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

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

Explanations:

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>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wholesale actual cost of clay per 25lb bag</td>
<td>N 1</td>
<td>$7.00</td>
<td>$7.00</td>
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<td>Wholesale actual cost of glaze per kit</td>
<td>N 1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
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</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
Dean/Division Chair

[ ] X Celine Pinet
Vice President, Instruction

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

**Dean/Division Chair Notes**

**Indicate Date of 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. $11
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 Description</th>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $11.00

**EFFECTIVE DATE OF THIS FEE:** 10/06/11

**START SESSION (e.g. "Fall 2010"):** Spring 2012

---

Approved by: Chris Cryer
Dean/Division Chair
Date: 10/06/11

Approved by: Kuni Hay
Vice President, Instruction
Date: 10/06/11

Approved by: Michael J. Renzi
Vice President, Administrative Services
Date: 10/06/11

---

100-113102-0000-48877-017
Budget Account Code

ARTS1
A&R Code

10/06/11
Date
Course/Instructional Material Fees Request Form

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

Course:  
Yes  
No  
Fee Revision:  
Yes  
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  
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. $12.00  
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>
<th>Health/Safety</th>
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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  

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

Budget Account Code  
100-113102-0000-48877-017  
ARTS1  
03/03/11  
Date  

Dean/Division Chair Notes  
Indicate Datatel Input Date:
Course/Instructional Material Fees Request Form

Course ID: 065B  Course Name: Ceramics - Hand Building  Date: 10/06/11

Course: Yes  No  Fee Revision: Yes  No  Cancel  Fee From: $12.00  To: $11.00

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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

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

** 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. $11 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</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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<td>1  Wholesale actual cost of clay for, 25lb bag</td>
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<td>** TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: **</td>
<td></td>
<td></td>
<td></td>
<td><strong>$11.00</strong></td>
</tr>
</tbody>
</table>

EFFECTIVE DATE OF THIS FEE: 10/06/11  START SESSION (e.g. "Fall 2010"): Spring 2012

Approve  Disapprove  
X  X  X

Chris Cryer  Dean/Division Chair  10/06/11
Kuni Hay  Date
Vice President, Instruction  10/06/11
Michael J. Renzi  Vice President, Administrative Services

Budget Account Code  ARTS1  10/06/11
A&R Code  Date
Course/Instructional Material Fees Request Form

Course ID: 065C  Course Name: Ceramics - Hand Building  Date: 10/06/11

N Course: ☑ Yes ☐ No  Fee Revision: ☑ Yes ☐ No  ☐ Cancel  Fee From: $12.00  To: $11.00

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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
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. $11
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:

<table>
<thead>
<tr>
<th>Item Description</th>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $11.00

EFFECTIVE DATE OF THIS FEE: 10/06/11  START SESSION (e.g. "Fall 2010"): Spring 2012

Approve Disapprove

☐ X Chris Cryer  10/06/11
Dean/Division Chair

☐ X Kuni Hay  10/06/11
Vice President, Instruction

☐ X Michael J. Renzi  10/06/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

100-113102-0000-48877-017 ARTS1  10/06/11
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?

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?

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**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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**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**

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Brad Weisberg</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>
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<tr>
<td>Vice President, Administrative Services</td>
<td>Date</td>
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</table>

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**Budget Account Code**

<table>
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<tr>
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</table>
Course/Instructional Material Fees Request Form

Course ID: 065D  Course Name: Advanced Handbuilt Ceramics  Date: 10/06/11

| Course: Y  | Fee Revision: Y  | Fee From: $12.00  | To: $11.00 |

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

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $11

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

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

<table>
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<tr>
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<td>1 Wholesale actual cost of clay for, 25lb bag</td>
<td>N 1</td>
<td>$6.00</td>
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</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $11.00

EFFECTIVE DATE OF THIS FEE: 10/06/11  START SESSION (e.g. "Fall 2010"): Spring 2012

Approve Disapprove
X X X

Chris Cryer  Dean/Division Chair  Kuni Hay  Vice President, Instruction  Michael J. Renzi  Vice President, Administrative Services

Indicate Datatel Input Date:

100-113102-0000-48877-017  ARTS1  10/06/11

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

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

Course: | Yes | Fee Revision: | Yes | 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? 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.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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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** | **Dean/Division Chair Notes**
| X | | Indicate Datatel Input Date: 03/03/11 |

| Brad Weisberg | Date: 03/03/11 |
| Celine Pinet | Date: 03/03/11 |
| Vice President, Instruction | Date: 03/03/11 |
| Michael J. Renzi | Date: 03/03/11 |
| Vice President, Administrative Services | Date: 03/03/11 |

| 100-113102-0000-48877-017 | ARTS1 | Date: 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.

Yes No
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?

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.

