The Director of Admissions and Records is responsible for the admissions process for credit courses. The Dean of Community Education, in consultation with the Director of Admissions and Records, is responsible for the admissions process for noncredit enrollment including tuition-free, adult continuing education, the Adult High School Diploma Program, and noncredit English as a Second Language programs.

Students eighteen (18) years of age or older shall submit a credit or noncredit application to the Admissions and Records office. The application may be submitted electronically or via paper form and may only be submitted by the applicant. The application shall include but is not limited to personally identifiable information specific to the student as determined by required state reporting data elements, information relative to residency determination, and goals and needs identified by the student. Each application shall be certified as true and accurate by the student. Students will be required to submit a new application for purposes of updating bio-demographic data and residency determination after an absence of one or more regular semesters.

Students eighteen (18) years of age or older who do not hold a high school diploma or equivalent are required to take the Ability to Benefit test to establish eligibility before being awarded federal financial aid.

Applications shall include residence questions necessary in making residence classifications, including but not limited to where the student has maintained his or her home for the last two years; conduct inconsistent with a claim of California residence; activity indicative of establishing California residency; or information on residency activity of the parents of students under nineteen (19) years of age.

Admissions policies and procedures shall be published in the schedule of classes and on the college Web site.