

GENERAL INFORMATION



Section 1 - General Information

History of the College

The history of Palomar College is rich in tradition, educational achievements, and personalities. In 1946, Dr. Daniel C. McNaughton, the first president of the college, said, "Palomar College will provide the first two years of regular four-year college course work in order to meet the requirements of students whose ambitions include university training. It will also provide a two-year liberal arts education, leading to the Associate in Arts degree for students who wish to secure a broad cultural education, but who do not necessarily plan to attend a four-year college or university. It will offer a wide variety of training programs in many of the semi-professional and vocational fields represented in the industrial, mercantile, and agricultural life in San Diego County." The history has been documented in a 636-page book, **Palomar College Golden Jubilee: 50 Years of Excellence**, published in 1995. Copies of the book are available in the Palomar College Bookstore.

On January 15, 1946, registered voters in the Vista Unified School District, the Fallbrook Union School District, and the Escondido Union High School District voted 714 to 417 in favor of establishing a "junior college" in the North San Diego County area. At that time there were only 4,525 registered voters in the three school districts, and 1,131 of these individuals cast ballots on January 15. In those days, the Escondido District included the geographical areas which are now contained in the San Marcos and Poway Unified School Districts.

Under state law, the San Diego County Superintendent of Schools appointed five persons as members of the first governing board for the new college. Their first meeting was held February 27, 1946. At subsequent meetings that year, the board selected a name for the college and agreed that classes would begin September 23, 1946, on what then was the Vista High School campus, between the hours of 3:30 and 10:00 p.m. That site is now occupied by Lincoln Middle School in Vista.

The name "Palomar" was chosen because the college was located fairly close to Palomar Mountain, where the California Institute of Technology was completing construction of what was to be the world's largest telescope. Most of California's two-year colleges, including Palomar, are now called "community colleges," rather than "junior colleges."

The governing board hired a director, a dean of students, and nine faculty members--seven men and two women--to teach courses in science, mathematics, music, art, social sciences, commerce, English, physical education, and foreign languages at the new college. Exactly 100 persons were enrolled on the first day of classes, and three days later, the total had climbed to 198--108 men and 90 women. This total did not include carpentry apprentices or agricultural students in the Veterans' Vocational Agricultural course that started two weeks later. Over the next 55 years, college enrollment grew steadily until it exceeded 27,000 full-time and part-time students in 2000-2001. During the summer of 1949, after three years of operation at Vista High School, the college moved to its present 200-acre campus in San Marcos. As the North San Diego County population continued to grow, more and more classes were scheduled in other locations. Those locations with the largest numbers of classes and students were called "education centers," and include: Escondido, Fallbrook, Ramona, Poway, Mt. Carmel,

Camp Pendleton, Pauma Indian Reservation, and Borrego Springs.

Fifty-nine years later, in 2005, Dr. McNaughton's general description is still true.

Vision

Learning for Success

Mission

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

Values

Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide the highest quality learning and cultural experiences, we are guided by our core values of

- Achieving excellence in teaching, learning, and service;
- Fostering integrity as the foundation for all we do;
- Providing access to our programs and services;
- Celebrating diversity in people, philosophies, cultures, beliefs, programs, and learning environments;
- Supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes;
- Promoting mutual respect and trust through open communication and actions;
- Supporting innovation to enhance and enrich learning environments and services.

Educational Philosophy

The educational philosophy of Palomar College is based upon belief in the value of the individual and belief in the individual's potential for intellectual, ethical, personal, and social growth. Only through growth in these areas can a citizen come to understand personal rights.

The fundamental assumption of the democratic way of life is the intrinsic worth of the individual. This assumption thus becomes the main principle of public education.

In order to become an effective member of a democratic society, an individual should participate in a free exchange of ideas. Only within a democracy is the individual assured the freedom for such an exchange and for self-realization consistent with the freedoms and opportunities of others.

By providing equal opportunities for all, the community college helps its students to realize their potential. Thus their talents become more readily available to the community, and their participation in society becomes more effective.

Governing Board and District Policy

In accordance with its designated function as a policy-making body, the Governing Board of the Palomar Community College District creates the policies by which the district operates, subject to the Education Code of the State of California, all rules prescribed by the Board of Governors of the California Community Colleges, and all federal statutes. Board policy may be changed, subject to the Education Code of the State of California, only by action of the Governing Board through a majority vote of its members.

