

# Lassen Community College

## Application for Admission

Admissions & Records  
P.O. Box 3000  
Susanville, CA 96130  
Phone: (530) 251-8808

### ADMISSION POLICY

General enrollment is open to any person 18 years of age or older who can benefit from the instructional curriculum of the college.

High School students currently enrolled in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades may be eligible for advanced scholastic or vocational studies. A Special Admit form must be submitted by the student, with Principal or designee signature, and parent signature. Holders of the Certificate of Proficiency are also eligible for admission, as are primary students on a special permit. Concurrently enrolled K-12 Special Admit students may enroll in up to, and including, 11 units. Lassen Community College is committed to partnerships with area high schools in order to enhance opportunities available to its students. One example is the Tech Prep Program. For more information contact your high school Tech Prep coordinator or a Lassen Community College counselor.

Vocational Nursing, Gunsmith and International students must follow special procedures. Information is available in the Admissions and Records Office.

Lassen Community College complies with provisions of the Americans with Disabilities Act (ADA).

### APPLICATION GUIDELINES

Please complete all items on the application. Incomplete applications may be returned and delay your registration.

### TRANSCRIPTS

Submit your High School Transcript to the Admissions Office if you have graduated from High School in the past three years. College transcripts are required for students who participate in Veteran's Benefits, Financial Aid or Inter-collegiate athletics.

### RESIDENCY

A California resident is one who has resided in California for a period of one year prior to the first day of instruction. Students who are residents of other states, who wish to change their residence to California, must show intent to do so. Such intent must be established at least one year prior to the first day of instruction each semester. Filing California State Income Tax forms and registering to vote in state and local elections or other evidence must be presented.

### MATRICULATION

An Assessment test is recommended for all new students, and can be used to meet graduation competencies in reading writing and mathematics.

Orientation sessions provide an overview of Lassen programs, services, academic regulations and other information.

Counseling/Advising is required for all students who enroll in nine or more units or in a Math, English or Science class each semester. All other students are encouraged to consult with a counselor prior to registration.

### FEES AND REFUNDS

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**Fees** A state-mandated community college enrollment is charged. California residents pay \$20.00 per unit without a maximum. All fees are due at time of registration. Some students are exempt from the educational fee. For information and specifics, contact the Lassen Community College Financial Aid Office in the Student Services building. **Fees are subject to change at any time.**

**Health Fee** There will be a \$7.50 fee in the fall and spring semester for full-time students, 12 units or more, and a \$5.00 fee for part-time students. In the summer, it will be \$5.00 for full-time students and \$3.50 for part-time students. Health fees are not refunded unless a class has been canceled. Apprenticeship students or students who depend on prayer for healing in accordance with teachings of a bona fide religious sect, denomination or organization may petition through the Dean of Students Office for exemption from paying this fee.

**Refunds** A student may request a refund of the enrollment fee up to ten (10) days from the beginning of the class or the first day of class if the class is shorter than semester length. NO REFUNDS will be granted after this time. Refunds for out-of-state tuition may be requested in person or by contacting the outreach coordinator in outlying areas.

Refunds for all overpayments, withdrawals, credits for class drops, etc. exceeding \$5.00 will be refunded automatically. A student must specifically request a refund for any amount of \$5.00 or less by forwarding a note to the District's Business Office.

### OUT-OF-STATE

Non-resident students of California will pay a fee of \$183.00 per unit. In addition, there is a unit registration fee, and a health fee. Out of state students taking six or fewer units will also pay \$42 per semester unit in addition to enrollment and health fees. Refer to "Fees" and "Health Fee" above for more information. These fees are subject to change.

### STUDENT REPRESENTATION FEE

The Student Representation Fee of \$1.00 will provide support for students or representatives who state positions and viewpoints before city, county, and district governments, and before offices and agencies of the state and federal government. A student may, for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee. This fee is non-refundable.

### HEALTH SERVICES

If you have any special health needs or would like to file a Student Accident Insurance Claim, stop by Health Services.

### VETERANS

Dependents of service-connected disabled or service-connected deceased veterans may be eligible for a waiver of fees. For more information, see the Veteran's counselor in the Counseling Office or your local County Veteran Service Office for assistance. (Reference Ed Code Section 32320)

INCOMPLETE APPLICATION WILL NOT BE PROCESSED

## Lassen Community College Program Degrees and Certificates

### Administration of Justice Degrees and Certificates

AA Univ. Studies: Administration of Justice – AJ.US.AA  
AA Administration of Justice - AJ.AA  
Administration of Justice Certificate of Achievement – AJ.CA  
Administration of Justice Reserve Officer Training Certificate of Accomplishment – AJ.ROT.CA

### Agriculture Degrees and Certificates

AA Univ. Studies – Agriculture Science – AG.US.AGSC.AA  
AS Agriculture Science and Technology - AGGN.AS  
Agriculture Science & Technology Certificate of Achievement - AGGN.CA  
Animal Science Certificate of Accomplishment –AG.AS.COA  
Horsemanship Certificate of Accomplishment –AG.HM.COA  
Horticulture Certificate of Accomplishment – AG.HC.COA

