

The units that are counted towards the 90 earned units limit are defined in Title 5, Section 55023, and include courses with grades of A, B, C, D, and P. Grades of W, I, F, FW, MW, and NP are excluded. Also excluded are Basic Skills and Non Credit ESL.

Palomar College may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status due to having been on Academic or Progress Probation for two or more consecutive terms. Significant academic improvement is defined as achieving no less than a 2.0 GPA and successful completion of more than 50% of course work for the term or terms. Students in "high unit" majors may petition for an exception to the limit of 90 earned units. High unit majors are defined as programs requiring more than 40 units. Petitions are submitted to the Admissions Office and will be reviewed by the Program Eligibility Appeals Committee.

### **Procedure for Adding and Dropping Classes**

Adds and drops are processed online through MyPalomar until the semester deadline date (see Class Schedule). You may be required to obtain a permission number from the instructor to add a class.

**All additions to a student's program must be processed within the first two weeks of classes. Exceptions to this deadline include late-start and open-entry classes.**

#### **Official Withdrawal**

Students must drop classes by using MyPalomar. Refer to "Dates and Penalties" below for any penalties which may be imposed.

#### **Unofficial Withdrawal**

Students who simply stop attending class and do not drop through MyPalomar have unofficially withdrawn. These students may receive an "F" or "FW" grade in every class they stop attending.

#### **Administrative Withdrawal**

Administrative withdrawals may occur for academic or disciplinary reasons, or for non-payment of fees. If the administrative withdrawal occurs after the refund period, the student will not be entitled to a refund or waiver of registration fees.

#### **Dates and Penalties**

If a student processes a drop during the first two weeks of a full semester course, or first 20% of a short-term course, no grade will be assigned and no notation will appear on the student's permanent record.

Between the second week and the eighth week of a full semester course, or between 20% and 50% of a short-term course, a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course, or 50% of a short-term course, only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to attend classes. Failure to attend classes can result in an "FW" grade, unless the student executes a drop within the time periods indicated above. Refer to the college calendar in the front pages of this catalog for specific dates or check our web page at [www.palomar.edu/admissions](http://www.palomar.edu/admissions) for the most current information.

### **Petition Appeal Procedure**

Students who have verifiable extenuating circumstances may petition to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. See "Conditions for Petition to Withdraw" listed under the Grading System in Section 5 of the catalog.

### **Class Cancellations/Changes**

Palomar College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Students enrolled in classes that are cancelled by the College are entitled to a refund of fees, with no processing charge.

### **Fees and Expenses**

Palomar College is a public California Community College. All students must pay enrollment and health fees; California non-residents and international students must pay non-resident tuition.

#### **Fee Payment Procedure**

Students are responsible for paying all mandatory fees. All fees are due at registration. Students who do not pay for their classes may not be dropped, and will still owe enrollment fees. The college will waive or refund enrollment fees only when a drop is processed within the first two weeks of a class. Failure to make payments of any amounts owed to the College when they become due is considered sufficient cause to withhold future enrollment, grades, transcripts, diplomas, certificates, and/or degrees. Unpaid fees are subject to collection penalties.

**Fees are subject to change; please check the current class schedule for a complete, up-to-date list. All required fees must be paid at the time of registration.**

For information on exemptions from fees, please refer to the current class schedule or check with the Financial Aid Office. Active duty military members should contact their Base Education Office for information on tuition assistance.

#### **Auditing Fee**

\$15 per unit - Refer to Section 5, Auditing a Class, for specific information on selecting audit status. Not considered for BOGW or Financial Aid eligibility.

#### **Classroom Expenses**

Students will incur a reasonable amount of general classroom expenses (for example: supplies, materials for homework projects, printing or copying costs). Some classes may require additional expenditures, such as for field trips, admission fees to public attractions or performances. When required, such expenses are generally noted with the respective class in the Class Schedule or class syllabi.

#### **Enrollment Fee**

\$46 per unit - This mandatory fee is subject to change.

**Health Fee**

A health fee is charged to all students for operation of the Student Health Centers as authorized in Education Code Section 76355. Student Health Fee is \$21 for Fall and Spring Semesters and \$18 for Summer.

The following students are exempt by law:

- Students who are taking only apprenticeship classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

Other exempt students include:

- Students who are active duty military and taking classes exclusively at the Camp Pendleton Center or who are deployed overseas.
- Students who exclusively attend Not-for-Credit Instruction
- Students who are exclusively taking contract education classes.
- Students who are exclusively taking classes in the Instituto Nacional para la Educación de los Adultos (INEA) program.
- Students who are exclusively enrolled in non-credit classes at educational sites where Palomar College does not offer on-site Student Health Services.

**Materials Fee**

Students may need to provide materials required for a credit or noncredit class. Such materials must be of a continuing value to the student outside of the classroom setting. The materials may be available through the District or may be purchased elsewhere.

**Non-Resident Tuition**

Non-Resident Tuition- \$290 per unit. Non-residents and international students must also pay all other applicable fees. Please refer to the current class schedule.

**Nonsufficient Funds Fee**

\$20 for each check returned to the College.

**Parking Fee**

Parking Fee -\$46 per semester and \$26 for students receiving CCPG. Please refer to the current class schedule.

**Student Activity Card**

The Student Activity Card provides free and discounted benefits to currently enrolled students. The card is \$15 each semester and students can purchase it online through their MyPalomar account or at the Cashier's office. Once paid, students will need to go to the Access & Engagement Center (SU-19) to have their picture taken and pick up their card.

**Student Center Fee**

The student center fee is \$1 per unit and it is not to exceed \$10 per academic year. Funds generated through this fee will be used to finance and support operating costs and renovations to the Student Union. The fee is non-refundable and students who receive benefits through CalWORKS (known as TANF), SSI, SSP and the General Assistance Program are exempt from this fee.

**Student Representation Fee**

Per Assembly Bill No. 1504, a \$2 fee per semester is collected to provide funds to support governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of state government.

**Transcript Fees**

First 2 requests ever: Free  
3rd request and up: \$5.00 each  
Rush service: Additional \$5.00 each  
Online request: \$13.00 each

**Verification Fees**

Fee requests include verification of semester units, overall units, and military dependent ID requests  
All requests: \$5.00 each  
Rush service: Additional \$5.00 each

Non-fee requests include federal loan deferments and non-enrollment.

Refer to Section 5, Official Transcript and Verification of Enrollment, for specific information on requesting transcripts and verifications.

**Refunds****Refund Policy for Student Fees**

Students must drop or withdraw by the published refund deadline in order to receive a refund of fees. The following fees are subject to refund: enrollment, health, and non-resident tuition. Material fees will be refunded as long as the student has not used any of the class materials. Please see the current class schedule for the appropriate deadline date.

**Parking Refunds**

Parking permit refunds can be requested by calling Credentials' Solutions at 847-716-3005. Parking permit refund requests are honored within the Add/Drop period only.

**Appeal Procedure**

An appeal of the rules pertaining to a refund of fees must be made in writing using the Petition for Refund form and submitted to the Senior Director of Enrollment Services. The appeal must include the reason, and any available backup documentation, for requesting the exception.

**Student Representation Fee Waiver**

A student may opt out to the pay the \$2 Student Representation fee at the time of completing their registration. Students who wish to opt out will need to decline the fee request through their MyPalomar account.