



CUESTA  
COLLEGE

San Luis Obispo County Community College District

A group of five diverse students (three men and two women) are smiling and posing in front of a large, light-colored building with a prominent arched entrance. The students are dressed in casual attire, including t-shirts, a hoodie, and a plaid shirt. The background shows a well-maintained campus with trees and walkways.

# ADDENDUM

2017 - 2018

# CATALOG

# CUESTA COLLEGE 2017-2018 CATALOG ADDENDUM

The Cuesta College Catalog Addendum represents course and program revisions made since the last publication of the catalog, updates important for students planning on transferring to a UC campus, and corrections to the 2017-2018 Catalog.

This content of this catalog addendum, along with the remainder of the existing 2017-2018 catalog, should now be used by students, faculty, and staff. The addendum notes whether programs are new or modified, if they replace an existing program, and the page number in the 2017-2018 Catalog a change would refer to.

Students are strongly encouraged to seek advice from the Counseling Department and department chairs regarding program requirements in the development of their academic plan. While every effort has been made to ensure the accuracy of the information provided in the catalog and the addendum, Cuesta College reserves the right to make changes as necessary, and to change, without notice, any of the information, requirements, and regulations as required for compliance with State regulations.

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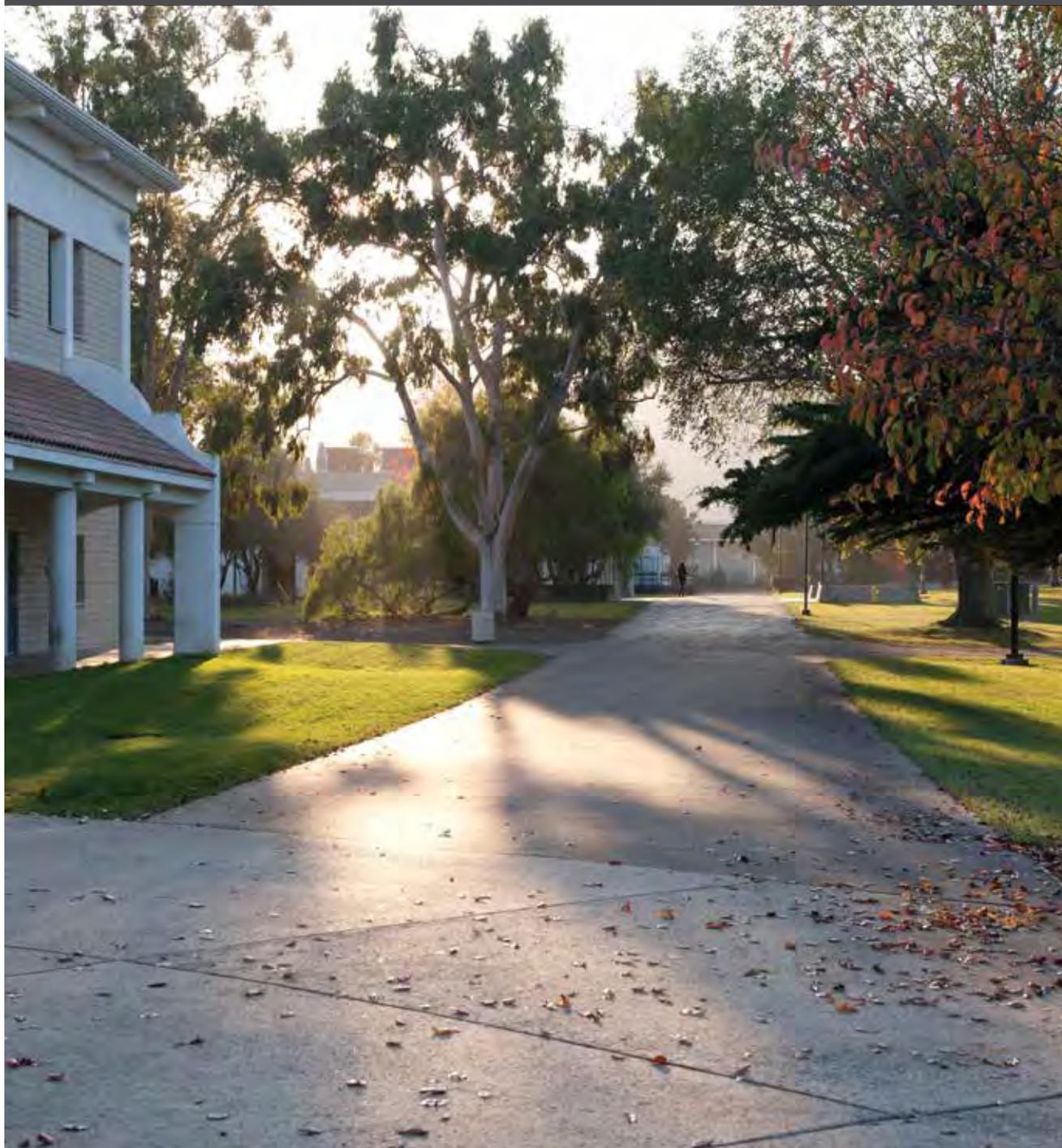
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## 2017-2018 CATALOG CORRECTIONS & REVISIONS



## CORRECTION TO STUDENT SUCCESS AND SUPPORT PROGRAM

From page 13 in the 2017-2018 Cuesta Catalog:

### STUDENT SUCCESS AND SUPPORT PROGRAM

In September 2012, Governor Brown signed the Student Success Act of 2012 (Senate Bill 1456) into law. Now known as the Student Success and Support Program, California Community Colleges are required to provide students with core matriculation services. ~~New students receive enrollment priority based on the completion of these core matriculation components: assessment, orientation, and an abbreviated student education plan. New, non-exempt students are expected to complete these activities:~~ It is recommended that students meet regularly with an academic counselor and take advantage of other academic resources. Students are also directed to develop a comprehensive student education plan upon completing 15 degree applicable credits, as well as to define their education goal and course of study. Students with an associate degree or higher may be exempt from some of these requirements. These core services are designed to help students successfully meet their college goals. In addition all students should attend classes, complete assigned coursework, and maintain progress toward their college goals.

#### MANDATORY CORE SERVICES

Evidence-based practices and research demonstrate that students who participate in orientation, assessment, and advising create a strong academic foundation and are more likely to persist and flourish in college and to meet their education goals. All new non-exempt students entering Cuesta College are required to complete three core matriculation services: orientation, assessment, and the development of a first semester education plan through participation in New Student Orientation. Refer to Cuesta College website and your student category for more information of these core services.

From page 69 in the 2017-2018 Cuesta Catalog:

#### Student Success and Support Program

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

#### Student Rights and Responsibilities

Each non-exempt student, in entering into a student educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- **be assessed** participate in the placement process to determine appropriate course placement recommendations;
- complete orientation;
- participate in the development of a student educational plan;
- complete a student educational plan no later than the term after completing 15 semester units credits of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

#### Exemptions

Students that have completed an associate degree or higher may be exempt from participation in orientation, assessment, counseling, advising, or student education plan development.

Students exempted from any of the matriculation components are notified in their myCuesta student portal; nonetheless, exempt students are encouraged to participate in these services.

## CORRECTION TO ASSESSMENT

### ASSESSMENT

Resources available online, for the convenience of our students including those attending via distance education, are the following:

- Test preparation resources, including sample questions and tutorials, are available to all students on the Assessment Services web site: <http://www.cuesta.edu/student/studentservices/assessment/resources.html>.
- Students may also request to take the Cuesta College assessment test remotely. For more information, email [assessment@cuesta.edu](mailto:assessment@cuesta.edu).

Assessment placement results assist students with appropriate course selection and may be used to satisfy mandatory course prerequisites. The math, English, and English as a Second Language (ESL) assessments are computerized and untimed. They are given free of cost.

Assessment tests for math, English, and ESL are offered on a walk-in basis. Please visit our Assessment Services website to view available test dates and locations. Bring photo identification and your Cuesta student number with you on the day of the test. Prior to taking the assessment test, you must be a current Cuesta student or have submitted a Cuesta College admission application, and know your Cuesta student ID#. Prepare for the assessment tests by viewing the resources and study materials on the Assessment Services website.

**First-Time College Student:** First-time college students are expected to complete their English, ESL or math assessment tests prior to registering for courses. Placement levels are determined based upon assessment test results AND prior academic history. Final official high school transcripts should be submitted to the Cuesta College Records Office along with the transcripts from any other colleges attended.

**Disabled Student Accommodation:** Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC campus) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

In addition, students may place into math, English or English as a Second Language courses in the following ways:

- Completion of college coursework with a “C” or better in math and English and submittal of a Prerequisite Clearance Request Form A along with a transcript.
- Placement test results from another California Community College, and submittal of assessment scores (math assessment scores are only valid for 18 months), along with a Test Score Clearance Form.
- If you have met one of the following criteria and have submitted verification:

#### MATH

1. Earned “Standard Exceeded” status on the California Assessment of Student Performance and Progress (CAASPP) score report;
2. Passed the AP Calculus AB exam or AP Statistics exam with a score of three or above

#### ENGLISH

1. Earned “Standard Exceeded” status on the California Assessment of Student Performance and Progress (CAASPP) score report (must be within 18 months);
2. Passed the AP English Language or Literature Composition Exam with a score of three or above

Test scores may be faxed to (805) 546-3982 or mailed to the Cuesta College Assessment Office, PO Box 8106, San Luis Obispo, CA 93403-8106.

### ASSESSMENT / PLACEMENT

Placement results assist students with appropriate course selection and may be used to satisfy mandatory course prerequisites.

**First-Time College Student:** First-time college students are expected to participate in the placement process prior to registering for courses. Final official high school transcripts should be submitted to the Cuesta College Records Office along with the transcripts from any other colleges attended.

#### Assessment Placement Options

Students can do one of the following to place into an **ENGLISH** or **MATH** course:

- **New!** Receive a **Multiple Measure placement** based upon high school coursework and overall performance. (Must be within 10 years of receiving a U.S. high school diploma)
- Take the **Cuesta College placement exam in English and Math**
- Earn “**Standard Exceeded**” status on the **CAASPP score report**

*Continued from page 4 of 2017-2018 Catalog Addendum*

*Assessment correction: see also (pg. 15-16) in the 2017-2018 Cuesta Catalog*

## CORRECTION TO ASSESSMENT

- Submit results from completed **assessment** taken at another **California Community College**
- Pass the **AP Language** or **Literature Composition Exam** or the **AP Calculus** or **Statistics** exam with a score of 3 or above
- Earn a “C” or better grade in an **English** or **Math** course taken at another college or university **AND** submit a copy of college/university transcript

Visit [cuesta.edu/student/student-services/assessment](http://cuesta.edu/student/student-services/assessment) for more information on these placement options.

The math, English, and English as a Second Language (ESL) assessments are computerized and untimed. They are given free of cost.

