

ACADEMIC CALENDAR 1971-72

	<u>FALL 1971</u>	<u>WINTER 1972</u>	<u>SPRING 1972</u>
First day to file application for admission or readmission.	Nov. 2 1970 Mon.	June 1 1971 Tues.	Aug. 2 1971 Mon.
Fall General Faculty meeting	Sept. 16 Thurs.		
Registration in person and group academic advisement by faculty for NEW students	Sept. 20 Mon.	Jan. 3 Mon.	Mar. 27 Mon.
Academic advisement by faculty for all students	Sept. 21 Tues.	- - - -	Mar. 28 Tues.
Instruction begins	Sept. 23 Thurs.	Jan. 4 Tues.	Mar. 29 Wed.
Last day to add courses	Sept. 29 Wed.	Jan. 10 Mon.	Apr. 4 Tues.
Last day to file for graduation to insure regular processing of degree requirements check.	Sept. 29 (March graduation)	Jan. 10 (June graduation)	Apr. 4 (Summer session or Dec. graduation)
Convocation (10 a.m. to 12 noon)	Sept. 30 Thurs.	Jan. 18 Tues.	Apr. 10 Mon.
Last day for refund of Materials and Service Fee	Oct. 7 Thurs.	Jan. 18 Tues.	Apr. 12 Wed.
Last day to drop classes without academic penalty	Oct. 13 Wed.	Jan. 24 Mon.	Apr. 18 Tues.
Last day for refund of Non-Resident Tuition Fee	Oct. 20 Wed.	Jan. 31 Mon.	Apr. 25 Tues.
Registration materials available for continuing students	Nov. 1-12 Mon.-Fri.	Feb. 7-18 Mon.-Fri.	May 8-19 Mon.-Fri.
Academic advisement for continuing students	Nov. 2-5 Tues.-Fri.	Feb. 8-11 Tues.-Fri.	May 9-12 Tues.-Fri.
Registration-by-mail period for continuing students	Nov. 8-19 Mon.-Fri.	Feb. 14-25 Mon.-Fri.	May 15-July 14 Mon.-Fri.
Instruction ends	Dec. 3 Fri.	Mar. 10 Fri.	June 8 Thurs.
Examination Study Day	Dec. 6 Mon.	Mar. 13 Mon.	June 7 Fri.
Final examinations	Dec. 7-10 Tues.-Fri.	Mar. 14-17 Tues.-Fri.	June 12-15 Mon.-Thurs.
Quarter ends	Dec. 10 Fri.	Mar. 17 Fri.	June 15 Thurs.
Commencement	- - - -	- - - -	June 17 Sat.
Holidays	Nov. 25-26 Thurs.-Fri.		May 29 Mon.

ANSWERS TO YOUR QUESTIONS

Where to Find Them

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GENERAL INFORMATION

Admission

Prospective students, whether for part-time or full-time programs of study, must file an application for admission and other supporting documents within the announced filing period. To enroll in classes, applicants must be formally admitted to the college for that quarter. Procedures for admission are published in the College Catalog. Application forms may be obtained from the Office of Admissions and Records (J-103C).

Health Clearance

A physical examination and health interview are required to each new student prior to registration. These should be completed prior to the time of registration. Students will not be allowed to pick up registration materials until they have secured health clearance from the Health Office (Room W-102).

Advising

New students are assigned academic advisors during the orientation/registration period for their first quarter of attendance. Each student is responsible for maintaining his own personal copies of college transcripts for advising purposes and should take these transcripts with him when meeting with an advisor. Students should consult their advisor when planning their program of study. An advisor's signature is required on the Program Card for new students.

Concurrent Enrollment

A student enrolled at the college may enroll concurrently for additional courses at another institution only by filing a PETITION FOR CONCURRENT ENROLLMENT with the Office of Admissions and Records (J-103C) after securing written approval from their academic advisor. Permission will not be granted when the study list in the proposed combined program exceeds the units authorized at this college for full-time study.

REGISTRATION

Each student registers in the California State College, Dominguez Hills, at times scheduled for this purpose. Early registration by mail is available to continuing students and those new students admitted early in the admissions cycle. New students eligible for early registration will be notified by mail; others register in person. Registration covers filling out official cards, enrolling in courses, paying fees, and receiving a REGISTRATION/STUDENT ACTIVITY card.

The continuing student should consult the academic calendar, official bulletin boards and student newspaper for information regarding early registration schedules.

