



**FRESNO CITY COLLEGE**  
1101 E. UNIVERSITY AVE. • FRESNO, CA 93741  
(559) 442-4600

**OAKHURST CENTER**  
40241 HWY. 41, BUILDING SITE C  
OAKHURST, CA 93644 • (559) 683-3940

**REEDLEY COLLEGE**  
995 N. REED AVE. • REEDLEY, CA 93654  
(559) 638-3641

**CLOVIS COMMUNITY COLLEGE**  
10309 N. WILLOW AVE. • FRESNO, CA 93730  
(559) 325-5200

**MADERA CENTER**  
30277 AVE. 12 • MADERA, CA 93638  
(559) 675-4800

**CAREER & TECHNOLOGY CENTER**  
2930 E. ANNADALE AVE. • FRESNO, CA 93725  
(559) 265-5700

## FEE/REFUND POLICY

### ASSOCIATED STUDENT BODY MEMBERSHIP:

**FALL/SPRING** - Student must request a refund from the ASB office. 100% Refund during the first week and 50% during the 2nd week of the semester. No refunds after the 2nd week.

### PARKING FEES:

**FALL/SPRING** - 100% refund through the 2nd week of instruction upon COMPLETE WITHDRAWAL from classes. The parking permit must accompany the Request for Refund. No refund for Limited Parking Permits.

**SUMMER SESSION** - Same as above except the time period is one week.

### ENROLLMENT, TUITION AND CLASS MATERIAL FEES:

Refund or reversal of enrollment, tuition and class material fees shall be made in accordance with the schedule listed below for reduction in program or withdrawal from class(es) and shall be initiated upon receipt of a written request submitted by the last day of the semester.

### PRIMARY TERM-LENGTH (FULL SEMESTER) CLASSES (18 WEEKS):

- (a) Withdrawal during the first two weeks of instruction **100%**
- (b) Withdrawal after the second week of instruction **NO REFUND**

### SUMMER/SHORT TERM CLASSES:

Refund/reversal period for short-term and summer classes is based on the number of class meetings.

- (a) Withdrawal by the 10 percent point **100%**
- (b) Withdrawal after the 10 percent point **NO REFUND**

Number of class meetings	10% point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1st day of class
19	1.9 = 1	1st day of class
29	2.9 = 2	2nd day of class
39	3.9 = 3	3rd day of class

**Note:** Classes meeting fewer weeks or fewer days per week will have shorter withdrawal periods based on their 10 percent point. Do not count holidays or non-class meeting days in calculation.

**PAYMENTS FOR TUITION, ENROLLMENT, HEALTH AND CLASS MATERIAL FEES ARE ACCEPTED THROUGH THE MAIL, WEBADVISOR, OR IN PERSON.** Out-of-state/International students may pay by cashier's check, money order, or personal check drawn on a local bank. International students must submit proof of international student insurance coverage.

**PLEASE INCLUDE FULL NAME OF STUDENT AND STUDENT'S ID NUMBER ON YOUR CHECK.**

### MAIL YOUR CHECK TO THE APPROPRIATE CAMPUS:

Fresno City College	Reedley College	Clovis Community College
Business Office	Business Office	Admissions & Records
1101 E. University	995 N. Reed Ave.	10309 N. Willow Ave.
Fresno, CA 93741	Reedley, CA 93654	Fresno, CA 93730

**Make payments on-line by logging on to WebAdvisor at [www.webadvisor.sccd.edu](http://www.webadvisor.sccd.edu)**

## WAIT LIST RULES AND INFORMATION

*When unable to find an open section of a course, students may have the option of being placed on a "WAIT LIST" for a specific section of the course. Please note that the following rules apply:*

1. Students may add their name to any available "WAIT LIST" up to the last day of registration prior to the beginning of the class.
2. Students will be added to a "WAIT LIST" on a first come, first-serve basis.
3. Students cannot be placed on a "WAIT LIST" prior to their registration appointment date.
4. Students on a "WAIT LIST" will have first priority for any seats in a "full" class that may subsequently become available during the first 20% of the course PROVIDED that they attend each and every class meeting (for 18 week semester courses, this is the first 3 weeks of class).
5. A "WAIT LIST" will be available only for current class sections that are "full" (that is, the class has reached its "maximum class size"). No "WAIT LISTS" will be available for "canceled" class sections or class sections that are not yet "full". Not all classes have wait lists.
6. Students cannot be placed on a "WAIT LIST" for a section of a course when already enrolled in another section of that same course.
7. Students cannot be on more than one "WAIT LIST" for the same course.
8. The Admissions and Records Office will regularly monitor all classes with existing "WAIT LISTS" up to the start of the semester. When an open seat becomes available, the top student on the wait list will receive "PERMISSION TO REGISTER" and be notified by email.
9. On the first day of class, instructors will determine the number of openings available in the class, and then offer spaces to students who are on the "WAIT LIST" (providing they are present in the class) in the order in which their names appear on the list. Student is responsible for officially adding the class within published registration dates.
10. After the "WAIT LIST" for the class is exhausted, additional openings, if any, will be filled by the instructor in accordance with existing college and district policy.
11. Any and all other registration rules (conflicts, overload, administrative or student holds) may prevent the student from enrolling in a class. See Schedule of Classes for details or visit [www.sccd.edu/waitlist](http://www.sccd.edu/waitlist)