### Allied Health

AA Univ. Studies: Emphasis in Allied Health – AH.US.AA

### Art Degrees and Certificates

AA Univ. Studies: Emphasis in Art – ART.US.AA  
Graphic Design Certificate of Accomplishment – ART.GD.COA

### Automotive Technology Degrees and Certificates

AS in Automotive Technology - AT.AS  
General Mechanics Certificate of Achievement – AT.GM.CA  
Tune-Up Certificate of Achievement – AT.TU.CA

### Biological Science Degrees and Certificates

AS Univ. Studies: Biological Science Preparation – BIOL.US.AS

### Business Degrees and Certificates

AA Univ. Studies: Business Administration –BUS.US.AA  
AS Accounting – BUSA.AS  
AS Office Administrative Assistant – BUS.OAA.AS  
Office Administrative Assistant Certificate of Achievement – BUS.OAA.CA

Real Estate Certificate of Accomplishment – BUS.RE.COA

### Child Development Degrees and Certificates

AA Univ. Studies: Emphasis in Child Development – CD.US.AA  
AA Child Development – CD.AA  
Child Development Certificate of Achievement – CD.CA  
Child Development Associate Teacher Certificate of Accomplishment – CD.AT.COA

### Correctional Science Degrees and Certificates

AS Correctional Science – CORS.AS  
Correctional Science Certificate of Achievement – CORS.CA

### CSU General Education

CSU General Education Certificate of Achievement – CSU.GE.CA  
CSU General Education Certification – CSU.GE.CERT

### Fire Technology Degrees and Certificates

AS Fire Technology – FT.AS  
Fire Technology Certificate of Achievement – FT.CA

### Gunsmithing Degrees and Certificates

AS General Gunsmithing – GSS.AS  
General Gunsmithing Certificate of Achievement – GSS.CA  
AS Firearms Repair – GSS.FR.AS  
Firearms Repair Certificate of Achievement – GSS.FR.CA  
Long Guns Certificate of Accomplishment – GSS.LG.COA  
Gunsmith Machinist/Metal Finishing Certificate of Accomplishment – GSS.MM.COA

Pistolsmith Certificate of Accomplishment – GSS.PS.COA  
Riflesmith Certificate of Accomplishment – GSS.RS.COA

### Human Services Degrees and Certificates

AS Human Services – HUS.AS  
Human Services Certificate of Achievement – HUS.CA  
AS Drug and Alcohol Paraprofessional - HUS.DA.AS  
Drug and Alcohol Paraprofessional Certificate of Achievement – HUS.DA.CA

### Humanities

AA Univ. Studies: Emphasis in Humanities – HUM.US.AA

### IGETC (General Education Transfer)

IGETC Certificate of Achievement – IGETC.CA  
IGETC.Certification – IGETC.CERT

### Journalism Degrees and Certificates

AS Journalism - JOUR.AS  
Journalism Certificate of Achievement – JOUR.CA

### Mathematics/Physical Science Degree

AS Univ. Studies: Mathematics/Physical Science – MATH.US.AS

### Natural Science

AA General Studies: Emphasis in Natural Sciences- NAT.SC.GS.AA  
AA University Studies: Emphasis in Natural Sciences – NAT.SC.US.AA

### Vocational Nursing

AS Vocational Nursing – VN.AS  
Vocation Nursing Certificate of Achievement - VN.CA

### Physical Education

AA General Studies: Emphasis in Physical Education – PE.GS.AA  
AA University Studies: Emphasis in Physical Education – PE.US.AA

### Social Science

AA General Studies: Emphasis in Social Sciences – SS.GS.AA  
AA University Studies: Emphasis in Social Sciences – SS.US.AA

### Welding Technology

AS Welding Technology – WT.AS  
Welding Tech 1 Year Certificate of Achievement - WT.1YR.CA  
Welding Tech 2 Year Certificate of Achievement – WT.2YR.CA  
Welding Technology Certificate of Accomplishment – WT.CC

### **FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. For more information contact the Director of Admissions & Records.

# Lassen Community College

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1. **ADMISSIONS FOR:** (mark the term that reflects your first semester of enrollment) SUMMER 20\_\_\_\_ FALL 20\_\_\_\_ SPRING 20\_\_\_\_

### 2. NAME, ADDRESS, PHONE NUMBER:

Legal Name ( Do not use nick names): \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **MI** \_\_\_\_\_ **Suffix (Jr. Sr. etc.)** \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ Number, Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_ Number, Street, or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ County \_\_\_\_\_

Home Phone Number : (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number : (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code

E mail Address: \_\_\_\_\_

### 3. SOCIAL SECURITY NUMBER

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Your Social Security Number is used for your Academic transcript. It must be accurate to ensure the integrity of your records. If you do not wish to provide your SSN, an "Identification number" will be assigned to you.