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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
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Approve Disapprove
X       X

Brad Weisberg
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

100-113102-0000-48877-017
Budget Account Code
ARTS1
A&R Code
Date: 03/03/11
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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 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. $11

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>
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TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $11.00

EFFECTIVE DATE OF THIS FEE: 10/06/11

START SESSION (e.g. "Fall 2010"): Spring 2012

Approve Disapprove

Chris Cryer
Dean/Division Chair

Kuni Hay
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

Chris Cryer
10/06/11

Kuni Hay
10/06/11

Michael J. Renzi
10/06/11

Budget Account Code
100-113102-0000-48877-017

A&R Code
ARTS1

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?
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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)

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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

- Brad Weisberg  
  **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 Date/Time Input Date:

<table>
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<th>A&amp;R Code</th>
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<td>100-113102-0000-48877-017</td>
<td>ARS1</td>
<td>03/03/11</td>
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</table>
Course/Instructional Material Fees Request Form

Course ID: 67B  
Course Name: Ceramics - Potter's Wheel  
Date: 10/06/11

Course: X Yes  
Fee Revision: X Yes  
Fee From: $12.00  
To: $11.00

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. $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

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<tr>
<th>Item</th>
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<th>Item Total: (Quantity x Retail Price)</th>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $11.00

**EFFECTIVE DATE OF THIS FEE:** 10/06/11  
**START SESSION (e.g. “Fall 2010”):** Spring 2012

Approve  
X Disapprove

<table>
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<tr>
<th>Approve</th>
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<th>Chris Cryer</th>
<th>Dean/Division Chair</th>
<th>Date</th>
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<tr>
<td>X</td>
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<td>Kuni Hay</td>
<td>Date</td>
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<tr>
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<td>Vice President, Instruction</td>
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<td>Michael J. Renzi</td>
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**Dean/Division Chair Notes**  
Indicate Datatel Input Date:  
ARTS1  
10/06/11  
**Budget Account Code**  
100-113102-0000-48877-017  
**A&R Code**  
Date  
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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
(Provide description of each tangible item to be issued)  

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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 ☑ Brad Weisberg
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:

Notice on Class Schedule:
L1: 
L2:

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

Course ID: 85B  Course Name: Sculpture  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 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, $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>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>N</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>0</td>
<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

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

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

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.

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) Does 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, $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</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>($ Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1 Wholesale actual cost of bronze per pound</td>
<td>N</td>
<td>1</td>
<td>$12.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>0</td>
<td>$0.00</td>
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<tr>
<td>3</td>
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<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>0</td>
<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 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:

Notice on Class Schedule:
L1: 
L2: 

Budget Account Code 100-113102-0000-48877-017 ARTS1 03/03/11
A&R Code Date

Date
# Course/Instructional Material Fees Request Form

**Course ID:**

**Course Name:** Metal Sculpture Casting

**Date:** 03/03/11

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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?**
   - 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.

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### REQUIRED: Course Materials: Tangible Property

<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>1</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td></td>
<td></td>
<td></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

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### Approve Disapprove

- Brandy Weisberg
- Celine Pinet
- Michael J. Renzi

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

- L1:
- L2:

---

**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?
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

### 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. Myers-Briggs Type Indicator</td>
<td>N</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>2. Up to 45 pages of printed assessment</td>
<td>N</td>
<td>45</td>
<td>$0.03</td>
<td>$1.35</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:** $12.35

**EFFECTIVE DATE OF THIS FEE:** 03/23/11 "Fall 2010": Spring 2011

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### Approve

<table>
<thead>
<tr>
<th>X</th>
<th>Carol Pavan</th>
<th>03/23/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Celine Pinet</td>
<td>03/23/11</td>
</tr>
<tr>
<td>X</td>
<td>Michael J. Renzi</td>
<td>03/23/11</td>
</tr>
</tbody>
</table>

### Dean/Division Chair Notes

Indicate Datatel Input Date:

L1: __________________________  L2: __________________________

### Notice on Class Schedule:

- L1: __________________________
- L2: __________________________

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### Budget Account Code

100-118020-0000-48899-017

### A&R Code

COUN1

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### Date

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?**  
   - 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. $19

**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>Myers-Briggs Type Indicator</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Strong Interest Inventory</td>
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<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Up to 45 pages of printed assessment</td>
<td>45</td>
<td>$0.03</td>
<td>$1.35</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:** $19.35

### EFFECTIVE DATE OF THIS FEE: 09/21/11  
### START SESSION (e.g. "Fall 2010"): Fall 2011

### Approve Disapprove

- Carol Pavan [x]  
- Celine Pinet [x]  
- Michael J. Renzi [x]

### Dean/Division Chair Notes

- Indicate Datatel Input Date: 09/21/11  
- Notice on Class Schedule:  
  - L1:  
  - L2:

