Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of \textit{continuing value to the student outside of the classroom setting}. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means, \textit{tangible personal property that is owned or primarily controlled by the student}. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the \textit{student must procure or possess as a condition of registration, enrollment, or entry into a class}; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material \textit{will not be considered to be solely or exclusively} available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

\textbf{All the following conditions must be met in order for course/instructional material fee to be required.}

1) Will the material fee provide the student with \textit{tangible personal property} that is owned and controlled by the student?

2) Does the material \textit{relate to the required objectives} of the course?

3) Does the material have \textit{continuing value outside the classroom}?

4) Is the amount of material \textit{consistent with the amounts students need} to meet the objectives of the course?

5) \textbf{Health/Safety Exception}: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

\textbf{Explanation:}

\textbf{Print in Schedule:} Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12 Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

\textbf{REQUIRED:} Course Materials: Tangible Property

\begin{tabular}{|l|c|c|c|}
\hline
1 & Wholesale actual cost of clay for, 25lb bag & N & 1 & $7.00 & $7.00 \\
2 & Wholesale actual cost of glaze for kit & N & 1 & $5.00 & $5.00 \\
3 & & 0 & $0.00 & $0.00 \\
4 & & 0 & $0.00 & $0.00 \\
5 & & 0 & $0.00 & $0.00 \\
\hline
\end{tabular}

\textbf{TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:} $12.00

\textbf{EFFECTIVE DATE OF THIS FEE:} 03/03/11

\textbf{START SESSION (e.g. "Fall 2010"):} Spring 2011

\textbf{Approve} \hspace{1cm} \textbf{Disapprove}  

\begin{tabular}{|l|}
\hline
Brad Weisberg \hspace{1cm} 03/03/11 \\
Dean/Division Chair \hspace{1cm} Date \\
Celine Pinet \hspace{1cm} 03/03/11 \\
Vice President, Instruction \hspace{1cm} Date \\
Michael J. Renzi \hspace{1cm} 03/03/11 \\
Vice President, Administrative Services \hspace{1cm} Date \\
\hline
\end{tabular}

\textbf{Indicate Datatel Input Date:}  

\begin{tabular}{|l|}
\hline
100-113102-0000-48877-017 \hspace{1cm} ARTS1 \hspace{1cm} 03/03/11 \\
Budget Account Code \hspace{1cm} A&R Code \hspace{1cm} Date \\
\hline
\end{tabular}
Course/Instructional Material Fees Request Form

Course ID: 065B  Course Name: Ceramics - Hand Building  Date: 03/03/11

New Course: [X] Yes  Fee Revision: [X] Yes

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes  [No]

2) Does the material relate to the required objectives of the course? [X] Yes  [No]

3) Does the material have continuing value outside the classroom? [X] Yes  [No]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes  [No]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes  [No]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
Optional fees may apply upon student’s request for additional materials beyond that required to achieve the course objectives.

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale actual cost of clay for, 25lb bag</td>
<td>[N] No</td>
<td>1</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Wholesale actual cost of glaze for kit</td>
<td>[N] No</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
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<td>[ ]</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $12.00

EFFECTIVE DATE OF THIS FEE: 03/03/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

[ ] X  Brad Weisberg  03/03/11

Dean/Division Chair

Celine Pinet  03/03/11

Vice President, Instruction

Michael J. Renzi  03/03/11

Vice President, Administrative Services

Indicate Datatel input Date:

100-113102-0000-48877-017  ARTS1  03/03/11
Course/Instructional Material Fees Request Form

Course ID: 065C  Course Name: Ceramics - Hand Building  Date: 03/03/11

New Course: Yes  Fee Revision: Yes

Fee From: $12.00  To: $12.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

2) Does the material relate to the required objectives of the course?

3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12

Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

REQUIRED: Course Materials: Tangible Property

(please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
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<tbody>
<tr>
<td>1</td>
<td>Wholesale actual cost of clay for, 25lb bag</td>
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<td>1</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>2</td>
<td>Wholesale actual cost of glaze for kit</td>
<td>N</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
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<td></td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $12.00

EFFECTIVE DATE OF THIS FEE: 03/03/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  X  X

Brad Weisberg  03/03/11  Dean/Division Chair
Celine Pinet  03/03/11  Vice President, Instruction
Michael J. Renzi  03/03/11  Vice President, Administrative Services

Budget Account Code: 100-113102-0000-48877-017  A&R Code: ARTS1  Date: 03/03/11
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with *tangible personal property* that is owned and controlled by the student? **Yes**

2) Does the material relate to the required objectives of the course? **No**

3) Does the material have continuing value outside the classroom? **Yes**

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? **No**

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? **Yes**

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12

Optional fees may apply upon student’s request for additional materials beyond that required to achieve the course objectives.

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
<td>Unit</td>
<td>$7.00</td>
<td>$7.00</td>
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<tr>
<td></td>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $12.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

**Approve** | **Disapprove**
---|---
**X** | 
**X** | 
**X** | 

**Dean/Division Chair Notes**

Indicate Datatel input Date:

<table>
<thead>
<tr>
<th><strong>Vice President, Administrative Services</strong></th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
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<tr>
<th><strong>Dean/Division Chair</strong></th>
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<tr>
<td>Brad Weisberg</td>
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<tr>
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<td>Celine Pinet</td>
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<tr>
<th><strong>Vice President, Administrative Services</strong></th>
<th>Date</th>
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<tbody>
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<td>03/03/11</td>
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<table>
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<tr>
<th><strong>Budget Account Code</strong></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-113102-0000-48877-017</td>
<td>03/03/11</td>
</tr>
</tbody>
</table>
## Course/Instructional Material Fees Request Form

Course ID: 67A  
Course Name: Ceramics - Potter's Wheel  
Date: 03/03/11

New Course: [ ] Yes  [x] No  
Fee Revision: [ ] Yes  [x] No  
Cancel Fee From: $12.00  To: $12.00

### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials mean tangible personal property that is owned or primarily controlled by the student." The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   - Yes [x]  No [ ]
2. Does the material relate to the required objectives of the course?
   - Yes [x]  No [ ]
3. Does the material have continuing value outside the classroom?
   - Yes [x]  No [ ]
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?
   - Yes [x]  No [ ]
5. Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [x]  No [ ]

### Explanation:

- Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
- Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1</td>
<td>Wholesale actual cost of clay for, 25lb bag</td>
<td>N 1</td>
<td>$7.00</td>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $12.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve

- Brad Weisberg  
- Dean/Division Chair  
- Celine Pinet  
- Vice President, Instruction  
- Michael J. Renzi  
- Vice President, Administrative Services

### Disapprove

- [x]  

### Dean/Division Chair Notes

Indicate Datatel input Date: 03/03/11

### Budget Account Code

100-113102-0000-48877-017  
ARTS1  
**03/03/11**
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student." The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property owned and controlled by the student? Yes X No

2) Does the material relate to the required objectives of the course? Yes X No

3) Does the material have continuing value outside the classroom? Yes X No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes X No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes X No

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
Optional fees may apply upon student’s request for additional materials beyond that required to achieve the course objectives.

REQU1RED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
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<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
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<tr>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $12.00

EFFECTIVE DATE OF THIS FEE: 03/03/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Brad Weisberg 03/03/11
Dean/Division Chair Date
Celine Pinet 03/03/11
Vice President, Instruction Date
Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

Indicate Datatel input Date:

100-113102-0000-48877-017 ARTS1 03/03/11
Budget Account Code A&R Code Date
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
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2) Does the material relate to the required objectives of the course?  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
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   Yes [X] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

## REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

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<tr>
<td>5</td>
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<td>$0.00</td>
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</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $9.00

EFFECTIVE DATE OF THIS FEE: 03/03/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove

Brad Weisberg 03/03/11
Dean/Division Chair

Celine Pinet 03/03/11
Vice President, Instruction

Michael J. Renzi 03/03/11
Vice President, Administrative Services

Indicate Datatel input Date: 03/03/11

100-113102-0000-48877-017 ARTS1 03/03/11

Budget Account Code A&R Code Date
**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting**. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means **tangible personal property that is owned or primarily controlled by the student**. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the **student must procure or possess as a condition of registration, enrollment, or entry into a class**; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. **A material will not be considered to be solely or exclusively** available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

---

**REQUIRED:** Course Materials: Tangible Property

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wholesale actual cost of bronze per pound</td>
<td>NO</td>
<td>1</td>
<td>$9.00</td>
<td>$9.00</td>
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</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $9.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**

Brad Weisberg
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

**Disapprove**

X

X

X

---

**Indicate Datatel Input Date:**

**Budget Account Code:** 100-113102-0000-48877-017
**A&R Code:** ARTS1
**Date:** 03/03/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes [X] No

2) Does the material relate to the required objectives of the course? Yes [X] No

3) Does the material have continuing value outside the classroom? Yes [X] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes [X] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12 Optional fees may apply upon student's request for additional materials beyond that required to achieve the course objectives.

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued) Health/Safety YES / NO Quantity Unit Cost: Item Total: Item Total: Quantity X Retail $

1) Wholesale actual cost of bronze per pound N 1 $9.00 $9.00

2) 0 $0.00 $0.00

3) 0 $0.00 $0.00

4) 0 $0.00 $0.00

5) 0 $0.00 $0.00

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $9.00

EFFECTIVE DATE OF THIS FEE: 03/03/11 START SESSION (e.g. "Fall 2010"): Spring 2011

Approve X Disapprove

Brad Weisberg 03/03/11

Dean/Division Chair Date

Celine Pinet 03/03/11

Vice President, Instruction Date

Michael J. Renzi 03/03/11

Vice President, Administrative Services Date

100-113102-0000-48877-017 ARTS1 03/03/11

Budget Account Code A&R Code Date
Course/Instructional Material Fees Request Form

Course ID: 88B  Course Name: Metal Sculpture Casting  Date: 03/03/11

New Course: [ ] Yes  [x] No  Fee Revision: [ ] Yes  [x] No  [ ] Cancel  Fee From: $12.00  To: $12.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of Continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  [ ] Yes  [x] No

2) Does the material relate to the required objectives of the course?  [x] Yes  [ ] No

3) Does the material have continuing value outside the classroom?  [x] Yes  [ ] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  [x] Yes  [ ] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  [x] Yes  [ ] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $12
Optional fees may apply upon student’s request for additional materials beyond that required to achieve the course objectives.

REQUARED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
</tr>
<tr>
<td>Wholesale actual cost of bronze per pound</td>
<td>N</td>
<td>1</td>
</tr>
<tr>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>0</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $9.00

EFFECTIVE DATE OF THIS FEE: 03/03/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  X  Disapprove

Brad Weisberg  03/03/11
Dean/Division Chair
Celine Pinet  03/03/11
Vice President, Instruction
Michael J. Renzi  03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel input Date:

100-113102-0000-48877-017  ARTS1  03/03/11
Budget Account Code  A&R Code  Date
Course/Instructional Material Fees Request Form

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes | No

2) Does the material relate to the required objectives of the course? Yes | No

3) Does the material have continuing value outside the classroom? Yes | No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes | No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes | No

Explaination:

Print in Schedule: Optional fees may apply upon student’s request for additional materials beyond that required to achieve the course objectives.

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Total:</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>1</td>
<td>$6.00</td>
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<td>Pediatric sticker</td>
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<td>$6.00</td>
<td>$6.00</td>
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<tr>
<td>Handbook and CPR/First Aid card</td>
<td>N</td>
<td>1</td>
<td>$15.00</td>
</tr>
<tr>
<td>Handbook and CPR/First Aid card</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Handbook and CPR/First Aid card</td>
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<tr>
<td>Handbook and CPR/First Aid card</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $21.00

EFFECTIVE DATE OF THIS FEE: 03/21/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approved: X
Disapproved: 

Diane Hurd 03/21/11
Dean/Division Chair

Celine Pinet 03/21/11
Vice President, Instruction

Michael J. Renzi 03/21/11
Vice President, Administrative Services

Indicate Datatel Input Date:

Budget Account Code

A&R Code

Date 03/21/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes X No
2) Does the material relate to the required objectives of the course? Yes X No
3) Does the material have continuing value outside the classroom? Yes X No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes X No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes X No

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $11.50

**REQUIRED:** Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
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<tbody>
<tr>
<td>Myers-Briggs Type Indicator</td>
<td>N 1</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
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<td>N 45</td>
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<td>$1.35</td>
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<tr>
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</tr>
<tr>
<td>Up to 45 pages of printed assessment</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $12.35

EFFECTIVE DATE OF THIS FEE: 03/23/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve X Disapprove

Carol Pavan
Dean/Division Chair
03/23/11

Celine Pinet
Vice President, Instruction
03/23/11

Michael J. Renzi
Vice President, Administrative Services
03/23/11

Indicate Datatel Input Date:

Notice on Class Schedule:
L1: ______________________
L2: ______________________

100-1188020-0000-48899-017 COUN1 03/23/11
Budget Account Code A&R Code Date
Course/Instructional Material Fees Request Form

Course ID: 012  Course Name: Careers and Life Styles  Date: 03/23/11

New Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $19.00  To: $19.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes  X  No

2) Does the material relate to the required objectives of the course?  
   X

3) Does the material have continuing value outside the classroom?  
   X

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   X

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   X

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $19

REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes / No</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
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</thead>
<tbody>
<tr>
<td>1  Myers-Briggs Type Indicator</td>
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<td>1</td>
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<td>$11.00</td>
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<td>2  Strong Interest Inventory</td>
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<td>$7.00</td>
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<tr>
<td>3  Up to 45 pages of printed assessment</td>
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<td>45</td>
<td>$0.03</td>
<td>$1.35</td>
</tr>
<tr>
<td>4  Up to 45 pages of printed assessment</td>
<td>N</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>5  Up to 45 pages of printed assessment</td>
<td>N</td>
<td>0</td>
<td>$0.00</td>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $19.35

EFFECTIVE DATE OF THIS FEE: 03/23/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  X  X

Carol Pavan  Celine Pinet  Michael J. Renzi

Dean/Division Chair  Vice President, Instruction  Vice President, Administrative Services

Date  Date  Date

Dean/Division Chair Notes
Indicate Datatel Input Date:

Notice on Class Schedule:
L1:  L2: ____________________________

Budget Account Code  A&R Code  Date

100-118020-0000-48899-017  COUN1  03/23/11
### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting**. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means **tangible personal property that is owned or primarily controlled by the student**. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must **procure or possess as a condition of registration, enrollment, or entry into a class**; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

### All the following conditions must be met in order for course/instructional material fee to be required.

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
2. **Does the material relate to the required objectives of the course?**
3. **Does the material have continuing value outside the classroom?**
4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

---

### Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $11.50

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>Myers-Briggs Type Indicator</td>
<td>NO</td>
<td>1</td>
<td>$11.00</td>
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<td>$0.00</td>
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<td>$0.00</td>
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</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $12.35

