

### School of Culinary Arts and Hotel Management

Applications for the Culinary Program should be submitted to the School of Culinary Arts and Hotel Management (SCAHM) Department. Call the department at (805) 730-4258 for program information or to schedule an appointment with Randy Bublitz, SCAHM Director.

### School of Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide

Special supplemental application procedures and admission criteria apply to these programs. Refer to the School of Nursing in the *Catalog* Index for additional information, or contact the Health Technologies Office, (805) 730-4166.

## Residence Requirements

Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a “resident” or “non-resident” of the State of California. The right of a student to attend any public community college in California as a resident requires that he/she:

1. Be a citizen of the United States, or possess or be an applicant for a permanent-resident, amnesty or other visa status, for a minimum of one year and one day, that does not preclude establishing domicile in the United States and meeting certain requirements.
2. Be at least 19 years of age, and have lived in California one year and one day prior to the residency determination date: Fall 2015—August 23, 2015; and Spring 2016—January 18, 2016. (*Note:* A student, who has not been a resident of California for more than one year and who is the dependent child for income tax purposes of a California resident who has been a resident since the above-noted residence determination date, is entitled to resident classification. Submit documentation with application.)
3. Have parents or a guardian who have resided in California for one year and one day, if he/she is younger than 18 years of age.

4. Present evidence showing the student’s or the student’s parents’ (if under 19) intent to make California their permanent home.
5. Manifest residency intent if the student is 19 years of age or over by maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.
6. Manifest residency intent, if the student is under 19 years of age, by both the student and his/her parents maintaining a home in California continuously for the last two years, unless there is contrary evidence of intent.

If manifest intent cannot be shown within #5 and #6 above, then the student is required to provide evidence of intent to make California his or her permanent home. Objective manifestations of this intent include, but are not limited to:

1. Payment of California state income tax as a resident.
2. Registering to vote and voting in California.
3. Licensing from California for professional practice.
4. Showing California as the home address on a federal income tax form.
5. Ownership of residential property or continuous occupancy of rented or leased property in California.
6. Possessing California motor vehicle license plates.
7. Possessing a California driver’s license.
8. Maintaining a permanent military address or home of record in California while in the armed services.
9. Establishing and maintaining active California bank accounts.
10. Being the petitioner for a divorce in California.

Military personnel on active duty in California, their spouses and dependent children qualify as immediate residents. (Submit documentation with application.) Other exemptions to tuition for military personnel may be available pursuant to Veterans Access Choice and Accountability (VACA). Contact Admissions & Records for information.

Students on visas will be evaluated for residency based on the type of visa, visa issue date and expiration date, length of stay in California and intent to maintain California as their permanent home.

A student who cannot qualify as a resident of California must pay non-resident tuition, as stipulated by the Board of Trustees of the Santa Barbara Community College District.

*Exemption from non-resident tuition* is available to certain non-resident students who attended high

school in California for at least three years and received a California high school diploma or its equivalent (per AB 540 statute). Contact Admissions & Records for information and an exemption request form or go to [www.sbccc.edu/forms](http://www.sbccc.edu/forms).

*Non-resident students do not automatically become residents by being in California for one year.* A student seeking reclassification from non-resident to resident status must complete and file a residency questionnaire and a statement of financial independence and must provide evidence of intent to establish permanent California residency *prior* to the start of the semester in which the student is seeking reclassification. *Deadline enforced.*

The burden of proof is on the student to clearly demonstrate physical presence in California, intent to establish California residency and, in the case of students changing from non-resident to resident, financial independence from non-resident parents. The Director, Admissions & Records shall determine residency of all applicants. Appeals of residency decisions shall be determined by the Associate Dean, Educational Programs—Student Support Services or her designee.

# Enrollment

## Registration Procedures

Registration is the process of becoming officially enrolled in college. At Santa Barbara City College, registration for new, transfer and returning students consists of the following steps:

### 1. Submit an Application for Admission

Applications may be submitted online, or in person with Admissions & Records, Room SS-110, months (Summer/Fall – January; Spring – early October) before you intend to register. All new, transfer and returning students must submit an application for admission and be admitted to the college before they may register in classes. High school students participating in dual enrollment must file the Dual Enrollment Application and Dual Enrollment Approval Form. Refer to [www.sbccc.edu/apply](http://www.sbccc.edu/apply) for more information.

Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement, prerequisite and corequisite review and are required for awarding of degrees. International transcripts must be submitted with an official translation in English.

The following programs *ALSO* require separate applications or have special admission procedures and/or enrollment deadlines:

- *Cosmetology/Esthetician*
- *Honors Program*
- *Learning Communities*
- *Marine Diving Technologies*
- *Nursing: Associate Degree Nursing, Vocational Nursing, Certified Nursing Assistant, Home Health Aide*
- *Radiographic and Imaging Sciences/Diagnostic Medical Sonography*
- *Dual Enrollment and Middle College*
- *School of Culinary Arts and Hotel Management*
- *Special Students*

For information on:

- *Cosmetology, Esthetician Programs, 683-4191*
- *School of Culinary Arts and Hotel Management, 730-4258*
- *Learning Communities, www.sbccc.edu/esp*
- *Marine Diving Technologies Program, 730-4226*
- *Radiographic and Imaging Sciences/Diagnostic Medical Sonography and Nursing Programs, 730-4166*
- *Dual Enrollment Program, 730-3020*
- *Middle College, 897-3561*
- *Special Student Status, 730-4001*

When students file their applications with Admissions & Records, they will be given information about the Assessment, Orientation and Advising programs. These programs are provided to help students succeed in reaching their educational goals.

### 2. Log on to Student Portal—Pipeline

Log on to the student portal—Pipeline at <http://pipeline.sbccc.edu>. The student portal allows students to manage various college transactions, including but not limited to: checking your pre-registration requirements, viewing your registration appointment day/time, registering, finding your SBCC I.D., adding and dropping classes, paying fees, seeing grades, activating campus card, and checking your financial aid status and your SBCC e-mail account. All official college correspondence will be sent to your SBCC email account.

### 3. Apply for Financial Aid

All students are encouraged to apply for financial aid. Santa Barbara City College offers several types of financial aid, which are funded through federal, state