Assessment tests for math, English, and ESL are offered on a walk-in basis. Please visit our Assessment Services website to view available test dates and locations. Bring photo identification and your Cuesta student number with you on the day of the test. Prior to taking the assessment test, you must be a current Cuesta student or have submitted a Cuesta College admission application, and know your Cuesta student ID#.

Disabled Student Accommodation: Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC campus) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

**Resources available online, for the convenience of our students including those attending via distance education, are the following:**

- Test preparation resources, including sample questions and tutorials, are available to all students on the Assessment Services web site: <http://www.cuesta.edu/student/student-services/assessment/resources.html>.
- Students may also request to take the Cuesta College assessment test remotely. For more information, email [assessment@cuesta.edu](mailto:assessment@cuesta.edu).

## **CORRECTION TO CALWORKS PHONE NUMBER AND ADDITIONAL CONTENT**

# **CALWORKS**

**Location: SLO campus, The CaFE Center, Room 3142, ~~(805) 546-3204~~ (805) 546-3144; North County campus, The CaFE Center, Room N3024, (805) 591-6214.**

The Cuesta College CalWORKs program provides support, services, and resources to CalWORKs recipients to gain self-sufficiency through education and work experience. To qualify, students must be receiving cash aid for themselves, not just their children. Students will receive priority registration, job placement, and academic, personal and career counseling.

### **Students must meet the following criteria in order to be eligible for CalWORKs services:**

- The participant/student and at least one dependent must be currently receiving cash aid (CalWORKs/TANF) from the Department of Social Services (DSS). Student may be receiving cash aid and expecting a child or receiving cash aid with a child receiving SSI.
- Enrolled or planning to enroll in Cuesta College classes for the current or following semester.
- School as a component of the student's Welfare-to-Work (WTW) Plan, Self-Initiated Participant (SIP) Plan, or WTW Compliance Plan.
- Cal-Learn participant attending college as part of Cal-Learn activities.

### **CalWORKs offers a variety of services to assist students in achieving their educational and employment goals with a focus on transitioning off cash aid to long-term financial self-sufficiency.**

- Assistance meeting Welfare-to-Work (WTW) or Self-Initiated (SIP) plan requirements
- Coordination with Social Services for educational supplies and supportive services
- Case management
- Guidance applying to Cuesta College, completing financial aid paperwork, and registering for classes
- Access to Priority Registration
- Academic and career counseling
- Employment to meet required work activities through work study or job placement
- Open computer lab with printing and copying
- Development of a resume and a job search portfolio
- Referrals to additional supportive services, on or off campus

- Advocacy and education about Rights and Responsibilities
- Academic success coaching and in house tutoring

### **Resources available online, for the convenience of our students including those attending via distance education:**

- CalWORKs Confidentiality Waiver: [http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs-Confidentiality-Waiver-Rev\\_12-10-12.pdf](http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs-Confidentiality-Waiver-Rev_12-10-12.pdf)
- CalWORKs Intake Form: [http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs\\_Intake\\_Rev\\_11-26-12.pdf](http://www.cuesta.edu/student/documents/calworks-docs/CalWORKs_Intake_Rev_11-26-12.pdf)

*Continued from page 6 of 2017-2018 Catalog Addendum*

*CalWORKs correction: see also (pg. 17-18) in the 2017-2018 Cuesta Catalog*

### **CORRECTION TO CALWORKS PHONE NUMBER AND ADDITIONAL CONTENT**

Cuesta College CalWORKs staff provide supportive and advocacy services for CalWORKs participants who are attending Cuesta College as part of their Welfare-to-Work plan.

<b>Already attending Cuesta College?</b>	If you are receiving cash aid from the Department of Social Services (DSS) and are interested in receiving additional support from the Cuesta College CalWORKs Program call 805-546-3144 and schedule an Intake appointment with Hunter Perry, CalWORKs Coordinator. You are also welcome to come by our office, located in Room 3142 on the San Luis Obispo Campus and Room 3024 on the North County campus.
<b>Receiving cash aid and want to attend Cuesta College?</b>	Speak with your county Welfare-to-Work Specialist (ERS-IV) about your interest in Cuesta College and request a referral form be sent to Cuesta College on your behalf. Call the Cuesta College CalWORKs department at (805) 546-3144 and schedule an intake appointment with Hunter Perry, CalWORKs Coordinator. The CalWORKs department is located in the CaFE Center and has offices on both the San Luis Obispo and Paso Robles Campuses. Intake appointments can be scheduled on either campus.
<b>CalWORKs Supportive Services</b>	Both the Cuesta College CalWORKs Program and DSS will provide supportive services for you to attend Cuesta once your Welfare to Work plan has been signed with DSS. There are a series of tasks that must be completed before these services can be provided. All of this information will be covered in detail at an Intake appointment. To ensure your success, we can provide everything from school supplies to gas cards and individual tutoring. Becoming a part of the CalWORKs Program is your ticket to completing your academic goals!
<b>Work Study Programs</b>	Earn while you Learn! This financial aid program allows you to earn additional money and gain valuable work experience by working while you attend Cuesta College. By continuing to make academic progress and maintaining a satisfactory grade point average (2.0), you may qualify to receive a subsidized work placement while attending school part or full time. Many CalWORKs students participate in either the CalWORKs Work Study or Federal Work Study Programs.

Questions? Contact the Cuesta College CalWORKs Program by calling (805) 546-3144 or go to <https://www.cuesta.edu/student/studentservices/calworks/index.htm> for more information.

**CORRECTION TO COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)**

## **COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)**

**Location: SLO campus, The CaFE Center, Room 3142, (805) 546-3144; North County Campus, The CaFE Center, Building N3024, (805) 591-6214.**

Cooperative Agencies Resources for Education (CARE) is a state-funded program to assist students 18 years or older who are single head of households with child care expenses. You must be accepted into the EOPS program, receive cash aid from the Department of Social Services, and have a child under the age of 14. Once accepted into the program you will be eligible for grant monies to help cover child care and transportation costs.

### **CARE Eligibility:**

- Apply for financial aid and be accepted in the EOPS program
- Must be currently receiving TANF (Temporary Aid to Needy Families)
- Must be at least 18 years old and a single head of household
- ~~Must have at least one child under 14 years old~~

### **CARE Services:**

- Academic and personal counseling to develop coping strategies to meet the added demands of school and home
- Invitations to workshops which address the specific concern and issues that affect single parents
- Grant aid monies to help cover childcare and transportation costs

**Cooperative Agencies and Resources for Education (CARE)**, administered by EOPS, helps single CalWORKs/Temporary Assistance for Needy Families (TANF) parents by providing support activities related to parenting and student success. Services include referrals to support services, a child care/transportation grant, and workshops for single parents.

## CORRECTION TO COUNSELING SERVICES

### COUNSELING SERVICES

**SLO Campus: Library Building 3100, Room 3131, first floor, Window 7; (805) 546-3138.**

**NGC Campus: Building 3000, Room 3011; (805) 591-6241**

The mission of Counseling Services is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

Counselors are available throughout open office hours at the drop-in windows located in Building 3100, Student Service Center, for quick consultations. Counselors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact Counseling Services Office or the counseling webpage at [www.cuesta.edu/student/counseling](http://www.cuesta.edu/student/counseling) to schedule private half-hour appointments with counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the schedule of classes for the upcoming term at Cuesta. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

New students are expected to complete the online orientation and abbreviated student educational plan (SEP) prior to registering for courses. Once an Application for Admissions has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into [my.cuesta.edu](http://my.cuesta.edu). The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

In-person myCuesta Monday or Welcome Wednesday follow-up orientations facilitated by Cuesta College counselors, after student have completed the online orientation, are held during the summer months. Please call the Cuesta College Assessment office at (805)546-3951 for dates and to reserve a spot. By the end of the orientation, students will have developed a plan of classes to take their first semester at Cuesta College. All students are encouraged to meet with a counselor for educational

and career planning. Counselors help students write individual Student Educational Plans (SEP) that list all the courses needed and in the correct sequence to reach their educational goals.

Appointments to meet with a counselor may be made one week in advance beginning the first working day of the week and are available from 8:30 a.m. to 4:00 p.m. Monday through Thursday and from 10:30 a.m. to 4:00 p.m. on Friday.

#### Counseling

Counselors are master's level professionals who are trained to provide personal, academic, and career counseling services. Counselors are available to meet with students by appointment or on a walk-in basis.

#### Counselors can help you with:

- Completion of prerequisite clearance forms
- Student Education Plan (SEP)
- Academic degree planning
- Transfer planning
- Information about programs offered at Cuesta College
- Assistance with Course Selection
- Schedule changes
- Graduation requirements
- College placement tests
- Academic probation and dismissal
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety, and depression
- Crisis intervention
- Community referrals
- Career planning and exploration

**Resources available online, for the convenience of our students including those attending via distance education, are the following:**

- Website
- Smart Q&A
- Phone/email appointments
- E-Counseling
- Online orientation
- myCuesta Counseling Channel Announcements

**Walk-in counseling is limited to 15 minutes and is**

## CORRECTION TO COUNSELING SERVICES

### appropriate for:

- Referral to campus and community services
- Short-term academic planning
- Informational quick questions
- Emergency problem solving

Please note: Evaluation of transcripts from other college or Student Education Plans cannot be completed at walk-in.

### Counseling Appointments:

During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan.

Come in or call the Counseling Office where you'd like to have your counseling appointment (San Luis Obispo Campus, North County Campus, or South County Center)

- Appointments are available:  
San Luis Obispo Campus, M-Th, 8:30am-6pm and F, 10:30am-3pm  
North County Campus, M-Th, hours vary  
South County Center, T & W, 4:30pm-6:30pm when classes are in session
- Beginning the first working day of the week appointments are scheduled for the following week (ONLY ONE WEEK IN ADVANCE)
- By phone for distance education students

The best time to schedule an appointment is mid-semester (September/October for fall; February/March for spring)

#### San Luis Obispo Campus Counseling Services

Building 3100, Student Services Center  
(805) 546-3138, (805) 546-3162; call between 9:00am-5:00 pm

#### South County Center

Arroyo Grande High School, (805) 474-3913  
For appointments call San Luis Obispo Campus at (805) 546-3138 or the South County Center at (805) 474-3913, August through May

### Orientation and Abbreviated Student Educational Plan

The Cuesta College new student orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transfer, as well as policies and procedures of the college. New students are expected to complete the online orientation and abbreviated Student Education Plan prior to registering for courses:

Once an application has been submitted and confirmation has been received, the online orientation is available to all Cuesta College students by logging into my.Cuesta.edu. The online orientation allows students to choose their goal (AA, CSU, or UC) and proceed on the appropriate path to accomplish their goal.

### myCuesta Follow-up Orientation

The myCuesta Follow-up Orientation is facilitated by a Cuesta College counselor after students have completed the online orientation and are held during the summer months. Please call the Cuesta College Assessment office at (805) 546-3951 for dates and to reserve a spot. Sessions fill quickly.

