

CHAPTER VII
STUDENT SERVICES

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7.01 Eligibility Requirements for Admission of Students

1. Any individual applying for admission to any College of the District must meet one of the following qualifications:
 - a. Be a graduate of a high school.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - c. Be 18 years of age or older and, in the opinion of the President of the College or designee, be capable of ~~profiting~~ benefiting from the instruction offered.
 - d. Be an apprentice as defined in Section 3077 of the Labor Code.
 - e. Be a high school student (grades 9-12) whose admission as a part-time or full time student is recommended by his/her high school principal, or designee, and approved by the President of the College or designee.
 - i. The Chancellor shall establish procedures regarding ability to benefit and admission of high school or younger students.
 - ii. Denial of Requests of Admission
 1. If the Board denies a request for special full time or part time enrollment by a student who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.
 2. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the student submits the request to the District.
2. Admission to the College may be granted or denied within the framework of existing education and administrative codes and District/College policies.
3. Colleges of the District shall admit transfers from other collegiate institutions. If such transfer students are academically deficient, they may be admitted, but upon admission are subject to the academic standards of the District applied to all coursework completed at any of the Colleges in the District.
4. Each College shall admit students who are not residents of the State of California; ~~subject to the following conditions.~~ These students shall be required to pay non-resident tuition.
5. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff.
 - a. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
 - b. The District has the primary responsibility for providing educational opportunities for residents of the District. Therefore, priority in admission to these programs shall be given to District residents.

Reference: Education Code 76001.d, 76001.f

(Rev. 5/09)

7.02 Residence Determination

1. Students shall be classified at the time of application for admission as a resident or a nonresident student.
2. A resident is any person who has been a bona fide resident of California for more than one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or session for which the student applies to attend.
3. A student who is a full-time employee of the District or who is a child or spouse of a full-time employee of the District shall be classified as a resident until s/he has resided in the State the minimum time necessary to become a resident.
4. Residence classification shall be made for each student at the time application for admission is accepted and whenever a student has not been in attendance for more than two semesters. A student previously classified as a nonresident may be reclassified as of any residence determination date.
5. The Vice President of Student Services or a designee shall evaluate information presented by an applicant for admission and make determination of residence. The student shall have the right to appeal residency determination in accordance with Rules and Regulations, Section 7.73.
6. The Chancellor or designee shall develop procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Reference: Education Code Sections 68040 68041, 68079, 76140;
Title 5, Sections 54000, et seq.

(5/09)

7.03 Eligibility Requirements for Admission of International Students

1. An international student is defined as one who is in **the United States** on a valid and current student visa.
2. The following are the admission requirements for international students. International students must:
 - a. **Satisfy all requirements for college required by U.S. Immigration and Customs Enforcement.**
 - b. Provide verification of being in compliance with all applicable rules of the Immigration and **Customs Enforcement** Service, with respect to an existing F-1 (student) visa, when transferring from a United States educational institution.
 - c. Demonstrate proficiency in the use of the English language to a degree which will enable them to **profit benefit** from instruction.
 - d. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommending grades.
 - e. Meet any standards of health specifically set forth by Federal, State, or local authorities.
 - f. **Demonstrate ability to support self while in College.**
 - g. Generally, not have previously completed a level of education (college degrees, etc.) that exceeds that being sought at the District College.
3. **A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.**
4. All international students will be required to pay non-resident tuition. [See Rules and Regulations, [Section 8.74](#) (5)]
5. All international students will be required to pay an International Student Health Insurance fee for each semester or session of attendance. This fee will be waived for international students who present proof of enrollment in a personal health insurance plan valid in California with an appropriate level of coverage.

Reference: Education Code Section 76141; 76142;
Title 5 Section 54045.5
Title 8, U.S.C. Section 1101, et seq.

(Rev. 5/09)

7.05 Admission of Non-immigrant Aliens

1. Non-immigrant aliens who are on a visa type precluding them from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District **and shall be eligible to establish residence without restriction**. Applicants in this status must:
 - a. Meet all applicable general admission requirements as set forth in Rules and Regulations, [Section 7.01](#).
 - b. Present his/her passport with evidence that the passport and visa are dated to cover the duration of the program of study for which enrollment is being requested.
2. All non-immigrant aliens shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5.
3. Students classified as non-residents will be required to pay non-resident tuition.