### Budget Account Code

- 100-118020-0000-48899-017

### A&R Code

- COUN1

### Date

- 09/21/11
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 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. $11.50

REQUARED: 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 Myers-Briggs Type Indicator</td>
<td>N</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
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<td>$1.35</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<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: $12.35

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

Approve X  Disapprove 

Carol Pavan
Dean/Division Chair
09/21/11

Celine Pinet
Vice President, Instruction
09/21/11

Michael J. Renzi
Vice President, Administrative Services
09/21/11

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

L1: ____________________________ L2: ____________________________
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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

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

REQUAED: 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></td>
<td>YES / NO</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1</td>
<td>YES/NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>YES/NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>YES/NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>YES/NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<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: 03/23/11
START SESSION (e.g. "Fall 2010"): Spring 2011
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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

<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>Amount</td>
</tr>
<tr>
<td>1 Printer paper, 1/2 ream</td>
<td>N</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>2 Toner</td>
<td>N</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</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 Steno Paper</td>
<td>N</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>5 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 [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

Dean/Division Chair Notes
Indicate Datatel Input Date:

100-112502-0000-48877-017

Budget Account Code
CRTL1

A&R Code

Date

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

Course ID: 06B1  Course Name: Court Reporting Theory II  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.**

<table>
<thead>
<tr>
<th>Condition</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></td>
<td>X</td>
</tr>
<tr>
<td><strong>Health/Safety Exception:</strong> If any question above was marked “NO”, are the specific materials required to ensure safety against bodily harm or contamination?</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**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>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1/2 ream</td>
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<td>1</td>
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</tr>
</tbody>
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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

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
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<tbody>
<tr>
<td>X</td>
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**Dean/Division Chair Notes**

**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.

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

   "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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<thead>
<tr>
<th>Item Description</th>
<th>Health/Safety</th>
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<th>Unit Cost: (Retail Price)</th>
<th>Item Total: Quantity X Retail $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1/2 ream</td>
<td>Y</td>
<td>1</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

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**Dean/Division Chair Notes**

<table>
<thead>
<tr>
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<th>Disapprove</th>
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<tbody>
<tr>
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<td></td>
<td>Jim Henderson 03/03/11</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Celine Pinet 03/03/11</td>
</tr>
<tr>
<td>X</td>
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<td>Michael J. Renzi 03/03/11</td>
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<table>
<thead>
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<th>Vice President, Administrative Services Date</th>
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<tr>
<td>03/03/11</td>
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**Budget Account Code**

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<th>Description</th>
<th>Date</th>
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<td>CRTL1</td>
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</table>
Course/Instructional Material Fees Request Form

Course ID: 007B  
Course Name: Court Reporting Theory II  
Date: 02/28/11

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 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

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<tr>
<td>(Please provide description of each tangible item to be issued)</td>
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<td>(Retail Price)</td>
<td>Quantity x Retail $</td>
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<td>N</td>
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<td>1</td>
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</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  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

100-112502-0000-48877-017  
Budget Account Code  
CRTL1  
A&R Code  
02/28/11  
Date  
Dean/Division Chair Notes  
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 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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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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</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>
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<td>3 CD’s &amp; Jewel cases</td>
<td>N 20</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

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**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

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

### Approve Disapprove

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

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

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

### A&R Code  
**02/28/11**
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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
Date: 03/03/11

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

Michael J. Renzi
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Date: 03/03/11

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CTRL1
A&R Code
Date: 02/28/11
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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?

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. $10
Course/Instructional Material Fees Request Form

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

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

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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 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. $10

<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>
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<tr>
<td>(Please provide description of each tangible item to be issued)</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
Dean/Division Chair Date: 03/03/11

Celine Pinet Date: 03/03/11

Vice President, Instruction

Michael J. Renzi Date: 03/03/11

Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Date/Email Input Date:

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

CRTL1
A&R Code
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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

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Explanation:
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REQUIRED: Course Materials: Tangible Property  
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START SESSION (e.g. "Fall 2010"): Spring 2011

Approve [X]  Disapprove

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

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

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

Indicate Date/Time Input Date:

Budget Account Code 100-112502-0000-48877-017
A&R Code CR11
Date 02/28/11
# Course/Instructional Material Fees Request Form

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

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

---

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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 [ ]
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

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**REQUIRED: Course Materials: Tangible Property**

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

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

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

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**Approve**  
X

**Disapprove**

---

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

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

**Celine Pinet**  
Date: 03/03/11

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

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

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**100-112502-0000-48877-017**

**Budget Account Code**

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   X [ ]

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

Approve Disapprove

X [ ] X [ ] X [ ]