- Local High School Outreach: Cuesta counselor liaisons to high schools are provided to support the enrollment of local students at Cuesta College.

### Specialized and Targeted Follow-up Orientation and Counseling

Counselors also provide specialized and targeted counseling for the following groups of students:

- CalWORKS: Academic and personal counseling for qualified students
- Career Technical Education: Academic and personal counseling for qualified students
- Extended Opportunity Programs and Services (EOPS): Academic and personal counseling for qualified students
- Disabled Student Programs and Services (DSPS): Academic and personal counseling for qualified students
- International Students: Cuesta College enthusiastically welcomes international students from around the world. The international student counselor provides academic counseling and assists the student with paperwork required for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning
- Reentry Students: The Reentry Program is designed to be a support system for students 25 and older, returning to school after an absence of five or more years
- Student Athletes: Academic and personal counseling for participating students
- AB540 Students: Academic and personal counseling for qualified students
- Foster Youth: Academic and personal counseling for qualified students
- Veterans: Academic and personal counseling for

## CORRECTION TO COUNSELING SERVICES

qualified students

### **Comprehensive Student Educational Plan (SEP)**

During a counseling appointment, students may identify their educational goals and develop a long-term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits. Prior to making an appointment with a counselor, verify that all official academic transcripts have been received by Cuesta.

### **Transfer Information (www.assist.org)**

ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

### **English as a Second Language (ESL)**

Application/Evaluation/Orientation/Registration

New students in the English as a Second Language (ESL) program must take the ESL assessment. Students will receive their evaluation results and class recommendations immediately after taking the tests. Visit the assessment testing calendar for upcoming test dates or call (805) 546-3941 (SLO) or (805) 591-6209 (NCC).

## COUNSELING SERVICES

**Location: SLO Campus: Library Building 3100, Room 3131, first floor, Windows 7 & 8; (805) 546-3138.**

**North County Campus: Building N3000, (805) 591-6225 and South County Center**

The Counseling Department provides counseling instruction, and services that assist individuals in attaining their educational, occupational, personal, and life goals. As an integral part of the educational community, they advocate for diversity of culture and learning. The Counseling Department promotes the emotional well being of the Cuesta community by fostering a nurturing environment where all feel connected, engaged, and valued.

**Counselors** are master's level professionals who are trained to provide personal, academic, and career counseling services.

Counselors assist students in determining, analyzing,

and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

### **Counselors can help you with:**

- Academic degree planning
- Academic probation and dismissal
- Academic problems
- Career planning and exploration
- College assessment and placement
- Community referrals
- Course selection
- Crisis Intervention
- Development of a Student Education Plan (SEP)
- Graduation requirements
- Information about programs offered at Cuesta College
- Schedule changes
- Study and note-taking strategies
- Strategies for managing stress, anxiety and depression
- Test anxiety & time management
- Transfer planning

Counselors are available to meet with students by appointment or on a walk-in basis.

### **Counseling Appointments:**

During a counseling appointment, students may identify their educational goals and develop long term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits.

Counseling appointments and information are offered in the following modalities:

#### **Scheduled Appointments:**

To make an appointment, call or stop by the Counseling Office located on the campus (San Luis Obispo, North County Campus or South County Center) where you want your appointment to take place:

Appointments are scheduled one to three weeks in advance. Please call to verify daily hours.

The best time to schedule an appointment is mid-semester (September/October for Fall; February/March for Spring)

\*If you have transcripts from other colleges, please make sure that the Admissions and Records Office has received

Continued from page 11 of 2017-2018 Catalog Addendum

Counseling Services correction: see also (pg. 20) in the 2017-2018 Cuesta Catalog

## CORRECTION TO COUNSELING SERVICES

OFFICIAL copies before you schedule a counseling appointment. AP Math and/or English scores are also required (scores of 3 or higher) before an appointment will be made.

### Walk-In Counseling:

Walk-in counseling is limited to 15 minute appointments (offered on a first-come, first-served basis) and is appropriate for:

- Referral to campus and community services
- Short term academic planning
- Informational quick questions
- Emergency problem solving

NOTE: Evaluation of transcripts from other colleges or Student Education Plans (SEPS) cannot be done at walk-in

Resources available online, for the convenience of our students including those attending via distance education, are the following:

**Live Chat** for brief questions

**Hybrid Appointments** (Phone & email)

\* *You must complete the Student Services Consent for Release of Information Form BEFORE scheduling a hybrid appointment*

**eAdvising:** e-mail a Counselor your brief questions

### Orientations:

#### MANDATORY Online Orientation

The Cuesta College online orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transferability, as well as policies and procedures of the college. New students are expected to complete the online orientation which walks them through choosing their classes, building their schedule, managing their time and registering for classes according to their educational pathway. Within the online orientation, students will complete an abbreviated Student Education Plan (SEP). Visit <http://cuesta.edu/student/studentservices/orientation/index.html> for more information.

#### OPTIONAL In-person myCuesta Orientation

myCuesta Orientations are offered during the summer months and are facilitated by Cuesta College counselors. These sessions are available to answer students questions and to help them select classes for their first semester at Cuesta. Please call the Cuesta College at (805) 546-3952 for dates and to reserve a spot. Sessions fill quickly.

### Cougar Welcome Days

Orientation is offered in the spring for local area high school students, parents, and anyone wanting to get started at Cuesta College.

The goals of the day include:

Orientation  
Registration  
Campus Tour

Extras:

Free Lunch  
Music

Student Services & Academic Programs Resource Fair  
"Parent College" Informational workshops on the transition to college and Financial Aid specifics for parents.

### Transfer Information ([www.assist.org](http://www.assist.org))

ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

### English as a Second Language (ESL)

Application/Evaluation/Orientation/Registration

New students in the English as a Second Language (ESL) program must take the ESL assessment. Students will receive their evaluation results and class recommendations immediately after taking the tests. Visit the assessment testing calendar for upcoming test dates or call (805) 546-3941 (SLO) or (805) 591-6209 (NCC).

## CORRECTION TO FINANCIAL AID

# FINANCIAL AID

Location: SLO campus, Library Building, Room 3125, (805) 546-3143. North County Campus, Building N3000, (805) 591-6202. South County Center, Arroyo Grande High School, (805) 474-3913

Asistencia Financiera Se habla Español: (805) 546-3100 ext. 2322 o (805) 591-6202.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

- **FAFSA application:** at: [www.fafsa.gov](http://www.fafsa.gov)
- **Financial aid orientation:** [www.onlineorientation.net/cuesta-fa](http://www.onlineorientation.net/cuesta-fa)
- **Financial aid application process:** <http://www.cuesta.edu/student/studentservices/finaid/appprocess/index.html>
- **Check your financial aid status at your myCuesta portal:** [my.cuesta.edu](http://my.cuesta.edu)
- **Financial aid TV:** [cuesta.financialaidtv.com](http://cuesta.financialaidtv.com)
- **US Department of Education:** [www.studentaid.gov](http://www.studentaid.gov)
- **Cost of attendance estimates:** [www.cuesta.edu/student/resources/cashier/cost\\_of\\_attendance.html](http://www.cuesta.edu/student/resources/cashier/cost_of_attendance.html)

Financial aid programs are available to help students who might otherwise be unable to complete their education. Students may apply for financial aid in the form of grants, fee waivers, student loans, work study and scholarships.

To maximize the financial aid that you will receive at Cuesta, please follow these steps:

### 1. Fill out the FAFSA online (<http://fafsa.ed.gov>)

- Make sure you have tax information for the preceding year ready. If possible, use the IRS Data Retrieval Tool to transfer data from the IRS directly into your application.
- If you are a dependent student, one of your parents must sign the FAFSA.
- Be sure to enter Cuesta's Federal School Code (001192) in the school data section.
- Allow for one week for your application information to arrive at the schools you listed on the FAFSA.
- Apply before March 2 if you want to apply for a Cal Grant or Cuesta Scholarship.
- If you or your family need help filing the FAFSA, contact the Financial Aid Office for assistance.

### 2. Submit a GPA Verification form to the California Student Aid Commission (if necessary)

- New applicants for Cal Grants-including entering freshman-must submit some form of GPA verification to CSAC and complete a FAFSA by March 2.
- If you have completed 24 degree applicable units at Cuesta, our Admissions and Records office will submit your GPA verification electronically by the March 2 and September 2 deadlines every year.

Transfer students with units at other California community colleges need to:

1. Provide official academic transcripts to Cuesta College's Admissions and Records office at least two weeks prior to the GPA submission deadline; AND
2. Turn in a GPA verification form to the Admissions and Records office so that we can electronically submit your GPA data to CSAC (see link below)

- If none of the situations above apply to you, you can have your GPA verified by a college where you have completed 24 degree applicable units or by your high school (if you have not completed 24 degree applicable units at a college).

Here are links to the GPA verification forms:

- GPA verification Form: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/gpaform.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/gpaform.pdf)
- Non-SSN GPA Verification Form: [http://www.csac.ca.gov/pubs/forms/grnt\\_frm/non\\_ssn\\_gpaform.pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/non_ssn_gpaform.pdf)

### 3. Apply for the Cuesta Scholarship Program and any outside scholarships (<https://cuesta.academicworks.com>)

- Cuesta Scholarship applications are due March 2 of every year
- Outside scholarships have varying due dates and eligibility criteria, so do your research into scholarships early!

### 4. Complete any paperwork required by the Cuesta College Financial Aid office

- Make sure you read and accept the terms and conditions in your myCuesta portal.
- Check your financial aid status on the myCuesta portal to see if our office is requesting any additional documentation. The "student requirements" page will contain links to the forms that we require from you.
- If you want to apply for a student loan and you are a first time borrower, you must complete an online student loan workshop.
- Turn any requested documents into the Financial Aid office as soon as possible. Do not wait until the semester

## CORRECTION TO FINANCIAL AID

has started or your aid will be significantly delayed!

- Once you have submitted all of the requested forms, your file will be reviewed within 2-4 weeks.
- If you need any assistance with completing your application, please contact the Financial Aid office at (805) 546-3143 or e-mail us at [finaid@cuesta.edu](mailto:finaid@cuesta.edu)

**5. Choose a disbursement option** ("refund preference" through the BankMobile website (<http://bankmobiledisbursements.com/refundchoices/>))

- This choice determines how excess funds (e.g. financial aid, reimbursement for previous payment, etc.) will be sent to you.
- You can choose direct deposit into your personal checking/savings account, a paper check sent to your address on file with Cuesta College, or deposit into a BankMobile account.
- You are not required to open an account with BankMobile in order to receive your funds.
- If you do not choose an option, your funds will be delayed by at least three weeks.

### FINANCIAL AID POLICIES

Congress has established policies and procedures that are used throughout the nation in determining a student's ability to pay for college. The basis of these policies is the belief that students and their families have the primary responsibility for meeting educational costs. The amount of the contribution expected from students is determined by careful analysis of the family's financial strength, taking into consideration a number of factors, including adjusted gross income, family size, the number of dependents attending college, allowable expenses, and assets.