Reference: Education Code Sections 68040; 76140
Title 5, Sections 54000, et seq.

(Rev. 5/09)

7.07 Non-resident Student Tuition Fees

1. Tuition Fees

- a. A tuition fee shall be charged each non-resident student. Each student shall pay tuition for the number of units in which enrolled unless specifically required otherwise by law.
 - b. The Board shall establish fees in compliance with California Education Code, Title 5 and the California Community College Attendance Accounting Manual.
 - c. The Chancellor or designee shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.
 - d. Collection of tuition fees at each College shall be the responsibility of the Cashier's Office.
2. The Chancellor is authorized to implement a capital outlay component to the nonresident tuition to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.
- a. Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.
 - b. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States.
 - c. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

3. Payment of Fees

- a. The non-resident tuition fee for the number of units for which the student is registering is due and payable in full at the time of registration.
- b. If it is determined by the Vice President of Student Services or designee, that, for reasons beyond his/her control, a student is not able to make full payment of the fee at the time of registration, the following deferred payment schedule may be utilized:
 - i. One-third of the total tuition shall be paid at the time of registration.
 - ii. The balance shall be paid prior to November for Fall semester, prior to April for Spring semester, and two weeks after the date of registration for Summer Session.
 - iii. A student who has a tuition fee balance from a previous semester or session shall not be allowed to complete registration for any other semester or session.

4. Residence Classification

- a. Residence classification shall be made for each student at the time the application is accepted for admission and whenever a student has not been in attendance for more than one semester. The Vice President of Student Services, or the designee, shall be responsible for notifying each student who has been classified a non-resident not later than fourteen (14) calendar days after the beginning of the semester/session for which the

7.07 Non-resident Student Tuition Fees (continued)

student has applied or fourteen (14) calendar days after the student's application is received, whichever is later.

- b. A non-resident student who was incorrectly classified as a resident and who is attending a class or classes is required to pay the non-resident tuition fee upon notification of the error. Failure to make proper payment may result in cancellation of the student's registration. Notification shall consist of written notice from the College to the student. The student shall have the right to appeal the residency determination in accordance with Rules and Regulations, [7.73](#).

5. Admission by Misinformation

- a. A non-resident student who has been admitted to a class or classes without payment of the fee because of misinformation submitted by him/her during registration shall be subject to disciplinary action and excluded from such class or classes until a payment program is agreed upon by the student and the designated manager. For the purpose of this rule only, such notification may be given at any time during the period of enrollment. Unless a payment program is agreed to by the student and the designated manager, the student shall not be readmitted during the semester or session from which s/he was excluded, nor shall s/he be admitted to any following session or semester until all previously incurred tuition obligations are met. The student may appeal this action in accordance with Rules and Regulations, [7.73](#).
- b. The District shall vigorously pursue collection of non-resident fees and shall, when necessary, initiate legal action to collect such fees.

6. Non-resident Tuition Fee Waiver

- a. The College may waive non-resident tuition fees which were not collected as a result of the College's error and not through the fault of the student and if collection of such a fee would cause the student undue hardship **in accordance with regulations and definitions adopted by the State.**

Reference: Education Code Sections 68050, 68051, 68052, 68130, 76130, 76141
Title 5 section 54045.5

(Rev. 5/09)

7.09 Withholding of Student Records

1. Students or former students who have been provided with written notice that they have failed to pay their proper financial obligations to the district shall have grades, transcripts, and diplomas withheld.
2. Any items held, shall be released when the student satisfactorily resolves the financial obligation.

