

Admissions and Registration

ADMISSIONS

Individuals wishing to attend Taft College will be admitted to the college after completion of the current semester's application. Every student's application will be reviewed to determine residency status. Students who have not resided in California for the last 24 months or have taken action to establish residency outside of California in the last 24 months will be given a residency questionnaire. The appropriate enrollment and tuition fees will be administered based on the residency status determination. An admissions application update will be required each semester for students who maintain continuous enrollment. Continuous enrollment is defined as enrollment in the fall and spring semesters. Students returning after an absence from a fall or spring semester will need to reapply for admission to Taft College. Special Admit students (Concurrent Enrollment students) from area high schools are required to provide a signed Special Admit Permit every semester regardless of continuous attendance.

Admission to Noncredit Classes

Noncredit classes are open to adults and minors who, in the judgment of the Board of Trustees, may be qualified. The Board of Trustees delegates to the Superintendent/President or his/her designee(s) (Vice President of Student Services or the Director of Admissions) the authority to determine admissibility of minors.

Application

All students desiring admission must complete an application online, providing complete and accurate information as requested. Applications may be found at www.taftcollege.edu.

All previous college level attendance must be noted on the application. Failure to list any school, college or university attended by the applicant or deliberately falsifying information is grounds for dismissal from the college.

Applications and transcripts should be submitted well in advance of the start date of the semester for which the applicant wishes to be admitted.

Matriculating students who have enrolled in any other collegiate institution before applying at Taft College must provide an official transcript of record showing all work undertaken. All non-English transcripts submitted must be approved certified English translations. All transcripts become the permanent property of Taft College.

Students who believe that they have been unable to comply with this procedure due to extenuating circumstances may submit a written appeal to the Director of Admissions and Records.

Non-High School Graduates

Any person 18 years or older without a high school diploma, General Education Development (GED), high school certificate of proficiency or its equivalent, and who, in the judgment of the Superintendent/President or his designee is capable of profiting from the instruction offered, will be admitted to Taft College after completion of the current semester's application. These students will be admitted as provisional students, and shall be required to comply with the Districts rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

This capability must be verified by standardized test scores, practicum examination results, or written recommendations from persons not affiliated with the college. The capability to benefit must be determined before a student is admitted. Additionally, such provisional students must declare a major upon registration and shall be required to comply with Taft College regulations pertaining to scholastic achievement.

These students must also comply with all rules and regulations prescribed by the Board of Governors of the California Community Colleges or the Chancellor's Office pertaining to scholastic achievement and any other standards to be met by provisional or probationary students as a condition of being readmitted in any succeeding semester.

The provisions of this policy shall not apply to persons determined to be exempt from the college's matriculation program or to those attending programs established for adults pursuant to part 48, chapter 3, and section 78401 of the California Education Code or to any persons attending on a part-time basis only.

College courses taken to meet high school graduation requirements cannot be counted as part of the 60 units of credit required for the Associate Degree.

Transfer Students

Taft College welcomes transfers from other post-secondary institutions.

Matriculating students who previously have attended other collegiate institutions are required to submit official transcripts from each of these institutions to the Admissions Office within the first semester of attendance. All transcripts submitted become the permanent property of Taft College.

SPECIAL ADMIT PART-TIME STUDENTS

High school students must be at least 16 years of age **AND** have completed their sophomore year of high school per California Education Code: 76002/48800.5. Students may take college level courses that are transferrable (courses numbered 1500 or higher) with the exception of Math 1060, (California Code of Regulations-Title 5: 55002(a)/76002(b)) on a seats-available basis with permission from a parent or guardian, their high school principal, and the instructor of the course. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which he/she enrolls. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

Admission is subject to seat availability. The student must submit and meet the following requirements to the Admissions department:

Step 1: How to enroll

- Completed the online application for admission to Taft College.
- Submit the **High School Special Admit Form**.
- The Special Admit Form must be filled out and signed by the student, the parent/legal guardian, the instructor(s) of the course(s) you wish to enroll, and the high school principal every semester regardless if the student gets into a class or not. **If the student is home schooled, he/she must provide verification that the homeschool program is recognized and approved by the county department of education.**
- Students must reapply for admission after a break in attendance for one semester.