The Governing Board schedules its regular open meetings in the Board Room on campus at 6:00 p.m. on the 2nd Tuesday of the month. Meetings are open to the public.

Palomar College Foundation

Since the 1950s, the Palomar College Foundation has helped provide supplement public funding for college programs and activities. Over the years, the Foundation has provided funding for the swimming pool, a harpsichord for the Performing Arts Department, a trailer for tutorial groups, facilities for the Child Development Center, furniture for the Student Center, renovation for the Library, curtains for the Theater, and many, many scholarships for deserving students.

With the support and generosity of the community, the Palomar College Foundation has secured over \$15 million in designated and undesignated funds which are support student learning, educational programs, scholarships and capital equipment. Yet, every year as state budgets shrink, the needs of our community grow.

Won't you consider making a contribution? We welcome the support of individuals, families, and businesses who want to help fulfill the mission of Palomar College, the vision of our community and the hopes of thousands of students and families who need our help. For more information or to be added to our newsletter mailing list, please call the Advancement Office, (760) 744-1150, ext. 2733.

Policy On Diversity

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony and creativity.

Palomar College offers equal educational and employment opportunities regardless of group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability. It is the policy of the College that, unless exempted by statute, every course offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets the stated prerequisites for the course.

The District's policy of non-discrimination covers admission, outreach, educational programs and activities, facilities, access to course offerings, counseling, financial assistance, employment assistance to students, health and insurance benefits and services, athletics, textbooks and curricular material, and employment.

Limited English speaking students who are otherwise eligible will not be excluded from any vocational education program.

Spanish Translation

Los estudiantes elegibles para entrar en el programa de educacion vocacional no pueden ser excluidos debido a su ingles limitado.

Vietnamese Translation

Nhung hoc-sinh neu hoi du cac dieu-kien phu-hop vao nhung chuong-trinh giao-duc huan-nghe se khong bi tu khuoc boi ly do trinh-do Anh-van kem.

Designation of Responsible Employee as Title IX Coordinator

The Assistant Superintendent/Vice President, Human Resource Services, Administrative Services Building, Room A-1, (760) 744-1150, ext. 2531.

ADMISSION AND REGISTRATION

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Section 2 - Admission and Enrollment

Admissions Policy

Any person who meets one of the following requirements is eligible to attend Palomar College:

- Has graduated from an accredited high school
- Is a non-high school graduate 18 years of age or older
- Has passed the California High School Proficiency Examination (CHSPE), or Certificate of Equivalency (G.E.D.)
- Is a minor who may profit from instruction and has permission of the local high school district
- Has petitioned for special admission and obtained approval from parent/guardian, representative of the school district of residence and Palomar College Director of Enrollment Services (admitted on a permission and space available basis).

Application for Admission

Anyone who wishes to attend Palomar College must submit a completed application for admission. Students may apply online at <http://www.palomar.edu>.

Admission to Special Programs

Admission to the Dental Assisting Program and the Nursing Program is by special application. For information contact the Health Programs Coordinator, Room NO-2, ext. 2279.

Special Admission for Accelerated Students

To be considered for admission, minors must have completed the eighth grade or reached the age of 15, and have permission of the local school district. Home-schooled minors may enroll with permission of the local school district. Minors, under 15 years of age, with permission from a public or private school, and the Palomar College instructor, may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Credit earned is college credit and may also be used as high school credit with consent of the high school. See the Admissions Office for details.

Residency

Information in the following paragraphs summarizes the rules and regulations related to student residency for educational purposes. Details are found in Education Code Section 68090, Title 3, Part 41, Chapter 1, and may be found in the college library.

Residency is determined when a student applies for admission to the College. The Admissions Office will help with questions and interpretation of the regulations.

Definition of Residence

In law, every person has a residence. There can be one and only one residence. A residence cannot be lost until another is gained. It is the place where one lives when not on vacation or leave. It can be changed only by a combination of act and intent.

Every person who is married or is 18 or older and under no legal restriction may establish a residence. Certain minors may also establish residence.

Residency Status

A California "resident" is a person who has resided in the state for more than one year prior to the residence determination date and shows "intent" to the state of California.