Reference: Title 5, Section 59410

(5/09)

7.10 Application Requirements

- ~~1. In accordance with State and District matriculation policies, each College shall establish application procedures including:
 - ~~a. Formal application.~~
 - ~~b. Submission of transcripts from high school and other educational institutions attended.~~
 - ~~c. Such placement tests/orientation and counseling services as may be required by each College.~~~~
- ~~2. The Colleges shall establish a common deadline for the admission of late applicants.~~

7.11 Registration

- ~~1. Prior to each semester, the Colleges shall jointly establish registration periods, the dates of which shall be shown in the College calendar.~~
- ~~2. Following appropriate District/College consultation, each College shall develop registration procedures.~~

7.13 Enrollment Distribution

- ~~1. Should any College in the District receive applications or student registrations which exceed its capacity, students shall be directed to another District College on a space available basis:
 - ~~a. The Colleges shall establish a common filing date for admission of new, returning, and transfer students of each semester.~~
 - ~~b. When necessary, the priority assigned to a student's choice of College will be based on the time of application. The earlier a student submits an application for attendance at a given College, the higher will be his/her priority for enrolling at that College.~~
 - ~~c. When necessary, the Colleges will consider the following:
 - ~~i. An applicant whose major course of study is offered only at the College which is diverting will be given due consideration depending upon space available in the special program.~~
 - ~~ii. Hardship cases will be reviewed on an individual basis.~~~~~~

7.28 Student Records, **Directory Information, and Privacy**

1. The Family Educational Rights and Privacy Act (**FERPA**) and the California Education Code require educational institutions to provide a student access to official educational records directly related to the student and to provide an opportunity for a hearing to challenge such records on the grounds that they are inaccurate. In addition, the law specifies that a College must obtain the written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies and that these rights extend to present and former students of the College.
 - a) Educational student records generally include documents and information related to admission, enrollment in classes, grades, matriculation, and related academic information. Educational records are more fully defined by the Education Code.
 - b) The Dean of Enrollment Services/Admissions and Records at each College, or the designee of the responsible Vice President, is designated “Records Officer” as required by the Act.
 - c) A student’s educational record shall be made available for inspection and review by the student, during working hours, within five working days following completion and filing of a request made with the Records Officer.
 - d) If a student wishes to challenge any information in his/her educational record, the student shall review the matter with the Records Officer. During the informal proceedings, the Records Officer may make adjustments or changes to correct factual errors.
 - e) If these informal proceedings do not settle the dispute regarding the student’s record, the student may submit a request in writing to the responsible Vice President. The Vice President will assign the matter within ten working days to a “Hearing Officer.”
 - f) The Hearing Officer will set a date for a hearing, at the conclusion of which s/he will render a decision to the President of the College, who will determine what action is to be taken. This decision may be appealed by the student in accordance with Rules and Regulations, Section 7.73 and the California Education Code.
2. Federal and State laws provide that the College may release certain types of “Directory Information” unless the student submits a request, in writing, to the Records Officer that certain or all such information is not to be released without his/her consent. “Directory Information” in the San Mateo County Community College District includes: student’s name and city of residence, email address, participation in recognized activities and sports, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended, and height and weight of members of athletic teams.
3. Students shall be notified of their legal rights regarding access to student records through publication of this policy in **College Catalogs and Schedules of Classes**.
4. Each College shall maintain a log in the Office of Enrollment Services/Admissions and Records for each student’s record which lists all persons, agencies, or organizations requesting or receiving information from the record, in accordance with the California Education Code.

7.28 Student Records, Directory Information, and Privacy (continued)

5. A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available in the office of the Records Officer.
6. A fee established by the Board shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.

References: Education Code Sections 76200, 76210, 76220 76221,76222, 76232 – 76234, 76240, 67242, 76243; Title 5 Sections 54600 et seq.

(Rev. 5/09)

7.37 Open Enrollment

1. All courses, course sections and classes of the District shall be open for enrollment to any person who has been admitted to the Colleges of the District, unless specifically excepted by statute or regulation.
2. Enrollment may be subject to any priority system that has been established.
3. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.
4. The Chancellor shall assure that this policy is published in the College Catalogs and Schedules of Classes.
5. The Chancellor or designee shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which comply with Title 5 regulations.