### DEPENDENCY STATUS

Dependent students are required to provide data for both themselves and their parents, while independent students are required to provide data for themselves and their spouses (if married).

In order to be considered an independent student, a student must:

- Be at least 24 years old or turn 24 during the first portion of the academic year;
- Be married on the day you file your FAFSA;
- Be a parent and be able to financially support your child;
- Have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply;
- Be an orphan (both parents have deceased);

- Be (or were until age 18) a ward or dependent of the court;
- Be currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- Be a veteran of the U.S. Armed Forces;
- Be a foster child or in foster home sometime after the age of 13;
- Be an emancipated child as determined by a court judge; OR
- Be homeless or at risk of homelessness as determined by the director of a HUD approved homeless shelter, transitional program, or high school liaison.

If none of the above criteria apply to the student, then the student is considered to be a dependent student-even if the student can claim themselves on their taxes.

In unusual circumstances-such as abandonment, parent's incarceration, or an abusive family environment-the Financial Aid Office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student's status from dependent to independent. If you feel your circumstances warrant a change in dependency status, please contact the Financial Aid Office for more information.

### FAFSA

Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This single application allows aid administrators to determine your eligibility to receive the Board of Governor's fee waiver, Pell Grant, Supplemental Educational Opportunity Grants, Federal Work Study, Cal Grants, Direct Loans, and many scholarships.

A separate FAFSA must be filled out for each academic year. The 2017-18 FAFSA is already available and the upcoming year's application is made available online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) starting on October 1.

### CALIFORNIA STUDENT AID PROGRAMS

The Board of Governor's Fee Waiver (BOGW)

The BOGW waives enrollment fees for California residents who are eligible under one of the following methods:

#### Method A

A student is eligible under Method A if they:

- Received TANF, CalWORKs, SSI, or General Assistance payments in the last two years (2015 or 2016 for the academic year 2017-2018);
- Are a dependent student and one of their parents received such assistance;
- Have certification from the California Department of Veterans Affairs or the National Guard Adjutant General

### CORRECTION TO FINANCIAL AID

stating that the student is eligible for the waiver;

- Are a recipient—or the child of a recipient—of the Congressional Medal of Honor;
- Are a dependent of a victim of the September 11, 2001 terrorist attack; OR
- Are a dependent of deceased law enforcement or fire suppression personnel who were killed in the line of duty.

#### **Method B**

Eligibility is based on household size and total family income (adjusted gross income plus all other untaxed income).

#### **Family Income Standards for 2017-2018**

Family Size	2015 Income
1	\$17,820.00
2	\$24,030.00
3	\$30,240.00
4	\$36,450.00
5	\$42,660.00
6	\$48,870.00
7	\$55,095.00
8	\$61,335.00
Each Additional Family Member	\$6,240

#### **Method C**

A student is eligible under Method C if the student has completed a FAFSA or California Dream Act Application for the correct academic year and they are determined to have a financial need of \$1,104 or greater. Financial need is determined by subtracting the estimated family contribution from the student's cost of attendance budget.

#### **Loss of BOGW Eligibility**

If you have been on either academic or progress probation for two consecutive terms, you will lose your eligibility to receive the BOGW. You will be able to regain eligibility by:

- Improving your GPA / Course completion in order to meet academic and progress standards;
- Not attending Cuesta College for two consecutive primary terms (Fall & Spring or Spring & Fall); OR
- Filing a successful appeal due to extenuating circumstances.

**NOTE:** Foster youth and former foster youth (age 24 years and younger) are not subject to loss of the BOG Fee Waiver under these regulations.

#### **Cal Grants**

The Cal Grant program is designed to help low-income California residents with the costs of pursuing undergraduate education at California institutions. There are two programs that are available to Cuesta College students: Cal Grant B and Cal Grant C.

- Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for low-income/disadvantaged students with high potential.
- Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in an eligible vocational program at Cuesta College from four to twenty-four months in length.

In order to apply for a Cal Grant, students must complete the FAFSA or California Dream Act Application for the upcoming year by March 2.

**California Chafee Grants for Foster Youth** (<https://www.chafee.csac.ca.gov/>)

Chafee grants provide up to \$5,000 a year to youth who are or were in the foster care system.

To qualify, a student must be a current or former foster youth who has not reached his/her 22nd birthday as of July 1 of the award year. Additionally, the court must have established the student's dependency status between the ages of 16 and 18.

To apply, complete both the FAFSA and the online California Chafee Grant Application available at <https://www.chafee.csac.ca.gov/>.

#### **AB-540 Students**

Students who have AB-540 status are eligible for a number of financial aid programs that are ordinarily restricted to California residents:

- Board of Governor's Fee Waiver
- Cal Grant B Community College Transfer Entitlement Award
- Cal Grant C
- Extended Opportunities Programs and Services (EOPS)

To apply for these programs, students must complete the following:

- Submit the California Dream Act Application (<https://dream.csac.ca.gov/>) by March 2.
- Submit the non-SSN GPA verification form to the California Student Aid Commission (if necessary) by March 2.
- Complete the EOPS application. (For application and

**CORRECTION TO FINANCIAL AID**

deadline information, contact the EOPS office at 546-3144)

**INSTITUTIONAL AID**

In addition to government funding, Cuesta College offers two institutional sources of financial aid: the Cuesta College Scholarship program and the ASCC Book Loan program.

**Cuesta College Scholarship Program** ([https://cuesta.academicworks.com/users/sign\\_in](https://cuesta.academicworks.com/users/sign_in))

This program, made available through private donors, offers over ~~150~~ 200 scholarships to current Cuesta students and incoming freshmen. Each scholarship has its own set of eligibility requirements, but ~~most scholarships require an overall GPA of at least 2.0. When deciding who to award, the committee an emphasis on the short answers submitted with the application, but also considers academic performance and financial need.~~ **students only have to fill out one application.**

To apply for the Cuesta College Scholarships, please complete both the FAFSA and the online scholarship application prior to March 2 of the award year.

**ASCC Emergency Book Loan**

The Associated Students of Cuesta College created this program to assist students who have not yet received financial aid but need to purchase books. Vouchers are used in the bookstore to cover up to \$300 of textbooks. This program opens the week prior to the Fall and Spring terms and closes at the end of the first week of classes.

In order to be eligible for an emergency book loan, a student must:

- Be enrolled in at least six units
- Submit a FAFSA
- Purchase an ASCC ID card for the current term
- Have the means to repay the loan without using financial aid to do so

To apply, please contact the Financial Aid office in the week prior to the Fall or Spring term.

**FEDERAL STUDENT AID PROGRAMS**

**General Eligibility Requirements**

In order to receive federal student aid under any of the programs listed below, a student MUST:

1. Be a U.S. citizen or an eligible noncitizen;
2. Have a valid Social Security Number;
3. Have a high school diploma or a General Education Development (GED) certificate (if you are a home school

graduate, contact the financial aid office);

4. Enroll in an aid-eligible program as a regular student seeking an associate degree, transfer degree, or certificate;
5. Register with the Selective Service\* (if male);
6. Make satisfactory academic progress (see our SAP policy below);
7. Not be in default or delinquency on federal education loans, or owe any federal grant money to any institution;
8. Not be ineligible due to convictions for any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid;

\*All male U.S. citizens (and eligible noncitizens) between the ages of 18 and 26 must register with the Selective Service.

**Federal Pell Grant**

The Federal Pell Grant program provides aid to eligible students with financial need to cover educational expenses. The amount that one receives is based primarily on the student’s expected family contribution and the number of units in which the student is enrolled. For the 2017-18 award year, the maximum annual Federal Pell Grant award is \$5,920.

**2017-18 Pell Grant Awards**

Enrollment status	Maximum Pell Grant possible
Full time (12 units or more)	\$5920
Three-quarters time (9 – 11.5 units)	\$4440
Half time (6 – 8.5 units)	\$2960
Less than half time (less than 6 units)	\$1480

A student is only eligible to receive Pell Grant for the equivalent of 12 semesters at full-time enrollment status, regardless of the dollar amount of those awards.

**NOTE:** Pell Grants do not require repayment as long as the student remains in the same number of units that they were at the time of the first disbursement of the year. However, students that drop classes after the time of the first disbursement may be required to pay back the difference between the amount that they were paid and the amount for which they qualify after reducing their number of units.

### CORRECTION TO FINANCIAL AID

**Federal Supplemental Educational Opportunity Grant (SEOG)**

Limited funding is awarded to Pell Grant recipients with the highest need.

**Federal Work Study (FWS)**

Federal work study awards allow students to find jobs on campus and in the community that are paid out of a fund. Students must meet all of the eligibility requirements for federal student aid and be enrolled in at least six units.

**The William D. Ford Federal Direct Loan Program**

This government program offers low-interest loans to eligible students who are enrolled in at least six units. There are two types of student loans: subsidized and unsubsidized.

**Subsidized Direct Loan**

The federal government subsidizes (pays) any interest that student loans accrue while the students are still enrolled in school at least half-time.

**Unsubsidized Direct Loan**

Students are required to pay the interest while they are in school. Interest payments may be deferred while the student is in school, but the accrued interest will be capitalized.

Interest rates and loan origination fees are not published in this catalog as they are subject to change after the date the catalog will be published. Although the interest rate varies from year-to-year, the loan will be fixed at that rate once it has been originated. For the latest information on interest rates, visit this webpage: <https://studentaid.ed.gov/types/loans/interest-rates>.

Repayment begins six months after students graduate, withdraw from school, or drop below half-time enrollment status.

New legislation limits eligibility for Direct Subsidized Loans to 150 percent of the length of the student’s academic program for new borrowers beginning on or after July 1, 2013. The 150 percent change means students in a two-year program will be eligible to receive subsidized student loans for the equivalent of three years. Note that the federal subsidy can be lost in some cases where a student moves from a longer academic program to a shorter academic program.

First-time borrowers are required to complete the online Student Loan Workshop as part of their entrance counseling.

**Federal Direct Parental Loans (PLUS)**

Parents of dependent students may apply for a Direct PLUS Loan to help pay their children’s education expenses as

long as certain eligibility requirements are met.

For more information, please visit: <https://studentaid.ed.gov/types/loans/plus>

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Cuesta College has recently revised its Satisfactory Academic Progress (SAP) Policy to promote the academic planning and success of its students with financial need. In order to receive federal financial aid, students must make satisfactory academic progress as defined in this policy. The Financial Aid Office checks your progress using the standards detailed below at the end of each term. It is your responsibility to meet these standards.

Note: All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Additionally, federal regulations require that any courses excluded from GPA by an academic renewal process must be included in the SAP review.

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

A student must maintain ALL of the following standards or they will be ineligible for federal student aid.

