

Succeeding as a Student

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Succeeding as a Student

Whether a student’s educational goal is to obtain a college degree or vocational certificate, transfer to a university, update workplace skills or take a class for the joy of learning, Moorpark College is a great place to start. Since the College offers more than 1,500 classes in over 100 programs throughout the year, it is certain students will find courses to meet their needs. The myriad of options available are previewed below under “Educational Opportunities.” That section highlights the College’s specialized programs as well as specialized requirements involved with taking certain courses.

Once a decision has been made to take some classes, the process involved with getting started is not complicated. In-person application, enrollment and registration takes place in Admissions and Records, located in the Administration Building. However, enrollment is also possible through phone registration and online. The information provided below verifies the rules, regulations and options that govern the processes involved with becoming a student.

For more information, consider making an appointment with a counselor. It is a good idea to generate a multi-semester Student Education Plan to maximize time and effort. Students can schedule a counseling appointment by calling (805) 378-1428, or they can stop by Counseling in the Administration Building to see a “drop-by” counselor for quick questions.

Educational Opportunities

Scheduling Options

To meet the varying needs of students, courses are offered in many different scheduling patterns. Most are the traditional full term courses, but many are condensed in time to better match busy schedules. Some classes start a few weeks later than the full term classes and meet for roughly 13-15 weeks; these options approximate public-school and four-year-school calendars. Other courses can be completed in shorter time frames, including one-day seminars.

Courses are available mornings, afternoons and evenings Monday through Friday, as well as on Saturday. In response to student requests, some specialized courses are even available on Sunday. Most courses are offered on campus, but other locations are used as well, such as high schools and other community locations. Courses are also available through distance education (online and television) requiring minimal trips to campus.

Moorpark College’s goal is to be responsive to the many scheduling needs of students as they juggle jobs and family obligations. To match specific scheduling needs with the course offerings, students can consult each semester’s Schedule of Classes. These schedules are available on campus about five weeks prior to each new semester and online at www.moorparkcollege.edu. Each course entry notes the length of the course, when it meets and where. The special enrollment and refund deadlines for full-semester classes are listed in each semester’s Schedule of Classes. However, the length of each course determines its deadlines (enrollment, drop, refund, etc.). Schedules must be consulted for specific details on deadlines.

Honors Program

The Honors Program is a series of courses in different disciplines that invites students to explore topics in depth, often by working in a seminar-type class with other motivated students. Students can take an honors course or two in a favorite discipline, or they can graduate from the

Honors Program after completing 15 units of honors courses in at least three different disciplines and fulfilling other exit requirements. Honors courses are clearly marked in each Schedule of Classes.

UCLA/UC Irvine Transfer Alliance Program (TAP)

This partnership with UCLA and UC Irvine provides Honors Program graduates with priority consideration for transfer and eligibility to apply for the “TAP Scholars” scholarship.

For more information about the Moorpark College Honors Program, refer to the Moorpark College website.

Interdisciplinary Courses and Learning Communities

Interdisciplinary courses are designed to provide the student with credit meeting general education requirements in more than one area of study. Such courses are taught by two or more faculty presenting ideas from different points of view, as well as different disciplines’ perspectives. Learning Community classes have themes and connect to careers. Different combinations of courses are available for varying units of credit. Each semester’s Schedule of Classes provides particulars about these team-taught classes.

Air Force ROTC Program

Air Force ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned Air Force officers. AFROTC offers two different programs, a four-year and a two-year program. To enter AFROTC, an individual must have at least two years of college remaining, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character, and be in good academic standing in school.

Students can attend any accredited college and still take AFROTC at one of the program locations through extension. For more information, call an AFROTC unit listed below.

UCLA.....	(310) 825-1742
USC.....	(213) 740-2670
Loyola Marymount	(310) 338-2770

Internship and Work Experience

Internship and Occupational Work Experience courses provide students with the opportunity to earn graded college credit by working in a volunteer or paid position that is related to their career goal and/or major. General Work Experience provides credit for a job unrelated to a career goal. Students receive one unit of credit for each 60 hours of unpaid or 75 hours of paid work, and may enroll in up to 4 units (Internships/Occupational Work Experience), or 3 units (General Work Experience), with a maximum of 16 units total. The student must also attend an orientation, develop learning objectives, complete a related project or report, and maintain signed verification of hours. The student meets with a faculty advisor who supervises the experience, visits the worksite, and awards the grade.

These opportunities for on-the-job learning are advertised and coordinated through the Career Services Center. An existing position might be eligible for credit in the program, if it provides new or expanded learning for the student. The Career Services Center is located in the Campus Center. Call (805) 378-1536 for more information. Course descriptions are listed in the Catalog under “Work Experience.”

Independent Study

The intent of an Independent Study is to enable students to further explore particular aspects of a subject by studying it in depth under the direction of an authorized instructor in that discipline. The student is expected to have completed a previous course in the subject matter. Students wishing to enroll in an Independent Study must be enrolled in at least three other units of course work at Moorpark College for the semester in which the Independent Study is to be taken. A student may be enrolled in no more than two independent studies in one semester and no more than one course in a discipline in a semester. A maximum of twelve total units of Independent Study course work may be taken at Moorpark College, with a maximum of six units in one discipline. Students wishing to complete an Independent Study should contact an instructor in the discipline in order to develop a program plan and to initiate the required paperwork by the appropriate deadline.