Reference: Title 5 Sections 51006, 58106, 58108

(5/09)

7.39 Policy on Matriculation

1. Matriculation is the process which brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies, and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of A.A./A.S. or higher degrees), are expected to complete matriculation requirements.
2. In accordance with the California Code of Regulations, Title 5, the College provides matriculation services organized in several interrelated components:
 - a. Admissions: Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
 - b. Skills Assessment and Placement Testing: Measures students' abilities in English, reading, mathematics, and learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and for referral to specialized support services.
 - c. Orientation: Acquaints students with College facilities, special programs and services, as well as academic expectations and procedures.
 - d. Advisement/Counseling and Course Selection: A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses, and update their plans periodically.
 - e. Student Follow Up: Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.
3. Each matriculated student is expected to:
 - a. Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree-applicable credit coursework.
 - b. Attend classes regularly and complete assigned coursework.
 - c. Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal. The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.
4. Each matriculated student is entitled to:
 - a. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the appropriate College manager.
 - b. Be given equal opportunity to engage in the educational process regardless of sex, marital status, disability, race, color, religion, or national origin. A student who alleges s/he has been subject to unlawful discrimination may file a grievance with the appropriate College manager.

7.39 Policy on Matriculation (continued)

- c. Challenge any prerequisite, using established procedures through appropriate channels, on one or more of the following grounds:
 - i. the prerequisite is not valid because it is not necessary for success in the course for which it is required;
 - ii. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
 - iii. the prerequisite is discriminatory or is being applied in a discriminatory manner.
 - d. Obtain a waiver from the appropriate College manager of any prerequisite or corequisite course for a particular term because the course is not available during that term.
 - e. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by using established procedures through appropriate channels.
 - f. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by this District and file a complaint when s/he believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the appropriate College manager.
5. Alternative matriculation service are available for students who require special accommodations in the educational setting:
- a. Students with physical, visual, communication, or learning disabilities are advised to contact the office of the appropriate College manager.
 - b. Students with difficulty in reading, writing, math, and other basic skills are advised to contact the office of the appropriate College manager.
 - c. Students who speak English as their second language may contact the office of the appropriate College manager.
6. Any student who wishes to challenge any requirement of matriculation should contact the office of **Vice President of Student Services**.
7. **The Vice Chancellor of Educational Services and Planning shall establish procedures to assure implementation of matriculation services that comply with Education Code and Title 5 regulations.**

Reference: Education Code Sections 78210, et seq; Title 5, Section 55500

(Rev. 5/09)

7.40 Counseling and Advising Services

1. Counseling services are an essential part of the educational mission of the District. In accordance with District and State policies, the Colleges shall establish an organized, integrated, and comprehensive program of academic, career, and personal counseling/advising services.
2. Counseling shall be required for all first-time students enrolled for more than six (6) units, and highly recommended for students enrolled provisionally, and for students on academic or progress probation.
3. Counseling and Advising services may include:
 - a. Providing assistance in establishing and/or clarifying educational and career goals.
 - b. Providing assistance to students in program planning.
 - c. Providing counseling/advising services with respect to skills assessment and placement testing.
 - d. Providing career and transfer information for students.
 - e. Providing counseling support for students with problems relating to pursuit of their educational objectives.
 - f. Providing counseling/advising services for students with special needs (e.g., re-entry students, international students, etc.).
 - g. Providing other counseling/advising services as may be required to meet the needs of the students.

Reference: Education Code Section 72620; Title 5, Section 51018

(Rev. 5/09)

7.41 Disabled Students Programs and Services (DSPS)

1. Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.
2. The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by Federal and State laws.
3. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to: reasonable accommodations, academic adjustments, accessible facilities and equipment, instructional programs, rehabilitation counseling, and academic counseling.
4. Students with disabilities are not required to participate in the Disabled Students Programs and Services program.
5. The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq.

(5/09)

7.42 Extended Opportunities Programs and Services (EOPS)

1. Support services and programs that are in addition to traditional students services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.
2. The Extended Opportunity programs and Services (EOPS) is established to assist students achieve their educational objectives and goals by providing services that may include, but are not limited to, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.
3. The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code 69640 – 69656; Title 5 Sections 56200 et seq.