A "nonresident" is a person who has not resided in California for the full one-year period before the residence determination date. A nonresident must pay nonresident tuition in addition to other fees for credit classes. Tuition must be paid in full at registration.

Residence Determination Date

The residence determination date is that day immediately preceding the first day of instruction.

Factors Considered to Determine Residency

The following factors are called "indices of intent." They, along with a person's presence in California, are considered in determining California residency. No one factor decides residency. All evidence is weighed. If any one of the "indices of intent" show intent only for another state during the one-year period, it may show lack of intent for California:

- Own residential property in California for personal use
- Are licensed to practice a profession in California
- Vote in California
- Pay California State Income Taxes
- Possess a California driver's license and a vehicle registered in California
- Have an active checking and/or savings account in a California bank
- Show a California address on military records
- Possess a marriage license or a divorce decree issued in California
- Have been paying nonresident tuition in another state

Exception to Residency Requirements

There are exceptions to the residency rules. They may include the following:

- Active duty military personnel stationed in California
- Dependents of active duty military personnel stationed in California
- Certain minors who stayed in California when parents moved
- Self-supporting minors
- Full-time employees of Palomar College or a child or spouse of the full-time employee
- Those who attended a California high school for 3 or more years AND graduated from a California high school or attained an equivalent (GED or CHSPE). This exception does not grant California residency or eligibility for any state financial aid.

Contact the Admissions Office for more details.

International Students (F-1 and M-1 Visas)

Palomar College is authorized under federal law to enroll nonimmigrant alien students. The following is required for admission to the regular college program:

- International student application with passport-size photograph
- A \$25.00 non-refundable Application Fee (Cashier's check only made payable to Palomar College)
- Confidential financial statement certified by bank official
- Test of English as a Foreign Language (TOEFL) score of 470 (PBT)/150 (CBT) or more
- High School graduate (official transcripts of all secondary and college work must be provided with certified English translation)

- Satisfactory report if attending a language school or another college in U.S.A.
- Letter of reference
- Doctor's health certification (TB skin test)

Application Deadlines:

For Fall 2005/Overseas applicants May 1, 2005
 Applicants within the USA.....June 30, 2005
 For Spring 2006/Overseas applicants Oct. 15, 2005
 Applicants within the USA.....Nov. 30, 2005
 For Fall 2006/Overseas applicants May 1, 2006
 Applicants within the USA.....June 30, 2006

International students are required to pay nonresident tuition. For informational brochure and/or application forms, contact:

Office of International Education
 Palomar Community College
 1140 W. Mission Road
 San Marcos, California 92069-1487 USA
 (760) 744-1150, Ext. 2167
 FAX (760) 761-3592
<http://www.palomar.edu>
intladm@palomar.edu

International students who do not meet the requirements for regular college admission may attend the intensive English language program. For an informational brochure and/or application forms, contact:

California English School
 Palomar Community College
 1140 West Mission Road
 San Marcos, California 92069-1487 USA
 (760) 591-4930
 FAX (760) 591-4932
ces@palomar.edu

Matriculation Rights and Responsibilities

Matriculation is a process that assists you in choosing, planning, and achieving your educational and career goals. It is Palomar's way of supporting your right to succeed in college. Matriculation is a partnership between you and Palomar College.

Palomar College agrees to:

- Evaluate your English, math, and reading skills
- Help you register for appropriate classes
- Provide you with an orientation, and information on services available, and possible majors and/or careers
- Provide access to counselors and instruction

You agree to:

- Decide upon your major and goal
- Attend an orientation and assessment session
- Work with us to develop an educational plan by the time you have completed 15 units
- Attend and complete courses to make the best use of the time you spend at Palomar

The college may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the college may never suspend or terminate any service for which a student is otherwise entitled under any other provision of law. In addition, students may challenge any matriculation requirement or regulation using the petition process.

Prior to registration, all non-exempt students must complete the following steps that apply:

- Submit an application for admission
- Send in all transcripts or previous assessment scores for consideration
- Sign up for, and attend, an assessment and orientation session at the Assessment Center, SU-1, or at the Escondido Center.

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an associate's or bachelor's degree
- Are attending Palomar for personal enrichment
- Are enrolled only in non-credit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor at any time.