Standard	Minimum Requirement for all coursework attempted
Qualitative (GPA)	Term GPA is at least 2.0 AND cumulative GPA is at least 2.0
Quantitative (completion rate)	Student must pass 67% of units attempted each term (and cumulatively).
Maximum Time Frame (attempted units)	Attempted units may not exceed 150% of the number of units required to complete your educational objective

**ATTEMPTED UNITS AND COMPLETION RATE**

For the purposes of SAP calculations, attempted units include all units in which a student has enrolled regardless of whether or not they finished the class or received a grade for their work. Courses that are dropped prior to the census date will not be included, but any course that receives a grade of W or FW will be included in the calculation.

In order to retain eligibility for financial aid, a student must complete 67% of the units they attempt in a given term, as well as 67% of their overall attempted units.

Below are some examples of how completion rate is calculated:

**CORRECTION TO FINANCIAL AID**

Student A:	Attended Fall semester. Attempted 12 units, completed 7 units.  Completion rate is calculated as $7/12 = 58\%$ , student did not meet the 67% requirement.
Student B:	Attended Fall semester. Attempted 12 units, completed 9 units.  Completion rate is calculated as $9/12 = 75\%$ , student met the 67% requirement.
Student C:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 34 units.  Completion rate is calculated as $34/48 = 71\%$ , student met the 67% requirement.
Student D:	Attended Fall and Spring semesters for two years. Attempted 48 units, completed 31 units.  Completion rate is calculated as $31/48 = 65\%$ , student did not meet the 67% requirement.

Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average (GPA). Courses completed with CR, P, I, NC, NP, W, or WF will NOT be used in calculating a student's GPA, but they will be used in the determination of the other SAP standards.

**MAXIMUM TIME FRAME or EXCESSIVE UNITS**

If a student attempts more than 150% of the units required to complete the educational goal (degree or certificate) that they have declared to the Admissions and Records office, they are ineligible for federal student aid.

<i>Educational Goal</i>	<i>Units required to complete goal</i>	<i>Maximum units allowed</i>
Associate Degree	60	90
Transfer requirements	60	90
Certificate program*	24	36

\*Certain certificate programs (e.g. nursing) require more than 24 units to complete and this higher amount will be used to calculate eligibility in the SAP review process. In some cases, however, an appeal may still be requested in order to document eligibility.

Completion rate chart (example):

Enrollment status	If you enroll in this many credits...	...you must complete this number of units to meet SAP requirements for term completion rate*:
Full-time	17	12
Full-time	15	11.5
Full-time	13	9
Full-time	12	8.5
¾ time	11	7.5
¾ time	9	6.5
½ time	8	5.5
½ time	7	5
½ time	6	4.5
Less than ½ time	5	3.5
Less than ½ time	3	2.5

\*Student must still meet all other SAP requirements, including overall completion rate, to be eligible for federal student aid.

**GRADES**

**CORRECTION TO FINANCIAL AID**

**DETERMINING SAP STATUS**

The Financial Aid office evaluates SAP at the end of each term to determine students' eligibility for financial aid. Based on their academic performance, a student is placed in one of the following statuses:

	Eligible for federal student aid?	Eligible for BOG fee waiver?	Description / Notes
<b>Satisfactory (SAT)</b>	Yes	Yes	Student is meeting all SAP standards.
<b>Warning</b>	Yes	Yes	Student failed to meet one or more of the SAP standards.  Students only receive one warning term. If students fail to meet all SAP standards by the end of their warning term, they will be placed on suspension.
<b>Suspension (UNSAT)</b>	No	Yes	Student has failed to meet SAP standards for two consecutive terms.  Students on financial aid suspension may regain eligibility for financial aid by:  1. Filing a successful SAP appeal if there are extenuating circumstances; OR  2. Attending classes without financial aid until they meet all SAP standards. This method is known as "reinstatement."
<b>Probation (PLAN)</b>	Yes	Yes	Student has submitted a SAP appeal which was subsequently approved.  Student must adhere strictly to the following rules or they will be disqualified:  1. Pass all attempted classes. No W, F, NC, FW or incomplete grades are allowed.  2. Earn a GPA better than 2.0 for the term.  3. Only take courses that count towards the student's declared goal (as indicated in the myCuesta Pathway application, excluding unnecessary electives if student has attempted excessive units).  Students on probation status who follow the above rules will have their eligibility extended at subsequent reviews in the same academic year.  Students on probation status who do NOT follow the above rules will be disqualified from receiving federal financial aid at Cuesta and will not have any subsequent appeals approved unless catastrophic circumstances can be documented.  Students must file a new appeal every academic year regardless of any prior appeal approvals.
<b>Disqualified (DISQ)</b>	No	Yes	Student was on probation, but did not adhere to the rules listed above.  Student may not appeal again unless the probation plan was not met due to catastrophic circumstances (death in family, hospitalization, incarceration, etc.) that can be documented by the student.  Student may receive financial aid in the future if they work on their own to meet all SAP standards (reinstatement).

## CORRECTION TO FINANCIAL AID

### APPEAL PROCESS

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeals are evaluated on a case-by-case basis by a team of financial aid professionals with the capacity for professional judgment. There is **no guarantee** that an appeal will result in financial aid being revised and/or reinstated. If a student wishes to contest a decision made by the Financial Aid Office, they may appeal one more time to the Director of Financial Aid. The determination of the Director of Financial Aid is final.

Appeals may be filed in the following situations:

- Serious illness or accident, death in family, or other family emergency
- Withdrawal for military service
- Other documentable extenuating circumstances

Appeal forms for the current academic year may be requested from the Financial Aid office in person or online ([cuesta.verifymyfafsa.com](http://cuesta.verifymyfafsa.com)). Appeals may be submitted in-person or via e-mail from the student's Cuesta e-mail address. In all cases, the appeal request must be filed by the student prior to the deadline stated on the appeal form.

To file a successful appeal, a student must:

1. Complete all of the steps indicated **on the SAP appeal form in the instructions** for the correct academic year and term;
2. Attach a personal statement that explains the reasons for the student's inability to meet SAP standards and how that situation has been resolved;
3. Provide official documentation (third-party confirmation of the situation, ideally from a professional source like a doctor, counselor, instructor, etc.) of any circumstances mentioned in the personal statement;
4. Attach a student attendance and progress report, if appeal is submitted after certain points in the term (see **appeal form instructions** for details).

### SAP "RESET" POLICY

Students who have changed their major or program of study are able to have their SAP eligibility re-calculated solely on the basis of grades and units that are applicable to their current program. A student may receive such a "reset" only once during their time at Cuesta.

However, students that have been accepted into certain programs may be eligible for an additional reset. In order to receive an additional "reset", a student must file a SAP appeal and be enrolled in a program that satisfies the following conditions:

- 1) The program has its own admissions process separate from that used by Cuesta College at large.
- 2) Students in the program progress through a set of mandatory coursework across multiple terms.

Examples of programs that would currently qualify for a "reset": Registered Nursing, Licensed Vocational Nursing, and Psychiatric Technician.

Once an additional "reset" has been granted, no further resets will be allowed.

### COURSE REPETITION

For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog. However, all repeated units will count toward Maximum Time Frame. Students may receive financial aid for repeat course work which they have previously passed only once.

There is an exception for courses which require repeats. Students taking a required repeat course should work with the Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Students may need to provide documentation regarding the requirement to repeat.

### FINANCIAL AID ELIGIBILITY FOR REMEDIAL AND ESL COURSEWORK

Students are allowed to receive financial aid for remedial units if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. Remedial units must be taken in recommended sequence.

ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for federal student aid.

**CORRECTION TO FINANCIAL AID**

**EVALUATION OF ESL COURSEWORK IN A SAP REVIEW**

<b>Standard</b>	<b>ESL coursework that will be included in the SAP review</b>
Qualitative (2.0 GPA, term and cumulative)	ESL courses that are given letter grades (A,B,C,D,F) will be included in the determination of whether students meet this standard.
Quantitative (67% completion rate, term and cumulative)	All ESL courses are included in the determination of whether students meet this standard.
Maximum Time Frame (Total attempted units)	No ESL courses are counted towards the maximum time frame standard.

**TRANSFER CREDITS**

All transfer credits that Cuesta evaluators have determined will count toward the student’s current program will also be included in the calculation of overall attempted and completed hours. They will not be included in the calculation of overall GPA.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Title IV (federal student aid) recipients who withdraw completely before completing 60% of the term for which the student has been charged will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

**RETURN OF OVERPAYMENT**

Title IV financial aid recipients who withdraw from all classes—or are administratively withdrawn from all classes—may be required to return a portion of the financial aid they received. The Financial Aid office will calculate the percent of financial aid earned and unearned for the given term. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if they are required to return any Title IV funds. Students that fail to return Title IV funds are ineligible for federal student aid.

**ORDER OF RETURN OF TITLE IV FUNDS**

All returns will be distributed to the student financial assistance programs in the order below with the following exceptions: Title IV funds required to be returned by the student will not be distributed to a

Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal and State Programs
8. Institutional or Agency Programs

The Dean of Student Services will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV school code for Cuesta College is 001192.

## CORRECTION TO STUDENT LIFE & LEADERSHIP

# STUDENT LIFE & LEADERSHIP

**Location: Student Center, Building 5300, Room 5301, SLO campus; (805) 546-3289.**

**Resources available online, for the convenience of our students including those attending via distance education, are the following:**

- Student Life and Leadership Activities Calendar
- Campus Tours
- Housing Resource Information
- ASCC Agendas and Minutes
- Voter Registration
- Student Life and Leadership may be found at <https://www.cuesta.edu/student/campuslife/studentlife/index.html>.

The purpose of the Student Life & Leadership program is to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for personal growth are extended to students through leadership courses and programs, clubs and organizations, and campus events produced by the students themselves.

Student Life and Leadership (located in the Student Center) coordinates campus programs and services which include:

- Associated Students of Cuesta College (Student Government)
- Campus Tours\*
- Housing Resource Information
- Student Photo ID
- ~~Free Legal Counseling (with valid Student ID Card)\*~~
- ASCC Social Club\*
- Clubs and Organizations
- Cultural Center\*
- Food Bank Distribution

\*SLO campus only.

### Student Activities

Cuesta College's student government develops a broad spectrum of activities, programs, and services for the student body. Its goals are to provide social contact,

entertainment, and leadership opportunities for the campus community. Extracurricular activities foster a sense of unity among individuals, as well as among student groups pursuing specialized interests.

The complete planning and production of various events provide excellent experience for student leaders and enjoyable activities for all. Lectures, film series, forums, bands, community awareness programs, and seasonal and special events are all within the scope of student government sponsorship.

The broad array of student activities involves the educational experience of all members of the Associated Students of Cuesta College. Students plan and develop them and, by taking an active role, experience a personal satisfaction and growth beyond their academic pursuits.

An activities calendar may be found at:

<http://cuesta.edu/student/campuslife/studentlife/sllcalendar/index.html#/?i=1>

### Associated Students of Cuesta College

The Associated Students of Cuesta College (ASCC) operates under regulations authorized in the California Education Code and in the policies of the Cuesta College Board of Trustees. The ASCC is the college's official student government organization.

