

IMPORTANT STUDENT REMINDERS ON ELIGIBILITY FOR VOCATIONAL WORK EXPERIENCE

To be eligible for a Vocational Work Experience course you must comply with the following rules of the Program that are defined by the California Code of Regulations (*STATE LAW*)

1. Fall and Spring Semesters: Must be enrolled in a course in addition to the Vocational Work Experience course **for the entire semester**. Summer Session: Enrollment in an additional course is optional.
2. Be employed or work as a volunteer at a local job site in the field of your Vocational Work Experience course for the entire session. Only the hours worked or volunteered between the start and end dates of the course will be counted towards units earned for that course.
3. Either have a declared major related to the Vocational Work Experience course that you are registered for, or be enrolled in a class directly related to the Vocational Work Experience course.
4. You may NOT enroll in both Vocational Work experience and General Work Experience (WKEXP-19 at FCC or COTRG-19 at RC and CCC) during the same semester or session.
5. The Lifetime Maximum number of units you may earn is sixteen (16). This limit includes units earned in all Vocational **and** General Work Experience classes.
6. You **MAY** use both Volunteer and Paid hours towards your accumulation of units for one Work Experience class. Your employer must agree to document both forms of work separately or you may have two different jobs, one paid and one volunteering. Only full units are earned of each (rounding down). Paid and volunteer hours cannot be counted toward the same unit as they accumulate differently. For example, if you work 110 hours as a volunteer and are paid for 85 hours, you will earn 1 unit for volunteer hours and 1 unit for paid hours for a total of 2 units. You cannot use the 10 extra paid hours to augment your volunteer hours to earn a total of 3 units.
7. If you are working for more than one employer to accumulate enough hours to earn the needed number of units, you must turn in a Job Form for each job.

These requirements will be audited throughout the semester. If you are in violation of the above eligibility requirements, you will be dropped from the program and will be considered to have withdrawn (a 'W' will be assigned in lieu of a grade and no fee refund will be made).

The amount of college credit earned by the student for Vocational Work Experience Education depends upon the number of hours worked or volunteered during the semester as defined in the chart below.

*Estimated hours per week are based on 18 weeks. Double the number of hours per week for 9 week classes. For other class lengths, divide the total number of hours by the number of weeks the class will be held.

UNITS FOR PAID HOURS

Hours/Term	*Hours/Week	=	Units Earned
75	4 ½	=	1
150	8 ½	=	2
225	12 ½	=	3
300	17	=	4
375	11	=	5
450	25	=	6
525	29 ½	=	7
600	34	=	8

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UNITS FOR VOLUNTEER HOURS

Hours/Term	*Hours/Week	=	Units Earned
60	3 ½	=	1
120	7	=	2
180	10	=	3
240	14	=	4
300	17	=	5
360	20	=	6
420	23 ½	=	7
480	26 ½	=	8

For additional information, see your counselor or contact the division office for your field of interest.