Consumer Information

I. Non-Loan Related Disclosure Requirements

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at Cerritos College. Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained. If you need assistance obtaining information listed or you would like a paper copy, please contact the Financial Aid Office by e-mail at: finaid-staff-list@cerritos.edu or by phone at (562) 860-2451 extension 2397.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

The Financial Aid Office at Cerritos College is here to provide students and the community a better understanding of financial aid programs and services available. Our department is responsible for the review and dissemination of financial resources to assist students in meeting their educational expenses and achieving their educational goals. We are committed to administering our programs with integrity and professionalism. We value and take pride in the diversity of our students and the support we provide in promoting student success.

Financial Aid is located in the One-Stop Administration Building, which is adjacent to the College Library.

Financial aid forms can be submitted by mail to: Cerritos College, Financial Aid 11110 Alondra Blvd. Norwalk, CA 90650 or fax to (562) 467-5035 or submit in person during our office hours. There is also a blue drop-box available in front of the Financial Aid Office for your convenience.

Regular Financial Aid Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Thursday</td>
<td>8:00 a.m. to 4:30p.m.</td>
</tr>
<tr>
<td>Tuesday &amp; Wednesday</td>
<td>8:00 a.m. to 7:00p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*We will be closed on Fridays for the summer.

**Office hours are subject to change during peak times.

If you have questions, please call (562) 860-2451 ext. 2397 or e-mail us at finaid-staff-list@cerritos.edu. Please check our website for the most current information at: http://cms.cerritos.edu/financial-aid/.
II.  Cerritos College General Information

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: (1) the right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. A student should submit to the registrar or designee a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. (2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. The College may also disclose education records without consent to officials of another schooling which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of education
400 Maryland Avenue, SW
Washington, DC 20202-5901
FACILITIES & SERVICES FOR DISABLED STUDENTS

Cerritos Community College District affirms its programs and activities are available to all qualified persons without regard to disability. The College is also subject to Sections 504 and 508 of the rehabilitation Act of 1973, and the Americans with Disabilities Act. The primary objective of the Disabled Student Programs and Services (DSPS) is accommodations for students with a disability in campus programs and activities to the greatest extent feasible. The ability of each student with a disability to function independently in the collegiate environment is the ultimate goal. Inquiries regarding the Disabled Students Programs and Services or the District’s non-discrimination policy relative to Sections 504 and 508 should be directed to the Dean of Disabled Student Programs and Services.

Individuals with a disability may receive support services and instruction from Disabled Student Programs and Services at Cerritos. Those with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. The student with a disability seeking admission to Cerritos College must meet these levels of independence: (1) The ability to negotiate the campus facilities independently or with the assistance of an attendant; (2) The ability to take care of personal needs (feeding, toileting) unassisted or to provide one’s own attendant; and, (3) The possession of a stable level of health to benefit from a full semester’s work.

To receive services from the DSPS, each student is responsible for the following:

- Verification of Disability: Submit verification of disability by a physician or other qualified professional.
- Personal Care: Each student is responsible for taking care of personal bodily needs, such as feeding and restroom care and, if necessary, providing a personal attendant while on campus, including the classroom.

Specialized academic and vocational counseling is available through the DSPS as well as assistive technology, alternate media production, and disability resource information and referrals. Assistance is also available for registration, test proctoring, tutoring, note takers, campus orientation and readers (based on the specific disability).

All students are provided with an initial interview, counseling and referral as needed through an initial appointment. Additional non-classroom related assistance for qualified students includes: enrollment, interpreters, captionists, alternate media production, accommodated placement tests, elevator pass, parking, learning disability eligibility assessment, matriculation and support with disability management issues. Special instruction and services which are classroom related are also provided. For further information or an initial appointment contact (562) 860-2451, ext. 2333, (866) 971-0948 (VP) (562) 467-5006 (FAX) or visit our website at www.cerritos.edu/dsps.
High Tech Center

The High Tech Center is designed for students with disabilities at Cerritos College. Its primary purpose is to allow students with disabilities to use computers through various assistive technology. The facility is located in the Instructional Services Center near the Student Center. Our IBM PCs and Macintosh computers are equipped with both adapted computer hardware and software that can be combined to accommodate and assist students with their schoolwork and educational goals. Software packages include word processing, spreadsheets and accounting programs. Training is also available. For further information or an initial appointment contact (562) 860-2451, ext. 2333, (866) 971-0948 (VP) (562) 467-5006 (FAX) or visit our website at www.cerritos.edu/dsp.

Adaptive P.E. Program

Adaptive Physical Education classes are designed for students with physical disabilities who can benefit from personalized exercise programs. A variety of courses are offered for improvement in strength, balance, flexibility, and cardiovascular endurance, in addition to courses in individual sports such as Cardio-fitness and Aquatics. Students must register through the DSPS and complete a necessary medical verification form prior to participation. For further information or an initial appointment contact (562) 860-2451, ext. 2333, (866) 971-0948 (VP) (562) 467-5006 (FAX) or visit our website at www.cerritos.edu/dsp.

Blue Curb Parking for qualified individuals with disabilities

Designated blue curbed areas are available in each campus parking. Parking regulations and fees information is available through Campus Police. For up-to-date information on parking locations and fees contact Campus Police (562) 860-2451 ext. 2325 or email: campus-police@cerritos.edu

Cerritos Community College District affirms its programs and activities are available to all qualified persons without regard to disability. The College is also subject to Sections 504 and 508 of the rehabilitation Act of 1973, and the Americans with Disabilities Act.

STUDENT BODY DIVERSITY

For information regarding the diversity of the college’s student body, please contact the Research and Planning Office at: http://cms.cerritos.edu/research-and-planning/data-and-reports.

PRICE OF ATTENDANCE

- Enrollment fees for the community college student are $36 per unit. FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO STATE LEGISLATION.
- Students who are non-residents of California or international Students, with or without F-1 visas, will be assessed $215 per unit ($176 per unit non-resident tuition and a $39 per unit capital outlay fee) in addition to the $36 per unit enrollment fee above. Active military personnel and their dependents are exempt for one year from this out-of-state tuition charge. Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be subject to dismissal from college.
- Student Health Fee is $16.00 per semester, $13.00 for summer session. Students who rely on prayer for healing and can supply the college with documentation from their spiritual leader are exempt.
- Student Activity Fee is $10.00 per semester, $4.00 for summer session.
Parking fees provide security and maintenance of parking lots. On-campus student parking for automobiles is $35.00 per semester and $20.00 for summer session. Mopeds and motorcycles may use designated areas at no charge. A daily permit may be purchased for $2.00 from the yellow dispensers located in the student parking lots.