The ASCC is established to promote the general welfare of Cuesta College students; to guarantee equality of opportunity among students; to offer an experience in practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities. It offers students opportunities to participate in social and cultural events, to share in governance activities, to interact with professionals, and to create and administer their own organizations and programs.

### Student Organizations

The college and the ASCC grant recognition to campus organizations including honor societies, service and religious organizations, those with an ethnic/multicultural focus, and departmental and special interest groups. The varied types of clubs not only offer an opportunity for social life but also make a fine contribution to the development of student leadership. Membership and active participation in a reasonable number of these organizations are strongly recommended by the college.

## CORRECTION TO TRANSFER SERVICES

# TRANSFER SERVICES

The Transfer/Career Center has a wide variety of resources available to university bound students including college and university ~~catalogs and~~ information, college search materials, major and career books, and study abroad brochures and catalogs. The center maintains information about university transfer requirements, the university application process, articulation agreements and transfer admission guarantee programs. In addition, the center provides internet access with links to assist students completing online admissions applications and researching colleges.

Appointments to meet with a counselor can be made ~~one~~ ~~three~~ weeks in advance beginning the first working day of the week and are available from 8:30 a.m. to ~~4:00~~ ~~5:00~~ p.m. Monday through Thursday and from 10:30 a.m. to 4:00 p.m. on Friday.

Transfer/Career Center staff serve as liaisons to colleges and universities and advocate for students in the admission process. Center staff also coordinate university representative visits in which university outreach staff come to campus to meet with Cuesta College students individually.

Transfer Admission Guarantee (TAG programs) are commitments that selected colleges and universities make to Cuesta College students who meet specific credit, GPA, and course requirements. A TAG serves as a contract between the student and college or university. Students who have completed a TAG and have met contractual requirements are guaranteed admission.

Cuesta college now has transfer admission guarantees with the following universities:

- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- UC Davis
- UC Irvine
- UC Merced
- **Arizona State University**
- Columbia College
- Chapman University
- University of La Verne
- ~~National University~~ **Sierra Nevada College**

Associate Degrees for Transfer (ADT). Please see page 70 for information about ADTs.

### Career Services

Career services are available to assist students in exploring and clarifying their career goals, researching occupational fields, and making their educational plans accordingly. Students may make arrangements with Transfer/Career Services to attend a Career Workshop and use the Eureka Career Information System to obtain information about specific occupations.

~~Student wishing to do in-depth career assessment and planning are encouraged to take COUN 254, Career Exploration.~~

### Transferring to California Polytechnic State University

Because admission to Cal Poly is highly competitive; it is strongly recommended that students work closely with a Cuesta College counselor to ensure they are well-prepared for Cal Poly's transfer selection process. Cal Poly's Transfer Selection Criteria vary by major and include completion of major-related and general education coursework, grades, and extracurricular activities and work experience. Students applying as upper-division transfers that have completed all required/desired coursework and have maintained a high GPA typically are more competitive in Cal Poly's transfer selection process. The Cal Poly Admissions website provides comprehensive information on their transfer selection process.

### ASSIST

ASSIST (Articulation Subsystem Stimulating Inter-institutional Student Transfer) is a student-transfer information system available at [www.assist.org](http://www.assist.org). ASSIST displays reports describing how courses completed at a California community college will be applied to an undergraduate degree at a California State University or University of California campus. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer within the state of California. Students who are planning to transfer to a California State University or a University of California campus are encouraged to utilize ASSIST information (in consultation with a counselor) for important information about the transfer and articulation process.

### Student Right To Know

In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or

### **CORRECTION TO TRANSFER SERVICES**

associate degrees and advancement in the work force. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Luis Obispo County Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2009, a cohort of all certificate, degree, and transfer seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuesta College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became 'transfer prepared' during the three-year period from fall 2009 to spring 2012. The completion rate for Cuesta College's 2009-2012 cohort is 30.74%.

Based upon the cohort defined above, students who have completed 60 transferrable units with a GPA of 2.0 or better are considered "transfer prepared." Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer prepared" during a five-semester period from spring 2010 to spring 2012 are transfer students. The transfer rate for Cuesta College's 2009-2012 cohort is 19.98%.

## FALL 2017 CSU GENERAL EDUCATION TRANSFER CURRICULUM

# TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU) SYSTEM

most current CSU GE pattern:

[https://www.cuesta.edu/student/documents/transfer\\_center/Fall17\\_CSUGE.pdf](https://www.cuesta.edu/student/documents/transfer_center/Fall17_CSUGE.pdf)

Cuesta College offers lower division (freshman and sophomore) courses to meet both major preparation and general education requirements for students planning to transfer to the California State University (CSU). Students are advised to check with Cuesta College Counseling Services for detailed information about specific campus, major, and general education requirements.

### Minimum requirements for transfer as an upper division student to the CSU

- Complete 60 semester (90 quarter) transferable credits.
- Complete at least 30 semester (45 quarter) credits of general education courses with at least ~~"C"~~ "C-" grade or better including:
  - Oral Communication (Area A1 of the CSU GE-Breadth)
  - Written Communications (Area A2 of the CSU GE-Breadth)
  - Critical Thinking (Area A3 of the CSU GE Breadth)
  - Mathematics (Area B4 of the CSU GE-Breadth)
- Attain a grade point average of 2.0 or better (2.40 for non-California residents) in all transferable college units attempted. (Note that a higher GPA is required for most CSU campuses.)
- Stay in good academic standing at the last college or university attended prior to transfer (e.g. eligible to re-enroll at that college or university).

### Completion of General Education (CSU GE-Breadth)

The CSU requires completion of 48 lower division credits of general education for graduation, 39 of which may be certified by Cuesta College. Courses taken to fulfill Areas A1, A2, A3, and B4 of the CSU GE pattern must be completed with grades of "C-" or better, to meet minimum CSU admission requirements. It is strongly recommended that students complete all or most of their CSU GE as part of their minimum 60 credits required for transfer. Students who complete the CSU GE pattern prior to transfer will not be held to additional lower division GE requirements after transfer. The CSU also accepts the Intersegmental General Education Transfer Curriculum (IGETC) toward fulfillment of lower division general educations. Click here to view the

FALL 2017 CSU GENERAL EDUCATION TRANSFER CURRICULUM



FALL 2017 CSU GENERAL EDUCATION REQUIREMENTS

NAME \_\_\_\_\_ STUDENT ID. # \_\_\_\_\_  
 CSU CAMPUS \_\_\_\_\_ MAJOR \_\_\_\_\_

Courses in multiple areas may be used in one GE AREA only.		Course/AP Score	College	Term	Credit
<b>Area A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in A1, A2 & A3. These 3 courses must be completed with "C-" grades or better.					
A1-Oral Communication: COMM 201 (formerly 201A), 210, 215		A1			
A2-Written Communication: ENGL 201A		A2			
A3-Critical Thinking: ENGL 201B, ENGL 201C, PHIL 208, COMM 215		A3			
<b>Area B - SCIENTIFIC INQUIRY &amp; QUANTITATIVE REASONING</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in B1, B2, & B4. One of the science courses must include a laboratory component. Lecture courses that include a lab are <u>underlined</u> .					
B1-Physical Science: ASTR 210; CHEM <u>201A/B</u> , <u>210FL</u> , <u>211</u> , <u>212A/B</u> ; GEOL <u>210</u> , <u>211</u> , 212, 220; METE 212; OCEN 210; PHYS <u>205A/B</u> , <u>208A/B</u>		B1			
B2-Life Science: ANTH 201 (F08); BIOL <u>201A/B</u> , <u>202</u> , <u>204</u> , <u>205</u> , <u>206</u> , <u>211</u> , 212, 213, <u>216</u> , 220, <u>221</u> , 222, <u>224</u> ; PSYC 202 (F07)		B2			
B3-Laboratory Activity: (must be taken with or after lecture course in B1/B2) ANTH 201L (F08); ASTR 210L; BIO 212L, 220L, 222L; OCEN 210L		B3			
B4-Mathematics/Quantitative Reasoning: ("C-" grade or better) CIS 241 (F08); MATH 229, 230, 231, 232, 236, 242, 247, 255, 265A/B, 283, 287		B4			
<b>Area C - ARTS &amp; HUMANITIES</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in each course. One course in C1 & C2, and a third course selected from either C1 or C2.					
C1-Arts: ART 200, 203, 204, 205, 207, 208, 209, 210, 220, 221, 244, 245, 270, 271, 280, 281A; DRA 207, 248; ENGL 237; MUS 201, 235, 236, 237, 238. <u>If completed prior to Fall 2017</u> , DRA 200 will also apply to Area C1. <u>If completed prior to Fall 2015</u> , the following courses will apply to Area C1: ART 222, 223, 230, 231,234, 241A, 266, 267, 274A, 282, 293, 295; DRA 211; MUS 220, 258.		C1			
C2-Humanities: ASL 201, 202; ENGL 201B, 205, 206, 212A, 212B, 213, 215, 216, 217, 231, 245A, 245B, 246A, 246B; FR 201, 202, 203; GER 201, 202, 203, 204; HIST 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233; PHIL 205, 206, 209, 212, 213; SPAN 201, 202, 203, 204. ( <u>If completed prior to Fall 2017</u> , ECE 234 will also apply to Area C2.)		C2			
Required third course to selected from either C1 or C2.		C1/C2			
<b>Area D - SOCIAL SCIENCES</b> Complete 9 sem/12 qtr units total with a minimum of 3 sem/4qtr units in each course, from at least 2 disciplines (subject areas) listed below.					
AGB 201 (formerly ECON 201AG); ANTH 201 (F95-F09 only), 202, 203, 220, 221, 225; COMM 212; 230; 280; CJ 202 (F09), 224 (F14); 228 (F11); ECON 201A, 201B; ECE 201, 202; FTVE 221 (F15); GEOG 201, 202; HDHS 202, 212, 213, 214, 215 (F08); HIST 203A, 203B, 204A, 204B, 207A, 207B, 210, 212, 233, 237(F07), 260; JOUR 201B (F16) ; LGL 217; POLS 201, 202, 204, 205, 206, 209; PSYC 200, 201(S07), 233; SOC 201A, 201B, 202, 204 (F09), 206, 208  (HDHS prefix was FMST prior to F 17)		D			
		D			
		D			
<b>Area E - LIFELONG LEARNING &amp; SELF-DEVELOPMENT</b> Complete 1 course, 3 sem/4 qtr units minimum.					
CSS 225; ECE 201(S06); HDHS 212, 215, 216, 218; HEED 202, 203, 206, 208, 210; NUTR 210; PSYC 201, 206; SOC 206 (F08-SU13 only)		E			
U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS This CSU graduation requirement may be met by completing 2 courses as part of coursework from Area C or D above.		<input type="checkbox"/> HIST 207A OR 207B <input type="checkbox"/> POLS 202			
Previous Colleges	1.	2.	3.		
Counselor				Date	

## The 23 CSU CAMPUSES

Bakersfield	California Maritime Academy	Cal Poly SLO	Cal Poly Pomona
Channel Islands	Chico	Dominguez Hills	East Bay
Fresno	Fullerton	Humboldt	Long Beach
Los Angeles	Monterey Bay	Northridge	Sacramento
San Bernardino	San Diego	San Francisco	San Jose
San Marcos	Sonoma	Stanislaus	

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### CSU GENERAL EDUCATION CERTIFICATION

CSU GE Certification refers to the official notification on a California Community College transcript that a student has completed all requirements for lower-division CSU general education (Areas A – E as noted below). It is the student's guarantee that no additional lower division general education will be required after transfer.

