Admission

How to Attend Cañada College

Individuals interested in attending Cañada College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Cañada College. Individuals who are not high school graduates and are under the age of 18 may also attend Cañada if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

Open Enrollment Statement

The policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

For more information, please visit canadacollege.edu/admissions

Note: In Accordance with The Higher Education Act of 1965 and the State Authorization Reciprocity Agreement (SARA), San Mateo County Community College District (SMCCCD) is prohibited from recruiting and enrolling students residing in other States.

Residency Requirements

Residency Determination

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home. The burden of proof to establish residence is on the student.

A student who is a non-U.S. Citizen must hold a Visa type that allows the student to establish domicile in the United States. California Education Code, Sections 68000-70902.

For more information, please visit the Cañada College Residency Requirements website at https://canadacollege.edu/admissions/residency.php

California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
  - G.E.D., California High School Equivalency Certificate, with an average of 450 or above on all tests and a score of at least 410 on each test.
  - TASC - Test Assessing Secondary Completion
  - A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.
- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a high school student whose admission is recommended by his/her high school principal and approved by the Registrar at Cañada.

Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.
- Be 18 years of age or older and capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 450 or more on all tests and a score of at least 410 on each test.

AB540 Law: Certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended a combination of Califorina high school, adult school, and community college for the equivalent of three (3) years or more OR have three (3) or more years of California high school coursework and attended a combination of California elementary, secondary, and high school of three (3) years or more, AND received a California high school diploma or its equivalent, such as a GED or passing the California High School Proficiency Exam (CHSPE) OR have completed an Associate's Degree from a California Community College OR

have completed the minimum requirements at a California Community College for transfer to a State University or the University of CA. If you are qualified, please complete the AB540 form and submit to the ContactUs link, by mail, or in-person to the Admissions and Records Office. Obtain the form from our website: canadacollege.edu/forms/residency.php or from the Admissions and Records office.

- This law does not apply to non-immigrant students such as F, H, or J, visa holders.
- This law does not change or grant residency status; it exempts students from non-resident tuition.
- There is no time limit on how far in the past the student might have attended and graduated from a California high school.

International Students

How to Apply

Cañada College welcomes international students who have a visa that allows them to study in the United States. For more information about eligibility for study at Cañada College, please contact the International Student Program at +1 650-381-3544 or caninternational@smccd.edu. The college issues documentation for F-1 student visas to students who want to complete an educational program here. See information below for F-1 student visa admission requirements.

Admission Requirements (for F-1 Student Visa applicants)

Students who are residents of other countries and either possess or are seeking an F-1 student visa may qualify for admission to Cañada College as follows:

- Complete the International Student Application available at the San Mateo County Community College District (SMCCCD) website: https://smccd.edu/international/apply/index.php
- Have the equivalent of an American high school education with satisfactory grades ("C" or 2.0 grade point average). A copy of the high school transcript is required.
- Demonstrate sufficient command of English to profit from instruction at Cañada College. The minimum TOEFL score requirement is 480 on the paper-based exam and 56 on the Internet-based exam. The minimum IELTS score is Band 5.5. Individuals admitted as international students may be required to enroll in English as a Second Language courses, based on the results of an English placement test given once the student arrives at the college.
- Submit evidence of necessary funds to cover the cost of school and living expenses while attending Cañada College. (See enrollment fees section of this catalog.) The current estimate of annual expenses for international students is $26,000.

- Copy of Passport

Please call +1 650-381-3544 or email caninternational@smccd.edu for more information about the F-1 student visa admission process.

International students with F-1 visas are required to register in at least 12 units of coursework each fall and spring semesters. Cañada College's schedule of classes is available at the college website: www.canadacollege.edu. All international students must purchase district approved medical insurance plan.

Students who are legal residents of another country and who are in the United States temporarily on an F-1 student visa to study full-time at another institution may be admitted as part-time students at Cañada College with the approval of their primary college. These students must present a letter of approval from a counselor or official of the other institution in order to attend Cañada College part-time.

High School Students/Dual Enrollment

Dual Enrollment

Students attending high school may register simultaneously for Cañada College classes. Interested students must submit an application and the College Connection Course Request Form.
Students should apply online at: https://canadacollege.edu/dualenrollment.