Students are required to pay all fees at the time of enrollment. Students adding their names to wait lists will be charged the applicable enrollment fees and tuition. Failure to pay in seven (7) calendar days will result in withdrawal from courses and/or wait lists.

**NET PRICE CALCULATOR**

Net Price Calculator Coming soon. (Link to Financial Aid Website – Required by October 2011)

Financial Aid Cost of Attendance (COA) including estimated tuition and fees, books and supplies, room and board, and personal/miscellaneous expenses are available at:


**REFUND POLICY**

It is the student’s responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. Stated deadlines are not adjusted due to late enrollment. A student is eligible for a refund if: a) classes are dropped by the required deadline; b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or co-requisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders. Eligible students may file a petition with the district requesting refund of their enrollment fee(s). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed. To request a refund, a student must come to the Admissions, records & Services office and submit a refund request form. The refund request form is also available online and can be mailed to the Admissions, records & Services office. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the college. A check is the only form of payment that Cerritos College uses to issue refunds. If a payment is made by credit card for any registration transaction, and you later drop any or all of your classes within the required refund period, we will NOT credit your credit card account. All refund checks are made payable to the student.

**Enrollment Fee, Non-Resident Tuition, and Capital Outlay Fee** will be refunded if a student has officially dropped within the appropriate deadline for the session. **There are no exceptions.**

**Student Health, Student Activity, and Parking Fees** will be refunded only if a student has officially dropped all classes, and applied for the refunds, before the term begins. The Student Activity sticker and Parking Permit must be surrendered at the time the student applies for the refund. Once the term begins, no refunds will be issued. **There are no exceptions.**

Refunds are made pursuant to Title 5, Section 58501 or 58501.1, for program changes made during the first two weeks of instruction for a primary term-length course (18 weeks) or by the ten percent point of the length of a short-term course (15 weeks, 9 weeks, 6 weeks, etc.). Example: 15 weeks class x 5 working days 75 x 10% 7.5. The result is rounded to allow 8 days to drop a class and be eligible for a refund.
**ONE YEAR LIMIT ON REFUNDS** - Classes must be dropped before filing for a refund. Students seeking refunds must meet the requirements listed above to be eligible. Students must have dropped the class(es) and met the appropriate deadlines before filing for a refund. If these conditions have been met, students have one year from the beginning of the semester in which fees were paid to apply for their refund. Beyond the one year limit, students will no longer be eligible.

**WITHDRAWAL PROCEDURES**

**Drop Procedures**

Pursuant to Title 5, section 58004 and Cerritos College Board Policy, it is the student’s responsibility to participate fully in class(es), once enrollment is complete. However, should it become necessary to drop a class, it is the student’s responsibility to present to the Admissions and records office, a student-signed drop card. *It is strongly advised that students take the initiative to officially drop themselves. Failure to officially drop from class(es) may result in an “F” grade for each class and a delinquent debt and restrictive hold to the student’s account.*

To drop a class, complete an Add/Drop card (available in the Admissions and records office) or for a faster response, drop via MyCerritos (http://my.cerritos.edu). Be mindful of deadline dates for refunds and posting of “W’s” to transcripts. Be sure to verify the drop with a printed receipt. Deadlines: Dropping a class or classes shall be authorized through the last day of the 14th week of an 18-week term or 75% of a shorter than 18-week term, whichever is less. The academic records of a student who remains in a class beyond the date allowed for drop must reflect an authorized symbol, other than a “W.” “W’s” are considered “honorable withdrawals” and shall not be used in calculating grade point averages. However, excessive “W’s” shall be used as factors for probation and dismissal procedures. Additionally, a student who has a “W” in the same class two or more times, loses the privilege of priority enrollment for that class. Students may submit a Petition for Course repetition, which is subject to approval or denial, to the Academic records and Standards Committee for exceptions to the excessive “W” policy for course repetition.

**Dropping a Class after the drop deadline**

A student must have documented circumstances beyond his/her control to initiate a drop after the listed deadline. Examples of circumstances beyond the control of the student include, but are not limited to, the following: accident, illness, change in work schedule, or other documented circumstances. A “W” will be posted to the official transcript. Contact the Dean of Admissions, records and Services for further information.

**Financial Aid Students**

Financial Aid Students withdrawing from all courses should contact the Financial Aid Office prior to completion of the withdrawal.

**REPAYMENT POLICY (RETURN OF TITLE IV AID)**

Federal aid recipients who withdraw or are dropped from all classes by the instructor are subject to new regulations regarding the Return of Title IV funds. Students who withdraw or are dropped from all classes prior to completing more than 60% of the enrollment period are subject to these rules. Based on the date of the complete withdrawal or drop, the Financial Aid Office will determine the amount, if any, of "unearned" federal financial aid received by the student. The calculation will begin by determining the percentage of the enrollment period completed by the student as follows:
The result will equal the percentage of the enrollment period completed. The amount of federal financial aid that was paid or could have been paid to the student will be based on this percentage. If the student received more financial aid than the amount earned, the student will be billed for the overpayment. Financial aid recipients should be cautioned to (1) avoid total withdrawal from all classes, (2) successfully complete at least one class during the semester, and (3) repay any "unearned" financial aid as soon as possible to regain eligibility for financial aid.

Any aid recipient who needs to withdraw from all classes should contact the Admissions and Records Office and the Financial Aid Office. Recipients are encouraged to discuss alternatives to withdrawing from a class (es) with their instructor(s) or a counselor before making a final decision.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

**TEXTBOOK INFORMATION**

**Online Textbook Information**

The International Standard Book Number (ISBN) and other related book information is available for students within Schedule+. We provide the link, but the actual book information is provided by Follett.

Once you select your class in Schedule+, you will see a “Books” link (on the right). When you click on the “Books” link, you will see the detailed book information, including the ISBN and retail price information of required and recommended textbooks and supplemental materials for each course listed.

Schedule+ is available at: [http://www.cerritos.edu/schedule](http://www.cerritos.edu/schedule)

**College Bookstore**

The Cerritos College Bookstore is maintained by the Follett Higher education Group in association with the ASCC. The store carries required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts and clothing. MasterCard, Visa, American express, and Discover are accepted. Fall and spring semester regular hours are: 7:30 a.m. – 7 p.m., Monday through Thursday; 7:30 a.m. – 2 p.m., Friday; closed on Saturday and Sunday. Special store hours are in effect during the beginning of classes, graduation, and other special events. For additional information, please call the Bookstore at (562) 860-2451, ext. 2462 or visit their website at: [http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10641](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10641).