Field Trips

A field trip may be a required activity for a number of courses in the college curriculum. For any such courses, it is intended that the field trips be clearly identified in the College Catalog and in each semester's Schedule of Classes. For other courses, a field trip may be an optional activity for the students enrolled. According to policy adopted by the District's Governing Board, all persons making any type of field trip or excursion shall be deemed to have waived all claims for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

Auditing Policy

Auditing enables a student to attend a class without receiving a grade, taking an exam, or earning unit credit. Students enrolled in ten or more semester units shall, with instructor consent, be allowed to audit one class without a fee. Students not enrolled in ten semester credit units may, with instructor consent, audit one class with a fee for auditing of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the Health Fee.

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special petition only in the last two days of the add/drop period. This petition requires permission of the instructor. Laboratory classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course. Petitions for this purpose, "Petition to Audit a Course," are available at Admissions and Records (Admin. Bldg.).

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same as for all other students as stated elsewhere in this Catalog. Audit fees are nonrefundable.

Admission Information

General Eligibility

Admission to Moorpark College is open to any high school graduate, anyone possessing a high school proficiency certificate, or any adult eighteen years of age or older and capable of profiting from instruction.

A student is eligible to attend Moorpark College if his/her legal residence is within California. Students entering any of the public community colleges of California are subject to the residency requirements as determined by the State of California.

Students whose legal residence is in another state or in a foreign country may be admitted under conditions stipulated by the Governing Board and on payment of specified tuition fees. Additional information regarding residence requirements and fees may be found below or by contacting Admissions and Records at (805) 378-1429.

Residency Requirements

The right of a student to attend any public community college in California is conditioned by certain residency qualifications as set forth in the California Education Code as follows:

1. To qualify as a state resident, a student must have legally resided in California continuously for one year and one day prior to the beginning of the semester he/she is planning to attend. (Students who have resided in California for more than one year but less than two years, see item 2 below.) Students who meet residency requirements are not subject to nonresident fees.
2. Students who have lived in California for more than one year but less than two years will be asked to show proof of California legal residence. The burden of proving eligibility for residence status lies with the student. Failure to present such proof will result in a nonresident classification. A complete listing of acceptable proofs of residence is available from Admissions and Records (Admin. Bldg.).
3. A nonresident is a student who has not legally resided in California for one year and one day prior to the beginning of the semester in which he/she plans to enroll. Students classified as nonresidents shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees.
4. Military personnel and/or their dependents are advised to check with Admissions and Records for additional information pertaining to the determination of their legal residence.
5. International students (F-1 visa) and holders of nonimmigrant visas (B, C, D, E, L, M, O, P, Q, TN, TD) are classified as nonresidents and shall be required to pay nonresident tuition fees in addition to the mandatory enrollment and health fees for each semester of attendance. Contact the International Students Office with questions about visa status: (805) 378-1414.
6. Persons residing in the United States on visas approved by the Department of Immigration & Naturalization may be eligible for admission, as well as residence classification. Such eligibility is determined by the type and status of the visa issued. Proof of current visa status must be submitted to Admissions and Records in order to determine eligibility. Contact the International Students Office with questions about visa status: (805) 378-1414.
7. Students who are former residents of California and have been absent from the state for a number of years but who attended a California high school for at least three years and graduated from a California high school may be eligible for resident status. Contact the Office of Admissions & Records for more information. Please mention AB 540.
8. Students residing in the United States who do not possess a visa issued by the Department of Immigration & Naturalization may be eligible for resident status if the student has attended a California high school for at least 3 years and has graduated from a California high school. Contact the Office of Admissions & Records for more information. Please mention AB 540. This does not apply to International F-1 visa students.

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Admission Procedures

Students new to Moorpark College and former students who attended prior to 2000 must complete an application for admission. Former students who last attended between 2000 and 2003 may update any changes to their name, address, or phone number by notifying the Office of Admissions & Records of the change.

An application for admission is on-line at www.moorparkcollege.edu/ apply. Additional copies can be obtained at the Office of Admissions or by writing to Moorpark College Public Relations, 7075 Campus Road, Moorpark, CA 93021.

Applications may be filed at any time, but they must be appropriately recorded before you can register for classes. It is best to submit your completed application as early as possible.

On-Line Admissions & Records Services

Students may access the following Admissions & Records services on-line at moorparkcollege.edu/webstar:

- Apply for admission
- Check your registration appointment
- Register for classes
- Search for classes in a variety of ways
- Add classes; Drop classes
- Change your mailing address or phone number
- Change your PIN
- View your class schedule
- View your academic records including courses, units and GPA
- Pay fees
- View unpaid fees or holds
- Add or change your e-mail address

Specialized Program or Course Eligibility

Moorpark College offers specialized programs in Exotic Animal Training/Management, Nursing and Radiologic Technology. These programs require special admissions procedures that are detailed within the "List of Courses."