SCHEDULE OF REGISTRATION FEES

Tuition is not charged to legal residents of California. All students pay the regular fees shown below. Auditors pay the same fees as students registering for credit. All fees are subject to change by the Trustees of the California State Colleges.

Fees for each quarter are payable at the time of registration. No individual will be admitted to class prior to payment of registration fees.

APPLICATION FOR ADMISSION TO THE COLLEGE

Application Fee \$20.00

FEES REQUIRED AT REGISTRATION (per quarter)

Materials and Service Fee

0 to 3.9 units \$26.50
4 to 7.9 units 30.00
8 to 11.9 units 33.00
12 or more units 39.00

Student Activity Fee

Students enrolling for 6 or less units 3.50
Students enrolling for more than 6 units
Fall Quarter 10.00
Winter and Spring Quarters 5.00

Facilities Fee

All students 2.00

Non-resident Tuition Fee (in addition to the other Registration fees.)

U.S. Citizens

Per unit or fraction thereof 25.00
Maximum charge - 15 units or more 370.00
Per academic year 1,110.00

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¹Foreign-Visa Students (Students who are citizens and residents of a foreign country.)

1. Foreign-Visa Students who were enrolled in the Fall Quarter, 1970, and have remained in continuous full-time attendance (undergraduates enrolled in 12 or more units or graduates enrolled in 8 or more units) and who have not been awarded a baccalaureate or graduate degree from the California State Colleges subsequent to the commencement of the 1970 Fall term:

Per unit or fraction thereof	13.50
Maximum charge - 15 units or more	200.00
Per academic year	600.00

2. All Foreign-Visa Students accepted for admission after November 24, 1970 and those Foreign-Visa Students not carrying a full-time load regardless of admission date:

Per unit or fraction thereof	25.00
Maximum charge - 15 units or more	370.00
Per academic year	1,110.00

¹ The rate of tuition required of each nonresident student who:

- (1) is a citizen and resident of a foreign country; and
- (2) is enrolled in the California State Colleges during the fall term of the 1970-71 college year; or who has been accepted for admission on or before November 24, 1970, to a State College for any subsequent semester or quarter to the 1970-71 college year; and
- (3) remains in continuous attendance as a full-time student at the California State Colleges, making normal progress toward a degree objective; and
- (4) has not been awarded a baccalaureate degree to graduate degree from the California State Colleges subsequent to the commencement of the fall term of the 1970-71 academic year;

shall be at the rate of \$600 per academic year per full-time student for all academic terms commencing prior to the 1974-75 fiscal year, and shall be at the rate of tuition charged non-resident students who are not citizens and residents of a foreign country for all academic terms commencing during the 1974-75 fiscal year and thereafter.

Commencing with the 1971 winter quarter at colleges on quarter system year-round operations, and with the 1971 spring semester at all other colleges, and for each term thereafter, the rate of tuition for each nonresident student who is a citizen and resident of a foreign country and who does not satisfy all of the foregoing provisions of the preceding paragraph shall be at the rate of tuition charged nonresident students who are not citizens and residents of a foreign country.

Parking Fees	
All students	9.00
Alternate vehicle (evidence of owner- ship of vehicles must be presented	1.00
Two-wheeled motorized vehicles	2.25
Car-pool permit	9.00

OTHER FEES

Late Registration (payable the day instruc- tion begins)	5.00
Change of program after final filing date	1.00
Failure to meet administratively required time limit or appointment	2.00
Check returned for any cause	2.00
Items lost or broken	Cost
Transcript of Record (no charge for first copy)	1.00
Library books and other library items	Cost+1.00
Diploma fee	4.00

REFUND OF FEES

Refunds are not automatic. Applications for refund of fees are obtained from the Cashier and must be filed in the Office of Admissions and Records within the time limits specified. Applications received by the Registrar on or before the first day of instruction of each quarter are considered as having an effective date of the first day of instruction of that quarter.

Penalty fees (unless collected in error), the Late Registration Fee, and the Facilities Fee are not refundable.

Materials and Service Fee

To be eligible for partial refund, a student who is withdrawing from the college must file a refund petition with the Registrar not later than 14 days after the first day of instruction. \$10.00 will be retained by the college to cover the cost of registration.

Non-Resident and Foreign Tuition Fee

If the refund petition is filed with the Registrar before or during the first week of the quarter, 100% of the tuition fee will be refunded; during the second week of the quarter, 75%; during the third week of the quarter, 50%; during the fourth week of the quarter, 25%.