(5/09)

7.50 43 Student Financial Aid Programs

1. The District shall participate in Federal, State, and local financial aid programs approved by the Board. These programs may include but are not limited to: Federal College Work Study, Supplemental Educational Opportunity Grants, Pell Grants, Perkins Loans, **Stafford Loan Programs, Parent Loan Program, Academic Competitiveness Grant, California Cal Grant B and C, Board of Governors' Waivers, Extended Opportunity Programs and Services, and scholarships.** These programs shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District Rules and Regulations.
2. The **Executive Vice** Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
3. **The Vice Chancellor of Educational Services and Planning shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.**
4. The District Financial Aid Advisory Committee shall function as a coordinating body between District **Instructional Technology Services** and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
5. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services **with operational responsibility designated to the Director of Financial Aid.** The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President **or the Director of Financial Aid** will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

Reference: 20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668;
Education Code Section 76300

(Rev. 5/09)

7.44 Student Health and Psychological Services

1. Student Health and Psychological Services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well being through health oriented programs and services.

Reference: Education Code Section 76401

(5/09)

7.45 Transfer Center

1. The District incorporates as part of its mission the transfer of students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.
2. The Vice Chancellor of Educational Services and Planning shall assure that a Transfer Center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Title 5 Section 51027; Education Code Section 66720 – 66744

(5/09)

7.45 Other Student Services

- ~~1. District Colleges shall provide additional student services, as required, to meet the needs of students. These services may include:
 - ~~a. Providing approved student financial aid programs.~~
 - ~~b. Providing health and psychological services.~~
 - ~~c. Providing support services for the educationally disadvantaged students (e.g., Extended Opportunity Programs and Services).~~
 - ~~d. Providing support services for students with physical, psychological, or learning disabilities (e.g., Disabled Student Programs and Services).~~
 - ~~e. Providing specialized assistance for international students attending District Colleges.~~
 - ~~f. Providing assistance to current and former students in obtaining employment.~~
 - ~~g. Providing a program of student government and organizations to encourage student participation in College activities and in the District/College governance processes.~~
 - ~~h. Providing a program of scholarship awards to broaden educational opportunities for students.~~
 - ~~i. Providing other special student services as may be required to meet the educational needs of students.~~~~

~~7.47 Mary Meta Lazarus~~ 7.48 Child Development Centers

1. The ~~Mary Meta Lazarus~~ San Mateo County Community College District Child ~~Care~~ Development Centers operates on the premises that:
 - a. Young children can benefit from ~~an organized~~ high quality early care and education programs designed to meet their developmental needs while their parents are pursuing educational goals ~~and working~~.
 - b. ~~Nursing, psychology, and early childhood education students in degree and certificate programs need observa-tion opportunities in a model developmental setting.~~

Early childhood education students, nursing students, and students from other instructional departments, enrolled in degree and certificate programs, benefit from the opportunity to observe/participate in a high quality, model setting.

2. Admissions, Enrollment, and Eligibility Criteria

In order to receive subsidized child care, student-parents must meet the eligibility criteria included in regulations set by the Child Development Division of the California Department of Education.

- ~~2. Enrollment of children in the Center's program shall be open eligible student-parents enrolled in any of the District's Colleges.~~
- ~~3. The Center shall, to the extent possible, be a self-supporting program funded by external grants, donations, and fees. Program fees will be established annually by the Board. Center staff will attempt to identify available resources for applicants in need of additional financial assistance.~~
- ~~4. The following eligibility criteria will be utilized:~~
 - ~~a. Enrollment of children will be limited to those between the ages of 30 to 60 months.~~
 - ~~b. Student-parents funded under contract with the California Department of Education will be required to be enrolled in a minimum of nine units each semester in order to participate in the program. The determination of low-income eligibility is based upon the guidelines established by the California Department of Education.~~
 - ~~c. Child care will be provided only during those hours the student-parent is on campus for class attendance or class-related purposes.~~
- ~~5. Within the framework of State requirements, the following District priorities will be utilized in screening applications for the enrollment of eligible children in the Center's program:~~
 - a. First priority will be given to continuing low-income ~~,full-time~~ students who ~~maintain eligibility based on CDE CDD regulations, are registered in a course of study leading to employment -or transfer to a four-year institution and, if applicable, are working.~~ Second priority will be given to new and/or returning low-income ~~,full-time~~ students who ~~meet the eligibility criteria based on CDE CDD regulations, are registered in a course of study leading to employment -or transfer to a four-year institution and, if applicable, are working.~~