**Textbook rental**

The bookstore is offering select textbooks for rent. The renter must be 18 years of age with a government issued ID and a valid credit card to be eligible to rent. Rented textbooks may be kept for the entire semester in which they are rented and are due back to the bookstore on the last day of finals. Any rented books not returned to the bookstore by the due date will be charged their full price to the renter’s credit card plus a processing fee. For more information regarding the textbook rental program, please refer to the rental website at [www.rent-a-text.com](http://www.rent-a-text.com).
EDUCATIONAL PROGRAMS


or the school relations website at:
http://cms.cerritos.edu/school-relations/new-students/academics-programs-of-study.htm

or the Office of Academic Affairs;

Hours: Fall and Spring Session: M -Th: 7:30 am to 6:00 pm & Fri: 7:30 am to 4:30 pm

Summer Session: Subject to change please call.

Location: Office of Academic Affairs, Student Services, and Academic Senate
(North Side of Admissions Building)

Phone: (562) 860-2451 ext. 2218

Website: http://cms.cerritos.edu/academic-affairs/

INSTRUCTIONAL FACILITIES AND LABS


FACULTY


TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS


Cerritos College has articulation agreements with the following CSU and UC institutions:

California Polytechnic University, Pomona
California Polytechnic University, San Luis Obispo
California State University, Chico
California State University, Dominguez Hills
California State University, East Bay
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles
California State University, Monterey Bay
California State University, Northridge
California State University, San Bernardino
California State University, San Marcos
Humboldt State University
San Jose State University
Sonoma State University
UCSF School of Dentistry
University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Merced
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara

In addition, Cerritos College has agreements with the following private institutions:

Azusa Pacific
BYU
Chapman
Devry
Hope
Loyola Marymount
Northwood University
National University
USC
University of La Verne
Whittier

ACCREDITATION, APPROVAL, AND LICENSURE OF INSTITUTIONAL AND PROGRAMS

Cerritos College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Ste. 204, Novato, CA 94949; (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the
U. S. Department of Education. The college and its instructional programs are also approved by the Board of Governors of the California Community Colleges and by the State Department of Education for training veterans.

In addition, Cerritos College offers programs which are accredited or approved by recognized accrediting agencies: Accrediting Commission of the American Culinary Federation Educational Institute; the Commission on Dental Accreditation; The Commission on Accreditation/Approval for Dietetics Education of the American Dietetic Association; Commission on Accreditation of Allied Health Education Programs (CAAHEP); Joint Review Committee on Education in Radiologic Technology; Committee on Accreditation for Respiratory Care (COARC); the California State Department of Health; the Federal Aviation Agency and the State of California–State and Consumer Services Agency; Speech-Language Pathology and Audiology Board.

For additional information, please visit our website at:

http://cms.cerritos.edu/accreditation/accreditation-committee.htm

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS AND COMPUTER USE AND FILE SHARING

Copyright infringement policies and sanctions and computer use and file sharing information are available at the following links:

Link to Board Policy 3720 Computer and Network Use is:


Link to Administrative Procedure 3720 Computer and Network Use is:


Link to Board Policy 5500 Standards of Conduct is:


Link to Administrative Procedure 5520 Student Discipline Procedures is:


NOTE: Cerritos College does not provide student email accounts.

STUDENT ACTIVITIES

The purpose of the Student Activities Program and the Associated Students of Cerritos College (ASCC) is to complement the academic program of studies and enhance the overall educational experience of students through participation in social, cultural, intellectual, recreational, health and governance programs.

Located in the Student Center Complex the Student Activities Office provides students with general information on student government, campus organizations, student services, publications, housing, and activities. Students wishing
interpretation of college regulations governing eligibility, posting, food sales, recognition of clubs and use of facilities should contact the Office of Student Activities. Student Activities provides an open office for student's questions, concerns, emergencies and referrals to appropriate departments on campus.

For information regarding Student Activities programs, please call 562-860-2451, extension 2473 or 2475 or by e-mail at: http://cms.cerritos.edu/activities/contact-form.htm.

CAREER AND JOB PLACEMENT SERVICES

Career and Assessment Services

The Career Services Center offers the following services to assist students in exploring and planning their academic and vocational futures:

(1) Assessment/Placement Testing
(2) CalWorkS
(3) Career Planning
(4) Re-entry resource Program
(5) Student employment-Job Placement
(6) Transfer Center

The Career Services Center is located in the Administration Building.

Assessment Testing Center

The Assessment Testing Center administers tests for placement into reading, English, math, and ESL courses. The testing center is located in the Administration Building next to the Career Services Center. Please refer to the Matriculation section of this catalog for further information.

Career Planning

As part of our commitment to student success, the Career Center will assist students who are undecided about their majors and/or their vocational goals. Comprehensive career counseling and information resources are available to aid in that process. The Career Center is located in the Administration Building and is open Monday and Thursday, 8 a.m.– 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Call (562) 860-2451, ext. 2356, for more information.

Re-entry resource Program

The re-entry resource Program assists adults returning to school make a smooth transition, overcome barriers unique to returning adults, and successfully attain their college goals and objectives. Services include personal assistance, orientations, workshops based on re-entry student issues, support groups, and information regarding child care, financial aid, career counseling, job placement and community resources. Re-entry students of varied ages find these services relevant to their needs and interests. The re-entry resource Program is located in the Career Services Center and is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. Call (562) 860-2451, ext. 2362, for more information.

Student Employment-Job Placement Office
Job Placement, located in the Career Services Center, provides job listings from local businesses, private industry and government agencies to Cerritos College students and alumni seeking employment. Full- and part-time listings, as well as internship opportunities, are available for review in the office or can be accessed through the internet at www.monstertrak.com. Job Placement is open Monday and Thursday, 8 a.m. – 4:30 p.m.; Tuesday and Wednesday, 8 a.m. – 7 p.m.; and Friday, 8 a.m. – noon. For more information call (562) 860-2451, ext. 2356; email jobplacement-info@cerritos.edu; or visit www.cerritos.edu/careerservices/job-placement.

III. Teacher Preparation Program Report

The Office of Postsecondary Education (or OPE) administers the data collection and the Department of Education reporting for Title II, HEA Teacher Preparation Program Reports.

Information for this reporting requirement is available under Data Collection and Reporting at http://www.ed.gov/about/offices/list/ope/policy.html.

NCES conducts IPEDS. Complete information about the IPEDS surveys and the College Navigator website is available at http://nces.ed.gov/ipeds.