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  CRT11  02/28/11

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<th>Condition</th>
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Explanation:
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EFFECTIVE DATE OF THIS FEE: 02/28/11
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Approve | Disapprove
X | 
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 | CRTL1 | 02/28/11
Budget Account Code | A&R Code | Date

Indicate Datatel Input Date:
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Approve Disapprove

Approved by:

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 Date of Input 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 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
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>Description</th>
<th>Used by Student</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>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
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<tr>
<td>2</td>
<td>Toner</td>
<td>N</td>
<td>1</td>
<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>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>5</td>
<td></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**: $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  
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: CTRL1

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

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

<table>
<thead>
<tr>
<th>N Course</th>
<th>Yes</th>
<th>No</th>
<th>Fee Revision</th>
<th>Yes</th>
<th>No</th>
<th>Cancel</th>
<th>Fee From: $10.00 To: $10.00</th>
</tr>
</thead>
</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? Yes X No
2) Does the material relate to the required objectives of the course? Yes X
3) Does the material have continuing value outside the classroom? Yes X

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

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>
<th>Quantity</th>
<th>Unit Cost: 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>
</tr>
<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>
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<tr>
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<td>N</td>
<td>20</td>
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<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>0</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

Jim Henderson
Dean/Division Chair

Celine Pinet
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Date/Inp Date:

CRTL1
02/28/11

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

A&R Code
02/28/11
### Guidelines 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 at cost. 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. $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 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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<tr>
<td>5</td>
<td></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

### Budget Account Code

100-112502-0000-48877-017

### A&R Code

CRTL1

### Date

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

Course ID: 014C
Course Name: 140WPM Speed Goal
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 [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

REQUERED: 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: (Retail Price)</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>
<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>
</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
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: 100-112502-0000-48877-017

CRTL1: 02/28/11

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

X

X

X

Dean/Division Chair Notes

Indicate Date and Input Date:

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

Budget Account Code

CRTL1
A&R Code
Date: 02/28/11
Course/Instructional Material Fees Request Form

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

<table>
<thead>
<tr>
<th>Course:</th>
<th>Yes</th>
<th>Fee Revision:</th>
<th>Yes</th>
<th>No</th>
<th>Cancel</th>
<th>Fee From:</th>
<th>To:</th>
</tr>
</thead>
</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?  
   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

   "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. $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>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</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 X  Disapprove

Dean/Division Chair 03/03/11  Date
Celine Pinet 03/03/11  Date
Michael J. Renzi 03/03/11  Date

Dean/Division Chair Notes

Indicate Datatel Input Date:

100-112502-0000-48877-017 CRTL1 02/28/11

Budget Account Code  
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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
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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
X

Dean/Division Chair Notes
Indicate Date/lnput 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
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. $10

<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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please provide description of each tangible item to be issued)</td>
<td>YES / NO</td>
<td>(Use by Student)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
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Approve [X] Disapprove

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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*?

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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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<td>1.</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
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<tr>
<td>2.</td>
<td>N</td>
<td>1</td>
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</tr>
<tr>
<td>3.</td>
<td>N</td>
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**EFFECTIVE DATE OF THIS FEE:** 02/28/11

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**Approve**

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 Date of Input Date:

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CRIT1  
02/28/11  

**Budget Account Code**

**A&R Code**

**Date**
### Guidelines for Instructional Materials

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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**
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

### REQUIRED: Course Materials: Tangible Property

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>2 Toner</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>3 CD’s &amp; Jewel cases</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quantity**: (Used by Students)  
**Unit Cost**: (Retail Price)  
**Item Total**: Quantity x Retail $  

**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

- **Approve**: X  
- **Disapprove**: 

**Dean/Division Chair Notes**

- **Jim Henderson**  
  - **Date**: 03/03/11  
- **Celine Pinet**  
  - **Date**: 03/03/11  
- **Michael J. Renzi**  
  - **Date**: 03/03/11  

**Indicate Datatel Input Date**

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

**A&R Code**:  
**Date**:  

- **Dean/Division Chair**:  
  - **Date**:  
- **Vice President, Instruction**:  
  - **Date**:  
- **Vice President, Administrative Services**:  
  - **Date**:  

**Budget Account Code**

- **CRTL1**  
  - **Date**: 02/28/11
Course/Instructional Material Fees Request Form

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

- Course: Yes  No  Fee Revision: Yes  No  Cancel

Fee From: $10.00  To: $10.00

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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 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?