**EFFECTIVE DATE OF THIS FEE:** 03/23/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

### Dean/Division Chair Notes

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Indicate Datatel Input Date:**

| Carol Pavan | 03/23/11 |
| Dean/Division Chair |

| Celine Pinet | 03/23/11 |
| Vice President, Instruction |

| Michael J. Renzi | 03/23/11 |
| Vice President, Administrative Services |

---

### Notice on Class Schedule:

**L1:** 

**L2:**

---

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>A&amp;R Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-118020-0000-48899-017</td>
<td>COUN1</td>
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</tbody>
</table>
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [No]

2) Does the material relate to the required objectives of the course? [X] Yes [No]

3) Does the material have continuing value outside the classroom? [X] Yes [No]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [No]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [No]

Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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<td></td>
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<tr>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 03/23/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve: [X] Yes [ ] Disapprove

Carol Pavan
Dean/Division Chair
Date: 03/23/11

Celine Pinet
Vice President, Instruction
Date: 03/23/11

Michael J. Renzi
Vice President, Administrative Services
Date: 03/23/11

Indicate Datatel Input Date:

Notice on Class Schedule:
L1:
L2:

Dean/Division Chair Notes

Budget Account Code: 100-118020-0000-48899-017
A&R Code: COUN1
Date: 03/23/11
Course/Instructional Material Fees Request Form

Course ID: 06A1  Course Name: Court Reporting Theory I  Date: 02/28/11
New Course: X  Fee Revision: X
Fee From: $10.00  To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? X
2) Does the material relate to the required objectives of the course? X
3) Does the material have continuing value outside the classroom? X
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? X
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? X

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUERED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1/2 ream</td>
<td>N</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Toner</td>
<td>N</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>CD's &amp; Jewel cases</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>Steno Paper</td>
<td>N</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Binder</td>
<td>N</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove
X  X

Dean/Division Chair Notes
Indicate Datatel input Date:

Jim Henderson  03/03/11
Celine Pinet  03/03/11
Michael J. Renzi  03/03/11

Budget Account Code  100-112502-0000-48877-017
A&R Code  CRTL1
Date  02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
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<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
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<td>Quantity X Retail $</td>
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<tr>
<td>1 Printer paper, 1/2 ream</td>
<td>N</td>
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<td>5 Binder</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Jim Henderson
Dean/Division Chair 03/03/11
Celine Pinet
Vice President, Instruction 03/03/11
Michael J. Renzi
Vice President, Administrative Services 03/03/11

Indicate Datatel input Date:

100-112502-0000-48877-017
Budget Account Code
CRTL1 A&R Code 02/28/11 Date
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   - Yes [X] No

2) Does the material relate to the required objectives of the course?
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3) Does the material have continuing value outside the classroom?
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   - Yes [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
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<tr>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11

START SESSION (e.g. “Fall 2010”): Spring 2011

Approve [X] Disapprove

Dean/Division Chair
Jim Henderson
03/03/11

Celine Pinet
03/03/11

Vice President, Instruction
Michael J. Renzi
03/03/11

Vice President, Administrative Services

Indicate Datatel Input Date:
100-112502-0000-48877-017
CRTL1
02/28/11

Budget Account Code
A&R Code
Date
Course/Instructional Material Fees Request Form

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve | Disapprove
--- | ---
X |  
X |  
X |  

Dean/Division Chair Notes
Indicate Datatel input Date:

[Dean/Division Chair]
[Date]

[Celene Pinet]
[Date]

[Michael J. Renzi]
[Date]

100-112502-0000-48877-017

Budget Account Code

CRTL1

A&R Code

02/28/11

Date
### Course/Instructional Material Fees Request Form

**Course ID:** 008A  
**Course Name:** 80WPM Speed Goal  
**Date:** 02/28/11

**New Course:** Yes  
**Fee Revision:** Yes

---

#### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting**. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means **tangible personal property that is owned or primarily controlled by the student**. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the **student must procure or possess as a condition of registration, enrollment, or entry into a class**; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. **A material will not be considered to be solely or exclusively** available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with **tangible personal property** that is **owned and controlled by the student**?  
2) Does the material **relate to the required objectives** of the course?  
3) Does the material have **continuing value outside the classroom**?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

**REQUiRED:** Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Total:</th>
<th>Item Total:</th>
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</thead>
<tbody>
<tr>
<td>Quantity X Retail $</td>
<td>Quantity X Retail $</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Item Total</th>
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<tr>
<td>2</td>
<td>Toner</td>
<td>$2.00</td>
<td>1</td>
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</tr>
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<td>3</td>
<td>CD's &amp; Jewel cases</td>
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<td>$5.00</td>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Jim Henderson  
Dean/Division Chair  
03/03/11  
**Dean/Division Chair Notes**

**Disapprove**  
Celine Pinet  
Vice President, Instruction  
03/03/11

Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

---

**Budget Account Code**  
100-112502-0000-48877-017  
**A&R Code**  
CRTL1  
**Date**  
02/28/11
## Course/Instructional Material Fees Request Form

### Guidelines for Instructional Materials.

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the *student must procure or possess as a condition of registration, enrollment, or entry into a class*; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. **A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.**

### All the following conditions must be met in order for course/instructional material fee to be required.

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes [X] No [ ]
2. **Does the material relate to the required objectives of the course?**
   - Yes [X] No [ ]
3. **Does the material have continuing value outside the classroom?**
   - Yes [X] No [ ]
4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes [X] No [ ]
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [ ] No [X]

### Print in Schedule:

*Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10*

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
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<tr>
<td>1. Printer paper, 1 ream</td>
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<td>5.</td>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve

- [X] Jim Henderson
- [X] Celine Pinet
- [X] Michael J. Renzi

### Disapprove

- [ ]

### Dean/Division Chair Notes

- Indicate Datatel input Date:
  - 03/03/11

### Budget Account Code

- 100-112502-0000-48877-017

### A&R Code

- CRTL1

### Date

- 02/28/11
### Course/Instructional Material Fees Request Form

**Course ID:** 008C  
**Course Name:** 80WPM Speed Goal  
**Date:** 02/28/11

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Revision:</td>
<td>Yes</td>
<td>X</td>
</tr>
<tr>
<td>Fee From:</td>
<td>$10.00</td>
<td>To: $10.00</td>
</tr>
</tbody>
</table>

### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials* means tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student *must procure or possess as a condition of registration, enrollment, or entry into a class;* or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes [X]  
   - No [ ]

2. **Does the material relate to the required objectives of the course?**
   - Yes [X]  
   - No [ ]

3. **Does the material have continuing value outside the classroom?**
   - Yes [X]  
   - No [ ]

4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes [X]  
   - No [ ]

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X]  
   - No [ ]

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>N / Y</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
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<td>1</td>
<td>$3.00</td>
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<td>2</td>
<td>Toner</td>
<td>N</td>
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<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3</td>
<td>CD’s &amp; Jewel cases</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve / Disapprove

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
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<tr>
<td>X</td>
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</tr>
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</table>

**Dean/Division Chair Notes**

<table>
<thead>
<tr>
<th>Dean/Division Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Henderson</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
</tbody>
</table>

**Indicate Datatel input Date:** 02/28/11

### Budget Account Code / A&R Code / Date

<table>
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<th>A&amp;R Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-112502-0000-48877-017</td>
<td>CRTL1</td>
<td>02/28/11</td>
</tr>
</tbody>
</table>
### Course/Instructional Material Fees Request Form

**Course ID:** 008D  
**Course Name:** 80WPM Speed Goal  
**Date:** 02/28/11

**New Course:** X  
**Fee Revision:** X

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. Will the material fee provide the student with *tangible personal property* that is owned and controlled by the student?  
2. Does the material relate to the required objectives of the course?  
3. Does the material have *continuing value outside the classroom*?  
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:** Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

**REQUIRED: Course Materials: Tangible Property**  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
</tr>
<tr>
<td>2 Toner</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td>3 CD's &amp; Jewel cases</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Jim Henderson  
Dean/Division Chair  
03/03/11

**Disapprove**  
Dean/Division Chair  
Celine Pinet  
Vice President, Instruction  
Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

---

**Dean/Division Chair Notes**  
Indicate Datatel input Date:

---

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes No
2) Does the material relate to the required objectives of the course? Yes No
3) Does the material have continuing value outside the classroom? Yes No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes No

Explanation:
Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
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<td>1 Printer paper, 1 ream</td>
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<td>$2.00</td>
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<tr>
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<td>$5.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove
Jim Henderson 03/03/11
Dean/Division Chair Date
Celine Pinet 03/03/11
Vice President, Instruction Date
Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

Indicate Datatel input Date:

100-112502-0000-48877-017 CRTL1 02/28/11
Budget Account Code A&R Code Date
Course/Instructional Material Fees Request Form

Course ID: 010B  Course Name: 100WPM Speed Goal  Date: 02/28/11
New Course: Yes  Fee Revision: Yes  Fee From: $10.00  To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes  No
2) Does the material relate to the required objectives of the course? Yes  No
3) Does the material have continuing value outside the classroom? Yes  No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes  No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>YES / NO</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
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</thead>
<tbody>
<tr>
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<td>N</td>
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<td>$3.00</td>
</tr>
<tr>
<td>2 Toner</td>
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<td>$2.00</td>
<td>$2.00</td>
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<td>3 CD’s &amp; Jewel cases</td>
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<td>$0.25</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove
X  
X  
X  

Dean/Division Chair Notes
Indicate Datatel Input Date:

Jim Henderson  03/03/11
Dean/Division Chair

Celine Pinet  03/03/11
Vice President, Instruction

Michael J. Renzi  03/03/11
Vice President, Administrative Services

100-112502-0000-48877-017  CRTL1  02/28/11
Budget Account Code  A&R Code  Date
Course/Instructional Material Fees Request Form

Course ID: 010C  Course Name: 100WPM Speed Goal  Date: 02/28/11

New Course:  Yes X No  Fee Revision:  Yes X No  Cancel  Fee From: $10.00 To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  Yes X No
2) Does the material relate to the required objectives of the course?  Yes X No
3) Does the material have continuing value outside the classroom?  Yes X No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  Yes X No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  Yes X No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
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<tbody>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove
X
X
X

Dean/Division Chair Notes
Indicate Datatel Input Date:

Jim Henderson  Dean/Division Chair  03/03/11
Celine Pinet  Vice President, Instruction  03/03/11
Michael J. Renzi  Vice President, Administrative Services  03/03/11

100-112502-0000-48877-017  Budget Account Code  CRTL1  A&R Code  02/28/11  Date
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
3) Does the material have continuing value outside the classroom?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety YES / NO</th>
<th>Quantity Used by Student</th>
<th>Unit Cost: Retail Price</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
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</tr>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Jim Henderson 03/03/11
Dean/Division Chair

Celine Pinet 03/03/11
Vice President, Instruction

Michael J. Renzi 03/03/11
Vice President, Administrative Services

Indicate Datatel input Date:

100-112502-0000-48877-017
Budget Account Code

CRTL1
A&R Code

02/28/11
Date

Dean/Division Chair Notes

# Course/Instructional Material Fees Request Form

**Course ID:** 012A  
**Course Name:** 120WPM Speed Goal  
**Date:** 02/28/11

**New Course:** Yes  
**Fee Revision:** Yes

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting.* The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student.* The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. Will the material fee provide the student with *tangible personal property* that is *owned and controlled by the student?*  
   - Yes [X]  
   - No [ ]

2. Does the material *relate to the required objectives* of the course?  
   - Yes [X]  
   - No [ ]

3. Does the material have *continuing value outside the classroom?*  
   - Yes [X]  
   - No [ ]

4. Is the *amount of material consistent with the amounts students need* to meet the objectives of the course?  
   - Yes [X]  
   - No [ ]

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes [X]  
   - No [ ]

**Explanation:**

*Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10*

---

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
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<tr>
<td>2. Toner</td>
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</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

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**Approve**  
[X]  
**Disapprove**  
☐

<table>
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<th>Disapprove</th>
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<tbody>
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<td>Jim Henderson</td>
<td>03/03/11</td>
</tr>
<tr>
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<td>Date</td>
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<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
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<td>Date</td>
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**Dean/Division Chair Notes**  
**Indicate Datatel input Date:**

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**Budget Account Code**

012-112502-0000-48877-017  
**A&R Code**

CRT1  
**Date**

02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Jim Henderson
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Indicate Datatel Input Date:
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [ ] No
2) Does the material relate to the required objectives of the course? [X] Yes [ ] No
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [ ]

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approvers

[ ] Approve [ ] Disapprove

Jim Henderson [ ] Approve [ ] Disapprove
Dean/Division Chair
03/03/11

Celine Pinet [ ] Approve [ ] Disapprove
Vice President, Instruction
03/03/11

Michael J. Renzi [ ] Approve [ ] Disapprove
Vice President, Administrative Services
03/03/11

Indicate Datatel input Date:

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3) Does the material have continuing value outside the classroom? [X] Yes [ ] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [ ] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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REQUIRED: Course Materials: Tangible Property

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

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Approve [X] Disapprove [ ]

Jim Henderson
Dean/Division Chair
Date 03/03/11

Celine Pinet
Vice President, Instruction
Date 03/03/11

Michael J. Renzi
Vice President, Administrative Services
Date 03/03/11

---

Dean/Division Chair Notes
Indicate Datatel input Date:

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Budget Account Code 100-112502-0000-48877-017
A&R Code CRTL1
Date 02/28/11
Course/Instructional Material Fees Request Form

Course ID: 014A  Course Name: 140WPM Speed Goal  Date: 02/28/11

New Course:  Yes  X  No  Fee Revision:  Yes  X  No  Cancel  Fee From:  $10.00  To:  $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  Yes  X  No

2) Does the material relate to the required objectives of the course?  Yes  X  No

3) Does the material have continuing value outside the classroom?  Yes  X  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  Yes  X  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  Yes  X  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Jim Henderson  03/03/11
Dean/Division Chair
Celine Pinet  03/03/11
Vice President, Instruction
Michael J. Renzi  03/03/11
Vice President, Administrative Services

Indicate Datatel input Date:

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**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? **Yes**

2) Does the material relate to the required objectives of the course? **No**

3) Does the material have continuing value outside the classroom? **Yes**

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? **No**

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? **Yes**

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**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes [x] No
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUERED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [x] Disapprove

Jim Henderson
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Dean/Division Chair Notes
Indicate Datatel input Date:

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CRTL1
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

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Required Course Materials: Tangible Property
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Approve  Disapprove

Jim Henderson  03/03/11
Dean/Division Chair

Celine Pinet   03/03/11
Vice President, Instruction

Michael J. Renzi 03/03/11
Vice President, Administrative Services

Indicate Datatel input Date:

100-112502-0000-48877-017  02/28/11

Budget Account Code  A&R Code  Date
**Course/Instructional Material Fees Request Form**