Step 2: Complete Orientation and Take the Assessment Test

- Complete the online orientation found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application
- Placement testing is required for all special admit students under the age of 18 who will be enrolling in English or math, or any course with English or math as a prerequisite. Kindergarten – twelfth grade classes will not be used as the sole assessment to meet college prerequisites. Please make sure you have your Taft College A# before contacting the office. To schedule an appointment, contact the testing center at 661-763-7783.

Step 3: Obtain Instructor Approval

- Students must obtain instructor approval before enrolling into his/her class.

Step 4: Register for Classes

- After receiving instructor approval, students may register during open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period.
- High School Special Admit holds will be released on the first day of open enrollment.
- Special admit students may not enroll in any courses numbered below 1500, except for Math 1060. Students who enroll in non-approved courses will result in loss of High School Special Admit privileges.
- There is an 11 unit maximum limit per semester; 5 unit maximum limit for the Summer semester
- In accordance with SB338, enrollment in physical education courses have been restricted or excluded.
- Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.

Step 5: Pay Enrollment Fees

- Special admit high school students **WILL PAY THE SAME ENROLLMENT FEE AS ANY OTHER REGULAR COMMUNITY COLLEGE STUDENT PER California Education Code 76300.**
- Exceptions: High school students in the West Kern Community College District service area are exempt from enrollment fees during the spring and fall terms. All high school students must pay enrollment fees in the summer sessions.
- The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276 and 93252.

Limitations:

- a. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.
- b. Enrollment of non-public school aged children at the College is not permitted on full-time bases or as substitute for the student's K-12 educational program as required by the State of California.

ADMISSION OF INTERNATIONAL STUDENTS

Application for Admissions – all items must be received on or before June 1st for fall or November 1st for spring.

- a. A fully completed International Student (F-1 Visa) Application for Admissions with the appropriate Application Processing Fee, which is non-refundable.
- b. Provide confidential financial support documentation by completing the Financial Assurance form. In compliance with immigration requirements, applicants must be able to demonstrate access to the necessary funds to pay academic living expenses for the duration of their studies.
- c. Official Transcripts from all secondary schools, colleges or universities attended. The transcript must be a certified English translation and must indicate academic achievement at the equivalent of at least a United States high school education (12th grade). COLLEGE/UNIVERSITY transcript evaluations need to be “Detailed or Comprehensive” by NACES® (National Association of Credential Evaluation Services) or AICE® (Association of International Credential Evaluators) and include the following items: Course-by-Course Descriptions, General Statement, Grade Point Average, Lower and/or Upper Division Courses.
- d. Applicants whose native language isn’t English must demonstrate English Language Proficiency using the Test of English as a Foreign Language (TOEFL) examination. Applicants must show a score of either 450 or better on the Written Based Test (WBT), a score of 133 or better on the Computer Based Test (CBT), or a score of 45 or better on the Internet Based Test (IBT).
- e. All international students whose native language is not English must be enrolled continuously in an English course until completing English 1500. International students who present English placement scores that make them eligible to enroll in English 1500 may be exempt from the continuous English course enrollment requirement.
- f. All international students must file annually a proof of freedom of communicable diseases, including tuberculosis. This must be done within four weeks of the student’s date of enrollment. Any expense incurred in obtaining this proof will be the responsibility of the student.
- g. Each international student applicant accepted for admission will be required to show proof of health and accident insurance or purchase health and accident insurance coverage for a minimum of one year. This insurance can be purchased at the time of registration.
- h. Complete information regarding the residence halls and food service will be sent upon receipt of each application for admission. The cost of the residence halls and food service is listed under the fee schedule. Residence hall space is limited and not guaranteed. Please contact the residence hall advisor for more information.
- i. A non-resident tuition fee will be charged for all international students enrolled. (Refer to fee schedule). This fee is in addition to the regular enrollment fee. International students are charged non-resident tuition for every unit taken.

STUDENT SUCCESS AND SUPPORT PROGRAM (MATRICULATION)

Student Success and Support Program (SSSP) is a comprehensive student success program involving the entire campus community. SSSP is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process. It is Taft College’s way of supporting the student’s right to succeed in college. Taft College recognizes that student success is the responsibility of the institution and the student, supported by coordinated and evidence based student and instructional services to foster academic success.

