No Handout

DTRW-SS

September 26, 2013

3SP – Update

(Marian Carrasco-Nungaray)

No Handout

DTRW-SS

September 26, 2013

VCCCD Educational Master Plan

Goals and Objectives

(Marian Carrasco-Nungaray)

No Handout