Cost for dual enrollment:

- Enrollment fees are waived for students in California high schools if they are registered in 11 or less units. If the student exceeds 11 units they are required to pay all fees for all units in which they are enrolled.
- Non-resident fees are waived for all high school students with 11 or less units. If the student exceeds 11 units they are required to pay all fees for all units in which they are enrolled. Student body fees are optional for California high school students.

Many college courses have prerequisites and/or corequisites. Students who wish to enroll in an English or mathematics course or any course that has an English or a math prerequisite should email an unofficial copy of their high school transcript to canadaplacement@smccd.edu. Students who wish to take an English as a Second Language course should call the Welcome Center at (650) 306-3452 to schedule an ESL assessment. All other prerequisites will need to challenged directly with the professor of the course.

The final decision for admission of any student to any class rests with Cañada College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by their high school. The

student will be required to fulfill necessary prerequisites for courses.

Students participating in the College Connection Program will receive college credit for all coursework completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

Please Note: If you are a home-schooled student, a copy of your R4 (Private School Affidavit) form will be required along with your Course Request Form.

For more information about high school programs, please contact the Dual Enrollment at +1 (650) 306-3394 or canadadual@smccd.edu.

Registration

Registering for Classes and the Student Success Process

The Student Success Process is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Complete the Student Success Process steps prior to registration if you have one or more of the following educational goals:

- obtain a vocational certificate,
- obtain an Associate degree,
- transfer to a four-year college or university, or
- are undecided about your specific educational goals but are considering the above options.

Exemption from Student Success Process

You are exempt from the Student Success Process if on your application you have indicated one of the following:

- have completed an Associate or higher degree, or
- have enrolled in classes for personal enrichment only and do not intend to earn a degree or certificate, or
- are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

If you are EXEMPT from the Student Success Process, you will receive an assigned date to register via WebSMART, after your application is processed.

Steps to Success

Step #1 - Apply to Attend

Complete an online application for admission at www.canadacollege.edu/admissions. You will receive an email confirming your application and containing your student identification number ("G" number).

Step #2 - Apply for Financial Aid

You may qualify for state and/or federal financial aid. US citizens, permanent residents, and other eligible non-citizens should apply using the FAFSA at www.fafsa.gov. AB540 students who are unable to complete the FAFSA should apply for state aid using the the California Dream Application at https://dream.csac.ca.gov. Have the results sent to Cañada College (school code 006973).

Step #3 - Attend New Student Orientation

Orientation provides an overview of Cañada's programs and services.

Visit https://canadacollege.edu/orientation once you are a registered student and have your G-number to view instructions for your online orientation session. Call the Welcome Center at (650) 306-3452 if you have any challenges completing your online orientation.

If you are one of the catagories below, you can skip this step!

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

Step #4 - Complete Placement

We look forward to helping you succeed in your academic career by helping you find the English, Math, and English as a Second Language (ESL) courses that will maximize your success.

As a California Community College student, you have the right to begin your education in transfer-level English and math courses, which will allow you to finish these courses within a year and graduate faster.

Here's how we help you find the right courses:

1. We will use the information you entered into CCCApply when you applied to Cañada. This typically includes your overall High School Grade Point Average (GPA) and which English and Math courses you took in high school.
2. If you did not submit this information in CCCApply, you can submit it (or update it) any time in WebSMART:
   - Go to WebSMART
   - Go to the top of the page and Click on the "Student" tab, and under the "Student Services" section, select the link for "Student Records"
   - In the "Student Records" page, select "High School Transcript Information"
   - Fill out the appropriate fields in this section.
3. You can also send us an email that includes your G Number, High School GPA, and High School Math and English course titles and grades along with your unofficial High School Transcripts. Please send your email to: canadaplacement@smccd.edu

4. You can also submit electronic copies of the following documents when you meet with an academic counselor

- AP Scores (Results may not be conditional)
- Unofficial Transcripts from another College or University
- Military Transcripts

If you are one of the catagories below, you can skip this step!

