

CRAFTON HILLS COLLEGE
11711 Sand Canyon Road
Yucaipa, CA 92399
(909) 794-2161



SAN BERNARDINO VALLEY COLLEGE
701 S. Mount Vernon Avenue
San Bernardino, CA 92410
(909)384-4400

APPLICATION FOR ADMISSION

Please Note: Students are encouraged to purchase and use a copy of the College Catalog and/or Schedule of Classes (available at the bookstore). Reference copies are available in the library and the counseling/academic-advising center.

cancellation may take place before the first class meeting. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

STEPS FOR ADMISSION:

1. Eligibility:

The following groups are eligible for admissions:

- Any individual, age 18 or above, who can reasonably profit from instruction.
- Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency or who has successfully completed the GED.

Students from other colleges may be admitted with advanced standing upon presentation of official transcripts.

High school juniors and seniors may enroll under the following conditions:

- They must have a GPA of 3.0 or better, as verified by an official transcript.
- They must submit a Special Student Attendance Approval form signed by a parent and by their high school principal/designee.
- The courses taken may not duplicate courses currently available in their high school.

All high school petitions are approved by the Dean of Student Services and Student Development.

2. Filing an Application with Admissions:

All new and/or returning students must file an application for admission before they register for classes.

- Be sure to complete the entire application and statement of residency, sign and date.
- Submit the completed form to the Admissions Office.

3. Transcripts of Prior Work:

Students should arrange to have official transcripts of all (high school, if a high school student) college work sent to the Admissions Office. These documents are important to have on file for proper counseling/advisement.

4. Assessment/Orientation/Advisement:

New students are strongly encouraged to participate in the college's Assessment/Orientation/Advisement program. This program is designed to ensure that students take classes that best match their current level of preparation. During the 3-hour assessment session, students are given tests in English, Reading, and Mathematics. While the tests are being scored, students are introduced to the college's services. At the end of the session when the assessment scores are ready, counselors help students select their courses for the semester.

5. Enrollment in Classes:

The Schedule of Classes provides detailed instructions on the procedures involved in registering for classes. Students may register either by Web or telephone, in accordance with the dates identified in the Schedule of Classes. Attending classes without formally enrolling (auditing) is not permitted. Students who have an outstanding financial obligation will not be allowed to register for classes until the obligation is cleared. Examples of obligations falling under this policy include but are not limited to: returned checks, unpaid loans, equipment breakage, and unpaid library fines.

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. In some cases,

6. Payment of Fees:

Current fees are listed each semester in the Schedule of Classes. All fees are due and payable at the time of registration. In addition to enrollment fees, students can be assessed the following: health fee, accident insurance, student representation fee and student center fee. Optional fees include those for a parking permit and for the Associated Students (AS) discount card.

Students who are not bonafide residents of California are required to pay non-resident tuition. Non-resident tuition is payable at the time of registration.

7. Class Attendance:

Students who are not in attendance at the first class meeting may be dropped by the instructor.

8. Late Registration:

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "add/drop" process described below. However, any instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe.

9. Add/Drop:

Registered students may change their programs during a designated period at the beginning of each semester. Once the registration period has passed and/or after the first week of full-term classes (or the first day of classes lasting less than 17 weeks), a petition is needed to change a schedule. These forms are available through the Admissions Office. If a schedule is revised and total number of units changed, the amount of enrollment fees may also change. Students must pay any additional fees if the number of units taken increases due to a schedule change of the time of registration.

10. Refunds:

The amount of a refund for enrollment and service fees will vary in accordance with the following conditions:

- If a class is cancelled, a student will automatically be mailed a refund of enrollment, health, accident, student center fee and student representation fee. No processing fee will be charged for overpayments or cancelled classes.
- If a student drops a class before the beginning of the term, he/she will automatically be mailed a refund of enrollment, health, accident, student center fee and student representation fee. There will be a \$10.00 refund processing fee. Refunds of amount less than \$15.00 will not be processed.
- If a student drops a class after the first day of classes but on or before the end of the second week of classes (or 10% of the term for classes less than 17 weeks in length), he/she will automatically be mailed a refund of enrollment fees. All other fees are non-refundable as of the first day of class.
- If a student drops a class after the second week of classes (or after the 1st 10% of the term for classes less than 17 weeks in length), he/she is not eligible for a refund.