Prerequisites and Corequisites

Moorpark College is fully committed to providing educational opportunities to all students and fostering student success. Some courses require specialized training or preparation to ensure success. Such criteria or "prerequisites" have been established as a means of notifying students of the skills and abilities needed to succeed in a specific course. Students should carefully review prerequisites and corequisites before enrolling in classes.

Important Definitions

PREREQUISITE: A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. It is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. For example, a student enrolling in general chemistry will have difficulty without adequate preparation in algebra. Prerequisites must be completed with a grade of "C" or better prior to registration in a specific course.

COREQUISITE: A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to suc-

ceed. It is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

RECOMMENDED PREPARATION: Specifies the preparation suggested by faculty that is expected to help students successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

LIMITATIONS ON ENROLLMENT: Note other restrictions that must be met in order for a student to register for a specific class. For example, a child development course might state the following: "Proof of negative TB clearance is required."

Course prerequisites, corequisites or recommended preparation/other limitations are specified within course descriptions provided in "The List of Courses" that is presented in the center section of this catalog. They are also specified in each semester's Schedule of Classes. A course has no prerequisites or corequisites unless so designated. Students must satisfy the prerequisite or corequisite requirements for all courses in which they enroll.

Prerequisite Equivalency

Students who have completed course work at the high school level or at another college that could be seen as equivalent to a course's stated prerequisite need to have official transcripts sent to the Moorpark College Counseling Department, so the equivalency can be verified and recorded. Students may hand carry official (unopened) transcripts to the Counseling Office prior to registration to expedite the review process. The counselors will review the transcripts and determine how the previous courses meet the stated prerequisites. Additional documentation may be required to make the determination.

Once it has been determined by a counselor that previous course work does indeed meet stated prerequisites, then a "Prerequisite for Course Equivalency Form" can be completed, signed, and submitted to Admissions and Records, so the student can proceed with course registration.

Challenging a Prerequisite or Corequisite

It is recognized that students may have preparation equivalent to the stated prerequisites or corequisites or may wish to challenge a prerequisite or corequisite as allowed by state law. The petition for challenging a prerequisite or corequisite is available in the Counseling Office. The student shall bear the initial burden of showing that grounds exist for the challenge. A "Petition to Challenge" Form is available from the Counseling Desk in the Administration Building. If you have any questions or need help, make an appointment with a counselor by calling (805) 378-1428.

The following lists the grounds in which a challenge may be pursued:

1. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.
2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (student documentation required).
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).

Concurrent High School Student Admission

In accordance with the California Education Code high school juniors and seniors are permitted to enroll in college courses as Special High School Admission students. This permission is required for each semester the student wishes to attend until the student graduates from high school or turns 18 years or age, whichever is sooner. High school students must register in person. Course enrollment fees are waived for Special High School Admission students. All other fees apply. Moorpark College grants college credit only.

In order to qualify and register for Special High School Admission, all high school students (seniors, juniors or younger) must have the written permission of a parent or guardian and their high school principal or counselor. Students below the 11th grade must also have the written consent of the Moorpark College instructor whose class they wish to attend and are not permitted to enroll until the semester begins. Special High School Admission forms are available at the high schools and in Admissions and Records at Moorpark College in the Administration Building. High school transcripts are required to confirm grade level and for clearance of mandatory prerequisites in Math and English. Please refer to current Schedule of Classes or online at www.moorparkcollege.edu for detailed information on prerequisites equivalency and clearance. For information about The High School at Moorpark College, a full-time on-campus program for High School Juniors and Seniors log on at www.hs-mc.org.

International Student Admission

An international student is anyone enrolled for courses in the United States who is neither a permanent resident nor a citizen of the United States. Most international students who intend to study full time in the United States will have an F-1 visa. Persons holding visas should report to the International Students Office to determine their eligibility for enrollment to the college. The International Students Office can be reached at (805) 378-1414.

Admission Requirements (F-1 visa student only)

Prior to admission, international students must submit the following documents for evaluation to the International Student Specialist:

1. International Student Application form for Moorpark College
2. Personal letter (in English) describing education background, special interests, and reason for applying to Moorpark College
3. Proof of TOEFL with a score of 450 or higher.
4. Official Translated Transcripts: Transcripts of all High Schools and Colleges previously attended must be in English.
5. A \$50 non-refundable Application Processing fee. Check or money order payable in US dollars and made out to Moorpark College.
6. An official bank statement or affidavit of support from a sponsor, to show proof of sufficient financial support to pay tuition, fees, and living expenses for one year. This cost is estimated to be \$18,000.
7. A personal letter of reference from a school instructor, administrator or an employer.
8. Transfer form from current school if transferring from another school in the U.S.

Prior to enrollment in classes, international students must provide the following items to the International Student Specialist:

1. Completed Health Statement, and negative Tuberculosis skin

test (Mantoux). If skin test is positive, student will be required to obtain a clear follow-up chest x-ray.

2. Proof of major medical insurance coverage meeting minimum school requirements. Appropriate insurance may be purchased through the International Student Office on campus.
3. Passport, visa, I-94 card and any previous I20's issued by other schools, so copies can be made and filed.

