

# OPERATIONS MANUAL

## YUBA COLLEGE

### BEALE AFB OUTREACH

Base Education Building  
17849 16<sup>th</sup> Street, Room 117  
Beale AFB, CA 95903

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## **Yuba College - Beale AFB Outreach Operations**

Yuba College has been serving military personnel at Beale AFB since 1960. The Beale Outreach Operations of Yuba College provides Counseling Services, Self-Report Forms, Registration Assistance, Financial Aid information, as well as CLEP/DSST Testing.

Most of the classes available at Beale AFB Outreach fulfill General Education requirements for CCAF, Yuba College and most other colleges and universities. With only a couple of exceptions, the Yuba College Associate Degree requirements are the same as the CCAF degree requirements.

**Full Term and Short Term Classes** are available through Yuba College – Beale AFB Outreach. These classes take place in the Base Education Center with start/ending times of 1640 to 1930. Please see the Schedule of Classes at <https://yc.yccd.edu/academics/schedule-catalog/>. A variety of online courses is also available during our full term and 9 week terms.

**Counseling Services** are available on-site. Please call our office and schedule a one-to-one appointment to meet with the Academic Counselor to discuss your educational goals.

**Registration Assistance** available on-site.

**Financial Aid** is available and you may be eligible for more than you think! Most military and their family members qualify for waivers of 100% of the cost of tuition and fees and may qualify for cash awards up to \$5,645 for the 2019-20 academic year. Active Duty personnel and their family members are eligible for in-state tuition rates (currently only \$46.00 per unit).

Complete your 2019-2020 Free Application for Federal Student Aid (FASFA) by logging onto to the Federal Student Aid Commission site at <https://fafsa.ed.gov>. You will need your 2017 tax information to complete the 2019-2020 application.

**CLEP/DSST** testing administered by Yuba College personnel Monday-Thursday from 0900 to 1500. Walk-ins welcome. Contact us if you are interested in taking a CLEP/DSST test(s).

We are located in the Base Education Center, Room 117. Please call or stop by if you have any questions. Our telephone at (530) 788-0973.

Our office hours are Monday – Thursday 0830 - 1730 and Fridays from 0830-1400.

We invite you to visit our website at <https://yc.yccd.edu/bafb/>. We look forward to seeing you soon.

EXAMPLE FLYER



## **Yuba College - Beale AFB Outreach Operations**

### **Summer Session Begins – Monday, June 10, 2019 and**

### **Fall Term Begins – Monday, August 19, 2019**

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## **Yuba College On-Base Outreach Efforts**

- Displays Yuba College Schedule of Classes in Outreach Center Office as well as in Education Center Lobby, and Airman/Family Readiness Center
- Posts Registration Information in Beale AFB High Flyer
- YC employee answers Service member's questions when inquired to do so on enrollment process.
- Yuba College bans inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to TA funds. Educational institution sponsored scholarships or grants and tuition reductions

available to military students are permissible,  
and;

- Yuba College employees refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student
  - financial assistance, and;
- Yuba College employees refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.



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# Registration Process for First Time Students

1. Complete (Matriculation Process):
  - A. An Application – Apply on-line at [www.yc.yccd.edu](http://www.yc.yccd.edu)
  - B. On-Line Orientation – From the website at [www.yc.yccd.edu](http://www.yc.yccd.edu), click on Apply, Step 2 – Complete the Orientation
  - C. Meet with a counselor for course placement. Call the Beale AFB Office to schedule a time to meet with a counselor to develop an Education Plan and register for courses: 530-788-0973.

Please arrive 10 minutes before your counseling appointment to complete a Self-Report Form or bring your high school transcripts and receive placement into English and Math.
  - D. After completion of the application, on-line orientation process, and completing a student educational plan, you will be eligible to register for classes.

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# **Yuba College Payment Options – How to Pay Fees**

## **10 Days to Pay**

Students will have ten (10) calendar days from the time of their recent registration activity to complete their tuition and fee payment arrangements. Payment is due within 10 days of registration if you do not qualify for the California College Promise Grant (CCPG) – fee waiver.