It takes approximately six to eight weeks to process refund checks.

If a student wishes to apply the refund credit toward registration in another class, he/she must submit the drop and add at the same time.

APPLICATION FOR ADMISSION

I am applying to: (check one) Crafton Hills College San Bernardino Valley College

PLEASE ANSWER ALL QUESTIONS, PRINT CLEARLY. USE BLUE OR BLACK INK ONLY.

I am applying for Fall Spring Summer Year

1. Legal Name: (Do not use nicknames.)

Last Name

First Name

Middle Initial

(Names Previously Used)

2. Social Security Number:

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3. E-Mail Address:

4. Legal Address: (A legal address is one used for voting, motor vehicle registration, income tax, and other legal purposes.)

No. _____ Street _____ Apt. _____

City _____ State _____ Zip Code _____

County/Country _____

From: (Month/Year)

--	--

To: (Month/Year)

--	--

5. Previous Address: (If you have not lived at your current (legal) address for one(1) year you must list your previous address.)

No. _____ Street _____ Apt. _____

City _____ State _____ Zip Code _____

From: (Month/Year)

--	--

To: (Month/Year)

--	--

6. Mailing Address: (If different than legal address)

No. _____ Street _____ Apt. _____

City _____ State _____ Zip Code _____

From: (Month/Year)

--	--

To: (Month/Year)

--	--

7. Telephone Number:

() ()

Home

Business

8. Gender:

- (F) Female
 (M) Male

9. Date of Birth:

____ / ____ / ____
Month Day Year

10. Place of Birth:

City _____ State/Country _____

11. Major/Academic Program:

Please enter appropriate code: (See Inserted page for code lists.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. Ethnic Background: (check one)

- | | | |
|--|---|---|
| <input type="checkbox"/> (AC) Asian
<input type="checkbox"/> (AI) Asian Indian
<input type="checkbox"/> (AJ) Japanese
<input type="checkbox"/> (AK) Korean
<input type="checkbox"/> (AL) Laotian
<input type="checkbox"/> (AM) Cambodian
<input type="checkbox"/> (AV) Vietnamese
<input type="checkbox"/> (AX) Other Asian | <input type="checkbox"/> (B) African-American Non-Hispanic
<input type="checkbox"/> (F) Filipino
<input type="checkbox"/> (HM) Mexican, Mexican-American, Chicano
<input type="checkbox"/> (HS) South American
<input type="checkbox"/> (HX) Other Hispanic
<input type="checkbox"/> (N) American Indian / Alaskan Native
<input type="checkbox"/> (O) Other Non-White
<input type="checkbox"/> (PG) Guamanian | <input type="checkbox"/> (PH) Hawaiian
<input type="checkbox"/> (PS) Samoan
<input type="checkbox"/> (PX) Other Pacific Islander
<input type="checkbox"/> (W) White Non-Hispanic
<input type="checkbox"/> (X) Unknown
<input type="checkbox"/> (XD) Decline to State

Are you Hispanic or Latino? <input type="checkbox"/> (Y) Yes <input type="checkbox"/> (N) No |
|--|---|---|

13. Admit Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> (FFV/FFC) First enrollment in any college
<input type="checkbox"/> (FTV/FTC) First enrollment at CHC/SBVC but have attended another college
<input type="checkbox"/> (RTV/RTC) Returning to CHC/SBVC after attending other college | <input type="checkbox"/> (RSV/RSC) Returning to CHC/SBVC after an absence of one or more semesters with no attendance at any other college
<input type="checkbox"/> (CSV/CSC) Attended CHC/SBVC last semester
<input type="checkbox"/> (SPV/SPC) Special admit student (K-12) |
|---|---|