IV. Student Financial Aid Assistance

ASSISTANCE AVAILABLE FROM FEDERAL, STATE, LOCAL, AND INSTITUTIONAL PROGRAMS

Federal Pell Grant

The Pell grant is a federal grant. The purpose of the Pell grant is to help the undergraduate pay for their education after high school. This program is designed to help students who have not earned their first bachelor's degree. The amount depends on the Expected Family Contribution (EFC) and the number of units enrolled in.

You must submit a Free Application for Federal Student Aid (FAFSA) to apply for the Pell grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants are campus based funds awarded by the school for students who have exceptional need and have an Expected Family Contribution (EFC) of 0.

Federal Work Study (FWS)

Federal Work-Study (FWS) is a federal financial aid program which allows you to earn money to help pay educational expenses and encourages community service work. Federal Work-Study gives students an opportunity to gain valuable work experience while focusing on their educational goals.

In order to apply for FWS, the Financial Aid Office requires that students have completed the Free Application for Federal Student Aid (FAFSA) and have submitted all documents required to complete their financial aid file. Students must submit the FWS application during the application period. This is a separate application from the FAFSA and submitting this application does not guarantee FWS employment. Continuing FWS students do not need to reapply. Money earned from this program is considered a financial aid award and reduces your unmet need.
Federal Direct Subsidized and Unsubsidized Loan

Cerritos College offers Direct Subsidized and Unsubsidized Loans through the William D. Ford Federal Direct Loan Program. Students applying for a loan no longer need to select a lender. The U.S. Department of Education will be the lender.

(Cerritos College does not participate in Direct PLUS Loans or Alternative/Private Loans)

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver (BOGFW) is a program that provides assistance to cover community college enrollment fees. To be eligible, you must be a California resident and must qualify under one of the following conditions:

A. You or your parents must currently be receiving AFDC (Aid to Families with Dependent Children, or SSI/SSP (Supplemental Social Security Income/State Supplementary Program) or General Assistance/General Relief, or you are a disabled veteran or a dependent of a deceased or disabled veteran as certified by the Department of Veterans Affairs.

B. You meet the qualifying income standards:

C. You have completed the Free Application for Federal Student Aid (FAFSA) and have "financial need."

FACTS ABOUT FEE WAIVER

- The Fee Waiver Program was designed for speed and efficiency.
- BOGFW is financial assistance that does not need to be repaid.
- You may be eligible for a fee waiver even if you are not eligible for other financial aid.
- The BOGFW application is simple to complete.
- BOGFW applicants do not have to be enrolled in a minimum number of courses - whether you take 1 unit or 21 units, the enrollment fee may be waived.
- BOGFW applicants only need to apply once every academic year, which covers fall, spring, summer.
- BOGFW recipients also have their student activity fee waived. Effective fall 2006, college health fees are not waived by the fee waiver.

If you are awarded a Pell Grant and have remaining eligibility, the health fee and lab fees will be paid by your Pell Grant once it is disbursed.

Cal Grants

The State of California, through the California Student Aid Commission (CSAC) sponsors the Cal Grant A, B, and C Programs for undergraduate students.

Types of Cal Grant Awards

Cal Grant A can be used for tuition and fees at public and private colleges as well as some occupational and career colleges. At CSU and UC schools, this Cal Grant covers up to the full system-wide fees of $2,046 and $4,984, respectively. If you are attending a private college, it pays up to $9,708 towards tuition and fees. To get this Cal Grant, you need to be working toward a bachelor's degree.
Cal Grant B provides low-income students with a living allowance and assistance with tuition and fees. Most first-year students receive an allowance of up to $1,551 for books and living expenses. After the freshman year, Cal Grant B also helps pay tuition and fees in the same amount as a Cal Grant A. For a Cal Grant B, your coursework must be for at least one academic year.

Cal Grant C awards help pay for tuition and training costs at occupational or career colleges. This $576 award is for books, tools and equipment. You may also receive up to an additional $2,592 for tuition at a school other than a California Community College. To qualify, you must enroll in a vocational program that is at least four months long at a California Community College, private college, or a vocational school. Funding is available for up to two years, depending on the length of your program.

Cal Grant A and B Competitive Awards are for students who aren't eligible for the entitlement awards. The main difference is that these awards are not guaranteed.

Cal Grant A Competitive Awards are for students with a minimum 3.0 GPA who are from low-and middle-income families. These awards help pay tuition and fees at qualifying schools with academic programs that are at least two years in length.

Cal Grant B Competitive Awards are for students with a minimum 2.0 GPA who are from disadvantaged and low-income families. These awards can be used for tuition, fees and access costs at qualifying schools whose programs are at least one year in length. If you get a Cal Grant B Competitive Award it can only be used for access costs in the first year. These costs include living expenses, transportation, supplies and books. Beginning with the second year, you can use your Cal Grant B Competitive Award to help pay tuition and fees at public or private four-year colleges or other qualifying schools.

Chafee Grant

The California Chafee Grant Program gives money to current or former foster youth to use for career and technical training or college courses.

To qualify, you must be eligible or have been eligible, for foster care between your 16th and 18th birthday and not have reached your 22nd birthday as of July 1 of the award year.

- You must be enrolled in an eligible career or technical school or college
- a course of study at least half-time
- a course of study that is at least one year long and maintains satisfactory academic progress - get good grades.

To apply, you must file two forms:

Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov)

California Chafee Grant Program Application [www.chafee.csac.ca.gov/default.asp](http://www.chafee.csac.ca.gov/default.asp)

If you have questions, you can contact the California Student Aid Commission (CSAC) at 1(888)224-7268 or e-mail your questions to [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov).

WebGrants for Students Website: [https://mygrantinfo.csac.ca.gov/logon.asp](https://mygrantinfo.csac.ca.gov/logon.asp)
This website can be used to check the status of your Chafee grant.

**Leaders INvolved in Creating Change (LINC) Foster Youth Program**

The Leaders INvolved in Creating Change (LINC) is a support program designed to help link foster youth with support services on and off campus to ensure a successful transition from foster care to independent living.

**Program Goals:**

The goals of the program are to improve college access for current and former foster youth, increase retention and graduation rates and promote student learning and development.

**Services Available:**

- Assist students with successfully completing the FAFSA, Chafee Grant application and other financial aid forms
- Link students with on and off-campus resources
- Provide hands-on financial aid guidance
- College materials: flash drive, back pack, folder, notepad, pens and pencils
- Peer Mentor Program
- Professional Mentor Program
- Networking opportunities with other foster youth
- Workshops

**Program Eligibility:**

To be eligible for the program students must be former foster youth enrolled at Cerritos College.