SSSP is a partnership/agreement between students and Taft College. The agreement includes the provision of core matriculation services, including an admission process, college orientation, pre-enrollment assessment and placement, advisement and counseling for course selection, educational planning services, a suitable program of study, and follow-up on student progress.

The student agrees to express a broad education goal at entrance, declare a course of study within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal.

Student’s responsibilities include:

1. Identify an education and career goal upon application.
2. Complete an orientation activity provided by the college.
3. Be assessed to determine appropriate course placement.
4. Participate in counseling, advising, or another education planning service to develop, at minimum an abbreviated student education plan.
5. Declare a specific course of study after completion of 15 semester units of degree applicable credit coursework.
6. Diligently engage in course activities and complete assigned coursework.

7. Complete courses and maintain progress toward an education goal and completing a course of study, according to standards established by the college, the District, and the state.
8. Cooperation in the development of a comprehensive student educational plan by the end of the second semester in attendance

Taft College agrees to provide a strong foundation and support for academic success, providing and mandating the services necessary for students to achieve their educational goals and complete their course of study. Taft College will ensure information regarding its matriculation policies are accessible and available to all students during or prior to enrollment.

College responsibilities include:

1. Orientation services designed to provide, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and other matters.
2. Assessment of students using State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills.
3. Counseling, advising, or other education planning services to assist students in interpreting test results, exploring educational and career interests and aptitudes, identifying educational objectives, and in developing and updating of an educational plan.
4. Assistance in the development of a student education plan identifying the student's educational goal, course of study, and the courses, services, and programs to be used to achieve them.
5. Follow-up services to evaluate the academic progress of, and provide support services to, at risk students, students enrolled in basic skills courses, students who have not declared an educational goal as required, or who are on academic probation, as defined by the college, the District, and the state.
6. Referral of students to: support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Program and Services; and curriculum offerings which may be available, including but not limited to, basic skills, non-credit programs, and English as a Second Language.

Exemptions Criteria

Students will lose their enrollment priority status if they do not participate in orientation, assessment, and counseling, advising, and other education planning services. Therefore, new students are encouraged to participate in all of these core services. Any exemption will mean losing enrollment priority, and dropping to the end of the enrollment line.

Exemptions from Orientation Services

- A. Students who have graduated from an accredited U.S. college or university with an associate degree or higher.
- B. Students who have declared one of the following goals:
 - a. Advance in current career/job
 - b. Maintain certificates/licenses
- C. Students who have previously been assessed within the last two years from a California Community College, California State University, or University of California and have written verification of placement and scores. Taft College multiple measures will be applied.
- D. Students who submit Early Assessment Program (EAP) results that have achieved 'college readiness' or 'conditional readiness' for English and/or math. High school transcript required for 'conditional readiness.'
- E. Students who submit Advanced Placement (AP) results with a score of '3' or higher for English and/or math.
- F. Students who submit College Level Examination Program (CLEP) results with a score of 50 or higher on the Pre-Calculus or Calculus exams (exempt from math portion of assessment only).
- G. Students who have previously taken an English and/or math class from another college or university and provide documentation/transcripts.

Students will only be exempt from the section of the assessment test that documentation is submitting for (i.e. Writing, Reading, and/or Math). The College will make reasonable efforts to ensure all exempt students are provided the opportunity to participate in the assessment component as a valuable service and to retain enrollment priority.

Exemptions from Counseling, Advising, and Other Education Planning Services

- A. Students who have graduated from an accredited U.S. college or university with an associate degree or higher.
- B. Students who have declared one of the following goals:
 - a. Advance in current career/job
 - b. Maintain certificates/license

The College will make reasonable efforts to ensure all new, continuing, and returning exempt students are provided the opportunity to participate in counseling, advising, and other education planning services as a valuable service and to retain enrollment priority.

Exemptions from Loss of Enrollment Priority and Appeal Process

Students may lose their enrollment priority and regain it under certain circumstances.