Prior to enrollment in classes, international students must complete the following activities:

1. Take appropriate assessment tests at Moorpark College.
2. Attend orientation session for new international students, including counseling
3. Interview with International Student Specialist.

Limitations on Enrollments

In order to foster cultural exchange, the District encourages ethnic and national diversity among the student body. Due to the District's space limitations and to the special educational needs of international students, the Ventura County Community College District reserves the right to limit the number of international students admitted each year.

Veterans

Moorpark College offers courses approved for V.A. benefits under Chapters 30, 31, 32, 35, and 106 under Title 38 of the U.S. Code. All veterans and eligible dependents are required to have counseling before enrolling. They are also responsible for notifying the V.A. of any changes in their academic program, in their marital or dependent status, or in their address. Enrollment can only be certified to the Veterans Administration when a veteran has completed the following:

- Filed with Admissions and Records an official transcript of previous work taken at colleges or universities.
- Filed with the Veteran's Affairs Office a D.D. 214 form and other required documents.
- Enrolled in classes for the semester to be certified.

The Moorpark College Veterans Benefit Specialist is located in the Administration Building and can be reached at (805) 378-1400, ext. 1852. The California Department of Veteran Affairs can be reached directly at 1-800-952-5636 or www.ns.edu/cadva/. The Department of Veteran Affairs can be reached at 1-888-442-4551 or www.va.gov/education.

Selective Service Registration

Moorpark College in accordance with AB 397 added by statutes 1997,575,E.C.s66500 & 69400 is alerting all male applicants for admission who are at least 18 years old and born after December 31, 1959, to be aware of their obligations to register with the Selective Service. In order to receive federal student aid, male students must be registered with the Selective Service. For more information, contact the Financial Aid Office.

Updating Student Records

Once a student application is on file, any necessary communication with the student is conducted through the contact information provided. It is important that name, address and e-mail address corrections be recorded in student academic records. Students can file those changes in Admissions and Records Office (Admin. Bldg.) or online.

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Registration Procedures

Detailed registration instructions, procedures for all methods of registration, and a calendar specifying registration dates are printed in each semester's Schedule of Classes. The Schedule of Classes is typically available on campus about five weeks prior to the beginning of each semester, but it can also be viewed online at www.moorparkcollege.edu. Students should process paperwork regarding enrollment in courses in as timely a manner as possible.

Late registration is permitted into open classes during the first week of full-term classes. Adds into full classes require the written consent of the instructor. Beginning with the second week of full-term classes, all class adds and registrations require an add authorization number issued by the instructor. For short-term classes, the same basic procedure applies, but the deadlines are modified to fit the course's shortened time frame. To verify short-term course dates and deadlines, students can check with their instructor, on-line or with Admissions and Records. Students receive credit for classes only if they attended and have officially enrolled within the specified enrollment deadlines.

Open to Enrollment

Any person who has been admitted to the college and who meets the prerequisites to a class or program (unless specifically exempted by statute) may enroll in courses offered by the Ventura County Community College District and its colleges.

Transcripts

Students who have attended any accredited college or university or military service school and who wish to enroll in Moorpark College must have official transcripts of all previous college or university work or military service school on file at the College if they fall into any of the following categories:

1. Plan to seek a degree or certificate;
2. Plan to participate in intercollegiate athletics;
3. Were placed on academic probation or dismissed from the last institution of attendance; or
4. Are a veteran claiming benefits or a veteran planning to apply for veteran's benefits (see "special note" below).

Transcripts must be sent directly to Moorpark College from each institution previously attended.

SPECIAL NOTE: To comply with Veterans Administration regulations, veterans claiming benefits must have all previous college, university, or military service school transcripts on file before subsistence benefits can begin. This requires that all units, not just those acquired under previous VA benefits, be claimed.

Special Grade Recognition: Deans' List

Special recognition is accorded students who complete a program of 12 or more units in letter grades with a 3.50 grade point average or higher during a primary semester. These students are placed on the Deans' List and given appropriate recognition on campus and in the community. Students attending Moorpark College and concurrently enrolled at Oxnard and/or Ventura College may request that the units be combined for eligibility for the Deans' List. Students attending more than one campus during any semester may choose one campus for placement on the Deans' List.

Student Fees

Payment of Fees

All fees are due and payable immediately. Students who do not pay their fees in a timely manner may be subject to the following actions: They may be dropped from their classes and required to enroll before being permitted to continue, or they may have a financial hold placed against their records which, until paid, will prevent all further enrollment, drops, and withdrawals. It will also prohibit access to transcripts and grades, and will limit access to certain campus services. Fees can be paid on line at www.moorparkcollege.edu/webstar, by mail, or in person. Students unable to pay are encouraged to contact the Director of Auxiliary Services at (805) 378-1550 to inquire about a deferred payment plan. Students should also contact the Financial Aid Office at (805) 378-1462 to determine their eligibility for financial aid and to initiate any necessary paperwork to apply for that aid.

Students who drop classes after the refund deadline remain responsible for all fees owed. The last date to drop a class for a fee credit or refund is specified in the Schedule of Classes each semester.

