

Admissions: Everything You Need to Know

Admissions & Records (661) 395-4301

Fall 2011

Admissions/Update

Before any student can register for any semester or summer session, he/she must submit an admissions form or an update for the semester. This is done on BanWeb. Students need to know their PIN/passwords in order to complete Updates. **Students must select new PIN/password with digits and letters.**

Matriculation

Continuing students who complete matriculation and who are registered for classes on Monday of the third week of classes receive early registration appointments. Early registration for spring 2012 will begin on November 17.

Matriculation steps include:

- Orientation includes useful information on career options, financial aid, how to register, how to improve study skills, and how to determine whether assessment testing is necessary. Can be done on-line.
- Assessment is required for placement into English and math courses. Students should plan to spend from 1 1/2 to 3 hours for their assessment testing. Students will be tested on a space available basis, so students arriving by 8 am will be very likely to be seated immediately and to complete the process within 2 1/2 hours. Those arriving later may have to wait up to 2 1/2 hours for an open test station.
- New Student Counseling Workshops, Face-to-face or online, will help students identify their educational goals, choose classes, and learn about special services.
- After a student completes 15 semester units of work, he/she is required to complete a Student Educational Plan with a counselor or in a Student Development Class.

Registration

Students who do not complete matriculation are eligible to register beginning on the first days of open Web registration (November 30 and December 1 for spring 2012).

- The only circumstances for in-person registration at windows 2, 3, and 4 in A&R are the requirement for an instructor and faculty chair signature. All other registrations are done on the web (www.bakersfieldcollege.edu). Reasons for registration at windows 2, 3, & 4 are:
 - When a student wishes to register for a class whose enrollment is restricted. This requires the signature of the instructor, faculty chair, or dean on an **Enrollment Exception form printed from the instructor's roll sheet page in BanWeb.**
 - **No students will be allowed to register for any classes after the census date.**
 - Students who wish to register for a class that they have already repeated the maximum number of times, **must obtain the faculty chair's signature on a Request to Complete a Course Beyond the Limit form.**
 - **In the rare circumstances where a faculty member needs to approve a student as meeting the prerequisites, the student must bring a completed**

Request to Accept Prerequisites (listing the documentation of how the student has met the prerequisite) form signed by the instructor and the faculty chair to the windows.

- We no longer register for classes with prerequisites that were taken at another school at our windows. Counselors and academic advisors clear the students to register on the web after they review the students' transcripts from other schools.

Payment

Payment is always due at the time of registration. The district allows the student a 10-day grace period before he/she will be dropped for nonpayment. **When the amount owed is less than \$100 the student is not dropped, but instead has a transcript hold placed on his/her record.** After the first day of the semester, students will not be dropped for non-payment; they will have holds placed on their records. When a student registers in person, he/she is given a schedule/bill. When a student registers on BanWeb, no schedule/ bill will be mailed.

Confusions Experienced by Students

- Students **should not** wait for a bill to pay for their classes.
- Students must update every term.
- A&R cannot register or drop students with a telephone request. The registration must be done on the web or at the windows in A&R.
- **Instructors cannot** submit enrollment transaction forms for students; the student must bring the slip in person with his/her instructor's and the faculty chair's original signatures on it.
- It is always the student's responsibility to drop or withdraw from classes for which he/she does not want to be registered.

Assessment Center

(661) 395-4479

The Bakersfield College Assessment Center administers and scores a number of standardized tests. Their primary functions are to administer, score and record the Compass tests and to provide testing accommodations for eligible DSP&S students. The Compass scores are entered into Banner. Those scores, along with multiple measures such as high school grades or other test results, are used to place students into English, math, academic development and some other courses. Students are expected to attend an orientation session before participating in assessment.

Due to reduced staffing the center no longer offers GED tests and no longer oversees ACT and SAT tests.

Compass Testing

The Bakersfield College Assessment Center works on a walk-in testing schedule. Students should plan to spend from 2 to 4 hours for their assessment testing. Students will be tested on a space available basis, so students arriving by 8 am will be very likely to be seated immediately and to complete the process within 2 1/2 hours. Those arriving later may have to wait up to 2 1/2 hours for an open test station.

Students may arrive to complete walk-in testing:

On Tuesday through Thursday between 8 am and 2 pm,

On Monday between 8 am and 6 pm,

On Friday between 8 and 9:30 am,

On the following Saturdays between 8 and 10:30 am:

September 24, October 22, November 19, December 17, January 7, February 1,
March 17, April 14 and May 19

There are scheduled group test sessions on some Saturdays and Thursday evenings at the Delano Center.

Students should be prepared for the assessment session by:

- Knowing their student ID or Social Security Number
- Calling 661-395-4479 with questions
- LEAVING PAGERS AND CELL PHONES AT HOME OR IN THE CAR

Students needing special testing accommodations should contact the BC Supportive Services Center (661-395-4334).

Free Parking is available in the lot at the corner of Haley and University. One-day parking permits can be purchased for parking in all other student parking lots.

Testing Accommodations for Classroom Tests

Students who think they might need testing accommodations such as extra time, a distraction

free environment, or assistive technology programs must be approved by the counselors in DSP&S. After the students are approved, they must obtain the Test Accommodations Form on line from the Assessment page on the BC website, from the rack outside the Assessment Center, or from room 1001 at the Delano campus.

Instructors need to know that seats and special rooms for accommodations testing in the Assessment Center and at Delano are limited so students will need a degree of flexibility about when they can be scheduled for their tests. Students should complete the Test Accommodations Form and bring it to the center at least three days before they need to test. The Assessment staff can keep the completed test for instructors to pick up, mail the test back to the instructor, or put the test into a sealed envelope for the student to return to the instructor.