Certification is awarded to students who have completed all sections of the Cuesta CSU General Education Pattern, and who have applied for the Certification at Cuesta College. After transfer, three upper division general education courses will be required.

Partial Certification (up to two courses short in Areas A-E) may also be awarded, with the missing general education area to be made up after transfer.

To earn full CSU GE Certification, students must satisfactorily complete a minimum of 39 semester lower-division credits, distributed as follows:

**AREA A: Minimum 9 CREDITS:** One course from each group: A1, A2, A3 (Minimum grade of C- required)

**AREA B: Minimum 9 CREDITS:** One course from B1, B2 and B4. One lab course is required: B3 lab must be taken with or subsequent to corresponding lecture course from B1 or B2. (Minimum grade of C- required.)

**AREA C: Minimum 9 CREDITS:** Three courses to include at least one course from Arts (C1) and one course from Humanities (C2)

**AREA D: Minimum 9 CREDITS:** Three courses, chosen from at least two different subject areas

**AREA E: Minimum 3 CREDITS:** One course

### CSU CAMPUS SPECIFIC REQUIREMENTS (See a Counselor for additional details)

**Major Preparation:** In addition to general education, most majors at most CSU campuses require students to have completed specific lower division course work in their major prior to transfer

**Foreign Language:** Some campuses require course work in a foreign language as part of the campus "graduation requirements". This can be completed before or after transfer.

**Multicultural/Ethnic Studies:** Many CSU campuses require a course in this area as part of a graduation requirement. Some campuses require that the course be upper division. This can be completed before or after transfer.

**US History, Constitution and American Ideals.** All CSU campuses require students to complete college-level coursework in US History, American and California Government, in order to meet a CSU graduation requirement. At Cuesta this CSU graduation requirement can be satisfied by completing HIST 207A or 207B, and POLS 202 (two courses). These courses can also "double count" towards General Education requirements.

## **CORRECTION TO STUDENT GRIEVANCE PROCEDURE**

### **STUDENT GRIEVANCE PROCEDURE**

1. The next step beyond the complaint process may be the filing of a formal grievance depending upon the nature of the complaint.
2. A complaint is grievable if it is non-disciplinary and involves the process, application, or interaction of school policy—in other words, how something was done or processed. In general, a complaint is not grievable if it involves the content of existing policy.
3. For specific information regarding the Student Grievance Procedure, refer to Cuesta College Board Policy 6205.

A grievance shall mean a complaint that is non-disciplinary and is other than one dealing with civil rights discrimination,\* which has been filed by a student or by a student's designee on his/her behalf. The primary purpose of the following procedure is to secure at the earliest level possible an equitable solution to a complaint.

#### **LEVEL 1:**

The student should contact in person the Vice President of Student Services and College Centers, or designee, and present his/her grievances. If the grievance is not resolved, the student can submit to the Vice President of Student Services and College Centers, or designee, a written appeal for further consideration. (Time limit: ten calendar days from the date of appointment with the Vice President of Student Services and College Centers, or designee.)

#### **LEVEL 2:**

A Student Appeals Committee, made up of three faculty and three student members jointly appointed by the Vice President of Student Services and College Centers, or designee, and the ASCC President, then will be convened within ten calendar days after receiving the appeal and will submit its finding to the student in writing within an additional ten days. If the complaint is not resolved, a written appeal can be filed by the student to the President/Superintendent within ten calendar days. When a grievance involves the Vice President of Student Services and College Centers, or designee, (Level 1) and/or the Associated Students-Cuesta College (ASCC) President and the Vice President of Student Services and College Centers, or designee, (Level 2), those responsibilities listed above for these two positions at Levels 1 and 2 shall be assumed by the Superintendent/President (or designee appointed by the Superintendent/President) of the District.

#### **LEVEL 3:**

The student will appeal in writing with all supportive evidence to the President/Superintendent (or designee) who will evaluate the evidence and submit his/her finding

in writing to the student within ten calendar days after receiving the appeal.

#### **LEVEL 4:**

A final written appeal may be made to the Board of Trustees within thirty calendar days of the written response of the Superintendent/President (or designee). The decision of the Board will be given within thirty calendar days of the initial meeting at which the complaint is discussed.

\*When a student has a complaint which involves (1) sexual harassment, (2) civil rights discrimination on the basis of ethnicity, race, national origin, religious beliefs, age, gender, color, physical or mental disabilities, veteran status, sexual orientation or sexual identity, or marital status, or (3) retaliation for filing a sexual harassment or other unlawful discrimination complaint, referring a matter for investigation, participating in an investigation of a complaint, serving as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of the District's unlawful discrimination policy (Policy 1565) and the nondiscrimination in district college programs policy (Policy 1570), then the matter is to be referred to the Executive Director of Human Resources and Labor Relations as such matters are to be handled pursuant to Policy 1565 (unlawful discrimination) and Policy 1570 (nondiscrimination in district college programs) and not as a student grievance.

### **STUDENT GRIEVANCE PROCEDURE**

Board Policy 5530

A grievance shall mean a complaint, other than one dealing with discrimination or harassment\* which has been filed by a student or by a student's designee on his/her behalf. The primary purpose of the following procedure is to secure at the earliest level possible an equitable solution to a complaint. Students must file a concern or complaint within 90 days of the last day of the semester.

- LEVEL 1.** In order to provide the opportunity for an immediate solution, the student should contact the Instructor (Academic) or Supervisor of the Program/Department (Non-Academic) to explain the purpose of the concern/complaint. This initial contact will provide the opportunity for the Instructor or Supervisor to gather details on the concern/complaint and offer a resolution (if there is justification for a concern/complaint). This process for direct dialog will occur prior to the student completing an official concern/complaint form.

### **CORRECTION TO STUDENT GRIEVANCE PROCEDURE**

LEVEL 2. In the event the student does not feel the concern/complaint was addressed by the Instructor or Supervisor, the student will then file a concern/complaint form. The concern/complaint form will require the student to outline the concern/complaint and submit the form electronically. Upon electronic submission, a ping will notify the Instructor or Supervisor of a concern/complaint. The Instructor or Supervisor will then have the opportunity to add their details to the concern/complaint. Once fully completed, the concern or complaint will then notify (electronically), the Division Chair or Supervising Manager of the area for review. The Division Chair or Supervising Manager will make a decision on the concern/complaint and notify the student of their decision in writing.

LEVEL 3. If the student feels the concern/complaint has not been addressed by the Division Chair or Supervising Manager, the student may schedule a meeting with the Dean of the discipline/area. The Dean of the discipline/area will review all of the information outlined in the concern/complaint documentation and make a decision on the validity of the concern/complaint. The Dean will provide a written response to the student once the documentation review is complete.

LEVEL 4. If the student feels the concern/complaint has not been addressed by the Dean of the discipline/area, student's may request a final documentation review by the Assistant Superintendent/Vice-President of Academic Affairs (Academic) or Assistant Superintendent/Vice-President of Student Services (Non-Academic). Upon completion of documentation review by the Assistant Superintendents/Vice-Presidents, they will provide a written response to the student. All decisions rendered at this point are final.

alleged offender, or who otherwise furthers the principles of the District's unlawful discrimination policy (Policy 1565), then the matter is to be referred to the Vice-President of Human Resources and Labor Relations as such matters are to be handled pursuant to Policy 1565 (unlawful discrimination) and not as a student grievance.

(Approved: 2/11/80)

(Revised: 2/25/80, 3/10/80, 10/6/87, 10/6/93, 6/6/05, 10/20/17)

Formerly BP 6205

\*When a student has a complaint which involves (1) sexual harassment, (2) civil rights discrimination on the basis of ethnicity, race, national origin, religious beliefs, age, gender, color, physical or mental disabilities, veteran status, sexual orientation or sexual identity, or marital status, or (3) retaliation for filing a sexual harassment or other unlawful discrimination complaint, referring a matter for investigation, participating in an investigation of a complaint, serving as an advocate for an alleged victim or

**2017-2018 CATALOG  
PROGRAM & COURSE CORRECTIONS,  
ADDITIONS & REVISIONS**



**NEW PROGRAMS APPROVED EFFECTIVE FALL 2017**

## **HUMAN DEVELOPMENT/HUMAN SERVICES**

### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

#### **PARAPROFESSIONAL COUNSELING SKILLS — Certificate of Specialization**

**Required Courses (13 credits)**

HDHS 271	GROUP PROCESS AND PRACTICE	3
HDHS 279	TREATMENT AND CASE MANAGEMENT	3
HDHS 280	BASIC INTERVIEWING AND COUNSELING SKILLS	3
HDHS 218	HUMAN SEXUALITY: EXPERIENCE & EXPRESSION	3
HDHS 289D	FIELDWORK: PARAPROFESSIONAL COUNSELING	1
<b>Total Credits</b>		<b>13</b>

### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

#### **PARENTING COACH/EDUCATOR — Certificate of Specialization**

**Required Courses (10 credits)**

HDHS 202	CHILD, FAMILY AND COMMUNITY	3
HDHS 216	THE STUDY OF PARENTING: THEORY AND PRACTICE	3
HDHS 278	FAMILIES AND ADDICTION	3
HDHS 289C	FIELDWORK: PARENTING COACH/EDUCATOR	1
<b>Total Credits</b>		<b>10</b>

*New program to Journalism and Digital Communication: see also (pgs. 161-162) in the 2017-2018 Cuesta Catalog*

**NEW PROGRAM APPROVED EFFECTIVE FALL 2017**

## **JOURNALISM AND DIGITAL COMMUNICATION**

### **CERTIFICATE PROGRAM**

[Click for Program Student Learning Outcomes](#)

#### **MULTIMEDIA JOURNALISM — Certificate of Specialization**

##### **Required Courses (6 credits)**

JOUR 205	MULTIMEDIA JOURNALISM	3
JOUR 206	SOCIAL MEDIA AND DATA VISUALIZATION	3

##### **Plus 3 credits from the following:**

JOUR 204	NONFICTION AND MAGAZINE WRITING FOR PUBLICATION	3
JOUR 207	INTERMEDIATE REPORTING AND NEWSWRITING	3

##### **Plus 3-4 credits from the following:**

JOUR 202C	NEWS PRODUCTION	4
JOUR 203A	NEWS PRODUCTION FOR VISUAL ARTISTS: PHOTO AND VIDEO	4
JOUR 203B	NEWS PRODUCTION FOR VISUAL ARTISTS: GRAPHICS AND DESIGN	4
ART 249A	DIGITAL PHOTOGRAPHY I	3
FTVE 223	VIDEO OPERATIONS	3

##### **Plus 3 credits from the following:**

ART 265	MOTION GRAPHIC DESIGN I	3
ART 258	FOUNDATION OF DIGITAL LAYOUT DESIGN	3

**Total Credits** **15-16**

CORRECTION TO CULINARY ARTS DESCRIPTION AND CAREER OPPORTUNITIES

# CULINARY ARTS

## DEGREES, CERTIFICATES & AWARDS

- Certificate of Specialization (C.S.)