Enrollment fees are set by the State and are subject to change without notice and may be retroactive; all other fees are set by the Ventura County Community College District Board of Trustees and are subject to change by Board action.

Enrollment Fee (mandatory) \$26 per unit

Nonresident Tuition (in addition to enrollment fee)

Out of State \$155 per unit

International Students \$155 per unit

International Student Capital Outlay Surcharge \$14 per unit

Health Service Fee (mandatory) \$14 per Sem./\$11 per Sum.

Student Center Fee (mandatory) \$1 per unit
(maximum payment of \$10 per year)

In Spring 2000, the students of Moorpark College voted to establish this Student Center Fee. The collected fees will be used to remodel and maintain the Campus Center per California Education Code section 76375.

Remote Registration Fee \$3 per semester
This fee will be charged to any student registering via the Web (WebSTAR) or the telephone (STAR).

Associated Students Photo I.D. \$10/semester or \$15/year
The College Photo I.D. Card may be purchased at the Business Office for \$10/semester or \$15/year. Once the fee has been paid at the Business Office, students bring the receipt to the Associated Students Office in the Campus Center to have a picture taken and a card made. The card will provide easy access to campus services. In addition, this photo I.D. card provides the holder discounts at local movie theaters, college athletic events, and college theatrical performances. For further information, call the Associated Students at (805) 378-1400, ext. 1635.

Student Representation Fee (optional) \$1.00
This fee provides support for students or representatives who share positions and viewpoints before city, county and district governments, and before offices and agencies of the state and federal governments. Authorized by Education Code, Section 76060.5, this fee may be waived for religious, political, financial, or moral reasons. Waiver forms are available at the campus Business Office (Admin. Bldg.) and the Associated Students Office (Campus Center). For further information, call the Associated Students Office at (805) 378-1400, ext. 1635.

Parking Fee

All vehicles must display an appropriate parking permit to park on campus. These permits may be purchased in the Student Business Office in the main Administration Building. The fees for a permit are:

Semester Fee, Automobile.....	\$40.00
Semester Fee, Motorcycle.....	28.00
Classes meeting 6-11 weeks, Auto	28.00
Classes meeting 6-11 weeks, Motorcycle.....	16.00
Classes meeting 1-5 weeks, Auto	12.00
Classes meeting 1-5 weeks, Motorcycle.....	8.00
Second Vehicle Permit (requires presentation of vehicle registration)	8.00
Replacement Permit (requires proof that original permit was purchased)	7.00
Combination of two permits (not less than)	48.00
Carpool permit.....	30.00 per. Sem./\$10 per. Summer
<i>(Carpool = 3 or more students)</i>	

Students who receive financial assistance pursuant to any of the programs described in subsection (g) of Education Code Section 72252 shall be exempt from parking fees in excess of \$20 per semester. Students requiring accessible parking should contact ACCESS at (805) 378-1461. Remember, citations will be issued for vehicles without a valid permit.

A daily or long term student parking permit is required in all lots on campus. "One-Day Use Permits" are \$1.00. These permits must be displayed on the dash of the vehicle to permit parking in all appropriately designated student spaces. These day use passes do not permit parking in spaces marked "handicapped" or marked "staff." One-Day Permits can be obtained from machines located on the main driveways in Lots A, B and C as well as in lots D, F and PA. The locations of these parking-permit machines are noted on the Campus Map, on the inside back cover.

Students and visitors are requested to observe parking regulations with regard to red no-parking zones, double parking, restricted zones, handicapped zones, and staff restrictions. Parking in these marked areas could result in a parking citation or the vehicle being towed at the owner's expense. CITATIONS WILL BE ISSUED FOR VEHICLES WITHOUT A VALID PERMIT. A ticket for a general parking violation is \$35.

Instructional Materials Fee

Some courses require an instructional materials or lab fee. These fees are listed in each semester's Schedule of Classes with the course description information for each class.

Enrollment Verification Fee

Verifications of enrollment for insurance and other purposes are provided for \$3.00 per verification. Verifications are completed within five to seven working days of receipt of the signed student request. Rush (3-5 working days) service is available for \$5.00 per verification. Enrollment verifications cannot be completed if the student has any outstanding fees and/or obligations due the District. Request for enrollment verification is submitted to the Office of Admissions and Records (Admin. Bldg.).

Transcript Fee

Two official transcripts are furnished to each student free of charge. A \$3.00 fee is charged for each additional transcript. Normal processing time is 10-20 working days but may be longer at the end of the semester. All requests for transcripts must be in writing and include the student's signature. Rush transcript (3-5 working days) service is available upon receipt of a signed student request and payment of the \$5.00 rush transcript processing fee. IMPORTANT NOTE: Transcripts cannot be released if the student has any outstanding fees and/or obligations due the District (see below).

Outstanding Obligations

Registration, transcript, and enrollment verification services are denied to students who have outstanding obligations, such as unpaid enrollment fees, returned checks, library fines, overdue financial aid loans or unreturned athletic equipment. Students who have received a Federal Family Education Loan are obligated to an exit interview. Obligations and payment record can be viewed on-line at www.moorparkcollege.edu, and clicking on the WebSTAR icon.