Explaination:

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: Quantity x Retail $</th>
</tr>
</thead>
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<td>1. Printer paper, 1 ream</td>
<td>N</td>
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### Approve  Disapprove

<table>
<thead>
<tr>
<th>Approve</th>
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</tr>
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<tbody>
<tr>
<td>x</td>
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Jim Henderson  
Dean/Division Chair  03/03/11

Celine Pinet  03/03/11

Vice President, Instruction

Michael J. Renzi  03/03/11

Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Date/Time Input Date:

100-112502-0000-48877-017  CRTL1  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? Yes [X] No

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Approve Disapprove
[X] [ ]
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

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

Dean/Division Chair Notes
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Explanation:

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

REQUPIED: 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 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
</tr>
<tr>
<td>2</td>
<td>Toner</td>
<td>N</td>
<td>1</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>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></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

Jim Henderson
Dean/Division Chair

Celine Pinet
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

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

CRTR1
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 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>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>
<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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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:

---

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

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

- 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.

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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?

Yes  
No

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>Printer paper, 1 ream</td>
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<tr>
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<td>$2.00</td>
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<td></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  
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:

100-112502-0000-48877-017  
CRTL1  
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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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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?  
   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

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $10.00

EFFECTIVE DATE OF THIS FEE: 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

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>Printer paper, 1 ream</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Toner</td>
<td>N</td>
<td>2</td>
<td>$1.00</td>
<td>$2.00</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></td>
<td></td>
<td>0</td>
<td>$0.00</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 [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:

100-112502-0000-48877-017  
CRTL1  
02/28/11

Budget Account Code  
A&R Code  
Date
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<table>
<thead>
<tr>
<th>Condition</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></td>
<td>X</td>
</tr>
</tbody>
</table>

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 (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printer paper, 1 ream</td>
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<td>0</td>
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<td>5</td>
<td>0</td>
<td>$0.00</td>
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</tbody>
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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

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

- [100-112502-0000-48877-017](#) **CRTL1**  **02/28/11**
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Explaination:

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 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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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>
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<tr>
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<tr>
<td><strong>TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:</strong></td>
</tr>
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**EFFECTIVE DATE OF THIS FEE:** 02/28/11

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

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
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<tbody>
<tr>
<td>X</td>
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<tr>
<td>Dean/Division Chair Date 03/03/11</td>
<td></td>
</tr>
<tr>
<td>Celine Pinet Date 03/03/11</td>
<td></td>
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<td>Vice President, Instruction Date 03/03/11</td>
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<tr>
<td>Michael J. Renzi Date 03/03/11</td>
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<table>
<thead>
<tr>
<th>Dean/Division Chair Notes Indicate Datatel Input Date:</th>
</tr>
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<tbody>
<tr>
<td>CRTL1 02/28/11</td>
</tr>
<tr>
<td>Budget Account Code 100-112502-0000-48877-017</td>
</tr>
<tr>
<td>A&amp;R Code</td>
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<tr>
<td>Date</td>
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</tbody>
</table>
Course/Instructional Material Fees Request Form

Course ID: 022D  Course Name: 220WPM 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 ☑ 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>Health/Safety</th>
<th>Quantity Used by Student</th>
<th>Unit Cost (Retail Price)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N</td>
<td>1</td>
<td>$3.00</td>
<td>$3.00</td>
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<tr>
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<td>5</td>
<td>N</td>
<td>0</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 ☑ 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:

**COURSE/REPORTING INFORMATION**

100-112502-0000-48877-017  CRITL1  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.

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

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

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<thead>
<tr>
<th>Item Description</th>
<th>YES / NO</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 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:

CRTL1
02/28/11

Budget Account Code
A&R Code
Date

100-112502-0000-48877-017
02/28/11
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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 [ ] 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)

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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
Date 03/03/11

Celine Petit
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: 02/28/11

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

Course ID: 93  Course Name: Directed Studies  Date: 02/28/11

Yes Course:  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?  
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. $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

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 Date/Time Input Date:

Dean/Division Chair Notes

Budget Account Code  A&R Code  Date

100-112502-0000-48877-017  CTRL1  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 [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:
Course Deactivated

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

<table>
<thead>
<tr>
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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 [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:  

Not Applicable
Budget Account Code
Not Applicable
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 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
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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

Dean/Division Chair Notes
Indicate Datatel Input Date: 03/03/11

Approve Disapprove
X
X
X

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

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

Dean/Division Chair Notes
Indicate Date/Time 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 A&R Code
02/28/11 Date
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Explanation: Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $5

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</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: Jim Henderson
Date: 03/03/11

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

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

Indicate Date of Input: 02/28/11

Budget Account Code: 100-112502-0000-48877-017
A&R Code: CR1
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.