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

English Recommended Placement Based on High School Achievement

Group	H.S. GPA	Recommended Placement
1	≥ 2.6	ENGL 100
2	1.9 to 2.6	ENGL 105 (Including additional academic and concurrent support)
3	< 1.9	ENGL 105 (Including additional academic and concurrent support)

Statistics for Liberal Arts Recommendeded Placement Based on High School Achievement

Group	H.S. GPA	Recommended Placement
1	≥ 3.0	MATH 145, 200, 201
2	2.3 to 2.9	MATH 200 + 800 (Including additional academic and concurrent support)
3	< 2.3	MATH 200 + 800 (Including additional academic and concurrent support)

Business or STEM (Science, Technology, Engineering, Math) Recommended Placement Based on High School Achievement

Group	H.S. GPA	Recommended Placement
1	≥ 3.4 or... ≥ 2.6 & previously enrolled in a HS Calculus course	MATH 125, 130, 150, 225, 241
2	≥ 2.6 or... previously enrolled in a HS Pre-Calculus course	MATH 130 + 830 MATH 225 + 825 MATH 241 + 841 (Including additional academic and concurrent support)
3	≤ 2.6 and no previous Pre-Calculus	Same as Group 2, above

If you are planning to take English as a Second Language (ESL) courses please contact the Welcome Center at (650) 306-3452 or email canadaplacement@smccd.edu to arrange an appointment complete the ESL placement process.

Step #5 - Attend a Counseling Session

To schedule your own virtual counseling appointment click on your student success link in your OneLogin student portal account. Or you can schedule a counseling appointment by visiting the Welcome Center on the first floor of Building 9 or by calling (650) 306-3452 or emailing canadawelcomecenter@smccd.edu .

If you are one of the catagories below, you can skip this step!

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

Please note: A Counseling appointment may be required to clear pre-requisites.

Submit Transcripts from Institutions outside of SMCCCD

Submit transcripts from colleges and universities outside of SMCCCD, and/or military transcripts to transevaluation@smccd.edu, to Admissions & Records, or otherwise go to **Step 4.** Speak to a Counselor about the Transcript Evaluation Service.

Step #6 - Register for Classes

New non exempt students will receive their registration appointment once they have completed the College Orientation, Assessment and Counseling session. Use WebSMART to register for classes. Complete information regarding registration dates and procedures is available in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting and work with your professors to meet the challenges and demands of each class. Use Counseling services regularly by scheduling an appointment at least once a semester to meet with your counselor to discuss:

- Progress towards your educational goals
- Develop or update your Student Educational Plan (SEP)
- Learn about important student services that enhance student success

Priority Registration

Priority Registration applies to specific groups of students, as identified by the California State Chancellor's Office and the San Mateo County Community College District.

Priority status allows for early registration and is based on rules that apply the following criteria:

- Current Student Educational Plan (SEP) that is valid through the anticipated registration term(s)
- Completion of the Student Success and Support Program (if required), including Orientation, assessment and Counseling
- Academic Standing – Must be in good Academic Standing for two consecutive terms
- Units earned – Must have earned less than 100 Degree Applicable units

Rules apply to all priority groups, with the exception of Foster Youth.

Once criteria is met by the student, their registration status is determined and the appropriate registration date is assigned. Registration dates can be viewed on WebSMART, during the registration cycle of a term.

To appeal the loss of priority registration, complete the "Loss of Priority Registration and/or the California College Promise Grant (CCPG) Fee Waiver Petition" (canadacollege.edu/forms). Completed petition needs to be turned into the Admissions & Records Office.

Step #7 - Pay Fees (required)

Students are required to pay registration fees at time of registration, or have other sources (financial aid, California College Promise Grant (CCPG) Fee Waiver, Third Party Payer or Payment Plan.) Students will be dropped for non-payment of fees, after seven business days, or less, depending on when classes begin. Please see website for most up-to-date information on fee deadlines. Students will not be permitted to register with an outstanding balance.

Step #8 - Arrange Transportation and Parking

See additional sections on Parking in this catalog.

Step #9 - Purchase or Rent Books; Pick up your Student Body Card

See additional section on the Bookstore in this catalog. Go to Building 5, Room 354, where the staff will take your picture and you your official Student Body Card. Please remember to update this card every semester you attend Cañada.

Step #10 - Attend Classes

Students are expected to attend classes regularly. See Attendance Regulations section in this catalog.

Get Involved with Campus Clubs and Take Advantage of Support Services!

Make time to join campus clubs and take advantage of student support services. There are many support services and campus activities for just right for you. Please visit https://canadacollege.edu/studentservices/ or the Student Services section of this Catalog (https://catalog.canadacollege.edu/current/services-programs/).

Students with disabilities who need assistance with any part of the matriculation process should contact the Disability Resource Center at (650) 306-3259.