**Course ID:** 016A  
**Course Name:** 160WPM Speed Goal  
**Date:** 02/28/11

**New Course:** No  
**Fee Revision:** Yes

**Fee From:** $10.00  
**To:** $10.00

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**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
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**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
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</thead>
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<tr>
<td>1 Printer paper, 1 ream</td>
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<td>4</td>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
X

**Disapprove**  

Jim Henderson  
Dean/Division Chair  
03/03/11

Celine Pinet  
Vice President, Instruction  
03/03/11

Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

---

**Dean/Division Chair Notes**

Indicate Datatel input Date:

---

**Budget Account Code**  
100-112502-0000-48877-017

**A&R Code**  
CRTL1

**Date**  
02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove

Dean/Division Chair Notes

Indicate Datatel Input Date:

Jim Henderson 03/03/11
Dean/Division Chair

Celine Pinet 03/03/11
Vice President, Instruction

Michael J. Renzi 03/03/11
Vice President, Administrative Services

100-112502-0000-48877-017 Budget Account Code
CRTL1 A&R Code
02/28/11 Date
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. “Fall 2010”): Spring 2011

Approve X Disapprove X

Jim Henderson 03/03/11
Dean/Division Chair Date
Celine Pinet 03/03/11
Vice President, Instruction Date
Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

100-112502-0000-48877-017
Budget Account Code
CRT1 02/28/11
A&R Code Date

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student? X
2. Does the material relate to the required objectives of the course? X
3. Does the material have continuing value outside the classroom? X
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course? X
5. Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? X
### Course/Instructional Material Fees Request Form

**Course ID:** 016D  
**Course Name:** 160WPM Speed Goal  
**Date:** 02/28/11

- **New Course:** [X] Yes  
- **Fee Revision:** [X] Yes  
- **Cancel:** No  
- **Fee From:** $10.00  
- **To:** $10.00

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes  
2) Does the material relate to the required objectives of the course? [X] Yes  
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5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

**REQUIRED: Course Materials: Tangible Property**

(Please provide description of each tangible item to be issued)

<table>
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</table>

**Total Fee to be Assessed for Each Student:** $10.00

**Effective Date of This Fee:** 02/28/11  
**Start Session (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
[ ] Jim Henderson  
[ ] Dean/Division Chair  
[ ] 03/03/11  

**Disapprove**

[ ] Celine Pinet  
[ ] Vice President, Instruction  
[ ] 03/03/11  

[ ] Michael J. Renzi  
[ ] Vice President, Administrative Services  
[ ] 03/03/11

---

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 02/28/11
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Required Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

Approve     Disapprove

Jim Henderson 03/03/11
Dean/Division Chair Date

Celine Pinet 03/03/11
Vice President, Instruction Date

Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

100-112502-0000-48877-017 02/28/11
Budget Account Code CRTL1 A&R Code Date
### Guidelines for Instructional Materials

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---

### Required Course/Instructional Material Fees Request Form

**Course ID:** 018B  
**Course Name:** 180WPM Speed Goal  
**Date:** 02/28/11

- **New Course:** Yes  
- **Fee Revision:** Yes  

**Fee From:** $10.00  
**To:** $10.00

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes [X]  
   - No

2. **Does the material relate to the required objectives of the course?**
   - Yes [X]  
   - No

3. **Does the material have continuing value outside the classroom?**
   - Yes [X]  
   - No

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**Explanation:**

- **Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

### Approval

- **Approve:** Jim Henderson  
  - 03/03/11
- **Disapprove:**

---

**Dean/Division Chair Notes**

Indicate Datatel input Date: 02/28/11

---

**Vice President, Administrative Services**  
**Date:** 03/03/11

---

**Vice President, Instruction**  
**Date:** 03/03/11

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**Dean/Division Chair**  
**Date:** 03/03/11

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**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRT1  
**Date:** 02/28/11
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Explanation:

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove
[X] [ ]
Jim Henderson
Dean/Division Chair
03/03/11

[X] [ ]
Celine Pinet
Vice President, Instruction
03/03/11

[X] [ ]
Michael J. Renzi
Vice President, Administrative Services
03/03/11

Indicate Datatel input Date: 02/28/11

Budget Account Code: 100-112502-0000-48877-017
A&R Code: CRTL1
Date: 02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

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3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUARED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1 ream</td>
<td>N</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Toner</td>
<td>N</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>CD’s &amp; Jewel cases</td>
<td>N</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>1 way prints</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2 way prints</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve

Disapprove

Dean/Division Chair Notes
Indicate Datatel input Date:

Jim Henderson 03/03/11
Celine Pinet 03/03/11
Michael J. Renzi 03/03/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Required: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued) Health/Safety Quantity Unit Cost: Item Total:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
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</tr>
<tr>
<td>2 Toner</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3 CD's &amp; Jewel cases</td>
<td>N</td>
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<td>5 Toner</td>
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</tbody>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

100-112502-0000-48877-017
Budget Account Code

CRTL1
A&R Code

02/28/11
Date

Dean/Division Chair Notes

Indicate Datatel input Date:

Jim Henderson
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

02/28/11
Course/Instructional Material Fees Request Form

Course ID: 020B  Course Name: 200WPM Speed Goal  Date: 02/28/11

New Course:  Yes  No  Fee Revision:  Yes  No  Cancel  Fee From: $10.00 To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   Yes  X  No

2) Does the material relate to the required objectives of the course?
   Yes  X  No

3) Does the material have continuing value outside the classroom?
   Yes  X  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
   Yes  X  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   Yes  X  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Printer paper, 1 ream</td>
<td>N 1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>2. Toner</td>
<td>N 1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3. CD's &amp; Jewel cases</td>
<td>N 20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4.</td>
<td>0</td>
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<td>$0.00</td>
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<td>5.</td>
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<td>$0.00</td>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  X  X

Dean/Division Chair Notes

Indicate Datatel input Date:

Jim Henderson  03/03/11
Dean/Division Chair

Celine Pinet  03/03/11
Vice President, Instruction

Michael J. Renzi  03/03/11
Vice President, Administrative Services

100-112502-0000-48877-017  CRTL1  02/28/11
Budget Account Code  A&R Code  Date
### Guideline for Instructional Materials

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the Following Conditions Must Be Met

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes [X]
   - No [ ]

2. **Does the material relate to the required objectives of the course?**
   - Yes [X]
   - No [ ]

3. **Does the material have continuing value outside the classroom?**
   - Yes [X]
   - No [ ]

4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes [X]
   - No [ ]

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X]
   - No [ ]

**Explanation:**

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

### REQUIRED: Course Materials: Tangible Property

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
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</thead>
<tbody>
<tr>
<td>Printer paper, 1 ream</td>
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</tr>
<tr>
<td>Toner</td>
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</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approval and Disapproval

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
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<tbody>
<tr>
<td>X Jim Henderson</td>
<td></td>
</tr>
<tr>
<td>[ ] Dean/Division Chair Date</td>
<td>03/03/11</td>
</tr>
<tr>
<td>X Celine Pinet</td>
<td></td>
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<td>[ ] Vice President, Instruction Date</td>
<td>03/03/11</td>
</tr>
<tr>
<td>X Michael J. Renzi</td>
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<td>[ ] Vice President, Administrative Services Date</td>
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</table>

### Indicate Datatel Input Date:

- Budget Account Code: 100-112502-0000-48877-017
- A&R Code: CRTL1
- Date: 02/28/11
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [No]

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Explanation:

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REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)  

<table>
<thead>
<tr>
<th>Item</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>2.</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3.</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4.</td>
<td>N</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5.</td>
<td>N</td>
<td>0</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]
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Explanation:

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REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

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<tr>
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</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>2 Toner</td>
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<td>$2.00</td>
</tr>
<tr>
<td>3 CD's &amp; Jewel cases</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4</td>
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<tr>
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<td>$0.00</td>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]

Jim Henderson
Dean/Division Chair

03/03/11

Celine Pinet
Vice President, Instruction

03/03/11

Michael J. Renzi
Vice President, Administrative Services

03/03/11

Indicate Datatel input Date:

02/28/11
### Course/Instructional Material Fees Request Form

**Course ID:** 022B  
**Course Name:** 220WPM Speed Goal  
**Date:** 02/28/11

**New Course:** X  
**Fee Revision:** X  
**Fee From:** $10.00  
**To:** $10.00

---

#### Guidelines for Instructional Materials

**Education Code section 76365** permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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#### All the following conditions must be met in order for course/instructional material fee to be required.

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
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**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

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#### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

#### Approve

- X Jim Henderson
- X Dean/Division Chair
- X Celine Pinet
- X Vice President, Instruction
- X Michael J. Renzi
- X Vice President, Administrative Services

**Dean/Division Chair Notes**

**Indicate Datatel input Date:**

- 03/03/11
- 03/03/11
- 03/03/11
- 03/03/11
- 03/03/11

**Indicate Datatel input Date:**

- 02/28/11

---

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 02/28/11
Course/Instructional Material Fees Request Form

Course ID: 022C  Course Name: 220WPM Speed Goal  Date: 02/28/11

New Course: [X] Yes  [ ] No  Fee Revision: [X] Yes  [ ] No  Cancel  Fee From: $10.00  To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes  [ ] No
2) Does the material relate to the required objectives of the course? [X] Yes  [ ] No
3) Does the material have continuing value outside the classroom? [X] Yes  [ ] No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes  [ ] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes  [ ] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity x Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>2 Toner</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3 CD's &amp; Jewel cases</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4</td>
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<td>$0.00</td>
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<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Jim Henderson  Dean/Division Chair  03/03/11  Date
Celine Pinet  Vice President, Instruction  03/03/11  Date
Michael J. Renzi  Vice President, Administrative Services  03/03/11  Date

Indicate Datatel input Date:

100-112502-0000-48877-017  Budget Account Code  02/28/11  Date
CRTL1  A&R Code  02/28/11  Date
Course/Instructional Material Fees Request Form

Course ID: 022D  Course Name: 220WPM Speed Goal  Date: 02/28/11

New Course: [X] No  Fee Revision: [X] No  Fee From: $10.00  To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continued value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student." The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes [X] No
2) Does the material relate to the required objectives of the course? Yes [X] No
3) Does the material have continuing value outside the classroom? Yes [X] No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes [X] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes [X] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
</tr>
<tr>
<td>Health/Safety YES / NO</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>1. Printer paper, 1 ream</td>
</tr>
<tr>
<td>2. Toner</td>
</tr>
<tr>
<td>3. CD's &amp; Jewel cases</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]

Jim Henderson  03/03/11
Dean/Division Chair  Date

Celine Pinet  03/03/11
Vice President, Instruction  Date

Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Budget Account Code  100-112502-0000-48877-017  A&R Code  CRTL1  Date  02/28/11
Course/Instructional Material Fees Request Form

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [Yes] [No] X
2) Does the material relate to the required objectives of the course? [Yes] [No] X
3) Does the material have continuing value outside the classroom? [Yes] [No] X
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [Yes] [No] X
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [Yes] [No] X

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1 ream</td>
<td>1</td>
<td>$3.00</td>
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</tr>
<tr>
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<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>CD's &amp; Jewel cases</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>Printer paper, 1 ream</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Toner</td>
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</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]

Dean/Division Chair Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Henderson</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td></td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td></td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
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Indicate Datatel input Date:

<table>
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<tr>
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<th>Date</th>
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<tr>
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<tr>
<td>A&amp;R Code</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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</table>
**Course/Instructional Material Fees Request Form**

**Course ID:** 22  
**Course Name:** Lab  
**Date:** 02/28/11

**New Course:** Yes  
**Fee Revision:** Yes  
**Cancel:**  
**Fee From:** $10.00  
**To:** $10.00

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student." The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - Yes  
   - No
2. Does the material relate to the required objectives of the course?  
   - Yes  
   - No
3. Does the material have continuing value outside the classroom?  
   - Yes  
   - No
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - Yes  
   - No
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes  
   - No

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

**REQUICKED: Course Materials: Tangible Property**

(please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>YES/NO</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printer paper, 1 ream</td>
<td>NO</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>2</td>
<td>Toner</td>
<td>NO</td>
<td>2</td>
<td>$1.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>3</td>
<td>CD's &amp; Jewel cases</td>
<td>NO</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

**Total Fee to be Assessed for Each Student:** $10.00

**Effective Date of This Fee:** 02/28/11  
**Start Session (e.g. "Fall 2010"):** Spring 2011

---

**Approve:** Yes  
**Disapprove:** No

**Dean/Division Chair Notes**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Henderson</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td>Date</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>Date</td>
</tr>
</tbody>
</table>

---

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRT1  
**Date:** 02/28/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” *means tangible personal property that is owned or primarily controlled by the student*. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the *student must procure or possess as a condition of registration, enrollment, or entry into a class*; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student? **Yes**

2) Does the material relate to the required objectives of the course? **Yes**

3) Does the material have continuing value outside the classroom? **Yes**

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? **Yes**

5) **Health/Safety Exception**: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? **Yes**

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

---

**REQUIRED:** Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1 ream</td>
<td>N 1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Toner</td>
<td>N 1</td>
<td>$2.00</td>
<td>$2.00</td>
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<tr>
<td>CD’s &amp; Jewel cases</td>
<td>N 20</td>
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</tr>
<tr>
<td>CD’s &amp; Jewel cases</td>
<td>N 0</td>
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</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $10.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. ”Fall 2010”):** Spring 2011

---

**Approve**

Jim Henderson 03/03/11
Dean/Division Chair Date

Celine Pinet 03/03/11
Vice President, Instruction Date

Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

**Dean/Division Chair Notes**

Indicate Datatel input Date:

---

**Budget Account Code**

100-112502-0000-48877-017

**A&R Code**

CRTL1

**Date**

02/28/11
Course/Instructional Material Fees Request Form

Course ID: 92  Course Name: Directed Studies  Date: 02/28/11

New Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $10.00  To: $10.00

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  [X] Yes  No

2) Does the material relate to the required objectives of the course?  [X] Yes  No

3) Does the material have continuing value outside the classroom?  [X] Yes  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  [X] Yes  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  [X] Yes  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost:</th>
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</tr>
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<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
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<td>0</td>
<td>0</td>
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<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

[X] Jim Henderson  03/03/11
Dean/Division Chair

[X] Celine Pinet  03/03/11
Vice President, Instruction

[X] Michael J. Renzi  03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel input Date:

Vice President, Administrative Services Date

Budget Account Code  100-112502-0000-48877-017
CRTL1  02/28/11
A&R Code  Date

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [Yes x No]
2) Does the material relate to the required objectives of the course? [Yes x No]
3) Does the material have continuing value outside the classroom? [Yes x No]
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [Yes x No]
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [Yes x No]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YES / NO</td>
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<td>$3.00</td>
<td>$3.00</td>
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<td>$2.00</td>
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<tr>
<td>3</td>
<td>N</td>
<td>20</td>
<td>$0.25</td>
<td>$5.00</td>
</tr>
<tr>
<td>5</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove
[ ] [x] Jim Henderson
[ ] [x] Dean/Division Chair
[ ] [x] 03/03/11
[ ] [x] Celine Pinet
[ ] [x] Vice President, Instruction
[ ] [x] 03/03/11
[ ] [x] Michael J. Renzi
[ ] [x] Vice President, Administrative Services
[ ] [x] 03/03/11