For more information contact:

- Yajayra Vejar in the Financial Aid Office at (562) 860-2451 ext. 2371 or 2397 yvejar@cerritos.edu
- Sylvia Vera in the Financial Aid Office at (562) 860-2451 ext. 3225 or 2397 svera@cerritos.edu
- Yvette Tafoya in the EOPS Office at (562) 860-2451 ext. 2381 ytafoya@cerritos.edu

**Scholarships**

Scholarship opportunities are administered by the Cerritos College Foundation Office and/or the Financial Aid Office.

In order to apply for scholarships offered through the foundation, you will need to complete the **general scholarship application**. Upon submission of your application, a thorough review by the Foundation will determine which scholarships you may be eligible for.

For further information please contact the Financial Aid office at (562) 860-2451 Ext. 2397 or e-mail us at finaid-staff-list@cerritos.edu.

**Extended Opportunity Program and Services (EOPS)**
Extended Opportunity Program and Services (EOPS) is a state funded program to provide educationally and economically disadvantaged students assistance, which includes grants, EOP nomination waivers, admission waivers to UC and CSU, and transfer assistance. Moreover, the EOPS Program provides a number of retention programs such as Supplemental instruction (SI), learning communities in the Achievement in Mathematics (AIM) program, and Summer Bridge program. All three programs involve social and academic integration activities for students outside of the classroom. Courses in these programs are taught by a faculty member and faculty counselor.

Admission into the EOPS Program requires that a student meet either BOGFW A or B standards, complete a FAFSA, enroll in 12 units, meet with an EOPS counselor three times during each semester and have earned less than 70 degree applicable units from ALL colleges/universities attended.

CARE

The C.A.R.E Program Provides resources and support necessary for disadvantaged, single, head of household, CalWORKs/TANF recipients to improve their educational opportunities and seek to enhance their employability, minimize their welfare dependency, and establish self-sufficiency through enrollment and completion of a degree or job training program.

CalWORKs

The California Community Colleges CalWORKs Program is a state funded program that assists current welfare recipients in achieving long-term self-sufficiency through the attainment of higher education.

At Cerritos College, the CalWORKs Program focuses on providing CalWORKs students with special support services in order to assist with educational and career planning, as well as, insuring compliance with the Department of Public Social Services (DPSS) welfare-to-work requirements. We are here for you every step of the way. Our highly-skilled staff will help you in every way possible toward meeting your career and educational goals.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

As indicated in HEA Section 484(r), 34 CFR 668.40, a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when he/she was a juvenile, unless he/she was tried as an adult.

Depending on whether the conviction was for sale or possession and whether the student had previous offenses, the bullets below indicate the period of ineligibility. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th></th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3+Offenses</td>
<td>Indefinite Period</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>
If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described below or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify that he/she has successfully completed the rehabilitation program.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

**HOW TO APPLY FOR FINANCIAL AID**

1. Submit a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list the Federal School Code for Cerritos College 001161. Within 2-3 weeks, our office will receive your information electronically if you listed our school code.

2. A Missing Information Letter (MIL) will be mailed to you requesting required documents to process your file. You may download the required forms. It is important to submit these required documents in a timely manner.

   Once the Financial Aid Office reviews all required documentation and completes the verification process if required, the file will be completed.

3. An award letter will be mailed to you. You may also view your awards on MyCerritos. Awards are based on you meeting Satisfactory Academic Progress (SAP) standards. Once you receive your award letter, you can apply for a Federal Direct Stafford Loan or the Federal Work-Study (FWS) program if you are interested.

4. You will receive a Cerritos Falcon card which you must activate online at [www.cerritosfalconcard.com](http://www.cerritosfalconcard.com). A disbursement will be processed for eligible students according to the disbursement schedule. You can check the status of your disbursements online at MyCerritos.

*This entire process can take a few weeks or several months depending on the required documentation needed to complete and review the file and how quickly you turn in the required documentation.*
**Please note if you need an immediate fee waiver, you can print out the signature page, confirmation page, and summary to submit to the Financial Aid Office during office hours. The other option is to submit a Board of Governors Grant Fee Waiver application to the Financial Aid Office.

To contact the Financial Aid Office, call (562) 860-2451 Ext. 2399 or e-mail us at finaid-staff-list@cerritos.edu.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

There are some general requirements that must be met to be eligible for financial aid:

1. Complete the Free Application for Federal Student Aid (FAFSA). You can complete the FAFSA on-line at www.fafsa.gov.

2. Demonstrate financial need. Financial need is the difference between the cost of attending Cerritos College and the amount of resources you expect to contribute toward your education as determined by the Federal Methodology.

3. Be a Citizen/Eligible Non-Citizen

4. Be enrolled as a regular student in an eligible program. A regular student is defined as a person who enrolls for the purpose of obtaining a degree, certificate of achievement, or a transfer program.

5. Declare an ACADEMIC PLAN at the Office of Admissions and Records, and be taking courses towards an Associate of Arts (AA) degree, Certificate of Achievement, or a Transfer Program. It is your responsibility to know your educational goal and the requirements to meet that goal. The Financial Aid Office does not provide academic advisement to students.

6. Have a High School diploma or equivalency. This includes passing the CAHSEE for Class of 2006 and after. The ability-to-benefit test is considered equivalent for financial aid purposes. You can take the ability-to-benefit test at the Assessment Center.

7. All males born after December 31, 1959, must register with Selective Service. If you believe that you are not required to be registered, call the Selective Service office at 1-847-668-6888 for information regarding exemptions. You can register on-line at www.sss.gov

8. You don't owe a refund on any grant received at any institution or be in default on any student loan, such as the Perkins Loan or Stafford Loan.

9. Maintain Satisfactory Academic Progress (SAP) standards as outlined below:

Satisfactory Academic Progress (SAP) Standards

To be eligible for financial aid, students must make satisfactory academic progress toward their educational goal. The Financial Aid Office monitors progress using both Qualitative and Quantitative standards.

Grade Point Average (GPA) Requirement (Qualitative)
Students must maintain a 2.0 cumulative Grade Point Average (GPA).

**Unit Completion Requirement (Quantitative)**

Students must complete and pass a minimum number of units each semester. The chart below will show how many units students are required to complete per semester with a passing grade, based on their enrollment status:

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress - Unit Completion</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Units Enrolled for Semester</strong></td>
<td><strong>Units Required to Complete</strong></td>
</tr>
<tr>
<td>12+</td>
<td>at least 9</td>
</tr>
<tr>
<td>9 - 11.5</td>
<td>at least 7</td>
</tr>
<tr>
<td>6 - 8.5</td>
<td>at least 5</td>
</tr>
<tr>
<td>less than 6 units</td>
<td>all units</td>
</tr>
</tbody>
</table>

**Maximum Time Frame Requirement (Quantitative)**

Students must complete their educational program within a maximum time frame of 150% of the published program’s required units at Cerritos College. For example, associate in arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units x 1.5).