Loss of Enrollment Priority due to Academic Standing

Students on academic or progress probation for a second consecutive term will lose their enrollment priority unless they participate in the MAPP (Monitoring Academic and Progress Probation) program and complete a progress report for each course they are enrolled in showing at least a 2.0 GPA and/or 50% or more completed progress. Students on continued probation that earn a 2.0 GPA or higher in the most recent term, and/or

pass 50% or more of their classes in the most recent term, are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

In addition, academic reinstated students that earn a 2.0 GPA or higher in the most recent term progress report are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

Loss of Enrollment Priority due to 100 unit limit

Students who have earned 100 or more Taft College degree applicable units will lose their enrollment priority. Students that complete a comprehensive student education plan showing the additional units are needed may be exempt and maintain their enrollment priority.

Loss of BOGW fee waiver due to Academic Standing

Students on academic or progress probation (or a combination of the two) for a second consecutive term will lose their BOGW fee waiver. Students have options to appeal the loss of BOGW by filling out the Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal form. That form can be found on our website. If approved, they may have their BOGW fee waiver reinstated.

CONDITIONS FOR APPEAL

Petition to Reinstate Priority Enrollment

Students with extenuating circumstances may appeal the loss of enrollment priority by providing written documentation to the Admissions and Attendance Committee under the following conditions:

- Students who have earned over 100 Taft College degree applicable units due to extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other life changing events beyond the control of the student.
- Students that complete a comprehensive student education plan with a counselor showing the additional units are needed.

Petition to Reinstate BOGW Waiver

Students are able to appeal the loss of their BOGW fee waiver for the following verifiable reasons:

1. Extenuating circumstances-documentable cases of accident, illness, or other circumstance beyond their control.
2. A documentable change in their economic situation (loss of job, change in living circumstance).
3. Evidence of inability to receive essential support services
4. Special consideration factors for CalWORKs, EOPS, DSPS and military veteran students.
5. Students with disabilities who qualified for but did not receive accommodations in a timely manner.
6. Significant academic improvement (defined as achieving at least a 2.0 term GPA and completion of 50% of courses taken in the immediate preceding fall or spring semester).

Assessment Appeal

After meeting with a counselor and discussing overall placement level recommendations, a student may be referred back to the Testing Center to re-test. There is no waiting period required between re-tests, and a no other conditions a student must meet to be allowed to test again. A student may also challenge a course and/or program pre-requisite, co-requisites or any other limitation on enrollment, per Administrative Procedure 4260.

Dismissal Appeal Petition

Students on dismissal are notified by the Admissions Office via mail of their academic status at the end of each fall and spring semester. The dismissal notification letter outlines the students' options to either appeal their dismissal status or sit out the next term.

Students who appeal their dismissal status are notified of the outcome of their appeal immediately following the Admissions and Attendance meeting held monthly. Students on dismissal may be reinstated and allowed to enroll with a reduced unit load or no restrictions or stipulations. Students on dismissal who do not meet the conditions for reinstatement may again appeal after sitting out one term.

Students on continued probation earning a 2.0 GPA or higher in the most recent term, and/or pass 50% or more of their classes in the most recent term, are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority. In addition, academic reinstated students earning a 2.0 GPA or higher in the most recent term are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

Violations

If the student feels that assessment, orientation, counseling, or prerequisites (or any other matriculation procedures) is being applied in a discriminatory manner, the student may file a complaint of unlawful discrimination. See Student Handbook for grievance procedures.

REGISTRATION

Exact registration dates, placement test dates, and registration procedures are contained in the schedule of classes printed each term and on the Taft College web page at www.taftcollege.edu.

Late Registration

Registration may be accepted through the second week of all semester-length classes; however instructor permission is required for enrollment into classes as of the first meeting day of the class. Registration in classes of less than a semester's duration must be completed according to the specific deadlines set each term by the Director of Admissions and Records.

Inter-district Agreement

Subject to Education Code, Section 78031, a district resident shall be admitted to a community college in another district without regard to district boundaries. No district shall restrict the admission of its residents into a community college of another district, nor shall it restrict the admission of residents of another district into its community college or colleges, except as authorized under Section 78032.

Determining Residency for Tuition Purposes

Each student enrolled or applying for admission to any California community college will provide information and evidence deemed necessary by the district governing board to determine his or her classification. An oath of affirmation may be required in connection with taking testimony necessary to ascertain a student's classification.

The determination of a student's classification will be made in accordance with the provisions of residence policies and the residence determination date for the semester or intersession for which the student proposes to attend.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and/or tuition, classified as a "resident" or a "non-resident."