---

### Course/Instructional Material Fees Request Form

**Course/Name:** Court Reporting Workshop (Goal 120) Night  
**Date:** 02/28/11

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee Revision</th>
<th>Fee From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes X No</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

---

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

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

4) **Is the amount of material consistent with the amounts students need to meet the objectives of the course?**  
   - Yes 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?  
   - 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</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>N 1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>2</td>
<td>Toner</td>
<td>N 1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>3</td>
<td>CD's &amp; Jewel cases</td>
<td>N 10</td>
<td>$0.25</td>
<td>$2.50</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:** $5.00

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

---

**Approve**  
- Jim Henderson  
- Celine Pinet  
- Michael J. Renzi

**Disapprove**

**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 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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Color paints</td>
<td>N</td>
<td>1</td>
<td>$1.50</td>
</tr>
<tr>
<td>2. Professional photos</td>
<td>N</td>
<td>2</td>
<td>$1.75</td>
</tr>
<tr>
<td>3.</td>
<td>0</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>4.</td>
<td>0</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5.</td>
<td>0</td>
<td></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 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 Date/Time Input Date:

100-11502-0000-48877-017
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

<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 Muslin fabric</td>
<td>N</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>2 Buttons/zippers/snaps</td>
<td>N</td>
<td>1</td>
<td>$6.50</td>
<td>$6.50</td>
</tr>
<tr>
<td>3 Materials for pin cushion</td>
<td>N</td>
<td>1</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>4 Interfacing</td>
<td>N</td>
<td>1</td>
<td>$7.00</td>
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<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:** $19.50

**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>
</tbody>
</table>

**Dean/Division Chair Notes**

Indicate Datatel Input Date:

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

**Budget Account Code**

100-111502-0000-48877-017

**FASH1**

**A&R Code**

**Date** 02/24/11

**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 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?

""" 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</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 Price</td>
<td></td>
</tr>
<tr>
<td>1 Fabric paints</td>
<td>N</td>
<td>1</td>
<td>$3.99</td>
<td>$3.99</td>
</tr>
<tr>
<td>2 Fabric dyes</td>
<td>N</td>
<td>1</td>
<td>$2.99</td>
<td>$2.99</td>
</tr>
<tr>
<td>3 Silk fabric</td>
<td>N</td>
<td>1</td>
<td>$3.59</td>
<td>$3.59</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: $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 | 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

FASH1

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:

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>Item</th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Canvas fabric</td>
<td>N</td>
<td>1</td>
<td>$4.89</td>
<td>$4.89</td>
</tr>
<tr>
<td>2. Trims (for shoulder bag)</td>
<td>N</td>
<td>1</td>
<td>$5.83</td>
<td>$5.83</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</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:** $10.72

**EFFECTIVE DATE OF THIS FEE:** 02/24/11  
**START SESSION (e.g. "Fall 2010"):** Spring 2011

### Approve / Disapprove

- **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: 02/24/11

**Budget Account Code**  
**A&R Code**  
**Date**

---

**Rev 1/01**
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

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) Health/Safety YES / NO | Quantity | Unit Cost: (Retail Price) | Item Total: Quantity X Retail $
---|---|---|---
1 Oak tag paper | N | 1 | $2.00 | $2.00
2 White pattern paper | N | 1 | $9.00 | $9.00
3 Pattern hooks | N | 2 | $2.25 | $4.50
4 | | 0 | $0.00 | $0.00
5 | | 0 | $0.00 | $0.00

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 [ ]

Dean/Division Chair Notes
Indicate Datatel Input Date:
Diane Hurd 03/03/11
Celine Pinet 03/03/11
Michael J. Renzi 03/03/11

Budget Account Code 100-111502-0000-48877-017
A&R Code FASH1 02/24/11

Rev 1/01
Course/Instructional Material Fees Request Form

Course ID: 62  Course Name: Professional Patternmaking II  Date: 02/24/11

/ Course: Yes  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 Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak tag paper</td>
<td>N 1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>White pattern paper</td>
<td>N 1</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Pattern hooks</td>
<td>N 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>
<tr>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
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</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
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:

100-111502-0000-48877-017
Budget Account Code
FASH1
A&R Code
02/24/11
Date

Rev 1/01
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

<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>
<td>1</td>
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<td>5</td>
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<td>$0.00</td>
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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

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Hurd</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:

Not applicable

Budget Account Code

A&R Code Date

Rev 1/01
Course/Instructional Material Fees Request Form

Course ID: 64  Course Name: Professional Draping  Date: 02/24/11

Course: ☑️ Yes ☐ No  Fee Revision: ☑️ Yes ☐ No  ☐ Cancel  Fee From: $15.00 To: $15.00

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.