Assessment, Advisement and Orientation

What is Assessment?

Assessment is the process the college uses to evaluate your skills in areas such as:

- Reading
- Writing
- Math
- English as a Second Language (ESL)

Assessment (the placement test plus multiple measures), advisement, and orientation are given several times throughout the year for the convenience of new, continuing, returning, and transfer students.

Assessment gives students knowledge of present levels of skills in math, English, and reading. Assessment, along with advisement and orientation, using ASSET or COMPASS, takes approximately 3-1/2 hours, and includes receiving the results.

All students must submit an application for admission before making an appointment for the placement test. Students must contact the Student Access/Assessment Center for a reservation ticket. Reservation tickets are issued on a first-come, first-served basis. Seating is limited. Students may also schedule an appointment by e-mail to Assessment@palomar.edu. Students should find the location prior to their appointment since no one will be admitted after the assessment has begun. All three subjects (English, math and reading) will be covered. Students are permitted to be assessed only once per year. Placement is valid for two years.

In addition to taking Palomar's placement test, the following options are also available to students:

1. Students may submit documentation of previous college course work and/or assessment scores from another college. Scores expire after two years; course work does not expire.
2. Non-native English speakers may take a specialized placement exam. Contact the ESL Department.
3. Special testing conditions are offered for disabled students through the D.S.P. & S. Department.

4. Students may place themselves in entry-level classes and progress through the curriculum without taking the assessment.

The decision to challenge assessment placement will be made on an individual basis. Please contact the Assessment Office located in the Student Access/Assessment Center, SU-1.

What is Orientation?

Orientation is a process that provides students with information about the College's programs, services, academic expectations, procedures, advising and registration. Orientation follows all areas of assessment. Assessment results will be distributed at the conclusion of the orientation. Students will:

- Receive information about college requirements
- Learn about the requirements for Certificates, Associate and Bachelor's degrees, specific major requirements and general information
- Receive information about assessment recommendations and basic skill levels
- Available immediately after scheduled assessment online

When do I need Assessment, Advisement and Orientation?

New students must complete assessment, advisement and orientation before qualifying to register for classes. Students who meet this requirement before the registration period for the next semester will receive an earlier registration appointment.

There are several other options for completing assessment, advisement, and orientation. These include special sessions for:

- Students with disabilities
- English as a Second Language students
- EOPS students
- International students

Contact the Student Access/Assessment Center, see the current class schedule, or visit the Website, <http://www.palomar.edu/counseling/ASSM.html>.

What is Educational Planning?

Educational Planning is the process of mapping your courses semester by semester. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

English, math, reading, and study skills are the foundation for success in other college level courses.

Complaints

If you feel that assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint.

Enrollment Conditions

Many courses and education programs of study have enrollment conditions such as prerequisites, corequisites, or advisories on recommended preparation. These faculty-approved conditions are considered necessary and appropriate to ensure that you are adequately prepared to succeed in the course or educational program.

Enrollment restrictions are defined below. It is your responsibility to meet any and all enrollment conditions.

What is a Prerequisite?

A prerequisite is a condition of enrollment that you are required to meet in order to demonstrate current readiness in a course or educational program. You may be required to show proof of meeting the prerequisite. Failure to meet the stated prerequisite may result in you being administratively dropped from the course.

What is a Corequisite?

A corequisite is a condition of enrollment consisting of a course that you are required to simultaneously take in order to enroll in another course. Failure to enroll in the stated corequisite will result in you being administratively dropped from the course.

What is an Advisory on Recommended Preparation?

Recommended preparation is a condition of enrollment that you are advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. If you believe that you have satisfied the advisory by means other than the stated advisory, you are urged to consult with the appropriate department to determine your readiness to enroll in the course or educational program.

Are there other limitations on enrollment?

Yes. Enrollment in certain courses or educational programs of study may require try-outs, auditions, or may be limited by health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements imposed by statutes, regulations or contracts. All such limitations are in conformity with the provisions of Title 5, Section 58106, California Community College Board of Governors.

What if I don't have the necessary prerequisites or corequisites?

You may not be permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite, or are enrolled in the corequisite. If it is determined after a course begins that you have not met the prerequisite, you may be dropped from the course.