A "resident" is a student who has resided in California for more than one year immediately preceding the residence determination date, coupled with the intent to remain in California.

A "non-resident" is a student who has not established residence in California for one year as of the residence determination date.

"Residence determination date" is the day immediately preceding the first day of instruction of the semester that the student proposes to attend.

Generally, residence requires actual physical presence in California, coupled with intent to make one's home here. The requirements necessary to demonstrate intent to become a California resident are available in the Admissions Office.

Right to Appeal: Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

FEES

Enrollment Fee

Enrollment fees are determined each year by the State Legislature. Contact the Admissions Office (661-763-7741) or the Taft College web page at www.taftcollege.edu for the current fees.

Non-resident Tuition

The Board of Trustees sets non-resident tuition annually. Non-resident students pay non-resident tuition in addition to the resident enrollment fees. The college reserves the right to increase tuition at any time if required by law to do so. As of the first census date, the individual tuition charges will be reviewed and fees adjusted accordingly.

International Application Fee

The International students must submit a \$100 application fee upon completion of their international and admissions applications.

Exceptions

The Board of Trustees may waive any portion of this fee for no more than 10 percent of the international students registered who are not on extended exemption and who demonstrate financial need to the Financial Aid Office.

Undocumented students who have attended a California High School for 3 years and graduated from a California High School may be eligible for a non-resident tuition fee waiver. (Please see section on AB540)

A student classified as a non-resident, shall be required, except as otherwise indicated in the tuition refund procedure, to pay non-resident tuition.

Materials Fees

Occasionally students may be required to purchase materials to supplement specific courses, i.e., workbooks, folders, computer disks, etc. The materials may be purchased through the Taft College Bookstore.

Fines

In laboratory courses, students are charged actual cost of items lost or broken. Fines are assessed in the bookstore and library for lost or overdue books.

Instructional Materials

Students are expected to purchase required instructional materials when the materials have “continuing value” to the student as defined in Chapter 7, Section 59402, Title 5, or the materials are not solely or exclusively available from the district.

Prior to each term, instructors will file a statement for approval to the appropriate Vice President explaining the materials needed for a particular class.

The list of materials, their approximate costs, and possible sources of purchase will be included in the registration information given to students at the beginning of each term. All instructional material fees are published in the class schedule.

Student Body Fees

The Associate Student Body (ASB) fee, which is currently \$30 per academic year, is established by the members of the student body for the social and cultural activities supported entirely or in part by the students and is subject to change by vote of the Associated Students. These voluntary dues are payable on the day of registration. Every student is encouraged to become a member of the ASB to be able to more fully participate in student affairs and receive discounts at local participating businesses and discounts in the Taft College Bookstore (see “Textbook Program”).

Residence Halls

Student housing is available for students enrolled in a minimum of 12 semester units. A residence hall application must be completed and a \$150 security deposit paid to get on the waiting list. When a student leaves the residence halls, all or any part of the security deposit not due the college for damage to or loss of residence hall property or food service charges will be refunded.

A resident must participate in the Food Service Program. The food service plan consists of 19 meals per week. The cafeteria is open for – three meals per day Monday through Friday and two meals on Saturday and Sunday. Refer to the fee schedule for the cost of this service.

E-Mail Address Procedure

Go to the Taft College homepage at www.taftcollege.edu. Click the email/contact button on the top right of page. Click the TC Student’s Email link and log in with the following information:

(full first name) (full last name)@myportal.taftcollege.edu

(This is your TC email address)

Example: mickeymouse@myportal.taftcollege.edu

Your password will be your student ID number. Example: A002000000

For problems or questions please call the IT Helpline at (661) 763-7737.

2016-2017 ACADEMIC YEAR FEES

Enrollment Fees

Enrollment fees are determined each year by the State Legislature. All other fees are subject to change without notice.