$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</td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1 White China Silk</td>
<td>N</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>2 White Silk Scarf</td>
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<td>1</td>
<td>$5.00</td>
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</tr>
<tr>
<td>3 White Cotton</td>
<td>N</td>
<td>1</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
<tr>
<td>4 Dyes &amp; pigments</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
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<tr>
<td>5 Fiber samples</td>
<td>N</td>
<td>1</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 ☑️  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

100-111502-0000-48877-017  FASH1  02/24/11
Budget Account Code  A&R Code  Date

Dean/Division Chair Notes
Indicate Datatel Input Date:
Course/Instructional Material Fees Request Form

Course ID: 
Course Name: Production Patternmaking (Patternmaking III) 
Date: 02/24/11

Course: ☑ Yes ☐ No Fee Revision: ☑ Yes ☐ No ☐ Cancel Fee From: $15.00 To: $15.00

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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. $15

REQUİRED: 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 Oak tag paper</td>
<td>N</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>2 White pattern paper</td>
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<td>1</td>
<td>$9.00</td>
<td>$9.00</td>
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<td>3 Pattern hooks</td>
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<td>$2.25</td>
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<td>4</td>
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<td>5</td>
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<td>$0.00</td>
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</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

X     X     X

Dean/Division Chair Notes
Indicate Date & Input Date:

Diane Hurd
03/03/11

Celine Pinet
03/03/11

Michael J. Renzi
03/03/11

Vice President, Administrative Services

100-111502-0000-48877-017

Budget Account Code

FASH1

A&R Code

02/24/11

Date
Course/Instructional Material Fees Request Form

Course ID: 67  
Course Name: Manual Pattern Grading  
Date: 02/24/11

Check 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.

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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: Course deactivated

| REQUIRED: Course Materials: Tangible Property | Health/Safety | Quantity | Unit Cost: ($/Retail) | Item Total: ($)
<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>Quantity X Retail $</td>
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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

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: 02/24/11

Not applicable

Budget Account Code

Not Applicable  02/24/11

A&R Code  Date

2/7/2011
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 [ ]

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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<tr>
<th>Item</th>
<th>Quantity Used by Student</th>
<th>Unit Cost (Retail Price)</th>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:**  
$12.00

**EFFECTIVE DATE OF THIS FEE:**  
02/24/11

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

---

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

<table>
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<td>Diane Hurd</td>
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<td></td>
<td>Date 03/03/11</td>
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<td>Celine Pinet</td>
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<table>
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<td></td>
<td>Michael J. Renzi</td>
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<tr>
<td></td>
<td>Date 03/03/11</td>
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<table>
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<td></td>
<td>Vice President, Administrative Services</td>
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**Budget Account Code:**  
100-111502-0000-48877-017

**A&R Code:**  
FASH1

**Date:**  
02/24/11

Rev 1/01
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

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

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. $8

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>
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</thead>
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<td>$8.00</td>
<td>$8.00</td>
</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
X
X
X

Dean/Division Chair Notes
Indicate Datatel Input Date:

FIRS1
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 [ ] 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 [ ]

### 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>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES / NO</td>
<td></td>
<td>(Used by Student)</td>
<td>(Retail Price)</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
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<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</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:** $0.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

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

### Approve Disapprove

<table>
<thead>
<tr>
<th>X</th>
<th>Joan Worley</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean/Division Chair</td>
</tr>
<tr>
<td>X</td>
<td>Celine Pinet</td>
</tr>
<tr>
<td></td>
<td>Vice President, Instruction</td>
</tr>
<tr>
<td>X</td>
<td>Michael J. Renzi</td>
</tr>
<tr>
<td></td>
<td>Vice President, Administrative Services</td>
</tr>
</tbody>
</table>

**Dean/Division Chair Notes**

Indicate Date/Input Date:

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

**Budget Account Code**

Not applicable

**A&R Code**

Not applicable

**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. $8
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
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

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>American Heart Association Card</td>
<td>NO</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</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>
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</tr>
<tr>
<td></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: $10.00

EFFECTIVE DATE OF THIS FEE: 09/20/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve X Disapprove

Dean/Division Chair Notes

Notice on Class Schedule:

Budget Account Code 100-115401-0000-48877-017
FIRS1 A&R Code Date

Vice President, Administrative Services Michael Renzi

Vice President, Instruction Kuni Hay

Dean/Division Chair Joan Worley

Indicate Date/ Input Date:
09/20/11 Date

Date

Date

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

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</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 American Red Cross &amp; Heart Association card</td>
<td>1</td>
<td>$8.00</td>
<td>$8.00</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>
<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: $8.00

Effective Date of This Fee: 02/24/11
Start Session (e.g. "Fall 2010"): Spring 2011

Approve [x] Disapprove

Joan Worley
Dean/Division Chair

Celine Pinet
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

FIRS1
A&R Code

Budget Account Code

100-115401-0000-48877-017

Date
Course/Instructional Material Fees Request Form

Course ID: 56  Course Name: Clinical Procedures II - Deactivated  Date: 02/28/11

Course: Yes  No  Fee Revision:  Yes  No  Cancel  Fee From: $15.00  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