What if I am currently enrolled in the prerequisite when it is time to register for my class? Will I be prevented from enrolling in the next level course?

No. If you are currently enrolled in the prerequisite course at Palomar College, and it is assumed that you will pass the course with a 'C' or better, you will be permitted to enroll in the next level course. If you do not successfully pass the course (D, F, FW, NC, Inc, or W), you will be dropped from the class before the opening day.

Can I challenge a prerequisite or corequisite?

Yes, under certain conditions. Refer to the information on challenges below.

Challenging Prerequisites

You have the right to challenge any prerequisite. A prerequisite or corequisite challenge requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared you for the target course. A Prerequisite or Corequisite Challenge Petition can be obtained from the Admissions & Records Office, the Counseling Center, or an Education Center or Site. Reasons

for seeking a Prerequisite and Corequisite Challenge Petition may include one or more of the following:

1. A prerequisite or corequisite has not been made reasonably available.
2. A prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
3. You can provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or corequisite.
4. You may challenge other limitations on enrollment.
5. You may challenge a prerequisite or corequisite established to protect the health and safety of himself, herself, and/or others.
6. A prerequisite, corequisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner.
7. A prerequisite or corequisite is in violation of Title 5.

If space is available in the target course when you file a challenge to the prerequisite or corequisite, the College shall reserve a seat for you and resolve the challenge within five working days. If the challenge is upheld or the College fails to resolve the challenge within the five working day period, you shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, you shall be permitted to enroll if space is available when you register for that subsequent term.

Transcripts/Advanced Standing

Transcripts from other colleges and universities must be received by the Admissions and Records Office no later than the end of the first semester of attendance.

Transcripts received become the property of Palomar College and cannot be returned to the student or forwarded to other schools.

Courses, units, and grades from other regionally accredited colleges and universities that are accepted will be applied toward the completion of academic degrees or certificates of achievement at Palomar College. Units accepted may also be applied toward transfer patterns to four-year institutions.

Transcripts from foreign schools or universities must be evaluated by an approved credentials evaluation service.

Refer to the Academic Regulations and Standards section of the catalog regarding acceptance of non-traditional credit.

Student Classification

Freshman

A credit student who has completed less than 30 semester units.

Sophomore

A credit student who has completed 30 or more semester units, but does not have an A.A. degree.

Unclassified

A registered credit student who, by definition, is neither a freshman nor a sophomore.

Financial Aid Application and Enrollment Fee Waiver

Students are encouraged to stop by the Financial Aid & Scholarships Office to obtain information and an application for federal and state financial aid early.

In addition, enrollment fee waivers are available at the Financial Aid & Scholarships Office or in the class schedule. Approval must be confirmed at least 48 hours prior to registration.

Current and potential financial aid students are advised to only take courses that are required for their declared program of study at Palomar College.

Enrollment Options

Community Education Classes

Non-credit courses which support life-long learning. May be either full term or short term.

Community Development Seminars

Non-credit workshops, classes, seminars, activities and events to help you continue learning throughout your life. Usually taught as evening or weekend courses.

Fast Track

Fast-track courses, which are eight weeks in duration, are offered throughout the calendar year. The work that students complete in a semester-length class is compressed into eight weeks. These classes are intensive, but they allow students to move quickly to advanced study or to a career.

Full Term Classes

A regular semester course of 17 weeks.

Intersession Classes

Courses offered between regular terms.

Late Start Classes

Accelerated courses which are less than 16 weeks, but which must be completed within a semester/ session.

Learning Communities

An enriched learning experience linking different courses around a central theme or question. Students must enroll in the whole block of courses, and progress through the semester as a group.

On-line Classes

On-line classes offer convenience for students with busy schedules. Students must have reliable access to e-mail and the Internet. You can "attend class" at any hour of the day or night, and communicate with your instructor via e-mail or electronic discussion boards as your schedule allows. Attendance at some on-campus activities may be required for some on-line classes. Student financial awards may be impacted in certain cases. Please check with the Financial Aid Office for more information. On-line classes are academically equivalent to traditional face-to-face classes. For more information, visit our web site at <http://www.palomar.edu/pconline>.

Regional Occupational Program (ROP)

ROP offers tuition-free courses, regardless of income, and serves all residents of San Diego County 16 years of age and older. Classes provide entry-level, upgrade, and advanced job skills training.