Enrollment fee	\$46 per unit (no maximum)
Credit by Exam Fee	\$46 per unit (no maximum)
Class Audit Fee	\$15 per unit
Non-resident tuition fee (in addition to \$46 per unit enrollment fee and credit by exam fee)	
0 through 14 units	\$211 per unit
15 units or more	\$3165 per semester
International Student Admissions application fee	\$100
Textbook rental fees*	
Rental fee w/paid ASB fee	On average 30% of the new Book price
Associated Student Body (ASB) fee**	\$30 per year
Residence Room rent	\$900 per semester
Meal plan (19 meals per week for dorm students)	\$1453 per semester
Residence Hall security deposit	\$150
Transcripts	
Two in a life-time	No charge
More than two (each)	\$4 each
Rush processing fee	\$8 per transcript
Credential Solutions online processing fee	\$2.75
Enrollment verification fee	
Two in a life-time	No charge
More than two (each)	\$4 each
Rush processing fee	\$8 per verification
National Student Clearinghouse online processing fee	\$2.75
Returned Check Fee	
Service charge per check	\$18

* In order to participate in the textbook rental program, students must purchase an ASB sticker and have a copy of their current class schedule.

**Students purchasing an ASB sticker April 1st – July 31st each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.

Dental Hygiene Program Fees

In addition to normal student expenses (enrollment and non-resident tuition if applicable), the dental hygiene program requires a Program Fee expenditure of approximately \$13,500 during the two-year program. Approximately \$7,913 will be needed at the beginning of the first semester for uniforms, textbooks, instructional equipment and supplies.

Parking Fines

All students will be given a parking sticker for the academic year. Parking fines are as follows:

Illegal Parking or curb violation - \$27
Parking near a Fire Hydrant (within 15 ft.) - \$27
Stopping, Standing, or Parking prohibited - \$27
Parking prohibited in Fire Lane - \$73
Handicapped/Disabled Space Violation - \$282

Bad Check Charge

A service charge of \$18 will be assessed for any check returned to the college Business Office or the bookstore by a bank. Any student who has not paid for a returned check after notification by the Business Office will not be able to receive a transcript, nor will any of the student's records from the college be provided to any other institution.

Deposits

No deposits are required other than for students living in the residence halls.

Enrollment/Tuition Fee Refund Policy

All students are required to abide by the published add/drop deadline schedule which determines when students can add and drop classes, avoid W's and get refunds. If you add or drop a class after the published refund deadline (which is 10% of the course) you will be responsible for the enrollment fees associated with that course. Even if you have postponed your fees and have not yet technically "paid" for the class, you will not get a refund. The fees will remain on your account, because you failed to drop the course before the published refund deadline. All deadline dates are available online.

AB540

AB540 allows qualified students to be exempt from paying non-resident tuition fees at Taft College. Students are eligible for the AB540 exemption if they meet each of the following requirements:

Attended a California high school (public or private) for 3 or more years;

Graduated from a California high school or received the equivalent, such as a GED, prior to the start of the term;

Any Taft College student wishing to use the AB540 non-resident tuition fees exception must first submit an unofficial high school transcript and provide a complete and signed AB540 affidavit* (available online) to the Admissions Office. The Admissions Office will not consider the use of the AB540 exception for any particular student until each of the student's aforementioned documents has been received.

Any student, other than a nonimmigrant alien, who meets the above requirements, shall be exempt from paying non-resident tuition at Taft College. Students who are non-immigrant (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption. Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they will not be classified as California residents. They continue to be "non-residents." If you have any questions regarding your eligibility for the AB540 non-resident tuition fees exception, please contact the Admissions Office, your Taft College Counselor or your Taft College Advisor.

*One section of the affidavit requires that any alien student without lawful immigration status must declare that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Documented students may disregard this section, but must still complete, sign and submit the other sections of the affidavit.

TAFT COLLEGE BOOKSTORE

The Taft College Bookstore is located at 515 Finley Drive, Taft, CA 93268. We are located in the Pilot Shopping Center (directly across 6th Street from the Al Baldock Cougar Sports Center).

TEXTBOOK RENTAL PROGRAM

Taft College is unique in that many textbooks are available to students on a rental basis. Participation in the textbook rental program is only a fraction of the cost of purchasing your textbooks. On the average rental, the Taft College student will save 70% off the new book price. In order to participate in the rental program, you must have a current copy of your class schedule, current ASB sticker and Taft College Student ID Card.

Students must purchase an ASB Sticker to participate in the rental program from the Cashier office, bookstore or bookstore website (bookstore.taftcollege.edu). The ASB stickers are available for \$30.00 per academic year. Students purchasing an ASB sticker April 1st – July 31st each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.