Enrollment and Parking Credits/Refunds

Students who officially drop a class or withdraw from school by the appropriate refund deadlines for their specific classes will have their school account credited. This credit balance may be applied toward a future enrollment or parking fee. A credit balance may not be used to buy books or supplies.

To turn this credit balance into an actual refund, students need to submit an Application for Refund, which is available in Admissions and Records and in the Business Office (both in the Admin. Bldg.). Such applications for refund of fees may be made through the end of the class adjustment period as stated in each semester's Schedule of Classes. Enrollment fees will be refunded minus a \$10.00 administrative fee. NOTE: Classes cancelled by the College are not assessed the \$10 administrative fee, even if students request a refund rather than having the amount credited to their account.

No cash refunds are provided. Refund checks are mailed within four to six weeks. Students unable to come to campus to file a refund application may write a letter stating which class or classes are to be dropped. It must be postmarked by the refund deadline date appropriate for the classes involved. Refunds are not automatically credited back to a student's credit card. For the refund to be processed back to a credit card, the student needs to provide the Business Office with the credit card number, expiration date and cardholder's signature (in person or by mail).

The length of each class helps determine the appropriate enrollment, withdraw and refund deadlines. Deadlines for full-term classes are listed in each semester's Schedule of Classes. Call Admissions and Records (805.378-1429) to verify appropriate deadlines for short-term classes.

Nonresident Tuition and International

Student Credits/Refunds

Nonresident and International Students are subject to the same deadlines and procedures regarding credits and refunds for dropped classes as noted above under "Enrollment and Parking Credits/Refunds." The eligibility for and the amount of the fees applicable to nonresidents (Nonresident Tuition and Capital Outlay Surcharge) are determined by the date the student officially files the application for a refund through Admissions and Records (Admin. Bldg.). The amount of each refund is based on the percentage of the class completed when the student withdraws. For more specific information, especially regarding the separate dates for short-term classes, contact Admissions and Records (805.378-1429).

The following schedule of refunds will be in effect for nonresident students who withdraw from college:

Full-Semester Length Classes

1st and 2nd week	100% of Tuition
3rd and 4th week	50% of Tuition

Shorter than Full-Semester Length Classes, including Summer Session

10% of class sessions.....	100% of Tuition
20% of class sessions.....	50% of Tuition

Succeeding as a Student

Full-Time Student

A student is defined as full time if he/she is carrying 12 or more units during a regular term or four units during a summer session.

Unit Requirements for Benefits

In order to qualify for certain benefits, minimum unit requirements must be maintained as follows:

Automobile & Medical Insurances.....	12.0 units
Athletic Eligibility.....	12.0 units
Student Government.....	12.0 units
Social Security Benefits.....	12.0 units
Student Loan Deferments:	
Full-time.....	12.0 units
Half-time.....	6.0 units
Financial Aid.....	Contact Financial Aid Office
Veteran and war orphan benefits under GI Bill:	
Full subsistence.....	12.0 units
3/4 subsistence.....	9.0 units
1/2 subsistence.....	6.0 units
Less than 1/2 time - Please contact VA Specialist in Admissions & Records Office for details regarding eligibility.	

Educational Workload

A student's educational workload generally consists of fifteen (15) units of course work per semester in order to make normal progress toward an Associate Degree, a Certificate of Achievement or timely transfer to a four-year institution. Students desiring to take an overload—more than nineteen and a half (19.5) units but less than twenty-two (22)—must have a counselor's approval. Students desiring to take twenty-two (22) units or more must have the approval of the Executive Vice President, Student Learning in addition to the counselor's approval. To make a counseling appointment, call (805) 378-1428.

A Realistic Course Load

A major consideration for students, particularly first time students or those returning to college after a lengthy absence, is a determination of an appropriate load. While the number of courses one can handle during a semester varies among individuals, experience indicates that for most students, typical lecture courses require two hours of outside preparation time for each hour in class. Thus, a 12-unit course load, for example, represents a weekly commitment of 36 hours. For a four-unit class that meets for eight weeks, the time commitment would be eight hours in class and 16 hours of preparation each week, totaling 24 hours a week. Moorpark College wants students to succeed so advises establishing a realistic course load, given specific work, class and family commitments.

Class Attendance

Failure of a student to be present at the first scheduled meeting of a class may result in exclusion from that class, especially if other eligible students are present and seeking admission to the class. It is the responsibility of students, at the beginning of the semester, to become aware of the attendance policies of the instructor for each class in which they are enrolled.

Students are responsible for maintaining regular class attendance. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may, after due warning, request that Admissions and Records drop the student from the class and that a grade be recorded in accordance with the policy for "Dropping a Course." If dropped or excluded from class,

a student may petition the instructor for reinstatement when just cause for the absence exists.

If the reason for exclusion is more serious in nature (e.g., Sexual Harassment, Sexual Assault, Discrimination) it would be better for students to start the process of review and intervention with the appropriate Division Dean. The matter may also be brought to the attention of the Executive Vice President of Student Learning at (805) 378-1403.