Parking Fee

Petitions for refund of the Parking Fee must be filed with the Campus Security Office. If the petition is filed before or during the first 25 calendar days of the quarter, 66% of the Parking Fee will be refunded; from the 26th to the 50th calendar days of the quarter, 33%; on or after the 51st calendar day, 0%.

Consult the Business Office of the college for further information.

GENERAL REGULATIONS

Excess Units

For undergraduate students in good academic standing, the normal program load is the equivalent of four full courses (16 units). To this may be added activity courses having a value of one-half course or less. A student may enroll for more than 18 units by securing the written approval of his academic adviser on his program card prior to submitting his registration materials.

Change of Program

A change-of-program after registration is any change that is made in a student's official study list. Such a change includes: dropping a class, adding a class, changing the number of units for a class in which the student is registered, changing the section of the same course.

A change-of-program must be made before the deadline date listed for each quarter in the official college calendar. Students are provided with a set of DROP/ADD cards. Additional forms may be obtained from the Registrar. No change is effective until the change-of-program form has been filed with the Registrar. If a student officially drops a class by the end of the third week of instruction, the course will not be recorded on the student's permanent record. If a class is dropped after the end of the third week of instruction, the grade of WF shall be assigned. A student who must drop a course after the third week of instruction for reasons beyond his control and who can justify extenuating circumstances may file a petition requesting further consideration of his case.

Official Withdrawal from the College

Students who wish to withdraw from the college are urged to consult the Dean of Students prior to official withdrawal. Official withdrawal is necessary if a student leaves the college at any time after registration and does not intend to complete the quarter. The forms for initiating this process may be obtained from the Office of Admissions and Records.

When official withdrawal from the college occurs before the quarterly deadline for dropping classes (the fourth week of instruction), there is no academic penalty. However, if official withdrawal occurs after the fourth week of instruction, grades of WF will be automatically assigned. A petition to change automatically assigned penalty grades may be filed with the Dean of Students. A student who does not officially withdraw from the college shall automatically receive F grades for all courses on his official study list.

Conditions for readmission shall be clearly indicated on the withdrawal form. A student who withdraws under satisfactory conditions shall be classified as a continuing student for the next quarter.

Credit by Examination

If a student in residence and in good standing has had preparation in a given subject because of unusual opportunities and feels that he has covered the content of a course, he may contact the Office of the Dean of the appropriate School about credit by examination. If an examination is given, it will be comprehensive. A pass or a fail grade will be assigned and will become part of the student's permanent record. Courses by examination will not count toward residence requirements of the college.

Auditors

Auditors must register in the usual way and pay the same fees as would be charged if the courses were taken for credit. Enrollment as an auditor is subject to the approval of the instructor; a student registered as an auditor may be required to participate in any or all classroom activities at the discretion of the instructor. Credit for courses audited will not be granted on the basis of the audit. No record of audit appears on the student's permanent record card nor are transcripts issued for audited courses.

A student who wishes to audit a course in addition to his regular program must obtain the approval of the instructor and pay the fees required as if the course were taken for credit.

An audited course should be taken into consideration when planning a program so that the study load will not be excessive.

SELECTIVE SERVICE

Selective Service information is available at the Office of Admissions. Students subject to Selective Service should keep their local boards informed of all situations which might affect their draft classifications.

Verification of enrollment in full-time programs will be submitted to the Selective Service Boards by the Office of Admissions. Any change of status during the quarter, such as dropping courses or withdrawal, will be reported to the Local Board by the Office of Admissions.

An undergraduate student must be enrolled in sufficient units per quarter to complete requirements for the degree in the normal time of 12 quarters.

DEGREE CANDIDATES

Candidates for a baccalaureate degree must file an application for graduation by the end of the first week of classes of the second quarter of the senior year, in accordance with the following schedule:

Fall Quarter for March graduation
Winter Quarter for June graduation
Spring Quarter for Summer graduation
Spring Quarter for December graduation

Candidates for master's degrees must file an application for graduation by the end of the first week of classes of the final quarter.

All applications must be filed in the Office of Admissions and Records. A change in graduation date may be reported by filing the necessary form with Admissions and Records. (Degree checks remain valid while the student is in continuous attendance at the college even though the graduation date has been changed.)

CHANGE OF NAME OR ADDRESS

If you have made a change of name or address which has not been reported to the Office of Admissions and Records, please come to the Office and request the CHANGE OF ADDRESS form. It is very important that the Office of Admissions and Records is informed of any change, so that you will receive all mailings.

TRIAL PROGRAM

HOUR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					