CHECKOUT PROCEDURE FOR TEXTBOOK RENTALS

1. Rental textbooks may be checked out approximately three weeks prior to the beginning of each new semester depending on availability.
2. Students must purchase an ASB Sticker to participate in the rental program
3. Students must take their class schedule to the Bookstore to rent applicable books.
4. Students may order their textbooks online at <http://bookstore.taftcollege.edu>. Orders may be picked up at the bookstore or you may have them shipped via UPS for a fee determined by address of delivery and package weight.
5. Rental textbooks must be returned to obtain transcripts or to register for classes for any subsequent semester.

RETURN PROCEDURE FOR TEXTBOOK RENTALS

1. Students who drop a class should immediately return rental textbooks to the Bookstore.
2. All rental textbooks must be returned by the end of each semester to avoid being charged a late fee of \$10.00 per book.
3. To avoid being charged full replacement cost, all rental books must be returned to the Bookstore no later than 10 business days after the end of the current semester. All rental books unreturned after 10 business days will become the property of the student and the student becomes responsible for the full replacement cost of the textbook.
4. Some instructors may require proof of textbook return before final exam can be taken.

BOOKSTORE RETURN POLICY

1. All refunds and exchanges require the original cash register receipt.
2. A full refund will be given in your original form of payment if textbooks are returned during the first seven (7) business days of the semester with receipt. All summer and short term session textbooks may be returned during the first three (3) business days of the session with receipt. All textbook sales are final after these dates. Please make sure you have the correct textbooks and course materials by checking with your professor on the first day of class.
3. Textbooks and course materials being returned for a refund or exchange must be in the original condition in which they were purchased. Textbooks containing any markings or damage will be treated as a used book and will be credited at 70% of the new book price.

4. No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
5. No refunds on Digital Content once accessed.
6. Clothing, emblematic merchandise, general reading books and art supplies can be returned fourteen (14) business days after purchase with receipt. Clearance items are not returnable.
7. Opened software, audio books, DVD's, CD's, music and small electronics may not be returned. They can be exchanged for the same item if defective.
8. Incorrect or defective books and course materials may be returned within the refund period with your original receipt for an exchange.
9. All credit card refunds require the original card used at the time of purchase.
10. Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days after the date of return.

*** The manager reserves the right to make the decision on the condition or salability on merchandise.

TRANSCRIPTS

Official transcript requests must be placed through Credentials Solutions. Students are entitled to receive two free official transcripts in a life time, thereafter, fees apply. Transcript order processing time is based on the type of request. Please contact the Academic Records Office at (661) 763-7756 for additional information on ordering and the processing time of official transcripts.

Taft College has authorized Credential Solutions to provide transcript ordering via the web through your Cougar Tracks account. Transcripts may be requested 24 hours a day, 7 days a week. Online transcript requests submitted on the weekends or while the College is closed will be processed according to the type of request when Taft College resumes office hours.

Ordering transcripts in this manner is in full compliance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students' educational records.

The types of official transcript request are as follows:

Regular official request:

- No certification
- CSU General Education Breadth Certification
- IGETC Certification

Rush official request

- No certification
- CSU General Education Breadth Certification
- IGETC Certification

Credential Solutions online processing fee: \$2.75 per transcript

Taft College Transcript fee: \$4.00 per transcript

Rush fee: \$8.00 per transcript

Please allow additional time for official transcript requests for CSU General Education Breadth and IGETC Certifications.

Unofficial Copies: An unofficial copy of a student's academic record, reflecting courses taken during or after the summer 1990 session, is available via Cougar Tracks. Transcripts prior to Summer 1990 are not available online. To obtain these prior records, please visit or contact the Academic Records Office.

IMPORTANT REMINDERS

Request must include original signature.

Transcripts will not be issued until all outstanding accounts with the college are paid.

Photo identification is required when ordering and picking up transcripts in person. (Note: Transcripts **will not** be released to a second party without signed, written permission from the student.) Student must designate second party at the time of request.

Official transcripts will be in a sealed envelope and may only be considered official if the seal remains unbroken.

*In accordance with the Federal Education Rights and Privacy Act of 1974, student written authorization is **REQUIRED** to release **ANY** information.*