Campus Life

Moorpark College is aware of research suggesting that students achieve success more consistently, if they feel a connection to the campus where they attend classes. The friendships made and the activities participated in, therefore, contribute to each student's future success. Moorpark College offers students various ways to be involved on campus.

Intercollegiate Athletics

Moorpark College offers a wide variety of sports programs to men and women who are interested in competing on an intercollegiate athletic level. The college fields teams in volleyball, tennis, basketball, soccer, softball, track, and cross country for women and in football, soccer, basketball, wrestling, cross country, track, and baseball for men. The Raider athletic teams compete in the Western State Conference, one of the finest conferences in California.

Every sport—minor as well as major—enjoys equal status at Moorpark College. This philosophy is clearly demonstrated by the College's success in the Western State Conference Athletic Supremacy race, which awards the conference's best overall athletic program. Moorpark has been a consistent winner in this competition with outstanding records of performance in all sports.

To compete in intercollegiate athletics, students must meet the eligibility requirements of the Western State Conference, which includes enrollment and attendance in 12 units of study and a 2.0 grade point average. Varsity sports are competitive and require an advanced degree of skill. Students must be willing to devote extra time to traveling to matches and practicing.

The intercollegiate sports teams are all under the supervision of the College Athletic Coordinator. For more information, call (805) 378-1457. www.moorparkcollege.edu/athletics.

Forensics Team (Speech and Debate)

Moorpark College Forensics proudly owns the top record of any team in America at the National Championships. Forensic team participants regularly transfer to the finest schools across the country in their respective majors. The experience provided by the team has also enabled many to go on to become successful in a variety of fields including: politics, law, and film/tv/theatre. Whether your interest is in debate, public speaking, or acting, no experience is necessary. Students who are interested in participating should contact Dr. James Wyman, Rolland Petrello, or Jill McCall at (805)378-1471.

Performing Arts (Dance, Music & Theatre)

Performance opportunities at Moorpark College include numerous vibrant performance organizations and stimulating activities that invite student and community performance. The organizations include the Moorpark College Concert Choir, Moorpark Symphony Orchestra, Opera Theatre, as well as the Jazz, Chamber, Wind and Piano Ensembles. The Moorpark College Dance Club takes an active role in supporting several regular dance performances and mounts its own additional activities.

Students interested in the theatre arts are offered a wide variety of classes, performance opportunities, and technical experience in our two state-

of-the-art theatres. The ambitious Theater program mounts drama, comedy, musical theatre and one-act shows, as well as student-written monologue and improvisational comedy performances. Moorpark College also boasts a fully equipped sound stage and television studio offering additional classes and production opportunities for students interested in acting and directing, as well as the technical aspects of television and radio production.

These organizations and groups are active through the academic year with over thirty productions a year in Dance, Music and Theater extending into the summer. For the most up-to-date scheduling information call the Performing Arts Box office at (805) 378-1485. www.moorparkcollege.edu/pac.

Associated Students

Every registered student at Moorpark College is a member of the Associated Students. Each spring semester, the general student population elects the Associated Students Board of Directors. This elected ten-member student board represents Moorpark College students on campus, district and statewide committees. The Associated Students' objectives are to support the diversity of needs and views of students, and to provide for the expression of student opinion on issues affecting student life. As a group, the Associated Students funds campus events that are sponsored by student organizations such as speakers, seminars, cultural shows and live entertainment. The Associated Students also oversee the appropriate use of several campus fees. The Associated Students Office is located in the Campus Center. For more information, call (805) 378-1400, ext. 1635.

Student Organizations

Get involved! There are a number of student organizations at Moorpark College. Some of the existing organizations include Alpha Gamma Sigma Honor Society, Campus Crusade For Christ, Catholic Club, and International Friendship Club. For information about existing organizations, or how to start a new organization stop by or call the Associated Students Office at (805) 378-1400 ext. 1635 in the Campus Center.

Student Activities

The Student Activities Office provides a variety of student programs that support and enhance the quality of student life at Moorpark College. Some of these programs are; Campus Tours, the Campus Escort Program, the Student Commissioned Art Program, Club Day, student elections and the annual commencement ceremonies. Student Activities oversees all student organization events and assists the Associated Students in facilitating campus-wide entertainment. Stop by the Student Activities Office in the Campus Center to get involved, (805) 378-1434.

Student Employment

Students may access job opportunity information online at <http://www.monstor.com>. The user name and password prompt for Moorpark College listings is the word "Raiders." The same job listings are posted on bulletin boards inside the College Campus Center. Additional job announcements are available on the bulletin board located in the Career Services Center at the Campus Center, or on-line at www.moorparkcollege.edu/career. Anyone wanting to place an ad on the employment opportunity board can call (800) 999-8725. The ad will be posted on the Internet and at Moorpark College.