Saturday Classes

Academic or vocational courses taught on Saturdays, generally in the mornings. May be either full term or short term.

Self-Paced Classes (Open Entry)

Courses which allow flexibility in scheduling, where a student may enroll at any time up to a designated date in the semester/session. Hours of attendance are arranged with the instructor. Depending upon unit value, a specified number of hours must be completed to receive credit.

Short Term Classes

Any course which is less than 17 weeks.

Summer Session

Mini sessions offered during the summer, generally either 6 weeks or 8 weeks in length.

Telenet Classes

Telenet classes are TV courses that utilize the Internet and electronic communication to supplement the traditional video presentation of the course. Students may view video lessons on cable, online or are available for check-out at six different locations. Computers will be used for assignment preparation, examinations, and for communication between students and faculty. Students must have reliable access to the Internet and an email account. Computer literacy is highly recommended. If a computer is not available at home, there are computer labs available for student use on campus. Most Telenet classes will require the student to attend an orientation session with the instructor. Student financial aid awards may be impacted in certain cases. Please check with the Financial Aid Office for more information. For additional information, visit our web site at <http://www.palomar.edu/etv>.

Television Classes

A TV course is a regular college credit course which uses television to deliver instruction. Each telecourse includes televised lessons, a text, as well as procedures for discussion, assignments and examinations. Students may view video lessons on cable, online or are available for check-out at six different locations. Although telecourse study is based primarily in the home, you are expected to interact with the instructor on a regular basis by telephone, email or during your scheduled campus meetings. You must make time to view your lessons and complete assignments. In order to receive credit or an evaluative grade, you must attend the campus meetings. TV courses are academically equivalent to the traditional campus course. They satisfy either pre-collegiate, elective or general education requirements toward a certificate or A.A. degree. For more information, visit our web site at <http://www.palomar.edu/etv>.

Videoconference Classes

Videoconference classes are college credit courses taught by the instructor to more than one site simultaneously. Communication is two-way and interactive. Interactive videoconferencing allows students to meet face-to-face with the instructor on-campus and with students in a classroom off-campus. Two-way interactive videoconferencing sends and receives live video and audio simultaneously between two or more sites. For more information, visit our web site at <http://www.palomar.edu/etv>.

Weekend College

Attend classes offered on Friday evening, Saturday and Sunday.

Enrollment Procedures

All new and returning students should submit their application for admission as soon as possible after the date applications are first accepted. Early applications secure earlier enrollment appointments. Check the 2005-2006 college calendar in the front pages of this catalog for the dates applications are accepted.

The Class Schedule

Students are informed of the enrollment procedure to be followed in the official Class Schedule for each semester.

Online Enrollment

All students may use Student eServices to enroll. Continuing students have automatic eligibility to enroll. New and returning students are also eligible after submitting an Application for Admission at the main campus or at a College Center or online at www.palomar.edu. All students are issued a unique Palomar user ID number, which will be used for enrolling and all other transactions with Palomar. See the class schedule for more information.

Procedure for Adding and Dropping Classes

Adds and drops are processed online in Student eServices until the semester deadline date (see class schedule). You may be required to obtain a permission number from the instructor to add a class.

All additions to a student's program must be processed within the first two weeks of classes. Exceptions to this deadline include late-start and open-entry classes.

Official Withdrawal

Students must drop classes by using Student eServices. Refer to "Dates and Penalties" below for any penalties which may be imposed.

Unofficial Withdrawal

Students who simply stop attending class and do not drop through Student eServices have unofficially withdrawn. These students may receive an "F" or "FW" grade in every class they stop attending.

Administrative Withdrawal

Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund or waiver of registration fees.

Dates and Penalties

If a student processes a drop during the first four weeks of a full semester course, or first 30% of a short-term course, no grade will be assigned and no notation will appear on the student's permanent record.

Between the fourth week and the eighth week of a full semester course, or between 30% and 50% of a short-term course, a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course, or 50% of a short-term course, only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to attend classes. Failure to attend classes can result in an "F" or "FW" grade, unless the student executes a drop within the time periods indicated above. Refer to the 2005-2006 college calendar for specific

dates.