### 4. BIRTH DATE

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Month Day Year

### 5. GENDER: (check one)

MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

If you are a male U.S. citizen or male alien living in the United States, and your age is 18 through 25, you have an obligation to register in accordance with the federal Military Selective Service act (50 U.S., C, app. 451 et seq.) Additional information can be obtained at the U.S. Post Office or at the web site of the Selective Service whose URL is <http://www.sss.gov/Welcome.html>

### 6A. ETHNIC BACKGROUND: Are you Hispanic or Latino?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, check applicable options below:  
\_\_\_\_ Mexican, Mexican-American, Chicano = HM  
\_\_\_\_ Central American = HR  
\_\_\_\_ South American = HS  
\_\_\_\_ Hispanic Other = HX

### 6B. RACE BACKGROUND: What is your race/ethnicity? (Check one or more.)

\_\_\_\_ Asian Indian = AI \_\_\_\_\_ Vietnamese = AV \_\_\_\_\_ Hawaiian = PH  
\_\_\_\_ Chinese = AC \_\_\_\_\_ Filipino = F. \_\_\_\_\_ Samoan = PS  
\_\_\_\_ Japanese = AJ \_\_\_\_\_ Asian Other = AX \_\_\_\_\_ Pacific Islander = P.  
\_\_\_\_ Korean = AK \_\_\_\_\_ Black or African American = B. \_\_\_\_\_ White = O  
\_\_\_\_ Laotian = AL \_\_\_\_\_ American Indian/Alaskan Native = N.  
\_\_\_\_ Cambodian = AM \_\_\_\_\_ Guamanian = PG

### 7. ADMIT STATUS: (check one)

\_\_\_\_ Concurrently enrolled in K-12 Special Admit (K12)  
\_\_\_\_ New Student- first time enrollment at **any** college (NEW)  
\_\_\_\_ Transfer Student- First time enrollment at Lassen college, but have previously attended another college (TRAN)  
\_\_\_\_ Returning Student Previously attended Lassen College but NOT last Semester (do NOT count summer session) (RET)  
\_\_\_\_ Continuing Student - enrolled at Lassen College last semester (do NOT count summer session) (CONT)

### 8. EDUCATION GOAL: (check only one)

\_\_\_\_ Transfer to four-year college with associate degree = A  
\_\_\_\_ Transfer to a four-year college without associate degree = B  
\_\_\_\_ Earn a two year associate degree = C  
\_\_\_\_ Earn a two year vocational degree = D  
\_\_\_\_ Earn a vocational certificate = E  
\_\_\_\_ Explore career interests, plans, goals = F  
\_\_\_\_ Learn job skills (new career) = G  
\_\_\_\_ Update current job skills = H  
\_\_\_\_ Maintain certificate or license = I  
\_\_\_\_ Educational development = J  
\_\_\_\_ Improve basic skills in English, reading, or math = K  
\_\_\_\_ Complete credits for high school diploma or GED = L  
\_\_\_\_ Undecided = M  
\_\_\_\_ To move from noncredit course work to credit coursework = N  
\_\_\_\_ 4-year college student taking courses to meet 4-year requirements = O

### 9. U.S. CITIZENSHIP STATUS: (check one)

\_\_\_\_ 1= U.S. Citizen \_\_\_\_\_ 5= Student Visa: From what Country? \_\_\_\_\_  
\_\_\_\_ 2= Permanent Resident #A \_\_\_\_\_ 6=Undocumented Alien: From what Country? \_\_\_\_\_  
\_\_\_\_ 3= Temporary Resident #A \_\_\_\_\_ 7=Other Visa type: \_\_\_\_\_ From what Country? \_\_\_\_\_  
\_\_\_\_ 4= Refugee - Doc # \_\_\_\_\_



**18. IMPORTANT INFORMATION – PLEASE READ AND SIGN:**

Federal Educational Rights and Privacy Act Notification: (See College Catalog for more detailed information.) The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records They are (1) The right to inspect and review the student's educational records within 45 days of the day Lassen College receives a request for access. (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. (3) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Directory information is given out ONLY when it is necessary or appropriate to do so in the opinion of a member of the Student Personnel Services professional staff, *a request to limit Directory Information must be made by a student within seven calendar days* of registration. Directory information includes name, address, telephone listing, student class schedule, date and place of birth major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and pictures for publicity purposes – such as the college Catalog and the regional newspapers. Other than Directory information, which is generally released, no other data from a student's records will be released without written authorization except to authorize College personnel on the basis of need in relations to the student's education, or in response to a lawfully issued subpoena. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lassen College to comply with the requirement of FERPA.

I certify that the information on this application is correct and complete, and I understand that falsification may result in my dismissal from Lassen College. I have read the information provided concerning services available and my responsibility concerning classes.

**STUDENTS' SIGNATURE (required)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Incomplete application will not be processed**