Students will be required to meet with a counselor and create an educational plan based on their educational program once the student attempts the following:

- 60 Units (excluding remedial and ESL units) for associate in arts degree or transfer program
- 30 Units (excluding remedial and ESL units) for a certificate program

Students must submit their educational plan to the Financial Aid Office for review. The Financial Aid Office will notify the student regarding their eligibility for financial aid.

If at any point in time it is determined that the student cannot complete their educational program within the 150% time frame, they will be immediately disqualified from financial aid (with the exception of the Board of Governors Fee Waiver). It is the student’s responsibility to read and understand the Financial Aid Satisfactory Academic Progress (SAP) Standards.

**Warning**

Students will be placed on warning status after a semester if they have not met the unit completion requirement and/or the 2.0 grade point average requirement. If students are placed on financial aid warning status, they may remain eligible for financial aid. Students will receive a letter notifying them of their status and how to avoid termination.
Termination

Students will be placed on termination status after a semester on warning status, if they still have not met the unit completion requirement and/or the 2.0 grade point average requirement. If a student is placed on termination status, they will no longer be eligible to receive financial aid, with the exception of the Board of Governors Fee Waiver.

Frequency of Review

Your academic progress is reviewed and evaluated at the end of each semester.

Pace of Progression

Students must complete an appropriate number of units each semester in order to complete their program within the maximum time frame, or 150%.

Important Information: If at any point in time it is determined that the student cannot complete their course of study within the 150% timeframe (90 units for AA/AS, other certificate programs will vary), they will be immediately disqualified from future financial aid (with the exception of the BOG Fee Waiver), for the remainder of their program, even if currently meeting the SAP standards.

HOW ELIGIBILITY FOR NEED-BASED AID IS DETERMINED AND HOW NEED-BASED AID IS AWARDED

The Federal Methodology (FM) is the formula used by the federal government to determine your Expected Family Contribution (EFC) for a Federal Pell Grant, campus-based programs, and Federal Subsidized Direct Loan Programs. For non-need-based Federal Unsubsidized Direct Unsubsidized Loans, your EFC is not a factor; however, loan amounts cannot exceed the cost of attendance.

Depending on your financial circumstances (student for those that are independent and student and parent for those that are dependent), the FM uses one of three models to determine your EFC: the regular, the simplified, and the automatically-assessed formulas. Which one is applied depends on your financial situation.

The regular formula for federal student aid

For a majority of students and/or parents, this is the formula that will be applied. It evaluates assets and income and determines how much your family can contribute to your cost of education. That amount is then used to determine the amount and type of aid — such as grants, self-help, or loans — that you are eligible to receive.

Basically, for the regular formula, what the family owns that has monetary value (checking accounts, savings accounts, etc.) is combined with what you earn. Here's how it works:

Asset assessment

The assets you report on your FAFSA are added to determine your family's financial strength. (If it's less than zero, then it's calculated as zero). If you own a farm or business, your net worth is adjusted to help protect the farm assets. The FM then waives a portion of your net worth for education savings and asset protection and what's left over is your discretionary net worth — basically this is cash and what can be converted to cash. (It's possible that your discretionary net worth could be less than zero.) This amount is multiplied by an asset-conversion rate — the portion
of your assets the federal government thinks you will be able to contribute to your cost of education. If the amount comes out as less than zero, then your asset contribution is set at zero.

**Income assessment**

Your asset contribution is added to your available income to establish your "adjusted available income." This total is multiplied by a rate that varies depending on your adjusted available income — the more you have, the higher the percentage. Finally, the FM arrives at your EFC for that year. If more than one child in a family attends college at least half-time, the EFC is divided equally among them. So, if two children are in college and the EFC is $5,000, then $2,500 is allotted to the EFC for each child.

**The simplified formula for federal financial aid**

Sometimes, the FM ignores your family’s assets altogether and uses your income only to calculate your EFC. Once again, as with the regular formula, the amount that you can contribute is used to determine what kind of student aid, such as federal work study or the FSEOG, you are eligible to receive.

You might qualify for this simple formula if you meet these criteria:

- You or your parents filed or can file a 1040A or 1040EZ, or don't have to file any tax returns at all
- Your parents' (if you're a dependent) adjusted gross income on their return (or on their W-2s if they aren't required to file) is $49,999 or below

What matters here is whether or not you (or your parents) are eligible to file a 1040A or 1040EZ — not if you actually filed them. A family may have filed a 1040, but if their combined income was less than $50,000 and they were eligible to file a 1040A or 1040EZ, the qualifications for the simplified formula have been met.

**The automatically-assessed formula for federal student aid**

For the last FM model, there isn't much to evaluate. If you or your family qualifies, the EFC assessed is automatically $0! If you're an undergraduate student, that makes you eligible for the maximum Federal Pell Grant. You may also be eligible for a Federal Supplemental Educational Opportunity Grant (FSEOG).

The criteria are simple:

- You or your parents filed or can file a 1040A or 1040EZ, or you and your parents are not required to file any tax returns at all; and
- You or your parents' adjusted gross income on their return (or on their W-2s if they aren't required to file) is $20,000 or less.

**DISBURSEMENT INFORMATION**

**Pell Grant**

All awards are initially based on full-time enrollment. Awards are then adjusted based on actual enrollment and disbursed according to the disbursement schedule posted on the website.
**Enrollment Status**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Award Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 units or more Full-time</td>
<td>(100% of the semester award)</td>
</tr>
<tr>
<td>9 - 11.5 units Three-quarter time</td>
<td>(75% of the semester award)</td>
</tr>
<tr>
<td>6 - 8.5 units Half-time</td>
<td>(50% of the semester award)</td>
</tr>
<tr>
<td>0.5 - 5 units Less than half-time</td>
<td>(25% of the semester award)</td>
</tr>
</tbody>
</table>

Pell Adjustments

The Financial Aid Office will check your enrollment status at the census date of the semester (Fall/Spring). An adjustment to your Pell grant may occur based on your enrollment at that time. If your enrollment status (full-time, three-quarter time, half-time, less than half-time) has increased, it may result in an increase in your Pell grant award. If you are due an additional Pell grant, the grant will be disbursed to your account. If your enrollment status has decreased, you may owe a repayment of Pell grant funds. Classes added after the census date will not be funded, including late start classes.

Remedial Courses

The Financial Aid Office will only pay for up to 30 units of remedial classes.