Petition Appeal Procedure

Students who have verifiable extenuating circumstances may petition to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. See "Conditions for Petition to Withdraw" listed under the Grading System in Section 5 of the catalog.

Class Cancellations/Changes

Palomar College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Students enrolled in classes that are cancelled by the College are entitled to a refund of fees, with no processing charge.

Fees and Expenses

Palomar College is a public California Community College. All students must pay enrollment and health fees; California non-residents and international students must pay non-resident tuition.

Fee Payment Procedure

Students are responsible to pay all mandatory fees. All fees are due 10 days after enrollment; however, after classes have begun, all fees become due immediately. Students who do not pay fees will be dropped from classes, but may still owe enrollment fees. The college will refund enrollment fees only when a drop is processed within the first two weeks of class. Administrative drops may result in the withholding of services (transcripts, enrollment, etc.) until fees for the dropped classes are paid.

Fees are subject to change; please check the current class schedule for a complete, up-to-date list. All required fees must be paid at the time of registration.

For information on exemptions from fees, please refer to the current class schedule or check with the Financial Aid Office. Active duty military members should contact their Base Education Office for information on tuition assistance.

Auditing Fee

\$15 per unit – Refer to Section 5, Auditing a Class, for specific information on selecting audit status.

Enrollment Fee

\$26 per unit – This mandatory fee is subject to change.

International Student Capital Outlay Fee

\$6 per unit – This is an additional fee for international students only. This fee is subject to change. Please refer to the current class schedule.

Materials Fee

Students may need to provide materials required for a credit or noncredit class. Such materials must be of a continuing value to the student outside of the classroom setting. The materials may be available through the District or may be purchased elsewhere.

Non-Resident Tuition

\$149 per unit – California non-residents and international students must also pay all other applicable fees. Please refer to the current class schedule.

Palomar Identification Card (PIC)

\$5 per semester – This optional card can be used for easier access to the Library, Bookstore, Student Services and on-campus labs.

Parking Fee

\$40 per semester, \$20 for students receiving BOGW – Please refer to the current class schedule.

Returned Check Charge

\$20 for each check returned to the college.

Student Activity Fee

\$10 per semester – With this optional fee, students will be given a validation sticker to attach to their Palomar Identification Card (PIC). The student activity fee offers discounts on campus and from area merchants.

Student Center Fee

\$1 per unit up to a maximum of \$10 per year – This fee is charged for classes taken at the San Marcos campus only. The funds generated from this fee will finance the construction, enlargement, refurbishing and operation of a student body center, also known as a Student Union (beginning Spring '99).

Student Health Fee

A state-mandated student health fee is charged for operation of the Health Center or Centers as authorized in Education Code 76355. The maximum student health fee allowable will be charged to all part-time and full-time students enrolled in the credit and non-credit classes offered through Palomar College, except the following:

Exempt by law:

- Low-income students who demonstrate financial need using the methodology established by the Board of Governors and contained in Section 58620 of Title 5
- Students taking only apprenticeship classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.
- Dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in active service.

Other exemptions:

- Active military students taking classes at only Camp Pendleton
- Student in Community Services Seminars
- Worksite Education training for company employees only.
- Non-credit classes at sites other than at the San Marcos Campus and the Escondido Center.

The current Student Health Fee is \$12 for the Fall and Spring semesters and \$9 per Summer session. The fee is subject to change.

Student Representation Fee

\$1 per semester – This optional fee provides for the support of student representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government. A student may refuse to pay the Student Representation Fee for religious, political, financial or moral reasons.

Transcript Fee

Two transcripts are provided to each student at no cost. Additional copies may be obtained for three dollars (\$3) each. Refer to Section 5, Official Transcripts, for specific information on requesting transcripts.

Refunds**Refund Policy for Resident Student Fees**

Please see the current class schedule for policy and appropriate dates/deadlines.

**Nonresident and International Student
Tuition**

Refunds are made only to students who officially withdraw from a class or from the college by the refund deadline. Please see the current class schedule for the appropriate deadline date.

Parking and Materials Fees

Please see the current class schedule for information.

Appeal Procedure

Any appeal of the rules for obtaining a refund of fees above must be made in writing (Petition for Refund) to the Director of Enrollment Services. The appeal must include the reason(s) for requesting an exception, and any available background material to support the reason(s).