Indicate Datatel input Date:

100-112502-0000-48877-017 Budget Account Code
CRTL1 A&R Code
02/28/11 Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes [X]  
   - No [ ]

2. **Does the material relate to the required objectives of the course?**
   - Yes [X]  
   - No [ ]

3. **Does the material have continuing value outside the classroom?**
   - Yes [X]  
   - No [ ]

4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes [X]  
   - No [ ]

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X]  
   - No [ ]

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

| Item Total: |
|-------------|---|---|---|---|
| Quantity X Retail $ | $1.50 |
| Item Total: |
| $1.50 |

- **1 Printer paper, 1/2 ream**
  - N
  - 1
  - $1.50

- **2 Toner**
  - N
  - 1
  - $1.00

- **3 CD’s & Jewel cases**
  - N
  - 10
  - $0.25

- **4**
  - 0
  - $0.00

- **5**
  - 0
  - $0.00

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

### Dean/Division Chair Notes

<table>
<thead>
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<th>CRTL1</th>
<th>02/28/11</th>
<th>A&amp;R Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Jim Henderson</td>
<td>03/03/11</td>
<td>Celine Pinet</td>
<td>03/03/11</td>
<td>Michael J. Renzi</td>
</tr>
</tbody>
</table>
**Course/Instructional Material Fees Request Form**

**Course ID:** 51X1  
**Course Name:** Court Reporting Workshop (Goal 100) Night  
**Date:** 02/28/11

**New Course:** Yes  
**Fee Revision:** Yes

---

### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**  
   - Yes  
   - No

2. **Does the material relate to the required objectives of the course?**  
   - Yes  
   - No

3. **Does the material have continuing value outside the classroom?**  
   - Yes  
   - No

4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**  
   - Yes  
   - No

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes  
   - No

---

### Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

---

**REQUIRED:** Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printer paper, 1/2 ream</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>2</td>
<td>Toner</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>3</td>
<td>CD's &amp; Jewel cases</td>
<td>10</td>
<td>$0.25</td>
<td>$2.50</td>
</tr>
<tr>
<td>5</td>
<td>Printer paper, 1/2 ream</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Printer paper, 1/2 ream</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:**  $5.00

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
X

**Disapprove**  

---

**Dean/Division Chair Notes**  
Indicate Datatel input Date:

- Jim Henderson  
  Date: 03/03/11

- Celine Pinet  
  Date: 03/03/11

- Michael J. Renzi  
  Date: 03/03/11

---

**Budget Account Code**  
100-112502-0000-48877-017  
**A&R Code**  
CRTL1  
**Date**  
02/28/11
Course/Instructional Material Fees Request Form

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes [X]  No

2) Does the material relate to the required objectives of the course?  
   Yes [X]  No

3) Does the material have continuing value outside the classroom?  
   Yes [X]  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   Yes [X]  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   Yes [X]  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUAED: Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer paper, 1/2 ream</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Toner</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>CD's &amp; Jewel cases</td>
<td>$0.25</td>
<td>$2.50</td>
</tr>
<tr>
<td>Printer paper, 1/2 ream</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Toner</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove

Dean/Division Chair Notes
Indicate Datatel input Date:

Jim Henderson  03/03/11  
Dean/Division Chair  Date  
Celine Pinet  03/03/11  
Vice President, Instruction  Date  
Michael J. Renzi  03/03/11  
Vice President, Administrative Services  Date  

100-112502-0000-48877-017  
Budget Account Code

CRTL1  02/28/11  
A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
Yes [X] No

2) Does the material relate to the required objectives of the course?
Yes [X] No

3) Does the material have continuing value outside the classroom?
Yes [X] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
Yes [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
Yes [X] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Required: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total (Retail Price)</th>
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<tr>
<td>1.</td>
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<td>$1.50</td>
<td>$1.50</td>
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<tr>
<td>2.</td>
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<td>$1.00</td>
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<tr>
<td>3.</td>
<td>10</td>
<td>$0.25</td>
<td>$2.50</td>
</tr>
<tr>
<td>4.</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5.</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

Approve [X] Disapprove

Jim Henderson
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Dean/Division Chair Notes
Indicate Date/Time input Date:

Budget Account Code: 100-112502-0000-48877-017
A&R Code: CRTL1
Date: 02/28/11
Course/Instructional Material Fees Request Form

Course ID: 114D  Course Name: Supervised Court Reporting Lab  Date: 02/28/11

New Course: No  Fee Revision: Yes  Fee From: $5.00  To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes  No  

2) Does the material relate to the required objectives of the course?  
   Yes  No  

3) Does the material have continuing value outside the classroom?  
   Yes  No  

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   Yes  No  

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   Yes  No  

Explanation:

Course Deactivated

REQUIRED: Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Retail Price</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  Jim Henderson  03/03/11  X  Celine Pinet  03/03/11  X  Michael J. Renzi  03/03/11

Dean/Division Chair Notes
Indicate Datatel Input Date:

Not Applicable  Not Applicable  02/28/11

Budget Account Code  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class: or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Course Deactivated

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$0.00</td>
</tr>
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<tr>
<td>5</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove

Jim Henderson  03/03/11
Dean/Division Chair  Date

Celine Pinet  03/03/11
Vice President, Instruction  Date

Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Dean/Division Chair Notes
Indicate Datatel Input Date: 02/28/11

Not Applicable  Budget Account Code  02/28/11
Not Applicable  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1/2 ream printer paper</td>
<td>No</td>
<td>75</td>
<td>$0.02</td>
<td>$1.50</td>
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<tr>
<td>Printer toner</td>
<td>No</td>
<td>100</td>
<td>$0.01</td>
<td>$1.00</td>
</tr>
<tr>
<td>CDs and jewel cases</td>
<td>No</td>
<td>10</td>
<td>$0.25</td>
<td>$2.50</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve: Jim Henderson 03/21/11
Disapprove: 

Dean/Division Chair Notes
Indicate Datatel Input Date:
Notice on Class Schedule:
L1: 
L2: 

Vice President, Instruction 03/21/11
Michael J. Renzi 03/21/11
Vice President, Administrative Services

100-112502-0000-48877-017 CRTL1 03/21/11
Budget Account Code A&R Code Date
Course/Instructional Material Fees Request Form

**Course ID:** CTR 010S  
**Course Name:** 100 WPM Speed Goal  
**Date:** 03/21/11

**New Course:** Yes  
**Fee Revision:** Yes  
**Fee From:** $5.00  
**To:** $5.00

---

**Guidelines for Instructional Materials. Education Code section 76365** permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
3) Does the material have continuing value outside the classroom?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

---

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

---

**REQUIRED:** Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 ream printer paper</td>
<td>75</td>
<td>$0.02</td>
<td>$1.50</td>
</tr>
<tr>
<td>Printer toner</td>
<td>100</td>
<td>$0.01</td>
<td>$1.00</td>
</tr>
<tr>
<td>CDs and jewel cases</td>
<td>10</td>
<td>$0.25</td>
<td>$2.50</td>
</tr>
<tr>
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</tr>
</tbody>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 03/21/11  
**START SESSION (e.g. “Fall 2010”):** Spring 2011

---

**Approve** - Jim Henderson  
**Disapprove**

---

**Dean/Division Chair Notes**

---

**Vice President, Instruction**  
**Date:** 03/21/11  
**Notice on Class Schedule:**

---

**Vice President, Administrative Services**  
**Date:** 03/21/11

---

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 03/21/11
All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
3) Does the material have **continuing value outside the classroom**?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) **Health/Safety Exception**: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
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<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 03/21/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Jim Henderson  
Date: 03/21/11

**Disapprove**  
X

---

**Dean/Division Chair Notes**  
Indicate Datatel Input Date:

---

Celine Pinet  
Date: 03/21/11

**Notice on Class Schedule:**  
L1:  
L2:

---

Michael J. Renzi  
Date: 03/21/11

**Vice President, Administrative Services**

---

**Budget Account Code**  
100-112502-0000-48877-017

**A&R Code**  
CRTL1

**Date**  
03/21/11
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   - Yes [X]  No

2) Does the material relate to the required objectives of the course?
   - Yes [X]  No

3) Does the material have continuing value outside the classroom?
   - Yes [X]  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
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5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X]  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

Required: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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</tr>
</tbody>
</table>

Total fee to be assessed for each student: $5.00

Effective date of this fee: 03/21/11

Start session (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove

Jim Henderson  03/21/11
Dean/Division Chair

Celine Pinet  03/21/11
Vice President, Instruction

Michael J. Renzi  03/21/11
Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Datatel Input Date:

Notice on Class Schedule:

L1: ____________________________
L2: ____________________________

Budget Account Code  100-112502-0000-48877-017
A&R Code  CRTL1
Date  03/21/11
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**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

**REQUIRED:** Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

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<tr>
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</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 03/21/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Jim Henderson  
Dean/Division Chair  
03/21/11  
**Dean/Division Chair Notes**  
*Indicate Datatel Input Date:*  
**L1:**  
**L2:**

**Disapprove**  
Celine Pinet  
Vice President, Instruction  
03/21/11  
Michael J. Renzi  
Vice President, Administrative Services  
03/21/11  
**Notice on Class Schedule:**  

---

**Budget Account Code**  
100-112502-0000-48877-017  
**A&R Code**  
CRTL1  
**Date**  
03/21/11
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**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
   - Yes [X]  
   - No [ ]

2) Does the material relate to the required objectives of the course?  
   - Yes [X]  
   - No [ ]

3) Does the material have continuing value outside the classroom?  
   - Yes [X]  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
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   - No [ ]

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
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**Explanation:**

*Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5*

### REQUIRED: Course Materials: Tangible Property

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 03/21/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve  Disapprove

- [X] Jim Henderson  
- [X] Celine Pinet  
- [X] Michael J. Renzi

**Dean/Division Chair Notes**

- **Indicate Datatel Input Date:**
  
- **Notice on Class Schedule:**
  
- **L1:**
  
- **L2:**

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 03/21/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means, tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   Yes [X] No

2) Does the material relate to the required objectives of the course?
   Yes [X] No

3) Does the material have continuing value outside the classroom?
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
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5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   Yes [X] No

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5
Course/Instructional Material Fees Request Form

Course ID: CTR 022S  Course Name: 220 WPM Speed Goal  Date: 03/21/11

New Course: Yes X No  Fee Revision: Yes X No  Cancel  Fee From: $5.00 To: $5.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? X
2) Does the material relate to the required objectives of the course? X
3) Does the material have continuing value outside the classroom? X
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? X
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? X

Explanation:
Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove
X

Dean/Division Chair Notes
Indicate Datatel Input Date:

X

Celine Pinet
Date 03/21/11

Vice President, Instruction
Date 03/21/11

Michael J. Renzi
Date 03/21/11

Vice President, Administrative Services
Notice on Class Schedule:
L1: __________________________
L2: __________________________

100-112502-0000-48877-017
Budget Account Code

CRTL1
A&R Code

03/21/11
Date
Course/Instructional Material Fees Request Form

Course ID: CTR 020X  
Course Name: Lab  
Date: 03/21/11

New Course: X No  
Fee Revision: X No  
Fee From: $5.00 To: $5.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   Yes  
   No

2) Does the material relate to the required objectives of the course?
   Yes  
   No

3) Does the material have continuing value outside the classroom?
   Yes  
   No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
   Yes  
   No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   Yes  
   No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

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EFFECTIVE DATE OF THIS FEE: 03/21/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove
X  
X  
X

Dean/Division Chair Notes  
Indicate Datatel Input Date:

Notice on Class Schedule:  
L1:  
L2:  

Budget Account Code  
A&R Code  
Date  

100-112502-0000-48877-017  
CRTL1  
03/21/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   - Yes [X] No

2) Does the material relate to the required objectives of the course?
   - Yes [X] No

3) Does the material have continuing value outside the classroom?
   - Yes [X] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
   - Yes [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X] No

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
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<tr>
<th>Item</th>
<th>Quantity</th>
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<td>$0.02</td>
<td>$1.50</td>
</tr>
<tr>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]

Jim Henderson
Dean/Division Chair
Date: 03/21/11

Celine Pinet
Vice President, Instruction
Date: 03/21/11

Michael J. Renzi
Vice President, Administrative Services
Date: 03/21/11
Course/Instructional Material Fees Request Form

Course ID: CTR 050S  Course Name: CTR Workshop 80  Date: 03/21/11

New Course: [ ] Yes  [X] No  Fee Revision: [ ] Yes  [X] No  [ ] Cancel  Fee From: $5.00  To: $5.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove [ ]  
Jim Henderson  03/21/11  Dean/Division Chair
Celine Pinet  03/21/11  Vice President, Instruction
Michael J. Renzi  03/21/11  Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:
L1: 03/21/11  Vice President, Instruction
L2: 03/21/11  Vice President, Administrative Services

Budget Account Code  100-112502-0000-48877-017  CRTL1  03/21/11  A&R Code  Date
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X]

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5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

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EFFECTIVE DATE OF THIS FEE: 03/21/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]

Dean/Division Chair Notes

Indicate Datatel Input Date:

Notice on Class Schedule:

L1: 

L2: 

Budget Account Code: 100-112502-0000-48877-017

A&R Code: CRTL1

Date: 03/21/11

Vice President, Administrative Services

Michael J. Renzi

Date: 03/21/11

Vice President, Instruction

Celine Pinet

Date: 03/21/11

Dean/Division Chair

Jim Henderson

Date: 03/21/11

Disapprove [ ]
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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

### REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

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**EFFECTIVE DATE OF THIS FEE:** 03/21/11
**START SESSION (e.g. "Fall 2010"):** Spring 2011

**Approve**  X  **Disapprove**  

Jim Henderson  03/21/11
Dean/Division Chair  
Celine Pernet  03/21/11
Vice President, Instruction  
Michael J. Renzi  03/21/11
Vice President, Administrative Services  

**Dean/Division Chair Notes**
**Indicate Datatel Input Date:**  
**Notice on Class Schedule:**  
L1:  
L2:  

**Budget Account Code**  100-112502-0000-48877-017  **A&R Code**  CRTL1  **Date**  03/21/11
Course/Instructional Material Fees Request Form

Course ID: CTR 053S  
Course Name: Court Reporting Workshop (Goal 140) Night  
Date: 03/21/11

New Course: Yes  
Fee Revision: Yes  
Fee From: $5.00  
To: $5.00

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All the following conditions must be met in order for course/instructional material fee to be required.

