PRIORITY ENROLLMENT NEWS

SPRING 2011

Please read this newsletter for information on how to enroll for Spring 2011 classes through Disabled Student Programs and Services (DSPS). All QUALIFIED students with disabilities (in good standing) who have applied for DSPS assistance before Wednesday, November 17th will receive an appointment for PRIORITY ENROLLMENT. Spring 2011 classes begin Monday, January 10th!

Priority Enrollment begins THURSDAY, NOVEMBER 18TH

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

ONLINE

Through

at www.cerritos.edu on or after the day and time shown on your appointment letter

ONLINE ASSISTANCE

In the Instructional Support Center
Thursday, November 18th
on or after your appointment time during business hours.
Know which classes you want to enroll in and be ready to register.

IN PERSON

WALK-IN ENROLLMENT
Thursday, November 18th
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, 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.
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ENROLLMENT CHECKLIST FOR SPRING 2011:

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 17th (place a check in the box as each item is completed):

- **COLLEGE APPLICATION:** You must have a Spring 2011 Cerritos College application on file or have been enrolled in Fall 2010 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 2011, or file online at www.cerritos.edu.

- **DSPS APPLICATION:** **EVERY DSPS STUDENT MUST have a 2010-2011 "DSPS Application for Services" on file in the DSPS Office (Santa Barbara Building).** If you need to renew your application, you may walk in to 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 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, the College requires you to create a **Probation Contract** by seeing a Counselor or attending a Probation Workshop. **You will be blocked from enrolling until this is done.**
  
  - **Course Repetition:** If you want to enroll in a class for the third (or more) 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. 2397). **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 forget to pay the $16 Health Fee that the BOGG doesn’t cover.
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.

- **MARY HUNT** - Instructional Support Center: Students with Learning Disabilities, Developmental Disabilities, Acquired Brain Injuries, and Speech and Language Disabilities. (The Learning Evaluation Center is now closed and Mary Hunt has been relocated to the Instructional Support Center).


- **JAMILA GUERRERO-CANTOR** - Instructional Support Center: 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. 2352 V.

  For sign language interpreters and/or other communication services, please contact Communication Services Coordinator Mary D’Ettoe at mdettoe@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.

A DHH Pre-Registration meeting/pizza luncheon will be held on Thursday, November 4th from 11:00 am – 12:30 pm. Location to be announced at a later date.

- **HARRIET NAKASONE** – Santa Barbara Building: Rancho Los Amigos and MBS students.
CAMPUS CONSTRUCTION: For the latest info regarding pathway blockages and alternate routes, please see the campus homepage: 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.

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: Our DSPS Counselor, Liz Page, will be providing an Orientation and Campus Tour for new students with special needs. The tour will begin at 10:00 a.m. on Thursday, January 6th 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?
Need to:
😊 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 Marcia Taylor at (562) 860-2451 ext. 2343 or email her at mftaylor@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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IMPORTANT DATES TO REMEMBER

FALL SEMESTER, 2010
August 16th – December 17th

Veterans Day Holiday
Priority Registration
Last Day to Drop (w/ a “W”)
Thanksgiving Holiday
Final Exams

November 11th
November 18th
November 19th
November 25th – 28th
December 11th – 17th

SPRING SEMESTER, 2011
January 10th – May 20th

Spring begins
MLK Birthday Holiday
Lincoln’s Birthday Holiday
Washington’s Birthday Holiday
Summer Priority Registration
Spring Break
Final Exams

January 10th
January 17th
February 18th
February 21st
April 14th
April 18th – 24th
May 14th – 20th

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