Students must:

- Be approved for CCPG by filling out the FAFSA or
- Pay in full for classes OR
- Meet with the Education Center staff and complete a Tuition Assistance Briefing and submit the approved TA application to Yuba College for Air Force Payment (see attached TA Timeline) OR
- Set-up a Payment Plan (deadline to enroll is: Friday, August 23, 2019)

Before choosing a payment plan, students must make sure they have dropped any classes they do not plan on attending.

Students who do not take one of these actions will be subject to being dropped from their classes for nonpayment. Before registering for classes, you must

have your CCPG waiver in place or you will be directed to the following:

1. Pay your registration fees in full at MyCampus Portal, Webadvisor located on our website, [yc.yccd.edu](http://yc.yccd.edu). Pay in full with a checking or savings account or pay in full with a credit or debit card.
2. Setup a Payment Plan

Students may sign up for a payment plan on [yc.yccd.edu](http://yc.yccd.edu). Nelnet Business Solutions e-Cashier is a third party vendor that allows students to sign up for a monthly payment plan. There is a \$25 non-refundable setup fee for this payment plan option. Payment plan options include a down payment and 3 or 4 monthly payments. Payments are automatically drafted on the 5<sup>th</sup> of each month. Currently there is no option to include parking fees or textbooks in a payment plan.

You just finished the Initial/Refresher TA Briefing, what to do now...

### TA TimeLine

- 1) Complete two briefings – These need to be completed to be eligible for TA.**  
You just attended the Initial/Refresher TA Briefing. If you have not already done so please complete the Annual TA Briefing online through your AFVEC.
  
- 2) Submit Education Goal**  
Instructions on how to upload your degree plan are located on the homepage under “AFVEC Resources” (“Goal Creation Tutorial”). You may begin using TA when you submit an unevaluated degree plan and it has been approved by the Education Center. (You will receive an automated email of approval to the email(s) listed in your personal data AFVEC). This is good for up to 6 SH (semester hours). After 6 SH worth of TA, your AFVEC will be locked and will need to email the Education Center an Evaluated Degree Plan (PDF). Once you submit your Evaluated Degree Plan to the Education Center, Staff will switch out the attachments and remove the limitations of the degree plan so that you can apply for TA. You will receive an email confirmation from the Education Center when your plan is approved or if additional information required.
  
- 3) Register for courses/Apply for TA**  
Once you receive an approved degree plan confirmation email, you will be eligible to apply for TA through AFVEC. ***Please make sure your supervisor information and primary/alternate e-mail addresses are updated in your AFVEC personal data.***
  
- 4) Turn in approved TA application to school for AF payment.**  
Once submitted, your TA will go through its own coordination timeline for supervisor/Education Center review/approval. As long as no additional information is required, you should receive an email notification of TA approval relatively soon. Please turn-in your approved TA request to your school for AF payment.

You are always welcome to visit the Education Center if you have questions.

Beale AFB Education Center  
(530) 634-2525/2524  
bealeeducation@us.af.mil

**YUBA COLLEGE**  
**BEALE AFB OUTREACH CENTER**  
**CLEP/DSST TESTING SCHEDULE**

- Monday-Thursday from 0900-1500. No testing on Friday.
- Testing takes place on the hour - arrive at least 20 minutes in advance.
- Walk-in only, no appointment necessary.
- Thirteen testing stations available. First-come first serve.
- For CLEP Testing you must create an account, and request the CLEP exam you wish to take. Print out your CLEP Exam Registration Ticket and bring with you on the day you wish to test. If you do not have your CLEP Exam Registration Ticket with you, you will not be able to test.

<https://clep.collegeboard.org/>

- For DSST Testing no exam registration ticket is required, but you must create a DSST account before you can test.

<https://getcollegecredit.com/>

We are available to assist you with creating your CLEP and DSST accounts, please make sure you give yourself plenty of time to do this before the hour you wish to test.

There is only one test proctor at this site. If the proctor is away from the office for meetings, out sick, on vacation, etc. all testing is suspended. Furthermore, when CLEP/DSST system is down, testing cannot take place.

Please call Yuba College Beale AFB Outreach Center Office at 530-788-0973 in advance to ensure that testing is taking place.

Active Military take CLEP/DSST exams for free (first attempt).

Military ID required.

Give us a call if you have any questions.