14. Educational Goal: (check one)

- | | |
|---|---|
| <input type="checkbox"/> (A) Obtain a B.A. degree after completing a 2-year degree
<input type="checkbox"/> (B) Obtain a B.A. degree without a 2-year degree
<input type="checkbox"/> (C) Obtain an associate's degree without transfer
<input type="checkbox"/> (D) Obtain a vocational degree without transfer
<input type="checkbox"/> (E) Earn a vocational certificate without transfer
<input type="checkbox"/> (F) Discover/formulate career interest, plan/goals
<input type="checkbox"/> (G) Prepare for a new career (acquire job skills) | <input type="checkbox"/> (H) Advance in current job/career (update skills)
<input type="checkbox"/> (I) Maintain certificate or license (e.g. Nursing)
<input type="checkbox"/> (J) Educational Development
<input type="checkbox"/> (K) Improve basic skills in English, Reading, or Math
<input type="checkbox"/> (L) Complete credits for high school diploma or GED
<input type="checkbox"/> (M) Undecided on goal
<input type="checkbox"/> (P) Personal Interest |
|---|---|

NOTE: All applicants must complete the Statement of Residency on the back of this form

15. Is English the language you speak most often? (Y) Yes (N) No

16. Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

17. Are you a single parent? (Y) Yes (N) No

18. Special Services: (SBCCD is committed to your educational success. Each area listed below provides special services.

Please indicate those services that would benefit or interest you. Check all that apply.)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> (1) Financial Aid | <input type="checkbox"/> (4) Transfer Student | <input type="checkbox"/> (7) Course Tutoring | <input type="checkbox"/> (10) Assessment Testing |
| <input type="checkbox"/> (2) Child Care | <input type="checkbox"/> (5) Employment Assistance | <input type="checkbox"/> (8) English as 2 nd language | <input type="checkbox"/> (11) Distance (Distributed) Education |
| <input type="checkbox"/> (3) Disabled Student Prog. & Svcs. | <input type="checkbox"/> (6) Basic Skills | <input type="checkbox"/> (9) Extended Opportunity Prog. & Svcs. | <input type="checkbox"/> (12) Health and Wellness |

19. Are you a veteran or a dependent of a veteran eligible for benefits? (Y) Yes (N) No

20. Do you intend to apply for Financial Aid? (Y) Yes (N) No

21. Do you receive cash aid/TANF(CalWORKs)? (Y) Yes (N) No

22. Intended Load: (Check one)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> (LP) Less than part time
Fall & Spring – Less than 6 units
Summer – Varies – See Schedule | <input type="checkbox"/> (P) Part time
Fall & Spring – 6 units to 11.9 units
Summer – Varies – See Schedule | <input type="checkbox"/> (F) Full time
Fall & Spring – 12 units to 17.9 units
Summer – Varies – See Schedule | <input type="checkbox"/> (O) Overload
Fall & Spring – 18 units or more
Summer – Varies – See Schedule |
|--|---|--|---|

23. How many hours PER WEEK do you expect to work for pay while attending CHC or SBVC? (Check one)

- | | |
|------------------------------------|---|
| <input type="checkbox"/> (1) None | <input type="checkbox"/> (4) 20-29 |
| <input type="checkbox"/> (2) 1-9 | <input type="checkbox"/> (5) 30-39 |
| <input type="checkbox"/> (3) 10-19 | <input type="checkbox"/> (6) 40 or more |

24. Education:

PART A:

(If you are currently attending high school, please complete the following, if not, skip to Part B.)