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Yes  
No

2) Does the material relate to the required objectives of the course?  
Yes  
No

3) Does the material have continuing value outside the classroom?  
Yes  
No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
Yes  
No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
Yes  
No

Explanation:
Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUIRED: Course Materials: Tangible Property
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EFFECTIVE DATE OF THIS FEE: 03/21/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  
X  
Disapprove

Dean/Division Chair Notes
Indicate Datatel Input Date:

Jim Henderson 03/21/11  
Celine Pinet 03/21/11  
Michael J. Renzi 03/21/11

Vice President, Instruction
Dean/Division Chair

Vice President, Administrative Services

Vice President Notes
Notice on Class Schedule:

L1:  
L2:

100-112502-0000-48877-017  
CRTL1 03/21/11

Budget Account Code  
A&R Code  
Date
Course/Instructional Material Fees Request Form

Course ID: CTR 06A1 Course Name: Court Reporting Theory I Date: 03/21/11

New Course: No Fee Revision: No Cancel Fee From: $5.00 To: $5.00

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EFFECTIVE DATE OF THIS FEE: 03/21/11 START SESSION (e.g. “Fall 2010”): Spring 2011

Approve Disapprove
Jim Henderson 03/21/11
Dean/Division Chair Date
Celine Pinet 03/21/11
Vice President, Instruction Date
Michael J. Renzi 03/21/11
Vice President, Administrative Services Date

Dean/Division Chair Notes
Indicate Datatel Input Date:
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Budget Account Code 100-112502-0000-48877-017 CRTL1 03/21/11
A&R Code Date
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Approve Disapprove
[X] Jim Henderson
Dean/Division Chair
03/21/11

[X] Celine Pinet
Vice President, Instruction
03/21/11

[X] Michael J. Renzi
Vice President, Administrative Services
03/21/11

Dean/Division Chair Notes
Indicate Datatel Input Date:

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CRTL1
03/21/11
**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials means tangible personal property that is owned or primarily controlled by the student.” The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - **Yes**  
   - **No** (X)

2) Does the material relate to the required objectives of the course?  
   - **Yes**  
   - **No** (X)

3) Does the material have continuing value outside the classroom?  
   - **Yes**  
   - **No** (X)

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - **Yes**  
   - **No** (X)

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - **Yes**  
   - **No** (X)

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

---

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 ream printer paper</td>
<td>No</td>
<td>75</td>
<td>$0.02</td>
<td>$1.50</td>
</tr>
<tr>
<td>Printer toner</td>
<td>No</td>
<td>100</td>
<td>$0.01</td>
<td>$1.00</td>
</tr>
<tr>
<td>CDs and jewel cases</td>
<td>No</td>
<td>10</td>
<td>$0.25</td>
<td>$2.50</td>
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<tr>
<td></td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td>0</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

**EFFECTIVE DATE OF THIS FEE:** 03/21/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
- Jim Henderson  
- Dean/Division Chair  
- Date: 03/21/11

**Disapprove**  
- Celine Pinet  
- Vice President, Instruction  
- Date: 03/21/11

**Dean/Division Chair Notes**  
Indicate Datatel Input Date:

**Notice on Class Schedule:**

L1:  
L2:  

---

**Michael J. Renzi**  
**Vice President, Administrative Services**  
**Date:** 03/21/11

---

**Budget Account Code:** 100-112502-0000-48877-017  
**A&R Code:** CRTL1  
**Date:** 03/21/11
Course/Instructional Material Fees Request Form

Course ID: CTR 092S  Course Name: Directed Studies, Summer  Date: 03/21/11

New Course:  Yes [X]  No  Fee Revision:  Yes [X]  No  Cancel  Fee From:  $5.00  To:  $5.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

REQUARED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X Jim Henderson  03/21/11
Dean/Division Chair  Date

X Celine Pinet  03/21/11
Vice President, Instruction  Date

X Michael J. Renzi  03/21/11
Vice President, Administrative Services  Date

Indicate Datatel Input Date:

Notice on Class Schedule:
L1: 
L2: 

100-112502-0000-48877-017  CRTL1  03/21/11
Budget Account Code  A&R Code  Date
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All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
Yes [X] No

2) Does the material relate to the required objectives of the course?  
Yes [X] No

3) Does the material have continuing value outside the classroom?  
Yes [X] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
Yes [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
Yes [X] No

Explaination:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
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<tr>
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<td>No</td>
<td>75</td>
<td>$0.02</td>
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<tr>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $5.00

EFFECTIVE DATE OF THIS FEE: 03/21/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove

Jim Henderson
Dean/Division Chair
Date: 03/21/11

Celine Pinet
Vice President, Instruction
Date: 03/21/11

Michael J. Renzi
Vice President, Administrative Services
Date: 03/21/11

Dean/Division Chair Notes
Indicate Datatel Input Date:

Notice on Class Schedule:
L1: ________________________________

L2: ________________________________

100-112502-0000-48877-017
Budget Account Code

CRTL1
A&R Code
Date: 03/21/11
### Course/Instructional Material Fees Request Form

**Course ID:** 104  
**Course Name:** Adapted MacIntosh Basics & Word  
**Date:** 03/03/11

New Course:  
- [X] Yes  
- [ ] No  

Fee Revision:  
- [X] Yes  
- [ ] No  
- [ ] Cancel  

**Fee From:** $5.00  
**To:** $0.00

---

### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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### REQUIRED: Course Materials: Tangible Property

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</tr>
</thead>
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<tr>
<td></td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve/Disapprove

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
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<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Cheryl Miller</td>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td></td>
<td></td>
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<tr>
<td>Celine Pinet</td>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
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<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>A&amp;R Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>03/03/11</td>
</tr>
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</table>

---

**Not Applicable**
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting**. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means **tangible personal property that is owned or primarily controlled by the student**. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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1) Will the material fee provide the student with **tangible personal property** that is **owned and controlled by the student**?

2) Does the material **relate to the required objectives** of the course?

3) Does the material have **continuing value outside the classroom**?

4) Is the **amount of material consistent with the amounts students need** to meet the objectives of the course?

5) **Health/Safety Exception**: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

**Course deactivated**

---

**REQUIRED: Course Materials: Tangible Property**

(please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th></th>
<th>YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
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</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**

Cheryl Miller

**Disapprove**

Celine Pinet

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

03/03/11

---

Michael J. Renzi

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

03/03/11

---

Not Applicable

**Budget Account Code**

Not Applicable

**A&R Code**

03/03/11
## Course/Instructional Material Fees Request Form

**Course ID:** 111  
**Course Name:** Supervised Technology Center Lab  
**Date:** 03/03/11

**New Course:** X Yes  
**Fee Revision:** X Yes  
**Fee From:** $5.00  
**To:** $0.00

### Guidelines for Instructional Materials

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve / Disapprove

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
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**Cheryl Miller**  
**Dean/Division Chair**  
**Date:** 03/03/11

**Celine Pinet**  
**Vice President, Instruction**  
**Date:** 03/03/11

**Michael J. Renzi**  
**Vice President, Administrative Services**  
**Date:** 03/03/11

**Dean/Division Chair Notes**  
**Indicate Datatel Input Date:** 03/03/11

**Budget Account Code**  
**A&R Code**  
**Date:** 03/03/11
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### Guidelines for Instructional Materials

All the following conditions must be met in order for course/instructional material fee to be required:

1. **Will the material fee provide the student with tangible personal property that is owned and controlled by the student?**
   - Yes
   - No

2. **Does the material relate to the required objectives of the course?**
   - Yes
   - No

3. **Does the material have continuing value outside the classroom?**
   - Yes
   - No

4. **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes
   - No

5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes
   - No

### Course deactivated

---

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

### Dean/Division Chair Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Miller</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
</tbody>
</table>

---

**Budget Account Code**

**A&R Code**

**Date**

Not Applicable
### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting**. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means **tangible personal property that is owned or primarily controlled by the student**. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the **student must procure or possess as a condition of registration, enrollment, or entry into a class**; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. **A material will not be considered to be solely or exclusively available** from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1) **Will the material fee provide the student with tangible personal property** that is owned and controlled by the student?

2) **Does the material relate to the required objectives** of the course?

3) **Does the material have continuing value outside the classroom**?

4) **Is the amount of material consistent with the amounts students need** to meet the objectives of the course?

5) **Health/Safety Exception**: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Required</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve Disapprove

Cheryl Miller  
Dean/Division Chair  
03/03/11  
Celine Pinet  
Vice President, Instruction  
03/03/11  
Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

Indicate Datatel Input Date:

**Dean/Division Chair Notes**

**Budget Account Code**  
Not Applicable  
03/03/11  
**A&R Code**  
Not Applicable  
03/03/11  
**Date**
Course/Instructional Material Fees Request Form

Course ID: 901B  Course Name: Adapted Computer - Assisted Instruction  Date: 03/03/11

New Course: [ ] Yes  [x] No  Fee Revision: [x] Yes  [ ] No  [ ] Cancel  Fee From: $5.00  To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:
Course deactivated

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Health/Safety</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES / NO</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>0</td>
<td>0 $0.00</td>
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<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 03/03/11  START SESSION (e.g. “Fall 2010”): Spring 2011

Approve  Disapprove
[ ] Cheryl Miller  03/03/11
[ ] Dean/Division Chair  Date
[ ] Celine Pinet  03/03/11
[ ] Vice President, Instruction  Date
[ ] Michael J. Renzi  03/03/11
[ ] Vice President, Administrative Services  Date

Dean/Division Chair Notes
Indicate Datatel Input Date: 03/03/11

Not Applicable  Not Applicable  03/03/11
Budget Account Code  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
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Explanation:

Course deactivated

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail</td>
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</tbody>
</table>

TOTAL FEE TO BEASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 03/03/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve: Cheryl Miller 03/03/11  
Disapprove:  
Dean/Division Chair: Celine Pinet 03/03/11  
Vice President, Instruction: Michael J. Renzi 03/03/11  
Vice President, Administrative Services:  

Dean/Division Chair Notes: Indicate Datatel input Date:

Not Applicable
Budget Account Code

Not Applicable
A&R Code

Date
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Explanation:

Course deactivated

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
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<tbody>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**

Cheryl Miller
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

**Disapprove**

---

**Dean/Division Chair Notes**

Indicate Datatel input Date:

Not Applicable
Budget Account Code

Not Applicable
A&R Code

03/03/11

---
### Guidelines for Instructional Materials

Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the Following Conditions Must Be Met in Order for Course/Instructional Material Fee to Be Required

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2. Does the material relate to the required objectives of the course?
3. Does the material have continuing value outside the classroom?
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5. **Health/Safety Exception**: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

### Explanation:

**Course deactivated**

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/03/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Dean/Division Chair Notes

| Cheryl Miller | 03/03/11 |
| Celine Pinet  | 03/03/11 |
| Michael J. Renzi | 03/03/11 |

### Indicate Datatel Input Date:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>03/03/11</td>
</tr>
</tbody>
</table>
**Course/Instructional Material Fees Request Form**

Course ID: 27  
Course Name: Professional Image  
Date: 02/24/11

New Course: Yes  
Fee Revision: Yes  
Fee From: $5.00  
To: $5.00

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means, tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with **tangible personal property** that is **owned and controlled by the student**?  
   - Yes  
   - No  

2) Does the material **relate to the required objectives** of the course?  
   - Yes  
   - No  

3) Does the material have **continuing value outside the classroom**?  
   - Yes  
   - No  

4) Is the **amount of material consistent with the amounts students need** to meet the objectives of the course?  
   - Yes  
   - No  

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes  
   - No  

---

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

---

**REQUIRED: Course Materials: Tangible Property**  
(Provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Used by Student</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color paints</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $5.00

---

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
- Diane Hurd  
  Date: 03/03/11

**Disapprove**  
- Celine Pinet  
  Date: 03/03/11

---

**Indicate Datatel Input Date:** 02/24/11  
**Dean/Division Chair Notes**  
**Vice President, Administrative Services Notes**  
**Vice President, Instruction Notes**  
**Budget Account Code:** 100-111502-0000-48877-017  
**A&R Code:** FASH1  
**Date:** 02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes  ❌  No

2) Does the material relate to the required objectives of the course?  
   Yes  ❌  No

3) Does the material have continuing value outside the classroom?  
   Yes  ❌  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   Yes  ❌  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   Yes  ❌  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety YES / NO</th>
<th>Quantity (Used by Student)</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
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<tbody>
<tr>
<td>1 Muslin fabric</td>
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<td>$5.00</td>
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<td>2 Buttons/zippers/snaps</td>
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</tbody>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $19.50

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  ❌  Disapprove  ❌

Diane Hurd  03/03/11
Dean/Division Chair

Celine Pinet  03/03/11
Vice President, Instruction

Michael J. Renzi  03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Datatel input Date:

100-111502-0000-48877-017  FASH1  02/24/11

Budget Account Code  A&R Code  Date
Course/Instructional Material Fees Request Form

Course ID: 052A  Course Name: Fabric Analysis I  Date: 02/24/11

New Course:  
Yes  
No  
Fee Revision:  
Yes  
No  
Cancel  
Fee From: $10.00 To: $10.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
Yes  
No

2) Does the material relate to the required objectives of the course?  
Yes  
No

3) Does the material have continuing value outside the classroom?  
Yes  
No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
Yes  
No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
Yes  
No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)  

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabric paints</td>
<td>1</td>
<td>$3.99</td>
<td>$3.99</td>
</tr>
<tr>
<td>Fabric dyes</td>
<td>1</td>
<td>$2.99</td>
<td>$2.99</td>
</tr>
<tr>
<td>Silk fabric</td>
<td>1</td>
<td>$3.59</td>
<td>$3.59</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
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</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.57

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  03/03/11
Dean/Division Chair
Celine Pinet  03/03/11
Vice President, Instruction
Michael J. Renzi  03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel input Date:

Budget Account Code  100-111502-0000-48877-017
A&R Code  FASH1
Date  02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas fabric</td>
<td>YES / NO</td>
<td>1</td>
<td>$4.89</td>
<td>$4.89</td>
</tr>
<tr>
<td>Trims (for shoulder bag)</td>
<td>YES / NO</td>
<td>1</td>
<td>$5.83</td>
<td>$5.83</td>
</tr>
<tr>
<td>Trims (for shoulder bag)</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Trims (for shoulder bag)</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Trims (for shoulder bag)</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.72

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Diane Hurd 03/03/11
Dean/Division Chair Date

Celine Pinet 03/03/11
Vice President, Instruction Date

Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

Indicate Datatel Input Date:

100-111502-0000-48877-017
Budget Account Code

FASH1
A&R Code

02/24/11
Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes  [ ] No

2) Does the material relate to the required objectives of the course? [X] Yes  [ ] No

3) Does the material have continuing value outside the classroom? [X] Yes  [ ] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes  [ ] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes  [ ] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

**REQUIRED: Course Materials: Tangible Property**

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak tag paper</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>White pattern paper</td>
<td>1</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Pattern hooks</td>
<td>2</td>
<td>$2.25</td>
<td>$4.50</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $15.50

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  **START SESSION (e.g. "Fall 2010"):** Spring 2011

**Approve**  [X]  **Disapprove**  [ ]

Diane Hurd  
Dean/Division Chair  03/03/11

Celine Pinet  03/03/11

Michael J. Renzi  03/03/11

Vice President, Administrative Services  03/03/11

Dean/Division Chair Notes

Indicate Datatel Input Date:

100-111502-0000-48877-017  FASH1  02/24/11

Budget Account Code  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

2) Does the material relate to the required objectives of the course?