Class Schedule and WebSCHEDULE

Schedule Web Page

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: canadacollege.edu/catalogschedule.

Changes in Class Schedule

Once you have completed registration, you may change your schedule via WebSMART. Once a class has started, an authorization code to add is required and can be obtained from the instructor. Students should consult the current Schedule of Classes for deadlines and procedures. Students

may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

WebSchedule

Changes in the class schedule may occur within the semester. Such changes may not be reflected in the schedule PDF document. For the most up-to-date class listings, one should refer to WebSchedule. By navigating the WebSchedule page, you can filter class offerings per semester, disciplines, college, keyword, and open courses.

To view a list and explanations of all course types, please visit our Course Type Descriptions webpage in WebSchedule.

Online Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete some or all course work outside the classroom, on their own time, usually at home. They are offered as online or hybrid.

Online Courses

Online courses are ones in which the instructor and student are separated by distance for the entire course and can interact exclusively through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online via proctoring arrangements or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.

Fully or Partially Synchronous, Online Courses

Fully or Partially Synchronous, Online Courses are offered online, in which the student will need to login during the specified days/times indicated. Students should discuss any potential flexibility regarding the scheduled hours directly with the faculty member.

Hybrid Courses

Hybrid courses substitute face-to-face instructional hours with online work, and have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

Online or hybrid courses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities. See the Schedule of Classes, or visit our website— canadacollege.edu—for information on specific course offerings.

Learning Communities

Learning communities are linked classes: the same group of students take two or more classes with the same instructors. The professors work together to ensure common themes in class assignments and activities, as well as accessibility to academic counseling and helpful services available on campus and in the community.

Students who are enrolled in learning communities are more likely to succeed academically. The learning community fosters a tight knit relationship between faculty and students. Join a learning community, receive extra support and make friends for a lifetime!

Cañada College offers a variety of learning communities. In consultation with your counselor, select the learning community based on your placement test score. To be a part of the learning community, you must remain enrolled in all sections. To view current learning communities, please check-off the "Learning Communities" filter-box under the "Course Type" tab in WebSchedule when searching for open classes.

*When registering on WebSMART, you must enter each CRN (course reference number) for all classes within the specific learning community. To view a list and explanations of all course types, please visit our Course Type Descriptions webpage in WebSchedule.

WebSMART

WebSMART Registration and Services for Students

Log on to the WebSMART student account to manage your enrollment as well as maintain student information. The following is available on WebSMART:

- Register for Classes
- Update personal information, address, and emergency contacts
- View the Catalog/Schedule of Classes
- Add/Drop classes (anytime within published deadlines)
- Student Online Orientation
- Check registration appointment and status
- Update Educational Goal/Change Major
- Confirm and print your schedule of classes
- Pay your registration and fees by credit card/Enroll in a payment plan
- Purchase a parking permit
- Link to purchase textbooks
- Apply for Financial Aid/Promise Scholars and view application status
- Apply for a California College Promise Grant (BOG waiver)
- View your grades
- Opt for pass/no pass

- Request an official transcript and print an unofficial transcript
- View DegreeWorks Degree/Certificate Progress and Student Educational Plan (SEP)
- Sign up to receive emergency texts
- Print 1098T forms
- Register to Vote

DegreeWorks is a tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Cañada College, and Skyline College catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a "what if" tool that allows students to view their progress toward the full range of our San Mateo County Community College District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Student Educational Plan (SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

Registration Policies

Multiple and Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same term. Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission to Admissions and Records Office of a documented plan describing how the student will make up missed class time under the instructor's supervision and attendance documentation at the end of the semester. Overlap exception forms are available on the college website, canadacollege.edu/forms, and in the Admissions and Records Office.

Unit Load

A student may take no more than 19 units in Fall and Spring semesters or 11 units in Summer Session without the special approval of the counselor and Dean of Counseling. This unit limitation is inclusive of all courses with San Mateo County Community College District. The "Enroll Beyond Maximum Number of Units" form may be found here: canadacollege.edu/forms, and in the Admissions and Records Office. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with a counselor.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid,

International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements. (NOTE: 6+ units is full-time for the summer session.)

