PRIORITY ENROLLMENT NEWS

SPRING 2012

Please read this newsletter for information on how to enroll for Spring 2012 classes through Disabled Student Programs & Services (DSPS). All QUALIFIED students with disabilities (in good standing) who have applied for DSPS assistance before Wednesday, November 16th will receive an appointment for PRIORITY ENROLLMENT. Spring 2012 classes begin Monday, January 9th!

Priority Enrollment begins THURSDAY, NOVEMBER 17th

You may enroll in classes in one of the following ways:

- **ONLINE**
  - Through [myCERRITOS](http://www.cerritos.edu) on or after the day and time shown on your appointment letter

- **ONLINE ASSISTANCE**
  - In the Instructional Support Center Thursday, November 17th on or after your appointment time during business hours.
  - You must know which classes you want to enroll in and be ready to register.

- **IN PERSON**
  - **WALK-IN ENROLLMENT**
    - Thursday, November 17th
    - 10:00 am – 12:00 pm
    - and
    - 5:00 pm – 6:00 pm
    - In Admissions and Records

**PLEASE BE AWARE OF THE FOLLOWING IMPORTANT INFORMATION:**

- Please arrive at Admissions or the Instructional Support Center prepared to register. We are unable to provide counseling/course selection, application renewals and elevator Speed Pass renewals at registration. You must be ready to register when you arrive or you will not be able to register!!

- Getting classes and receiving some services will be more difficult this year because state funding has been cut at all UC, CSU, and community college campuses. This includes a 48% cut to DSPS. Plan early for future needs.

- Class availability is limited and basic skills classes such as READ 42, 43, ENGL 15, 20 & MATH 20 and 40 fill up fast.

- DSPS academic counseling hours have been significantly reduced. Please allow additional wait time to see a DSPS counselor. Counselors are also available in the Administration building.

In accordance with the Americans with Disabilities Act, this information is available in an alternate format by calling (562) 860-2451 ext. 2333.
ENROLLMENT CHECKLIST FOR SPRING 2012:

In order to receive a Priority Enrollment appointment or to attend Priority Walk-In Enrollment, you must have completed the first two of the following items before November 16th (place a check in the box as each item is completed):

- **COLLEGE APPLICATION**: You must have a Spring 2012 Cerritos College application on file or have been enrolled in Fall 2011 classes. If you sat out for Fall, you are a Re-admit Student and must go to the Admissions Office (ext. 2211) to file an Application to Cerritos College for Spring 2012, or file online at www.cerritos.edu.

- **DSPS APPLICATION**: EVERY DSPS STUDENT MUST have a 2011-2012 "DSPS Application for Services" on file in the DSPS Office (Santa Barbara Building). If you need to renew your application, you may do so in the Santa Barbara Building during normal business hours or, to ensure someone is available when you arrive, you may call ext. 2335 for an appointment. Your "DSPS Application for Services" must be renewed before Priority Enrollment. Make an appointment now to renew your DSPS application!

- **PLACEMENT TESTS**: If you have not yet completed the Cerritos College Placement Tests, it is best to do this before planning your classes. Call ext. 2599 or 2364 or go to Career Services in the Administration Building for more information.

- **ACADEMIC ADVISING**: If you need help choosing classes, call ext. 2335 to make an appointment or to find out our walk-in advising times. You can also call ext. 2231 to see what is available in the Counseling Department.
  
  - **Probation**: If you are on Probation, please be aware that the number of units you may enroll in will be limited. Probation Workshops are available through the Counseling Department.
  
  - **Course Repetition**: If you want to enroll in a class for the third time, you will need to complete a “Petition to the Academic Records and Standards Committee” and submit it to Admissions and Records at least 10 days before enrollment. See your specialist if you need help with this process.

  - **Prerequisite Clearances**: If you have coursework from another college and need prerequisites cleared, you must do this at least 10 days prior to enrollment.

  - **PLEASE NOTE**: Probation Contracts, Course Repetitions, and Prerequisite Clearances will not be processed the day of Priority Enrollment.

- **FEES**: Make arrangements to pay the required Enrollment Fees. See the schedule of classes for information on fees, which must be paid within 7 days of enrolling or you will get dropped. If you wish to apply for a Board of Governor's Grant Fee Waiver (BOGG) or other financial assistance, contact the Financial Aid Office (ext. 2379). The BOGG must be renewed once each year and covers enrollment fees only, NOT the health fee, lab/materials fees, or parking. Many students end up getting DROPPED from ALL their classes because they forgot to pay the $16 Health Fee that the BOGG doesn’t cover.