Supplemental Educational Opportunity Grant (SEOG)

Students must be enrolled in at least 6 payable units at the time of disbursement each semester to receive SEOG.

Cal Grant

Students must be enrolled in at least 6 payable units each semester to receive Cal Grant.

Loans

The Financial Aid Office will verify your enrollment and disburse the loan through your Higher One account. Students must be enrolled in at least 6 units each semester to receive a loan.

Cerritos College students MUST complete an Exit Loan Counseling session before we can release your second disbursement. Failure to complete the session will delay payment of your loan proceeds.

Loan disbursements are made 30 days after the start of each term.
STUDENT LOAN INFORMATION

Cerritos College offers Direct Subsidized and Unsubsidized Loans through the William D. Ford Federal Direct Loan Program. Students applying for a loan no longer need to select a lender. The U.S. Department of Education will be the lender.

(Cerritos College does not participate in Direct PLUS Loans or Alternative/Private Loans)

For information regarding student loans please visit our website at:


INITIAL LOAN COUNSELING FOR STUDENT BORROWERS

Before receiving a student loan, borrowers must complete an entrance counseling session. This quick and easy interactive counseling session provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. This online entrance counseling session will take about 20-30 minutes to complete.

Students can complete an entrance counseling session at: http://cms.cerritos.edu/financial-aid/programs/loans.htm and click Step 3 Complete a Direct Loan Entrance Counseling.

EXIT COUNSELING FOR STUDENT BORROWERS

All Direct Loan borrowers must complete an exit counseling session each semester. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower. Each online exit counseling session will take about 30-40 minutes to complete.

Students can complete an exit counseling session at: http://cms.cerritos.edu/financial-aid/programs/loans.htm and click Step 4 Complete a Direct Loan Exit Counseling.

For additional loan information please refer to our Default Management at:

INSTITUTIONAL CODE OF CONDUCT FOR EDUCATIONAL LOANS

Cerritos College participates in the Federal Direct Student Loan Program and not the Federal Family Education Loan Program (FFELP). Therefore, Cerritos College is not required to have a code of conduct for educational loans.

PREFERRED LENDER LISTS

Cerritos College participates in the Federal Direct Student Loan Program and not the Federal Family Education Loan Program (FFELP). Therefore, Cerritos College does not participate in a Preferred Lender Lists.

PREFERRED LENDER ARRANGEMENTS
Cerritos College participates in the Federal Direct Student Loan Program and not the Federal Family Education Loan Program (FFELP). Therefore, Cerritos College does not participate in a Preferred Lender Arrangement.

**RIGHTS AND RESPONSIBILITIES OF AID RECIPIENTS**

Students receiving financial aid must be aware of their responsibilities while receiving aid. Responsibilities for continued financial aid eligibility are:

- Satisfactory academic progress (SAP) requirements.
- Reporting accurate personal, financial and enrollment information on your financial aid documents.
- The need to pursue a degree, certificate, or taking courses that transfer towards baccalaureate degree at a four-year institution.
- The requirement to repay Cerritos College for any overpayment made to you through financial aid funds.
- The return of Title IV funds (federal financial aid) if withdrawn from all courses.
- Payment of all registration fees within forty-eight hours of your enrollment.
- The requirement to update personal information, especially your address with the Financial Aid Office.
- Rights that you the student have:
  - To receive information regarding the financial aid award package and process.
  - To receive information concerning the cost of attendance, student budgets, and the award received.
  - To receive information regarding the probationary status and the appeal process.
  - All policies regarding refunds.

All policies and procedures regarding financial aid can be found at: [http://cms.cerritos.edu/financial-aid/home.htm](http://cms.cerritos.edu/financial-aid/home.htm)

**FINANCIAL AID AND SCHOLARSHIP FRAUD**

According to the Federal Trade Commission, perpetrators of financial aid fraud often use the following lines to sell their scholarship services; students should avoid any scholarship service or website that says the following:

- "This scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "This scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you've been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1 (877) FTC-HELP or see [www.ftc.gov/scholarshipscams](http://www.ftc.gov/scholarshipscams). On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act to enhance protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud.
STUDY ABROAD

Enrollment in a program of study abroad approved for credit at Cerritos College may be considered enrollment in the study abroad home institution for purposes of applying for federal student financial aid.

V. Health and Safety

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The Cerritos College District shall maintain a drug and alcohol free campus/workplace environment for students and employees. The District prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student who violates this policy will be subject to disciplinary action, which may include, but is not limited to, referral to an appropriate rehabilitation program, suspension or expulsion. Any employee who violates this policy will be subject to disciplinary action up to and including termination. The District may refer students and employees who violate this policy to the Campus Police or other appropriate law enforcement agency for appropriate criminal action. The President/Superintendent shall assure that the District annually distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees and that the District complies with other requirements of the Act. The President/Superintendent shall ensure that a biennial report is prepared to review the effectiveness of the District’s policies and programs in maintaining a drug and alcohol free campus and workplace environment. The District is committed to providing its employees and students with an alcohol and drug-free campus and workplace environment. It emphasizes prevention and intervention through education.

Health Risks That May Be Associated with the Use of Illicit Drugs and the Abuse of Alcohol

- Partner and/or child abuse.
- Unintended injuries or death, including motor vehicle crashes.
- Being hit, otherwise assaulted, violently attacked, and/or murdered by another under the influence.
- Sexual activity without protection against HIV, hepatitis (A, B, and C), and other STDs.
- Rape, including date rape; other sexual assault; and/or other sexual activity when under the influence and unable to consent.
- Unsafe interactions with medications, including more than 150 medications that should not be mixed with alcohol.
- Binge and other drinking behaviors leading to ingestion of toxic amounts of alcohol, which can lead to alcohol poisoning, with effects including mental confusion, stupor, coma, inability to be roused, vomiting, seizures, slow or irregular breathing, hypothermia, bluish skin color, and paleness, and, if left untreated, seizures, permanent brain damage, and/or death.
- Premature births and low birth weights; alcohol and illicit drug-related birth defects, including fetal alcohol syndrome (FAS) involving severe physical, mental, and behavioral problems; and in the case of prenatal cocaine exposure, a 1.5 times increased likelihood of needing special education services in school.
- Suicide.
- Long-term health problems including liver disease; heart disease; cancers including those of the mouth, throat, larynx (voice box), breast, rectum, and colon; and pancreatitis.
- Homelessness.

