

ADMISSIONS/REGISTRATION PROCEDURES

Admission to Classes

Students are admitted on a first-come, first-served basis. By District policy, "every course, course section, or class shall be open to enrollment and participation by any person who has been admitted to North Orange Continuing Education (NOCE)". Students are not permitted to attend classes in which they are not officially enrolled. Classes filled may have a waitlist already established for students wanting to attend. **Tuition-Free Classes:** Students must attend the first day of class or they will lose their seat to a petitioning student.

New Students

New students are those who have never attended classes at NOCE.

Continuing Students

Continuing students are those students who are currently enrolled and have not missed more than two consecutive semesters.

Returning Students

Returning students are those students who previously attended classes at NOCE yet did not re-enroll after missing two consecutive semesters.

Minor Students

NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from their high school may be permitted to attend under special circumstances. It is advisable to contact the NOCE Site Administrators at the site where the class is offered prior to obtaining the required permission letter from the school that the minor is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule. Children are not permitted to attend adult classes.

International F-1 and M-1 Visa Students

Students with F-1 and M-1 Visa status are unable to register for NOCE classes.

NOCE is considered a publicly-funded adult education program by the federal government. The law prohibits publicly-funded adult education programs from enrolling students with F-1 and M-1 Visa status. This is according to the Code of Federal Regulations, Title 8 CFR Part 22 Section 214.2 (f).

Please be advised that NOCE is not authorized as a Student and Exchange Visitor Program (SEVP). Please see certified schools and programs eligible to enroll F-1 and M-1 students in the United States at the Department of Homeland Security website: <https://studyinthestates.dhs.gov/school-search>.

Classification of Students

Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

Student Identification Policy

Students are required to show a valid form of identification to obtain any form of non-directory information. Valid forms of identification accepted by NOCE include:

- State-issued driver's license,
- State-issued identification card, or
- A government identification with photo issued by the U.S. or other countries.

For additional information on what is considered non-directory information, you may refer to Board Policy 5040 at noce.edu/policies.

Campus Locations

Anaheim Campus

1830 West Romneya Drive
Anaheim, California 92801
Campus: 714.808.4645
StarHelp: 714.808.4679 or starhelp@noce.edu

NOCE Cypress Center

9200 Valley View Street, Bldg 18
Cypress, California 90630
Campus: 714.484.7038
StarHelp: 714.808.4679 or starhelp@noce.edu

NOCE Wilshire Center

315 East Wilshire Avenue
Fullerton, California 92832
Campus: 714.992.9500
StarHelp: 714.808.4679 or starhelp@noce.edu

Additional classes are offered at many community-based locations throughout North Orange County. For specific locations, please refer to the current class schedule at www.noce.edu/schedule.

Registration Locations

No matter where the class is held, students can register at any of the three NOCE Center:

- **Anaheim** (Second Floor),
- **Cypress** (Building 18, off Parking Lot 4),
- **Wilshire** (Building 300).

Registration is also available online at noce.edu/apply or through MyGateway at noce.edu/mygateway.

Open Enrollment

It is the policy of NOCCCD that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation

by any person who has been admitted to the college(s) or NOCE and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, Commencing with Section 51820.

In-Class Registration

Students must attend the first meeting where in-class registration takes place or they may lose their seat to another student. A minimum number of students must attend the first class meeting to ensure the required enrollment is met. In-class registration is on a first-come, first-served basis, however, students enrolling in a year-round class may enter and register in the class at any time.

Class Attendance/Cancellations

Students are expected to attend all classes. Tuition-Free classes may be discontinued during the term if attendance drops. Tuition-based classes will continue according to schedule once they have started.

It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

Holds

NOCE will not withhold transcripts or grades from any student or former student who has failed to pay outstanding fees owed to NOCE, Cypress College, or Fullerton College.

Waitlist Procedure

You may petition a closed class by adding yourself to the waitlist during registration in myGateway. Waitlisted students are accepted into a class as space is available and in the order in which they have been placed on the waitlist. A waitlisted student is not officially registered into the course until they have completed the registration process to be added to the roster through self-registration or through admissions and records.

Additional Seats for Special Programs

To promote matriculation for students in certain Career Technical Education Programs, additional seats may be reserved for students who have declared their intent to complete a program. At this time Pharmacy Technician Program students may declare their intent to complete the program by returning a declaration form to the Admissions and Records Office. Pharmacy Technician Program students who return this form at least five (5) business days prior to the start of registration will be eligible for additional seats during registration in the following classes: PTEC 110 Pharmaceutical Mathematics and PTEC 125 Human Relations for Healthcare Workers.

Book Information

NOCCCD bookstores offer textbooks and supplies are available for purchase, in addition to supplemental educational materials and supplies. Books and supplies can be purchased at the following bookstores:

Cypress College Bookstore
9200 Valley View Street, Bldg 20
Cypress, California 90630
714.484.7336

or online at www.cypresscollege.edu/bookstore

Fullerton College Bookstore
330 East Chapman Avenue
2000 Bldg., 1st Floor
Fullerton, California 92832
714.922.7008
or online at noce.edu/textbooks

We recommend you call and confirm the hours of operation to ensure they are open during the time you plan to make your purchase.

Refund Policy

To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first-class meeting. A \$10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books or materials. Approved refunds will be placed back on the credit card used when the original payment was made. Please allow 3 - 4 days for the refund to show on your credit card statement.

The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second-class meeting of the course being dropped.

Full payment is required at the time of registration. Only credit cards (MasterCard and VISA) are accepted.