Campus Publications

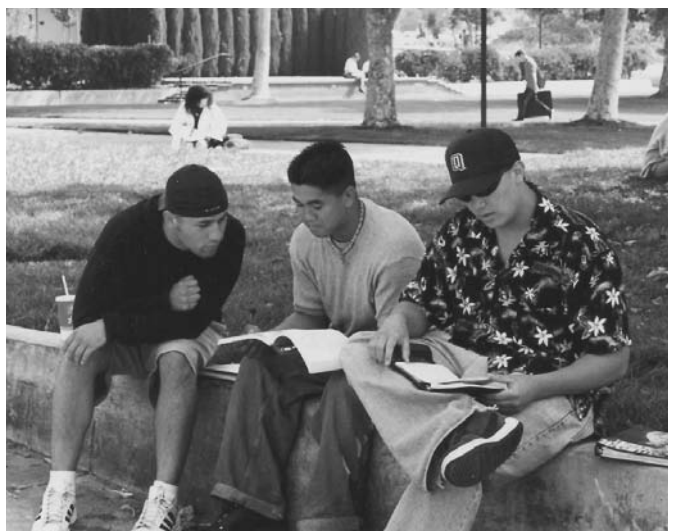
Moorpark College produces many publications each year, advertising special programs, performances and services for the campus and the community. Two key campus publications, however, are special because they are student produced.

- *The Reporter* is the award-winning, student produced campus newspaper that is circulated just about every week of the semester. Watch for copies in news stands across campus. To join *The Reporter* staff, take JOUR M10C (Newspaper Production) and other courses. For more information or to submit material for consideration, call *The Reporter* staff at (805) 378-1552.
- *Moorpark Review* is the campus creative arts journal, publishing original student writing and art work each spring. To join the staff, take ENGL M47. For more information, including how to submit materials, contact the Division Office at (805) 378-1443.

Campus Activities

Many of the educational opportunities offered on campus can also be viewed as entertainment, such as Multicultural Day. Several ongoing activities offer entertainment for students and community members as well as:

- **Athletics** – Watch Moorpark College's Raider teams in action. For game schedules call (805) 378-1457 or go online at www.moorparkcollege.edu/athletics
- **Charles Temple Observatory** – Moorpark College's on-campus observatory is situated in an area with minimal light pollution to enhance viewing. For information on public astronomy programs, contact the Ventura County Astronomical Society at (805) 529-7813 or go on-line at www.serve.edu/vcas.
- **Exotic Animal Training Program** – America's Teaching Zoo is one of two community college teaching zoos in the United States. The 9-acre Zoo is open for shows and tours every weekend. School programs on and off campus as well as special events may be scheduled. For information, call (805) 378-1441.
- **Performing Arts** – The Performing Arts Center, completed in 1996, provides a year-round state-of-the-art setting for choral, dance, opera, instrumental and orchestral events, as well as for theatre arts and speech productions. With over 120 performances a year, everyone is bound to find something of interest. For information and reservations, call the Performing Arts Box Office at (805) 378-1485. www.moorparkcollege.edu/pac.



Campus Security

For Your Protection

The Moorpark College Campus Police, a branch of the Ventura County Community College District Police Department, provide service to the campus 24 hours a day, 7 days a week. If help is needed, one of the officers is always available. Officers can be reached for general questions and service at (805) 378-1455.

The Associated Students offer a Campus Escort Service, every evening, using golf carts to help deliver people across campus. For schedules or more information, call the Associated Student Office at (805) 378-1400, ext. 1635.

In Case of an Emergency

If an emergency surfaces on campus, help is available. The most important thing is to remain calm and to make an appropriate call for help. More and more people are carrying cell phones, so making contact with others is easier than ever before. Campus phones are available in most buildings and offices.

If you need assistance while on campus, call one of the following:

- Off-Campus Emergency Services, dial 911--from a campus phone, you would dial 9-911.
- Campus Police, dial (805) 378-1455.
- Student Health Center, ext. 1413 or any Division Office or the Switchboard (dial ext. 1400).

Crime Awareness

The security of all members of the campus community is of vital concern to Moorpark College. Very few crimes take place on campus, a fact that makes us all feel much more safe and secure. Anyone who is a witness or victim of a crime needs to make a report to Campus Police immediately (call 805.378-1455). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of College Services (805. 378-1412). Moorpark College appreciates everyone's help in keeping the campus safe and secure.

The Crime Awareness and Campus Security Act of 1990 requires institutions report data for certain criminal acts that occur on campus. The Ventura County Community College District's Police Office reported the following crimes on the Moorpark College campus in 2001:

Homicide.....0	Restraining Order.....0
Rape.....0	Hate Crimes.....0
Robbery.....0	Stalking.....0
Aggravated Assault.....1	Mental Illness Detention.....0
Burglary.....6	DUI Arrest.....2
Grand Theft.....6	Computer Crime.....0
Petty Theft.....18	Traffic Hit & Run.....18
Motor Vehicle Theft.....0	Traffic Accidents.....10
Arson.....0	Criminal Threats.....4
Misdemeanor Assault.....0	
Drug Violations.....0	
Vandalism.....18	
Bomb Threats.....0	
Fraud/Embezzlement.....0	
Weapons Violation.....0	
Battery.....2	
Sexual Battery.....1	
Indecent Exposure.....0	
Misdemeanor Arrest.....9	
TOTAL Crimes on the Moorpark College Campus	
	1998.....47
	1999.....38
	2000.....66
	2001.....48
	2002.....55
	2004.....95