3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak tag paper</td>
<td>N</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>White pattern paper</td>
<td>N</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Pattern hooks</td>
<td>N</td>
<td>$2.25</td>
<td>$4.50</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $15.50

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Diane Hurd 03/03/11
Dean/Division Chair Date
Celine Pinet 03/03/11
Vice President, Instruction Date
Michael J. Renzi 03/03/11
Vice President, Administrative Services Date
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Chapter 5 of title 5 provides that "Required instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### Required: Course Materials: Tangible Property

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
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</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011
All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
   - Yes [X]  
   - No [ ]

2) Does the material relate to the required objectives of the course?  
   - Yes [X]  
   - No [ ]

3) Does the material have continuing value outside the classroom?  
   - Yes [X]  
   - No [ ]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - Yes [X]  
   - No [ ]

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes [X]  
   - No [ ]

**Explanation:**

Print in Schedule: **Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15**

**REquired: Course Materials: Tangible Property**  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total (Retail Price)</th>
</tr>
</thead>
<tbody>
<tr>
<td>White China Silk</td>
<td>N</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>White Silk Scarf</td>
<td>N</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>White Cotton</td>
<td>N</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Dyes &amp; pigments</td>
<td>N</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Fiber samples</td>
<td>N</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**Total Fee to be Assessed for Each Student:** $20.50

**Effective Date of This Fee:** 02/24/11  
**Start Session (e.g. "Fall 2010"):** Spring 2011

**Approve** [X]  
**Disapprove** [ ]

Diane Hurd  
Dean/Division Chair  
Date 03/03/11

Celine Pinet  
Vice President, Instruction  
Date 03/03/11

Michael J. Renzi  
Vice President, Administrative Services  
Date 03/03/11

**Dean/Division Chair Notes**

**Indicate Datatel Input Date:**

**Budget Account Code:** 100-111502-0000-48877-017  
**A&R Code:** FASH1  
**Date:** 02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes \[\times\] No
2) Does the material relate to the required objectives of the course? Yes \[\times\] No
3) Does the material have continuing value outside the classroom? Yes \[\times\] No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes \[\times\] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes \[\times\] No

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

Required: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak tag paper</td>
<td>N</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>White pattern paper</td>
<td>N</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Pattern hooks</td>
<td>N</td>
<td>$2.25</td>
<td>$4.50</td>
</tr>
<tr>
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<td>$0.00</td>
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</tr>
<tr>
<td></td>
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<td>$0.00</td>
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</tr>
</tbody>
</table>

Total Fee to be Assessed for Each Student: $15.50
Effective Date of This Fee: 02/24/11
Start Session (e.g. "Fall 2010"): Spring 2011

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diane Hurd</td>
</tr>
<tr>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Celine Pinet</td>
</tr>
<tr>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Michael J. Renzi</td>
</tr>
<tr>
<td></td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Indicate Datatel Input Date:
100-111502-0000-48877-017
FASH1
02/24/11
Course/Instructional Material Fees Request Form

Course ID: 67  Course Name: Manual Pattern Grading  Date: 02/24/11
New Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $5.00  To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

Yes  No

2) Does the material relate to the required objectives of the course?

Yes  No

3) Does the material have continuing value outside the classroom?

Yes  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

Yes  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Yes  No

Explanation:

Course deactivated

REQU: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
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<td>3</td>
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<tr>
<td>4</td>
<td></td>
<td>0</td>
<td>$0.00</td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  03/03/11
Dean/Division Chair  Date

Celine Pinet  03/03/11
Vice President, Instruction  Date

Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Dean/Division Chair Notes

Indicate Datatel input Date:

Not applicable  Not Applicable  02/24/11

Budget Account Code  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X]

2) Does the material relate to the required objectives of the course? [X]

3) Does the material have continuing value outside the classroom? [X]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X]

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wire frame dress form</td>
<td>YES / NO</td>
<td>1</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:</td>
<td>$12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove [ ]

Diane Hurd
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Indicate Datatel Input Date:

100-111502-0000-48877-017
Budget Account Code
FASH1
A&R Code
02/24/11
Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
   - Yes [X]  
   - No

2) Does the material relate to the required objectives of the course?
   - Yes [X]  
   - No

3) Does the material have continuing value outside the classroom?
   - Yes [X]  
   - No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
   - Yes [X]  
   - No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes [X]  
   - No

Explanation:

Class deactivated

---

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG paper, 1 roll</td>
<td>N</td>
<td>$3.90</td>
<td>$3.90</td>
</tr>
<tr>
<td>Disposable Electrodes</td>
<td>N</td>
<td>$0.06</td>
<td>$0.06</td>
</tr>
<tr>
<td>Plaster 6in x 5 yds, &amp; Fiberglass 2in x 4 yds Casting Rolls</td>
<td>N</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>Cast Padding Material</td>
<td>N</td>
<td>$1.99</td>
<td>$1.99</td>
</tr>
<tr>
<td>Fiberglass Splinting Material</td>
<td>N</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $16.58

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. "Fall 2010"):**

---

**Approve**

- [X] Diane Hurd  
- [X] Dean/Division Chair  
- [X] Celine Pinet  
- [X] Vice President, Instruction  
- [X] Michael J. Renzi  

**Disapprove**

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

**Budget Account Code**  
**A&R Code**  
**Date**  

---

Not Applicable
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [ ] No
2) Does the material relate to the required objectives of the course? [X] Yes [ ] No
3) Does the material have continuing value outside the classroom? [X] Yes [ ] No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [ ] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO (Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
<td></td>
</tr>
<tr>
<td>1 Sterile Gloves, up to 25 pairs</td>
<td>Y</td>
<td>50</td>
<td>$0.06</td>
<td>$3.00</td>
</tr>
<tr>
<td>2 Autoclave paper, 1 roll; pouches, up to 20; tape 1 roll</td>
<td>Y</td>
<td>1</td>
<td>$10.19</td>
<td>$10.19</td>
</tr>
<tr>
<td>3 Gauze</td>
<td>Y</td>
<td>10</td>
<td>$0.06</td>
<td>$0.60</td>
</tr>
<tr>
<td>4 Steam Heat Indicators</td>
<td>Y</td>
<td>10</td>
<td>$0.09</td>
<td>$0.90</td>
</tr>
<tr>
<td>5 Sterile drapes</td>
<td>Y</td>
<td>5</td>
<td>$0.33</td>
<td>$1.65</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $16.34

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2) Does the material relate to the required objectives of the course?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3) Does the material have continuing value outside the classroom?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5) Health/Safety Exception: If any question above was marked &quot;NO&quot;, are the specific materials required to ensure safety against bodily harm or contamination?</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>Quantity X Retail $</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $31.34

**EFFECTIVE DATE OF THIS FEE:** 02/28/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vacutainer Needles</td>
<td>25</td>
<td>$0.13</td>
<td>$3.25</td>
</tr>
<tr>
<td>2. Vacuum Tubes</td>
<td>2</td>
<td>$4.50</td>
<td>$9.00</td>
</tr>
<tr>
<td>4. Tourniquets</td>
<td>1</td>
<td>$7.34</td>
<td>$7.34</td>
</tr>
<tr>
<td>5. Band-aids, alcohol prep pads and pencil box</td>
<td>1</td>
<td>$7.76</td>
<td>$7.76</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean/Division Chair Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate Datatel Input Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diane Hurd</th>
<th>03/03/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Division Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td>Date</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>HCT1</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-111602-0000-48877-017</td>
<td>02/28/11</td>
<td></td>
</tr>
</tbody>
</table>
**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes ☑ No

2) Does the material relate to the required objectives of the course?  
   Yes ☑ No

3) Does the material have continuing value outside the classroom?  
   Yes ☑ No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   Yes ☑ No

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   Yes ☑ No

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

---

**REQUIRED: Course Materials: Tangible Property**  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syringes with needles</td>
<td>20</td>
<td>$0.19</td>
<td>$3.80</td>
</tr>
<tr>
<td>Sterile Injection Solution</td>
<td>4</td>
<td>$1.24</td>
<td>$4.96</td>
</tr>
<tr>
<td>Band-aids, alcohol prep pads and pencil box</td>
<td>1</td>
<td>$7.76</td>
<td>$7.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:</strong></td>
<td>$16.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE OF THIS FEE:** 02/28/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve** ☑  
**Disapprove** ☐

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Hurd</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td></td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td></td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td></td>
</tr>
</tbody>
</table>

**Dean/Division Chair Notes**  
Indicate Datatel input Date:  
02/28/11

---

**Budget Account Code**  
100-111602-0000-48877-017

**HCT1**  
02/28/11

**A&R Code**  
02/28/11

---

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $16.52
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials mean tangible personal property that is owned or primarily controlled by the student." The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG paper, 1 roll</td>
<td>1</td>
<td>$3.90</td>
</tr>
<tr>
<td>Disposable Electrodes</td>
<td>20</td>
<td>$0.06</td>
</tr>
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<td>1</td>
<td>$5.99</td>
</tr>
<tr>
<td>Cast Padding Material</td>
<td>1</td>
<td>$1.99</td>
</tr>
<tr>
<td>Fiberglass Splinting Material</td>
<td>1</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $16.58

EFFECTIVE DATE OF THIS FEE: 02/28/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve

Disapprove

Diane Hurd
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Dean/Division Chair Notes:

Indicate Datatel input Date:

100-111602-0000-48877-017
Budget Account Code

HCT1
A&R Code

02/28/11
Date
Course/Instructional Material Fees Request Form

**Course ID:** 071A  
**Course Name:** Basic Massage Therapy  
**Date:** 03/08/11

**New Course:** X No  
**Fee Revision:** X Yes No Cancel  
**Fee From:** $10.00 To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - Yes X No

2) Does the material relate to the required objectives of the course?  
   - Yes X No

3) Does the material have continuing value outside the classroom?  
   - Yes X No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - Yes X No

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes X No

**Explanation:**

<table>
<thead>
<tr>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 03/08/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Diane Hurd  
Dean/Division Chair  
03/08/11  
**Disapprove**  
Celine Pinet  
Vice President, Instruction  
03/08/11  
Michael J. Renzi  
Vice President, Administrative Services  
03/08/11

**Indicate Datatel Input Date:**

- Not Applicable  
- Not Applicable  
- 03/08/11

**Budget Account Code**  
**A&R Code**  
**Date**
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### All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
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   - No [ ]

2) Does the material relate to the required objectives of the course?  
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3) Does the material have continuing value outside the classroom?  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
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   - No [ ]

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
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**Explanation:**

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**Approve**  
- X
  - Diane Hurd  
  - Dean/Division Chair  
  - 03/08/11  
  - Date

**Disapprove**  
- X
  - Celine Pinet  
  - Vice President, Instruction  
  - 03/08/11  
  - Date

- X
  - Michael J. Renzi  
  - Vice President, Administrative Services  
  - 03/08/11  
  - Date

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**Dean/Division Chair Notes**  
**Indicate Datatel Input Date:** 03/08/11

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Approve [X] Disapprove

Diane Hurd
Dean/Division Chair
Date 03/08/11

Celine Pinet
Vice President, Instruction
Date 03/08/11

Michael J. Renzi
Vice President, Administrative Services
Date 03/08/11

Indicate Datatel Input Date:

Budget Account Code

A&R Code

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Explanation:

REQUITE: Course Materials: Tangible Property  
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 03/08/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove  
X X

Dean/Division Chair Notes  
Indicate Datatel Input Date: 03/08/11

Diane Hurd  
Dean/Division Chair  
Date 03/08/11

Celine Pinet  
Vice President, Instruction  
Date 03/08/11

Michael J. Renzi  
Vice President, Administrative Services  
Date 03/08/11
Course/Instructional Material Fees Request Form

Course ID: 40  Course Name: Residential Design  Date: 02/24/11

New Course: ☑ Yes ☒ No  Fee Revision: ☑ Yes ☒ No ☑ Cancel  Fee From: $10.00 To: $0.00

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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  Yes ☑ No ☒

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3) Does the material have continuing value outside the classroom?  Yes ☐ No ☑

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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  ☑  Disapprove  ☒  Michael J. Renzi  03/03/11  Dean/Division Chair Notes

Indicate Datatel Input Date:

Dean/Division Chair  Date: 03/03/11

Celine Pinet  03/03/11  Vice President, Instruction

Vice President, Administrative Services  03/03/11

Not applicable  02/24/11
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**START SESSION (e.g. "Fall 2010"):** Spring 2011

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**Approve**  
Michael J. Renzi  
03/03/11  

**Disapprove**  
Diane Hurd  
03/03/11  

**Dean/Division Chair Notes**  
Indicate Datatel Input Date:  

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**Vice President, Instruction**  
Celine Pinet  
03/03/11  

---

**Approve**  
Michael J. Renzi  
03/03/11  

**Disapprove**  
Diane Hurd  
03/03/11  

**Vice President, Administrative Services**  
Celine Pinet  
03/03/11  

---

**Not applicable**  
Dean/Division Chair  
Date  

---

**Not applicable**  
Vice President, Instruction  
Date  

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**Not applicable**  
Vice President, Administrative Services  
Date  

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**Budget Account Code**  
02/24/11  

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**A&R Code**  
02/24/11  

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### Approve / Disapprove

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Indicate Datatel Input Date: 02/24/11

**Budget Account Code**

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**Date**
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</tr>
<tr>
<td>3</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
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<td>$0.00</td>
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</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve

Diane Hurd
Dean/Division Chair
Date: 03/03/11

Celine Pinet
Vice President, Instruction
Date: 03/03/11

Michael J. Renzi
Vice President, Administrative Services
Date: 03/03/11

Disapprove

Dean/Division Chair Notes
Indicate Datatel Input Date: 02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

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3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve | Disapprove
---|---
X | 
Diane Hurd | 03/03/11
Dean/Division Chair | Date
Celine Pinet | 03/03/11
Vice President, Instruction | Date
Michael J. Renzi | 03/03/11
Vice President, Administrative Services | Date

Dean/Division Chair Notes
Indicate Datatel input Date:

Not applicable | Not applicable | 02/24/11

Budget Account Code | A&R Code | Date
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
<td></td>
<td>(Retail Price)</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Diane Hurd 03/03/11
Dean/Division Chair

Celine Pinet 03/03/11
Vice President, Instruction

Michael J. Renzi 03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Datatel input Date: 02/24/11

Budget Account Code

A&R Code

Date
Course/Instructional Material Fees Request Form

Course ID: 85  Course Name: Design Detailing  Date: 02/24/11

New Course: Yes  Fee Revision: Yes  Fee From: $10.00  To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

2) Does the material relate to the required objectives of the course?