Fee-Based Courses

Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be canceled if attendance falls during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

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Parking Information/Fees

A parking permit is required to park in marked spaces at all three NOCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE parking permit applies to any space that is marked for students or any unmarked

space. Parking permits are refundable prior to the first-class meeting only and must be returned to receive a refund. Do not back into the parking space or you will be ticketed.

- DMV disabled person placard holders are permitted to park in disabled parking, or any other student or staff space, but must also purchase an NOCE parking permit.
- **Parking is by permit only**, available at each NOCE Center's Admission and Registration Office.
 - Vehicle permits: \$40
 - Vehicle permits during summer at Cypress: \$20
 - Motorcycle permits: \$20
 - Daily permits are available for \$3 in parking areas.
- **Parking Permit Dates**
 - For **Anaheim Campus** and **Wilshire Center**, half-year permits are available for:
 - Spring & Part of Summer: January 1 - June 30
 - Part of Summer & Fall: July 1 - December 31
 - Parking permits are valid for a set period of time (Jan 1-Jun 30 or Jul 1-Dec 31), and not six months from the date of purchase.
 - For **Cypress Center**, the permits are available for:
 - Spring: January 1 - June 30
 - Summer: July 1 - August 31
 - Fall: September 1 - December 31
- For details, visit noce.edu/parking

Virtual Parking Permits

At Cypress College's in lieu of a physical parking permit/hanger, effective September 2016 parking in general parking lots requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at noce.edu/parking-cypress and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Virtual Permits are also valid at the Anaheim Campus and Wilshire Center.

Any vehicle found parked on Cypress College property that has three (3) or more unpaid Cypress College parking citations may be towed without notice. Registered owners of the vehicle will be responsible for paying all citations, towing fees, and impound fees prior to the vehicle being released by the impound company.

Bus Passes

The Orange County Transportation Authority (OCTA) bus passes are available at any NOCE Center's Admission and Records Office. 30-day regular passes are available to all students; 30-day reduced fare passes are available for seniors 60 years and older, and for disabled students with valid ID. Passes are sold year-round. The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. For more information, call (714) 636-7433.

Name/Information Change

A student may submit a request to update their legal or chosen name as well as sex in compliance with AP 5041 as outlined in brief below.

Legal Name/Legal Sex

A request to update or change a student's legal name or legal sex in our records must be submitted to any NOCE Admissions and Records Office with acceptable supporting documentation. Official government-issued documents such as birth certificates, passports, social security cards, immigration documents, and identification cards or permits. In the state of California, legal sex includes "female," "male," and "nonbinary".

Chosen Name/Gender Identity

A student chosen name is the name that a student wishes to be known or identified by which is different from their legal name; can be used on unofficial documents and records, as defined below, in place of the student's legal name. The chosen name appears on the instructor rosters, can be added in Canvas, and other student systems. Please be advised, the legal name will remain on documents such as academic records, financial records, human resources records, and the like.

Gender and Gender Identity

A student's gender identity is the internal sense of being masculine, feminine, nonbinary, genderqueer, agender, etc. A student's gender may be the same as their legal sex (cisgender) or different from their legal sex (transgender), and their gender may change over time. Please see AP 5041 for a complete listing of definitions and further information. Students, please fill out the Information Change Form online and submit as instructed.

Student Records and Transcripts

The California Administrative Code, Title V, and NOCCCD policy states that students can review their student records at any time. All NOCE student records are located at the NOCE Wilshire Center located at 315 E. Wilshire Avenue, Fullerton, CA 92832.

Transcript of Record - Verification of Enrollment and Attendance

Students are entitled to two (2) free copies of their student record in the form of an Official Transcript or a Verification of Enrollment/Attendance. Subsequent copies are \$5 per copy. Requests are accepted in person or by mail and both request forms may be accessed at noce.edu/records. Rush transcripts can be obtained for an additional fee of \$10. (*Note: Fee is subject to change at any time.*)

We are unable to provide Verification of Enrollment/Attendance letters on a "rush order." Requests will not be processed until the completion of the third (3rd) week of the current term.

With the exception of High School Diploma courses, transcripts include a notation of the number of hours attended for each course of record.

Commencement Ceremony

The annual NOCE Commencement Ceremony recognizes our students' achievements as they complete their High School Diploma and/or Career Technical Education programs. The commencement celebration honors the accomplishments of our students who have demonstrated the ability to set, pursue, and achieve educational goals that will positively impact their lives moving forward.

NOCE conducts an annual commencement ceremony at the end of the Spring Semester in celebration of student accomplishments in the following academic programs:

- Administrative Professional
- Bookkeeping
- Braille Transcribing
- Business Information Worker I
- Business Information Worker II
- Customer Relations
- Disability Support Services: Transition
- Early Childhood Education
- Electrical Trainee/Technology
- Entrepreneurship
- Funeral Service Assistant
- Human Resources Assistant
- GED/HiSET Preparation Program
- Google IT User Support Pre-Apprenticeship
- High School Diploma
- Management
- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
- Quality Assurance Management for Medical Devices

To learn more about NOCE's Commencement Ceremony, please visit: noce.edu/commencement.

The Annual NOCE Student Success Event recognizes

the accomplishments of our students who have demonstrated the ability to set, pursue, and achieve educational goals that will positively impact their lives moving forward. NOCE hosts an annual event each year, celebrating student achievement in the following programs:

- College Preparation Math Skills: I, II, and III
- English as a Second Language: Academic Success I and II
- English as a Second Language: Advanced
- English as a Second Language: College Success
- NOCE Student Leadership Program
- Parenting: Building Trauma-Informed Communities
- Parenting: Love & Logic
- United States Citizenship Preparation Program

To learn more about NOCE's Student Success Event, please visit: www.noce.edu/studentsuccess.