Name of High School: _____ City _____ State _____
Year began attending _____

High School Code				

PART B:

Name of High School: _____ City _____ State _____
Years attended From _____ To _____ Graduated? Yes No Year _____

High School Code				

Most Recent College: _____ City _____ State _____
Years attended From _____ To _____ Graduated? Yes No Year _____

College Code				

25. Graduation Type: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> (1) Special student currently enrolled in grades Kindergarten –10 | <input type="checkbox"/> (7) Passed the GED/Cert. of Equivalency |
| <input type="checkbox"/> (2) High school student currently in grades 11-12 | <input type="checkbox"/> (8) Certificate of Proficiency |
| <input type="checkbox"/> (3) Not a high school graduate/not in high school | <input type="checkbox"/> (9) Earned a Foreign Secondary School Diploma |
| <input type="checkbox"/> (4) Currently enrolled in adult school | <input type="checkbox"/> (10) Received Associate's Degree |
| <input type="checkbox"/> (5) Earned a U.S. high school diploma | <input type="checkbox"/> (11) Received Bachelor's Degree |
| <input type="checkbox"/> (6) Other | |

STATEMENT OF RESIDENCY

All applicants must complete this entire section. – DO NOT LEAVE ANY QUESTION BLANK.

NOTE: If additional information is needed to determine your residence status, you will be required to present evidence in accordance with Educational Code Sections 68040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence is the responsibility of the student.

26. Are you a U.S. Citizen? (US) Yes No (If you are NOT a U.S. Citizen, you must give the information below)

(NOTE: both items A and B must be completed.)

A. Immigration Status (mark appropriate category below, then list card or visa number and date issued).

<input type="checkbox"/> (PE) Permanent or Resident Visa	A# _____	Immigration Card Number _____	Date Issued _____	Expiration Date _____
<input type="checkbox"/> (ST) Student Visa (F-1 or M-1)	A# _____	A# _____	Date Issued _____	Expiration Date _____
<input type="checkbox"/> (OT) Other Status	A# _____	A# _____	Date Issued _____	Expiration Date _____
Visa Type _____	Visa Number _____	Date Issued _____	Date Issued _____	Expiration Date _____

B. Country of Citizenship or Origin _____

27. Do you claim California as your permanent residence? Yes No

(If YES, you must answer questions A through C below.)

- A. In what state did you last file a State income tax return? _____ Year? _____
- B. Are any of the following persons currently on ACTIVE military duty with, (or discharged within the last 12 months from), the U.S. Armed Forces?
(Please mark all appropriate persons.)
 None Self Spouse Parent or Guardian
- C. Have you lived at your present address for more than one year? Yes No

28. Questions which must be answered by any student who will not be 19 years of age when the semester begins:

- A. Are your natural parents or legal guardians divorced? Yes No
- B. If YES, list name and address of person who has legal physical custody of you:

Full Name: _____

Address: _____

NON-DISCRIMINATION POLICY: San Bernardino Community College District, pursuant to the requirements to Title IV, VI, and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendment of 1972, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, national origin, native language, or handicap in its employment policies and/or educational programs and activities, including admission and accessibility to such.

FERPA Notification: Under the Family Educational Rights Act (FERPA), upon enrollment you may direct the college to withhold release of directory information to persons not employed by the San Bernardino Community College District. Directory information includes your name, address, phone number, dates of attendance, major of study, awards/degrees received, date of birth and most recent institution previously attended. DIRECTORY INFORMATION DOES NOT INCLUDE YOUR SOCIAL SECURITY NUMBER. Currently, directory information is only shared with officials and employees of the San Bernardino Community College District who have a legitimate educational need to inspect the record, to a person elected to the Board of Trustees, and to other educational entities conducting research to assess the academic progress of students and to help students reach their educational goals. DIRECTORY INFORMATION IS NOT SHARED WITH NON-EDUCATIONAL ENTITIES (i.e. telemarketers). If you do not want your directory information released, please check box

29. I hereby certify, UNDER PENALTY OF PERJURY, that all information supplied on this statement of residency is complete and accurate to the best of my knowledge. All materials submitted by me for purposes of admission become the property of San Bernardino Community College District. I understand that willful omission or falsification of information, or failure to report changes in residence may result in my dismissal from San Bernardino Community College District and the loss of units earned as a result of such omission or falsification.

Applicant's Legal Signature _____ Date _____