3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
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</tr>
<tr>
<td>3</td>
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<td>$0.00</td>
</tr>
<tr>
<td>4</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11 START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  03/03/11
Dean/Division Chair  Date

Celine Pinet  03/03/11
Vice President, Instruction  Date

Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Indicate Datatel Input Date:

Not applicable  02/24/11
Budget Account Code  A&R Code  Date

Please provide description of each tangible item to be issued.

Provide list of items:

Item 1
Item 2
Item 3
Item 4
Item 5
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means, tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [ ] No

2) Does the material relate to the required objectives of the course? [X] Yes [ ] No

3) Does the material have continuing value outside the classroom? [X] Yes [ ] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [ ] No

Explain:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5.

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Leave No Trace Backcountry travel cards</td>
<td>N</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>2 Leave No Trace Backcountry travel cards</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 Leave No Trace Backcountry travel cards</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 Leave No Trace Backcountry travel cards</td>
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<tr>
<td>5 Leave No Trace Backcountry travel cards</td>
<td>0</td>
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<td>$0.00</td>
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<tr>
<td>TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:</td>
<td></td>
<td></td>
<td></td>
<td>$5.00</td>
</tr>
</tbody>
</table>

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Diane Hurd
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Indicate Datatel Input Date:

100-111901-0000-48877-017
Budget Account Code

PKMG1
A&R Code

0/24/11
Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $30

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Map tools</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>2. Rope</td>
<td>1</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>3.</td>
<td>0</td>
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<tr>
<td>4.</td>
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<td>0</td>
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<td>$0.00</td>
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<tr>
<td>5.</td>
<td>0</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $30.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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</tr>
<tr>
<td>X</td>
<td></td>
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<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Dean/Division Chair Notes**

<table>
<thead>
<tr>
<th>Dean/Division Chair Notes</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Hurd</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Celine Pinet</td>
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</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>PKMG1</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>100-111901-0000-48877-017</td>
<td></td>
<td>02/24/11</td>
</tr>
</tbody>
</table>
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Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $30

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maptools</td>
<td>N</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>2. Rope</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>3.</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4.</td>
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<td>$0.00</td>
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</tr>
<tr>
<td>5.</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $30.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve X Disapprove

Diane Hurd
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Dean/Division Chair Notes
Indicate Datatel input Date:

100-111901-0000-48877-017
Budget Account Code
PKMG1
A&R Code
02/24/11
Date

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $30.00
Course/Instructional Material Fees Request Form

Course ID: 13  Course Name: Wildland Fire Suppression  Date: 02/24/11

New Course: [ ] Yes  [X] No  Fee Revision: [X] Yes  [ ] No  [ ] Cancel  Fee From: $20.00  To: $20.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  [ ] Yes  [X] No

2) Does the material relate to the required objectives of the course?  [ ] Yes  [X] No

3) Does the material have continuing value outside the classroom?  [ ] Yes  [X] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  [ ] Yes  [X] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  [X]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $20

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S-190 &amp; S130, up to 200 pages of documents, each book</td>
<td>N</td>
<td>400</td>
<td>$0.03</td>
</tr>
<tr>
<td>2</td>
<td>Fireline Handbook, up to 305 pages</td>
<td>Y</td>
<td>305</td>
<td>$0.03</td>
</tr>
<tr>
<td>3</td>
<td>Fire Shelter Book, up to 27 pages</td>
<td>Y</td>
<td>27</td>
<td>$0.03</td>
</tr>
<tr>
<td>4</td>
<td>Incident Pocket Response guide, up to 109 pages</td>
<td>Y</td>
<td>109</td>
<td>$0.03</td>
</tr>
<tr>
<td>5</td>
<td>Standard Firefighting Orders Card; Watchout List Cards/LCES</td>
<td>Y</td>
<td>1</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $30.23

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  Date  03/03/11
Dean/Division Chair

Celine Pinet  Date  03/03/11
Vice President, Instruction

Michael J. Renzi  Date  03/03/11
Vice President, Administrative Services

Indicate Datatel input Date:

100-111901-0000-48877-017  PKMG1  02/24/11
Budget Account Code  A&R Code  Date
**Course/Instructional Material Fees Request Form**

**Course ID:** 15C  
**Course Name:** Intro to Park Maintenance  
**Date:** 02/24/11

New Course: [ ] Yes [x] No  
Fee Revision: [ ] Yes [x] No [ ] Cancel  
Fee From: $30.00  
To: $30.00

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the *student must procure or possess as a condition of registration, enrollment, or entry into a class*; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) Will the material fee provide the student with *tangible personal property* that is **owned and controlled by the student**?  
   - [x] Yes  
   - [ ] No

2) Does the material *relate to the required objectives* of the course?  
   - [x] Yes  
   - [ ] No

3) Does the material have *continuing value outside the classroom*?  
   - [x] Yes  
   - [ ] No

4) Is the *amount of material consistent with the amounts students need* to meet the objectives of the course?  
   - [x] Yes  
   - [ ] No

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - [x] Yes  
   - [ ] No

**Explanation:**

*Print in Schedule:* Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $30

---

**REQUIRED: Course Materials: Tangible Property**

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrier Gloves and Filter masks</td>
<td>Y 1</td>
<td>$25.35</td>
<td>$25.35</td>
</tr>
<tr>
<td>Ear Protection</td>
<td>Y 1</td>
<td>$24.25</td>
<td>$24.25</td>
</tr>
<tr>
<td>Safety Glasses</td>
<td>Y 1</td>
<td>$3.95</td>
<td>$3.95</td>
</tr>
<tr>
<td>Waterless Hand Cleaner, 4oz bottle</td>
<td>Y 1</td>
<td>$2.45</td>
<td>$2.45</td>
</tr>
<tr>
<td>Technu Cleaner for Poison Oak</td>
<td>Y 1</td>
<td>$29.95</td>
<td>$29.95</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $85.95

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Diane Hurd  
Dean/Division Chair  
03/03/11

Celine Pinet  
Vice President, Instruction  
03/03/11

Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

**Dean/Division Chair Notes**  
Indicate Datatel input Date:

**Indicate Datatel Input Date:**

100-111901-0000-48877-017

**Budget Account Code**  
PKMG1  
02/24/11  
**A&R Code**  
**Date**
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
3) Does the material have continuing value outside the classroom?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $30

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide description of each tangible item to be issued</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1 Pocket masks</td>
<td>Y</td>
<td>2</td>
<td>$4.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>2 Bandages</td>
<td>Y</td>
<td>5</td>
<td>$1.00</td>
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<tr>
<td>3 Scissors</td>
<td>Y</td>
<td>1</td>
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<tr>
<td>4 Gloves</td>
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<tr>
<td>5</td>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $30.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - [ ] Yes  [X] No
2) Does the material relate to the required objectives of the course?  
   - [ ] Yes  [X] No
3) Does the material have continuing value outside the classroom?  
   - [ ] Yes  [X] No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - [ ] Yes  [X] No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - [ ] Yes  [X] No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $30

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td></td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
</tr>
<tr>
<td>1. Stihl Guide to Powersaws, up to 122 pages</td>
<td>Y</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2. Powersaws Workbook, S-212, up to 200 pages</td>
<td>Y</td>
<td>200</td>
<td>$0.03</td>
<td>$6.00</td>
</tr>
<tr>
<td>3. Powersaws Pre-Course book, S-212, up to 37 pages</td>
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<td>37</td>
<td>$0.03</td>
<td>$1.11</td>
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<td>4.</td>
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<td>5.</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $32.11

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

[ ] [X] Diane Hurd  03/03/11
[ ] [X] Dean/Division Chair  Date
[ ] [X] Celine Pinet  03/03/11
[ ] [X] Vice President, Instruction  Date
[ ] [X] Michael J. Renzi  03/03/11
[ ] [X] Vice President, Administrative Services  Date
## Course/Instructional Material Fees Request Form

**Course ID:** 91  
**Course Name:** Directed Studies  
**Date:** 02/24/11

### New Course:  
- [x] Yes  
- [ ] No  

### Fee Revision:  
- [x] Yes  
- [ ] No  
- [ ] Cancel

### Fee From:  
- $80.00

### Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - [x] Yes  
   - [ ] No

2. Does the material relate to the required objectives of the course?  
   - [x] Yes  
   - [ ] No

3. Does the material have continuing value outside the classroom?  
   - [x] Yes  
   - [ ] No

4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - [ ] Yes  
   - [x] No

5. Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - [ ] Yes  
   - [x] No

### REQUIRED: Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>YES / NO</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total: Quantity x Retail $</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>5</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve / Disapprove:

- [x] Approve  
- [ ] Disapprove

**Dean/Division Chair Notes**  
**Indicate Datatel Input Date:** 03/03/11

- [x] Diane Hurd  
- [ ] Dean/Division Chair  
- [ ] Date

- [x] Celine Pinet  
- [ ] Vice President, Instruction  
- [ ] Date

- [x] Michael J. Renzi  
- [ ] Vice President, Administrative Services  
- [ ] Date

**Budget Account Code**  
**A&R Code**  
**Date:** 02/24/11

Not applicable  
Not Applicable  
02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [ ] No

2) Does the material relate to the required objectives of the course? [X] Yes [ ] No

3) Does the material have continuing value outside the classroom? [X] Yes [ ] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [ ] No

Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
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<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove [ ]
Diane Hurd 03/03/11
Dean/Division Chair Date

Celine Pinet 03/03/11
Vice President, Instruction Date

Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

Not applicable Not Applicable 02/24/11
Budget Account Code A&R Code Date
Course/Instructional Material Fees Request Form

Course ID: 93  Course Name: Directed Studies  Date: 02/24/11

New Course:  Yes  No  Fee Revision:  Yes  No  Cancel  Fee From: $80.00 To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   Yes  No

2) Does the material relate to the required objectives of the course?  
   Yes  No

3) Does the material have continuing value outside the classroom?  
   Yes  No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   Yes  No

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   Yes  No

Explaination:

REQUİRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
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</tr>
<tr>
<td>2</td>
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</tr>
<tr>
<td>5</td>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  Dean/Division Chair  Date
Celine Pinet  Vice President, Instruction  Date
Michael J. Renzi  Vice President, Administrative Services  Date

Dean/Division Chair Notes
Indicate Datatel input Date:

Not applicable

Budget Account Code  Not Applicable  Date
Course/Instructional Material Fees Request Form

Course ID: 116  Course Name: Universal Trail Assessment Process  Date: 02/24/11

New Course: X No  Fee Revision: X Cancel  Fee From: $80.00  To: $0.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Course Deactivated

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)  Health/Safety YES / NO  Quantity  Unit Cost: (Retail Price)  Item Total: Quantity X Retail $

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Diane Hurd  03/03/11
Dean/Division Chair

Celine Pinet  03/03/11
Vice President, Instruction

Michael J. Renzi  03/03/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel input Date:

Not applicable  Not Applicable  02/24/11
Budget Account Code  A&R Code  Date
Course/Instructional Material Fees Request Form

Course ID: 005  Course Name: First Aid CPR/AED "Responding to Emergencies"  Date: 02/24/11

New Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $8.00  To: $8.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  Yes  X  No
2) Does the material relate to the required objectives of the course?  Yes  X  No
3) Does the material have continuing value outside the classroom?  Yes  X  No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  Yes  X  No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  Yes  X  No

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $8

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Total:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity X Unit Cost:</td>
<td>Quantity X Unit Cost:</td>
</tr>
</tbody>
</table>

American Red Cross card
YES / NO
1  $8.00  $8.00

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $8.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

Dean/Division Chair Notes

Indicate Datatel input Date:

Budget Account Code

FIRS1

A&R Code

Date
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<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity (Used by Student)</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
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<tr>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove
X

Dean/Division Chair Notes
Indicate Datatel input Date:

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Not applicable
Budget Account Code
Not applicable
A&R Code
02/24/11

Not applicable
Date
# Course/Instructional Material Fees Request Form

**Course ID:** 011  
**Course Name:** CPR/AED for the Professional Rescuer  
**Date:** 02/24/11

**New Course:** Yes  
**Fee Revision:** Yes  
**Fee From:** $8.00  
**To:** $8.00

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting.** The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means **tangible personal property that is owned or primarily controlled by the student.** The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the **student must procure or possess as a condition of registration, enrollment, or entry into a class:** or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

1) **Will the material provide the student with **tangible personal property** that is **owned and controlled by the student?**
   - Yes  
   - No  

2) **Does the material relate to the required objectives of the course?**
   - Yes  
   - No  

3) **Does the material have continuing value outside the classroom?**
   - Yes  
   - No  

4) **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**
   - Yes  
   - No  

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?
   - Yes  
   - No

---

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $8

---

### REQUIRED: Course Materials: Tangible Property

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross &amp; Heart Association card</td>
<td>1</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Health/Safety Yes / No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $8.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
**Disapprove**

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Dean/Division Chair Notes**  
*Indicate Datatel Input Date:*  
**Dean/Division Chair**  
**Date**  
**Celine Pinet**  
**Date**  
**Vice President, Instruction**  
**Date**  
**Michael J. Renzi**  
**Date**  
**Vice President, Administrative Services**  
**Date**

---

**Budget Account Code**  
100-115401-0000-48877-017  
**FIRS1**  
**A&R Code**  
**Date**  
02/24/11
Course/Instructional Material Fees Request Form

Course ID: 011.5  
Course Name: CPR/Basic Life Support (Health Providers)  
Date: 02/24/11

New Course: Yes  
Fee Revision: Yes

Fee From: $8.00  
To: $8.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
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4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $8

REQUIRED: Course Materials: Tangible Property  
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>YES / NO</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross &amp; Heart Association card</td>
<td>N</td>
<td>1</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $8.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  
Disapprove  

Dean/Division Chair Notes  
Indicate Datatel input Date:

Joan Worley  
Dean/Division Chair  
03/03/11

Celine Pinet  
Vice President, Instruction  
03/03/11

Michael J. Renzi  
Vice President, Administrative Services  
03/03/11

100-115401-0000-48877-017  
FIRS1  
A&R Code  
Date
Course/Instructional Material Fees Request Form

Course ID: 15  
Course Name: Human Nutrition  
Date: 02/24/11

New Course: [ ] Yes  [X] No  
Fee Revision: [ ] Yes  [ ] No  [X] Cancel  
Fee From: $5.00  To: $0.00

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Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total:</th>
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<tbody>
<tr>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  [X]  Disapprove  [ ]

Dean/Division Chair Notes
Indicate Datatel input Date:

Joan Worley  03/03/11  
Dean/Division Chair  Date

Celine Pinet  03/03/11  
Vice President, Instruction  Date

Michael J. Renzi  03/03/11  
Vice President, Administrative Services  Date

Not applicable

Budget Account Code  
A&R Code  02/24/11  
Date
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Explanation:

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th></th>
<th>Health/Safety YES / NO</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: (Quantity X Retail $)</th>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X Joan Worley  03/03/11
Dean/Division Chair  Date

X Celine Pinet  03/03/11
Vice President, Instruction  Date

X Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Dean/Division Chair Notes
Indicate Datatel input Date:

Not applicable  Not applicable  02/24/11

Budget Account Code  A&R Code  Date
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Explanation:

Class deactivated

REQUERED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity x Retail $</th>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve X Disapprove 

Joan Worley 03/03/11  
Dean/Division Chair  
Celine Pinet 03/03/11  
Vice President, Instruction  
Michael J. Renzi 03/03/11  
Vice President, Administrative Services  

Dean/Division Chair Notes: 
Indicate Datatel Input Date:

Not Applicable  
Budget Account Code  
Not Applicable  
A&R Code  
02/24/11  
Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X]  
2) Does the material relate to the required objectives of the course? [X]  
3) Does the material have continuing value outside the classroom? [X]  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X]  
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
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<th>Item</th>
<th>Health/Safety</th>
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<td></td>
</tr>
<tr>
<td>5)</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  
Disapprove [ ]

Dean/Division Chair Notes

Indicate Datatel input Date:

100-115404-0000-48892-017
Budget Account Code

PE1
A&R Code

02/24/11
Date
**Course/Instructional Material Fees Request Form**

Course ID: 9.02  
Course Name: **Intercollegiate Basketball, Men**  
Date: 02/24/11  

New Course: [ ] Yes  
Fee Revision: [ ] Yes  
[ ] No  
[ ] Cancel  
Fee From: $50.00  
To: $75.00  

**Guidelines for Instructional Materials. Education Code section 76365** permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  

2) Does the material relate to the required objectives of the course?  