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SEE A SPECIALIST TO SET UP YOUR SPRING SERVICES

PLEASE NOTE: Due to budget constraints we will no longer be providing the following services:

- Instructor Notification of Disability will not be sent
- Note-taker Packets will not be sent to instructors
- Equipment Loan (discontinued)

Please inform your instructors of any educational limitations and required accommodations by showing them your copy of your Service Request Form (SRF). For more information you may call our office at (562) 860-2451 ext. 2335 or check our website at www.cerritos.edu/dsps.

Make an appointment to see your specialist to set up Spring Services as soon as you get registered.

To make an appointment with any of the following individuals, please call the Santa Barbara Building at (562) 860-2451 ext. 2335

- **JUDI HOLMES** – Santa Barbara Building: Students with Physical, Psychological, and Visual Impairments.
- **JAMILA GUERRERO-CANTOR** - Santa Barbara Building: Students who are Deaf or Hard-of-Hearing. Students who are Deaf or Hard-of-Hearing (DHH) who wish to have counseling or enrollment-related appointments should contact Jamila Guerrero-Cantor to make an appointment. Contact Jamila by email at jguerrerocantor@cerritos.edu, (866) 971-0948 VP, (562) 860-2451 ext. 2335 V.

For sign language interpreters and/or other communication services, please contact Communication Services Coordinator Mary D’Etorre at mdettorre@cerritos.edu, (866) 971-0948 VP, (562) 860-2451 ext. 2352 V. All requests should be made a minimum of 5 business days in advance.

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OTHER ENROLLMENT NOTES...

**CAMPUS CONSTRUCTION:** For the latest info regarding pathway blockages and alternate routes, please see the campus homepage: [www.cerritos.edu](http://www.cerritos.edu) under Construction & Access.

**Bookstore Info:** Remember, you can now shop for your textbooks ONLINE, or get Book List information for your Department of Rehabilitation Counselor at [www.cerritos.bkstr.com](http://www.cerritos.bkstr.com).

**Department of Rehabilitation Assistance:** Call your local Department of Rehabilitation Office for any Rehab-related enrollment needs...especially remember to arrange for Bank Drafts to pay enrollment fees several weeks before enrollment. Please note that the bookstore will NOT accept DR authorizations. Ask your DR counselor if you may pay for the books and be reimbursed - just be sure to ask BEFORE you buy your books.

**Orientation/Campus Tour:** We will be providing an Orientation and Campus Tour for new DSPS Students. The tour will begin at 9:30 a.m. on Thursday, January 5th, 2012 in the Santa Barbara Building. Please call (562) 860-2451 ext. 2335 to sign up if you would like to become more familiar with the Cerritos College Campus...find your classrooms, find accessible entrances and restrooms, etc.

**Special Parking:** Students with both a DP PLACARD and a CERRITOS COLLEGE STUDENT PARKING PERMIT may use staff parking stalls if an extra-wide Blue Curb Stall is not needed or available. Students who need to use Blue Curb Parking will find this conveniently located around campus.

**ELEVATOR ACCESS:** IMPORTANT! For continuing Elevator access on our campus, your Speed Pass must be renewed each year. If your Speed Pass fails to work, come to the Santa Barbara Building to request an update. If you allow your Speed Pass to expire, it will not be activated for at least **48 hours** after you renew it, so plan ahead!

**NEED HELP USING A COMPUTER?**

- Learn some basic computer skills?
- Learn how to use the Internet?
- Find out how to access MyCerritos?

Ask your specialist for information on how to sign up for training – it’s free!

**? I HAVE QUESTIONS - WHO SHOULD I CALL?** DSPS is here to assist you in preparing for the upcoming enrollment. If you don't know who to call, please call Rocio Gutierrez at (562) 860-2451 ext. 2335 or email her at rgutierrez@cerritos.edu. She will be happy to direct you to the staff member who can best assist you with enrollment preparation.

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ENROLLMENT WORKSHEET

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WAIT LIST TABLE

No more than 10 units can be wait listed. Prompt attendance on the first day is recommended for all wait-listed classes. Failure to attend may jeopardize your enrollment status.

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IMPORTANT DATES TO REMEMBER

SPRING SEMESTER, 2012
January 9th, 2012 – May 18th, 2012

Spring Semester Begins  January 9th
MLK Birthday Holiday    January 16th
Lincoln’s Birthday Holiday  February 17th
Washington’s Birthday Holiday  February 20th
Summer Priority Registration  April 12th
Spring Recess  April 2nd – 8th
Final Exams  May 12th – 18th

Cerritos College
Disabled Student Programs & Services
DSPS
11110 Alondra
Norwalk, CA  90650