Enrollment status is defined as follows:

- Full-time = 12+ units
- Three-quarter time = 9 – 11 units
- Half-time = 6 – 8 units
- Less than half-time = .5 – 5.5 units

Course Repetition

Please Note:*Courses attempted during Spring 2020, Summer 2020, Fall 2020, Spring 2021, Summer 2021, and Fall 2021 will not count as a repeat attempt. Students may repeat any of these courses regardless of the grade earned.* (Covid exceptions to Title V Section 55042, 55045)

Course Repetition Definition

A "course repetition" occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e., A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/ NC, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

Course Repetition to Alleviate Substandard Work

A student who has earned a substandard grade (D+, D, D-, F, NP, NC) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (D+, D, D-, or F or W or NP/NC). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (Title 5 Section 55042)

Course Repetition as a Result of a Withdrawal

A "W" counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation.

A student earning a satisfactory grade may not enroll in the same course again unless one of the following exceptions applies:

- **Significant Lapse of Time.** A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the

student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 250 was completed with a grade of C in Fall 2020. In Fall 2023 the student is preparing to apply to a nursing program that requires Biology 250 to be completed within the last three years. The student is eligible to repeat the course in Spring 2024 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

- **Extenuating Circumstances.** A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student's control. (Title 5 Section 55045)
- **Students with Disabilities Repeating a Special Class.** A student with a verifiable disability may repeat a special class for students with disabilities any number of times based on achieving progress in the class and an individualized determination that such repetition is required as a disability-related accommodation for that student. (Title 5 Section 55040)
- **Legally Mandated Course.** A student may repeat a course determined to be legally mandated and required by statute or regulation as a condition of paid or volunteer employment or licensure. A student must provide evidence that the course is legally mandated or that licensure standards require course repetition. Such courses may be repeated for credit any number of times. (Title 5 Section 55000).
- **Work Experience Education.** A student may enroll multiple times up to 16 units of credit in Work Experience Education.
- **Variable Unit Courses.** A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. It is not necessary to submit this form to repeat a course under this circumstance as your registration is not blocked and you may enroll in the remaining unit value not yet attempted. (Title 5 Section 55044).

Courses Related in Content

Course Attempts within Subject Families. District policy limits enrollment of students in courses that are active participatory courses in physical education/kinesiology, and visual or performing arts. In this regard, the colleges have established "families" of similar educational activities.

Kinesiology activity courses and some visual and performing arts have established "families" and are subject to enrollment limitations. Although a course cannot be repeated, a student may attempt up to four courses in a subject "family." Some subject families offer more than four courses but a student may enroll in a maximum of four courses within a family.

All course attempts in a student's academic history count toward this enrollment limitation within a "family" of courses. This limitation applies even if the student receives a substandard grade or a "W." Enrollment limitations are monitored district wide for a subject "family."

New students are advised to enroll in the beginning level of a course family and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family must progress to the next level. For a list of Kinesiology and Dance "families" go to the College Catalog under Course Descriptions/Kinesiology. (Title 5 Section 55040)

Repeatable Courses – Three Types of Courses May Be Designated as Repeatable

These courses are identified as repeatable in the college catalog (Title 5 Section 55041).

- **Intercollegiate Athletics.** Courses in which student athletes enroll to participate in an organized sport sponsored by the district or a conditioning course which supports the organized competitive sport may be designated as repeatable. (Title 5 Section 55040/55041)
- **Intercollegiate Academic or Vocational.** Competition Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
- **Required by CSU or UC For Completion of Bachelor's Degree.** Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W." (Title 5 Section 55041)

Audit Policy (BP 6.31)

The SMCCCD allows auditing of courses with the exception of courses in programs that require special preparation and/or programs where admission is on a limited basis. Enrollment as an auditor is a manual process and must be

completed at the Office of Admissions and Records within the week after the close of the late registration period.

A student may audit a course only under the following circumstances.

- The student must have previously enrolled for credit for the maximum number of times allowed for a particular course.
- The instructor of record of the course must approve the enrollment as an auditor. An instructor is not required to take auditors.
- The student must be in academic good standing to audit any course.
- If the course is a variable unit class, the student must enroll as an auditor for the maximum number of units available.
- The student must enroll as an auditor by completing and submitting the Audit Course Request immediately following the published late registration period and pay the auditing fee.

Course Audit Policy

Cañada College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the student's enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course if offered for variable units, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded, though with the instructor's permission they are able to attend the course from the first class meeting. Students who wish to audit a course must obtain an AUDIT COURSE REQUEST from the Office of Admissions and Records. No students auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.