3) Does the material have continuing value outside the classroom?  

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  

5) **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $75

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity x Retail $</td>
</tr>
<tr>
<td>1 Practice gear (shorts, t-shirts, reversible tank)</td>
<td>N</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>2 Travel sweats (jacket &amp; pants)</td>
<td>N</td>
<td>1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $75.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve** | **Disapprove**
---|---
[ ] | [ ]

Joan Worley  
Dean/Division Chair  
03/03/11  
[ ]  
[ ]

Celine Pinet  
Vice President, Instruction  
03/03/11  
[ ]  
[ ]

Michael J. Renzi  
Vice President, Administrative Services  
03/03/11  
[ ]  
[ ]

---

**Dean/Division Chair Notes**  
Indicate Datatel input Date: 02/24/11

---

100-115404-0000-48892-017  
**Budget Account Code**  
PE1  
**A&R Code**  
02/24/11  
**Date**
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?

2) Does the material relate to the required objectives of the course?

3) Does the material have continuing value outside the classroom?

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey</td>
<td>N 1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Workout outfit</td>
<td>N 1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Socks</td>
<td>N 1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Jersey</td>
<td>0 0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Socks</td>
<td>0 0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Joan Worley
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
03/03/11

Budget Account Code: 100-115404-0000-48892-017
A&R Code: PE1

Indicate Datatel input Date: 02/24/11

Dean/Division Chair Notes

### Guideline for Instructional Materials: Education Code section 76365

Permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

### All the following conditions must be met in order for course/instructional material fee to be required.

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [X] Yes [ ] No
2. Does the material relate to the required objectives of the course? [X] Yes [ ] No
3. Does the material have continuing value outside the classroom? [X] Yes [ ] No
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course? [X] Yes [ ] No
5. Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [X] Yes [ ] No

### Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Workout outfit</td>
<td>1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Socks</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Jersey</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Workout outfit</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $70.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  **START SESSION (e.g. “Fall 2010”):** Spring 2011

### Approve / Disapprove

[ ] X Approve

[ ] X Disapprove

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Worley</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td>Date</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>Date</td>
</tr>
</tbody>
</table>

### Dean/Division Chair Notes

Indicate Datatel input Date:

[ ] 100-115404-0000-48892-017

**Budget Account Code**

PE1

**A&R Code**

02/24/11

**Date**
Course/Instructional Material Fees Request Form

Course ID: 9.06  Course Name: Intercollegiate Football, Men  Date: 02/24/11

New Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $50.00  To: $75.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $75

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety YES / NO</th>
<th>Quantity (Used by Student)</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 T-shirts</td>
<td>N</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2 Shorts</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>3 Sweat pants &amp; top</td>
<td>N</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $75.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  
Dean/Division Chair  03/03/11
Celine Pinet  03/03/11
Michael J. Renzi  03/03/11

Dean/Division Chair Notes  Indicate Datatel input Date:

100-115404-0000-48892-017  PE1  02/24/11
Budget Account Code  A&R Code  Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

**All the following conditions must be met in order for course/instructional material fee to be required.**

1. Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2. Does the material relate to the required objectives of the course?
3. Does the material have continuing value outside the classroom?
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

**REQUIRED: Course Materials: Tangible Property**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Pack</td>
<td>N</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>T-shirt</td>
<td>N</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $50.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

**START SESSION (e.g. "Fall 2010"):** Spring 2011

**Approve**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Worley</td>
<td>03/03/11</td>
<td></td>
</tr>
<tr>
<td>Dean/Division Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celine Pinet</td>
<td>03/03/11</td>
<td></td>
</tr>
<tr>
<td>Vice President, Instruction</td>
<td>03/03/11</td>
<td></td>
</tr>
<tr>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
<td></td>
</tr>
<tr>
<td>Vice President, Administrative Services</td>
<td>03/03/11</td>
<td></td>
</tr>
</tbody>
</table>

**Dean/Division Chair Notes**

*Indicate Datatel input Date:

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>A&amp;R Code</th>
<th>Date</th>
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<tbody>
<tr>
<td>100-115404-0000-48892-017</td>
<td>PE1</td>
<td>02/24/11</td>
</tr>
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</table>
**Course/Instructional Material Fees Request Form**

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>9.08</th>
<th>Course Name:</th>
<th>Intercollegiate Soccer, Women</th>
<th>Date:</th>
<th>02/24/11</th>
</tr>
</thead>
</table>

**New Course:** Yes  
**Fee Revision:** Yes

---

**Guidelines for Instructional Materials.** Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of **continuing value to the student outside of the classroom setting.** The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means **tangible personal property that is owned or primarily controlled by the student.** The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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**All the following conditions must be met in order for course/instructional material fee to be required.**

1. Will the material fee provide the student with **tangible personal property** that is owned and controlled by the student?  
2. Does the material relate to the required objectives of the course?  
3. Does the material have **continuing value outside the classroom**?  
4. Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5. **Health/Safety Exception:** If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

**Print in Schedule:** Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

---

### REQUIRED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry fit shorts</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Dry fit shirts</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dry fit shorts</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dry fit shirts</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dry fit shorts</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $50.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

---

**Approve**  
Joan Worley  
Dean/Division Chair  
Date  
03/03/11

**Disapprove**  
Celine Pinet  
Vice President, Instruction  
Date  
03/03/11

**Dean/Division Chair Notes**  
Indicate Datatel Input Date:  
02/24/11

---

**Vice President, Administrative Services**  
Date  
03/03/11

---

**Budget Account Code**  
100-115404-0000-48892-017  
**A&R Code**  
PE1  
**Date**  
02/24/11
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?   
Yes [x]   No [ ]

2) Does the material relate to the required objectives of the course?   
Yes [x]   No [ ]

3) Does the material have continuing value outside the classroom?   
Yes [x]   No [ ]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?   
Yes [x]   No [ ]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?   
Yes [x]   No [ ]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socks, long</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Shirts, long sleeve</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
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<tr>
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<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [x]    Disapprove [ ]

Dean/Division Chair Notes
Indicate Datatel input Date:

Joan Worley  
03/03/11

Celine Pinet  
03/03/11

Michael J. Renzi  
03/03/11

Vice President, Administrative Services  
03/03/11

100-115404-0000-48892-017  
Budget Account Code

PE1  
A&R Code

02/24/11  
Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of *continuing value to the student outside of the classroom setting*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means *tangible personal property that is owned or primarily controlled by the student*. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required:

1) Will the material fee provide the student with *tangible personal property* that is owned and controlled by the student?  
2) Does the material relate to the required objectives of the course?  
3) Does the material have continuing value outside the classroom?  
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
5) *Health/Safety Exception:* If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUERED: Course Materials: Tangible Property

(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sweat shirt</td>
<td>N</td>
<td>1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2 T-shirt</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
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</tr>
</tbody>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Joan Worley 03/03/11
Dean/Division Chair Date

Celine Pinet 03/03/11
Vice President, Instruction Date

Michael J. Renzi 03/03/11
Vice President, Administrative Services Date

Indicate Datatel input Date:
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? [Yes] [No]

2) Does the material relate to the required objectives of the course? [Yes] [No]

3) Does the material have continuing value outside the classroom? [Yes] [No]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? [Yes] [No]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? [Yes] [No]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>N/NO</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sweat shirt</td>
<td>N</td>
<td>1</td>
<td>$40.00</td>
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</tr>
<tr>
<td>2 T-shirt</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X] Disapprove

Dean/Division Chair [Joan Worley] 03/03/11

Celine Pinet 03/03/11

Vice President, Instruction [Michael J. Renzi] 03/03/11

Vice President, Administrative Services

Indicate Datatel input Date:

Budget Account Code: 100-115404-0000-48892-017

A&R Code: PE1

Date: 02/24/11
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All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?  
   - Yes [X]  
   - No [ ]

2) Does the material relate to the required objectives of the course?  
   - Yes [X]  
   - No [ ]

3) Does the material have continuing value outside the classroom?  
   - Yes [X]  
   - No [ ]

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?  
   - Yes [X]  
   - No [ ]

5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?  
   - Yes [X]  
   - No [ ]

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

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<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
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<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 T-shirt</td>
<td>N</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>2 Shorts</td>
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<td>2</td>
<td>$15.00</td>
<td>$30.00</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  [X]  Disapprove  [ ]

Joan Worley  03/03/11  Dean/Division Chair
Celine Pinet  03/03/11  Vice President, Instruction
Michael J. Renzi  03/03/11  Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Datatel input Date:

02/24/11

Budget Account Code: 100-115404-0000-48892-017
A&R Code: PE1
Date: 02/24/11
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1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes [x] No

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3) Does the material have continuing value outside the classroom? Yes [x] No

4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes [x] No

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Selecting "NO" will result in a 'Cancel' of the fee revision.

Dean/Division Chair Notes
Indicate Datatel Input Date:

[Signature] [Date]

[Signature] [Date]

[Signature] [Date]

[Signature] [Date]

100-115404-0000-48892-017

Budget Account Code

A&R Code

Date
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1. Sweat Shirt</td>
<td>N</td>
<td>1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2. T-shirt</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>3. Swim suit</td>
<td>N</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Goggles</td>
<td>N</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Beanie, wool</td>
<td>N</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve: [X]   Disapprove: [ ]

Dean/Division Chair Notes:

Indicate Datatel input Date:

<table>
<thead>
<tr>
<th>Dean/Division Chair</th>
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<tbody>
<tr>
<td>Joan Worley</td>
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</table>

<table>
<thead>
<tr>
<th>Vice President, Instruction</th>
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<tbody>
<tr>
<td>Celine Pinet</td>
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Budget Account Code: 100-115404-0000-48892-017

A&R Code: PE1  
Date: 02/24/11
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All the following conditions must be met in order for course/instructional material fee to be required.

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Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knee pads</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>Biker shorts</td>
<td>N</td>
<td>2</td>
<td>$15.00</td>
</tr>
<tr>
<td>T-shirt</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
</tr>
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<td></td>
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<td>0</td>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [ ] Disapprove [ ]

Joan Worley
Dean/Division Chair
03/03/11

Celine Pinet
Vice President, Instruction
03/03/11

Michael J. Renzi
Vice President, Administrative Services
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Indicate Datatel input Date:

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A&R Code

02/24/11

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Explanation:

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**REQUIRED: Course Materials: Tangible Property**  
(Please provide description of each tangible item to be issued)

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<tbody>
<tr>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  
START SESSION (e.g. "Fall 2010"): Spring 2011

**Approve**

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**Disapprove**

<table>
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<th>Date</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Account Code</th>
<th>A&amp;R Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-115404-0000-48892-017</td>
<td>PE1</td>
<td>02/24/11</td>
</tr>
</tbody>
</table>

Indicate Datatel Input Date:
Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The regulations further provide that "instructional and other materials" means, tangible personal property that is owned or primarily controlled by the student. The definition of "tangible personal property" has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. "Required instructional and other materials" are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?
2) Does the material relate to the required objectives of the course?
3) Does the material have continuing value outside the classroom?
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course?
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination?

**Explanation:**

Course deactivated
Course/Instructional Material Fees Request Form

Course ID: 2  Course Name: Experimental Psychophysiology  Date: 03/03/11

New Course: Yes  No  Fee Revision: Yes  X  No  Cancel  Fee From: $5.00  To: $5.00

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instructional materials and enables colleges to sell such materials to students who wish to purchase the required materials. The law provides that students can only be required to provide materials which are of continuing value to the student outside of the classroom setting. The Chancellor’s Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. The regulations further provide that “instructional and other materials” means tangible personal property that is owned or primarily controlled by the student. The definition of “tangible personal property” has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class (see title 5, § 59402). These title 5 sections specifically apply to both credit and noncredit courses. “Required instructional and other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course. Finally, the regulations specify that the material must not be solely or exclusively available from the district. A material will not be considered to be solely or exclusively available from the district if it is provided to the student at the district’s actual cost and there are health and safety reasons for the district being the provider, or if the district is providing the material cheaper than it is available elsewhere.

All the following conditions must be met in order for course/instructional material fee to be required.

1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student? Yes  X  No
2) Does the material relate to the required objectives of the course? Yes  X  No
3) Does the material have continuing value outside the classroom? Yes  X  No
4) Is the amount of material consistent with the amounts students need to meet the objectives of the course? Yes  X  No
5) Health/Safety Exception: If any question above was marked "NO", are the specific materials required to ensure safety against bodily harm or contamination? Yes  X

Explanation:

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property (Please provide description of each tangible item to be issued)</th>
<th>Health/Safety YES / NO</th>
<th>Quantity (Used by Student)</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Electrodes for ECG recordings</td>
<td>N</td>
<td>12</td>
<td>$0.30</td>
<td>$3.60</td>
</tr>
<tr>
<td>2) Color prints of ECG &amp; other readings, (GSR)</td>
<td>N</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3) Paper</td>
<td>N</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4)</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $3.60

EFFECTIVE DATE OF THIS FEE: 03/03/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approved by:

Steve Juarez  03/03/11
Dean/Division Chair  Date

Celine Pinet  03/03/11
Vice President, Instruction  Date

Michael J. Renzi  03/03/11
Vice President, Administrative Services  Date

Indicate Datatel Input Date:

100-117802-0000-48877-017  CNB1  A&R Code  03/03/11  03/03/11

Budget Account Code  Date