## DESCRIPTION

The Culinary Certificate of Specialization provides job skills in a career technical educational program. It is designed to integrate academic and lab training with real life experience in the field of Culinary Arts. Selected courses within the curriculum meet requirements for entry level employment, ServSafe certification, transferability to CSU, and also provide students with lifelong learning knowledge as well as consumer and industry-applicable skills.



## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

A **Certificate Program** is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0, 2) earn at least 12 units in residency at Cuesta and 3) submit a Certificate Application to Admissions and Records.

## TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

### Transfer Resources:

**www.ASSIST.org** – CSU and UC Articulation Agreements and Majors Search Engine

**CSU System Information** - <https://www2.calstate.edu>

## FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs – grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full- and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:

<https://www.cuesta.edu/student/student-services/financial/index.html>

## CAREER OPPORTUNITIES

- Chefs
- Cooks
- Food Prep Workers
- Catering

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at Cuesta College. Information for each certificate program can be found by following this link: <https://www.cuesta.edu/student/studentservices/financial/gainfulemployment/index.html>

## NEW COURSES APPROVED EFFECTIVE FALL 2017

### AUTOMOTIVE TECHNOLOGY

#### ATCH 105 SKILLSUSA PROFESSIONAL DEVELOPMENT 2.00

2.00 hours per week: (2.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.

Repeatable 3 time(s).

[Click for Course Student Learning Outcomes](#)

#### ATCH 106 SKILLSUSA PROFESSIONAL DEVELOPMENT -INTERMEDIATE 2.00

2.00 hours per week: (2.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.

Repeatable 3 time(s).

[Click for Course Student Learning Outcomes](#)

### CULINARY ARTS

#### CUL 110 SURVEY OF BASIC CULINARY SKILLS 1.00

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

P/NP Only

Designed for students interested in an overview of basic culinary skills, food preparation, nutrition, cleaning, and safety methods. Students will gain hands-on training of skills, techniques and methods needed to follow and

prepare recipes, conduct proper food handling, safety and cleaning methods, along with the skills and techniques needed to prepare quality food.

[Click for Course Student Learning Outcomes](#)

### DRAMA

#### DRA 260 REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Prepare and present a role in a one-act children's theatre production that will tour county schools. Company members contribute to all aspects of the production, including performance and interpretive elements. Course focuses on the unique challenges of performing for young audiences, as well as adapting to different performance venues. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

#### DRA 261 REHEARSAL AND PERFORMANCE: SHAKESPEARE/CLASSICAL 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Act in a staged classical production that is presented to a live audience. Actors will examine, through lab exploration, all aspects of a classical play production. Participants develop dramatic acting capabilities, skills and disciplines through the audition, preparation and presentation phases of a staged production. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

#### DRA 262 REHEARSAL AND PERFORMANCE: MUSICAL THEATRE 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Perform in a musical theatre production. The production will be presented on a public stage. All productions are

entered into Kennedy Center American College Theater Festival competitions.

*Repeatable 3 time(s).*

*Transfer: CSU*

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**DRA 263 REHEARSAL AND PERFORMANCE: DEvised/  
NEW WORKS** **3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Instructor's consent through audition.*

Perform and collaborate in the creation of an Original Theatre production. Students will demonstrate the skills required in a theatre production from the audition through rehearsal process, culminating in performances of an experimental theatre production before a paying audience. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

*Repeatable 3 time(s).*

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**DRA 264 REHEARSAL AND PERFORMANCE: MODERN  
THEATRE** **3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Instructor's consent through audition.*

Perform in a modern theatre production. The production will be presented on a public stage. All productions are entered into Kennedy Center American College Theater Festival competitions.

*Repeatable 3 time(s).*

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## JOURNALISM

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**JOUR 207 INTERMEDIATE REPORTING AND  
NEWSWRITING** **3.00**

*3.00 hours per week: (3.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: JOUR 201A: NEWS WRITING AND REPORTING with a minimum grade of C or better*

Introduces students to coverage of public affairs beats, including local or regional government, police, courts and education. It includes both on- and off-campus reporting; deadline, enterprise and long-form writing; and presenting news through multiple platforms, including text, photographs, video and audio. Potential for publication on Cuestonian.com, the college's student news site, and on professional local news sites. Emphasizes professional behavior, ethical principles and legal issues.

*Transfer: CSU*

*C-ID JOUR 210*

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## COURSE REVISIONS EFFECTIVE FALL 2017

### BIOLOGY

#### **BIO 210I ISLAND BIOLOGY 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Focuses on ecological and evolutionary history, including colonization and establishment of native plant and animal communities, human impacts, natural history, and preservation and conservation of island ecosystems. Field and lab investigation examines marine algae, plankton, and both marine and terrestrial animal behavior patterns. Hands-on activities involve kayaking, daily snorkeling, laboratory investigation, and hiking. Students will be required to keep a standardized field notebook and complete a scientific investigation project. Students should be prepared for snorkeling, kayaking, and hiking on trails over rugged terrain. This course is taught with an initial online component followed by a week in the field on Catalina Island. Accommodations, food, transportation, and other expenses while arranged are ultimately the responsibility of the students.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### BUSINESS

#### **BUS 201B MANAGERIAL ACCOUNTING 4.00**

4.00 hours per week: (4.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: BUS 201A: FINANCIAL ACCOUNTING

Advisories: ENGL 156: COLLEGE READING AND WRITING and MATH 123: ELEMENTARY ALGEBRA

Examines how managers use accounting information in decision-making, planning, directing operations and controlling costs. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Examines profit planning, standard costs, operations and capital budgeting, cost control and accounting for costs in manufacturing organizations.

Transfer: CSU; UC

C-ID ACCT 120

[Click for Course Student Learning Outcomes](#)

### CONSTRUCTION TECHNOLOGY

#### **CTCH 175 BASIC HEATING, REFRIGERATION AND AIR CONDITIONING 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces residential gas heating, commercial refrigeration, and residential air conditioning. Includes demonstrations and systematic problem solving of electrical and mechanical malfunction.

[Click for Course Student Learning Outcomes](#)

### CULINARY ARTS

#### **CUL 210 CULINARY ARTS FUNDAMENTALS I 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only or P/NP

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

#### **CUL 220 CULINARY ARTS FUNDAMENTALS II 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only or P/NP

Engages the student in the practical kitchen application of vegetables, starches, and proteins, and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain, meat, and legume dishes.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

### DRAMA

#### **DRA 211 STAGECRAFT 3.00**

(Formerly DRA211A)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explores the theories and practices of scenery and prop construction and introduces the fundamentals of scenic design. Topics include: construction materials, techniques, design.

Transfer: CSU; UC

C-ID THTR 171

[Click for Course Student Learning Outcomes](#)

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**DRA 242 THEATRICAL DESIGN PRACTICUM 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: DRA 240: TECHNICAL THEATRE PRACTICUM with a minimum grade of C or better

Offers instruction and design opportunities in theatrical lighting, sound, scenery, props or costumes. Projects culminate with a live performance.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECONOMICS**

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**ECON 201B PRINCIPLES OF MICROECONOMICS 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 123: ELEMENTARY ALGEBRA

Advisories: MATH 127: INTERMEDIATE ALGEBRA

Presents introductory concepts pertaining to choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, consumer demand, elasticity, production and cost theory, market structures, factor markets, market failure, and international trade.

Transfer: CSU; UC (For UC, maximum credit of 3 units total between AGB 201 and ECON 201B)

C-ID ECON 201

[Click for Course Student Learning Outcomes](#)

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**ENGINEERING**

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**ENGR 251 ENGINEERING DYNAMICS 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: ENGR 250: ENGINEERING STATICS

Analyze the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**GEOGRAPHY**

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**GEOG 201 PHYSICAL GEOGRAPHY 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156: COLLEGE READING AND WRITING

Studies the spatial distribution of the Earth's physical systems and the interrelationships among environmental and human systems. Includes Earth-sun geometry, climate, water, soils, landforms, vegetation, and patterns of ecosys-

tem distribution. Presents the tools of scientific geographic study including maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS).

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**HUMAN DEVELOPMENT/HUMAN SERVICES**

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**HDHS 210 INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES 3.00**

(Formerly FMST210)

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156: COLLEGE READING AND WRITING

Examines an introductory overview of social welfare, social work, and the U.S. social institutions that deliver the provision of human services. Presents a historical perspective on the development of U.S. social work and human services and emphasizes service delivery systems. Special attention is given to policies and procedures as well as culturally responsive professional skills which support individual and family functioning.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**NUTRITION**

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**NUTR 230 NUTRITION FOR FITNESS AND SPORT 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156 and NUTR 210

Presents a specialized course relating nutrition to physical performance and fitness, exploring current trends, controversies, and analyzing various dietary recommendations relating them to specific physical needs.

Transfer: CSU

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**Associate Degrees  
for Transfer (ADT)**

Physics  
Music  
Spanish  
Administration of Justice  
Sociology  
Kinesiology  
Art History  
Journalism  
Studio Arts  
Psychology  
History  
Business Administration  
Nutrition  
Psychology  
Anthropology  
Mathematics  
Agriculture  
Business  
Sociology & Communication  
Communication Studies  
Administration  
Business  
English  
Economics  
Geology  
Administration  
Business  
Philosophy  
Theatre Arts  
Early Childhood Education  
Political Science

**On the cover:** Cuesta College offers over 70 Associate Degrees, including 25 degrees for transfer, and nearly 60 certificate programs. Pictured clockwise from far left: **Laura White**, A.A. Liberal Arts; **Daniel Esajian**, AS-T in Business Administration; **Sondre Rodal**, AS-T in Business Administration; **Alex Ouandie**, A.A. Liberal Arts; **Martina Damboriena**, AA-T in Communication Studies.

**College info** > [Cuesta.edu](http://Cuesta.edu)

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San Luis Obispo, CA 93403-8106  
(805) 546-3100

**North County Campus**  
2800 Buena Vista Dr.  
Paso Robles, CA 93446  
(805) 591-6200

**South County Center  
at Arroyo Grande High School**  
Office in Room 913  
Corner of Orchard St. and W. Cherry Ave.  
Arroyo Grande, CA 93420  
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