Prevention and Intervention programs

The District provides education and maintains programs and services designed to aid students, employees and their families in receiving assistance for alcohol and/or drug abuse problems. Included in these educational and assistive programs and services are:

- Notification of the dangers of drug use and dependency in the class schedule;
- Mental health services provided to students through the Student Health Services; and
- An Employee Assistance Program (EAP) for employees and their families
- Alcohol and Drug prohibitions

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. Violation of Board Policy 3550, Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program, will be addressed by the District. The District will take appropriate action designed to address each specific violation, which may include, but is not limited to:

- Termination of employment,
- Expulsion,
- Referral to Campus Police or other law enforcement agency for prosecution as permitted by law, or
- Mandatory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees of the District will have their fingerprints recorded with the California State Department of Justice and any conviction or violations of the law involving drugs and/or alcohol will be reported to Campus Police and to the Human Resources Office pursuant to the requirements of law. In addition, employees must notify the District within five (5) calendar days of any conviction for violation of a criminal drug statute occurring in the workplace. The District is required to report any violations of criminal drug or alcohol statutes that occur in the workplace to the United States Department of Education on an annual basis.

Information regarding legal sanctions under federal, state, and local laws is available in the following locations:

- Library
- Human Resources
- Student Activities Office
- Career Services Center
- Student Health Services

Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information

*Referral information and Social Service Directories for Los Angeles and Orange Counties are available in the following locations:*

- Counseling Center, (562) 860-2451 ext. 2231
- Student Health Services, (562) 860-2451 ext. 2321
VACCINATION POLICY

Institutional policies regarding vaccinations for current and prospective students can be found at the Student Health Center at: http://cms.cerritos.edu/shs/.

SECURITY REPORT (INCLUDING EMERGENCY RESPONSE AND EVACUATION PROCEDURES), TIMELY WARNINGS, AND CRIME LOG

The Cerritos College Campus Police Department is a full service police agency. The Campus Police Department employs fully-sworn peace officers trained and regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission. Having met all state standards of training, the officers have authority equal to a municipal police officer or county deputy sheriff.

The Campus Police Department is responsible for patrolling District grounds, taking all crime reports, conducting follow-up investigations, enforcing all applicable traffic laws and provides for the safety of persons and property within the District.

Cerritos College also employs Traffic Control Officers trained specifically for parking lot security and traffic control. They are not police officers; however, each has radio contact with Campus Police and can summon assistance when necessary. In furtherance of campus safety and security, Traffic Control Officers also provide escort services, open locked car doors when keys are locked inside and provide assistance in starting vehicles with dead batteries.

All crimes occurring on campus should be reported to the Campus Police Department. A person may report any criminal activity or suspected criminal activity or any other emergency at any time, day or night, by calling Campus Police. They may be reached at (562) 860-2451 Ext. 2325, or by dialing 911 on any campus telephone, or by utilizing one of the direct line red emergency phones located throughout the campus. Reports may also be made at the Campus Police Department located on the west side of Lot C-10 midway between Falcon Way and 166th Street.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Cerritos College Emergency Information: Earthquake, Terrorism, Disasters, Plans
Web: www.cerritoscollege.us | Contact Us.

CRIME STATISTICS

The following information is provided as part of Cerritos College’s continuing commitment to safety and security on campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics from more than 600 U.S. colleges, universities and career schools can be found at the web site http://ope.ed.gov/security.

For further information please contact the Campus Police Department at (562) 860-2451 Ext. 2325 or via e-mail at: campus-police@cerritos.edu.
The Office of Postsecondary Education (or OPE) administers the data collection and the Department of Education reporting for Campus Security.

Information for this reporting requirement is available under Data Collection and Reporting at: http://www.ed.gov/about/offices/list/ope/policy.html.

NCES conducts IPEDS. Complete information about the IPEDS surveys and the College Navigator website is available at http://nces.ed.gov/ipeds.

SECURITY REPORT – MISSING PERSON NOTIFICATION POLICY

This does not pertain to Cerritos College as the college does not have On-Campus Student Housing Facilities.

STUDENT RIGHTS AND GRIEVANCES POLICY

Information on Cerritos College’s student rights and grievance policy is available at:

AP 5530 Student Rights and Grievance:

BP 5530 Student Rights and Grievance:

The California Community Colleges Chancellor's Office has in place a grievance or complaint process at:
http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

FIRE SAFETY POLICIES, FIRE STATISTICS AND FIRE LOG (ON-CAMPUS HOUSING FACILITIES)

This does not pertain to Cerritos College as the college does not have On-Campus Student Housing Facilities.

VI. Student Outcomes

RETENTION RATES

Information on the college's retention rates is available from the Office of Research and Planning at:

GRADUATION RATES AND TRANSFER–OUT RATES (STUDENTS RIGHT-TO-KNOW ACT)
“In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2006, 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 above. These rates do not represent the success rates of the entire student population at the 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 a three year period, from fall 2006 to spring 2009. Students who have completed 60 transferable 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 2007 to Spring 2009, are transfer students.”

Fall 2006 cohort:

Completion Rate: 19.77%
Transfer Rate: 18.2%

Additional information is available from the Office of Research and Planning at:

http://cms.cerritos.edu/research-and-planning

GAINFUL EMPLOYMENT

Gainful Employment information is available from the Office of Research and Planning at:

http://cms.cerritos.edu/research-and-planning/gainful-employment

GRADUATION RATES FOR STUDENTS RECEIVING ATHLETICALLY RELATED STUDENT AID (STUDENTS RIGHT-TO-KNOW ACT)

This section does not pertain to Cerritos College as the college does not offer athletically related student aid.

TRANSFER-OUT RATES FOR STUDENTS RECEIVING ATHLETICALLY RELATED STUDENT AID (STUDENTS RIGHT-TO-KNOW ACT)

This section does not pertain to Cerritos College as the college does not offer athletically related student aid.

JOB PLACEMENT RATES

This section does not pertain to Cerritos College as the college does not advertise job placement rates to recruit students.

GRADUATE AND PROFESSIONAL EDUCATION FOR GRADUATES
This section does not pertain to Cerritos College as the college is a community college and does not offer graduate and professional programs.

VII. Intercollegiate Athletic Program Participation Rates and Financial Support Data (Equity in Athletics Disclosure Act)

The Office of Postsecondary Education (or OPE) administers the data collection and the Department of Education reporting for Equity in Athletics (intercollegiate athletic program participation rates and financial support data).

Information for this reporting requirement is available under Data Collection and Reporting at http://www.ed.gov/about/offices/list/ope/policy.html.

NCES conducts IPEDS. Complete information about the IPEDS surveys and the College Navigator website is available at http://nces.ed.gov/ipeds.

VIII. Voter Registration

Voter registration materials are available at the Student Activities Office and the Library.