* 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: 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>Yes/No</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 EKG paper, 1 roll</td>
<td>N</td>
<td>1</td>
<td>$3.90</td>
<td>$3.90</td>
</tr>
<tr>
<td>2 Disposable Electrodes</td>
<td>N</td>
<td>20</td>
<td>$0.06</td>
<td>$1.20</td>
</tr>
<tr>
<td>3 Plaster 6in x 5 yds, &amp; Fiberglass 2in x 4 yds Casting Rolls</td>
<td>N</td>
<td>1</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>4 Cast Padding Material</td>
<td>N</td>
<td>1</td>
<td>$1.99</td>
<td>$1.99</td>
</tr>
<tr>
<td>5 Fiberglass Splinting Material</td>
<td>N</td>
<td>1</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"): X

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

Budget Account Code

Not Applicable  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

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. $15

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sterile Gloves, up to 25 pairs</td>
<td>Y</td>
<td>10</td>
<td>$2.00</td>
<td>$20.00</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: $33.34

EFFECTIVE DATE OF THIS FEE: 02/28/11
START SESSION (e.g. "Fall 2010"): Spring 2012

Approve Disapprove

[ ] [X] 
Diane Hurd
Dean/Division Chair
10/05/11

[ ] [X] 
Kuni Hay
Vice President, Instruction
10/05/11

[ ] [X] 
Michael J. Renzi
Vice President, Administrative Services
10/05/11

Dean/Division Chair Notes
Indicate Datatel Input Date:

100-111602-0000-48877-017

Budget Account Code
HCT1

A&R Code

Date
Course/Instructional Material Fees Request Form

Course ID: 57  Course Name: Sterile Techniques  Date: 02/28/11

Course: [Yes] [No]  Fee Revision: [Yes] [No]  [Cancel]  Fee From: $15.00 To: $15.00

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. $15

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sterile Gloves</td>
<td>Y</td>
<td>50</td>
<td>$0.06</td>
<td>$3.00</td>
</tr>
<tr>
<td>2 Autoclave paper, 1 roll; pouches, 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

Approve [X] 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 100-111602-0000-48877-017  HCT1  02/28/11
A&R Code  Date

10-11-11602-0000-48877-017
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 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

<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></td>
<td></td>
</tr>
<tr>
<td>1. Vacutainer Needles</td>
<td>Y</td>
<td>25</td>
<td>$0.13</td>
<td>$3.25</td>
</tr>
<tr>
<td>2. Vacuum Tubes</td>
<td>Y</td>
<td>2</td>
<td>$4.50</td>
<td>$9.00</td>
</tr>
<tr>
<td>4. Tourniquets</td>
<td>Y</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>Y</td>
<td>1</td>
<td>$7.76</td>
<td>$7.76</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 2012

Approve Disapprove

Diane Hurd 10/05/11
Dean/Division Chair
Kuni Hay 10/05/11
Vice President, Instruction
Michael J. Renzi 10/05/11
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

100-111602-0000-48877-017
Budget Account Code
HCT1
A&R Code
10/05/11
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. $15

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

Approve X Disapprove X

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

Budget Account Code: 100-111602-0000-48877-017
A&R Code: HCT1
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

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

<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 Syringes with needles</td>
<td>Y</td>
<td>30</td>
<td>$0.19</td>
<td>$5.70</td>
</tr>
<tr>
<td>2 Sterile Injection Solution</td>
<td>Y</td>
<td>2</td>
<td>$1.24</td>
<td>$2.48</td>
</tr>
<tr>
<td>3 Band-aids, alcohol prep pads and pencil box</td>
<td>Y</td>
<td>1</td>
<td>$7.76</td>
<td>$7.76</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:</strong> $15.94</td>
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<td></td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE OF THIS FEE:** 02/28/11 ***START SESSION (e.g. “Fall 2010”): Spring 2012***
Course/Instructional Material Fees Request Form

Course ID: 63 Course Name: Medication Administration Date: 02/28/11

Course: ☑ Yes ☐ No Fee Revision: ☑ Yes ☐ No ☐ Cancel Fee From: $15.00 To: $15.00

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.

$15

REQUICKD: 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>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>Alcohol preps, 1 box of 200</td>
<td>1</td>
<td>$1.79</td>
<td>$1.79</td>
</tr>
<tr>
<td>Band-aids, 1 box 100</td>
<td>1</td>
<td>$3.98</td>
<td>$3.98</td>
</tr>
<tr>
<td>Pencil box</td>
<td>1</td>
<td>$1.99</td>
<td>$1.99</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $16.52

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:

100-111602-0000-48877-017  HCT1  02/28/11

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

Course ID: 64  Course Name: ECG & Ortho Tech  Date: 10/05/11

☑ Course: Yes  ☐ No  Fee Revision: ☐ Yes  ☑ No  ☐ Cancel  Fee From: $15.00  To: $15.00

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, $15

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>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td>Quantity</td>
<td>(Used by Student)</td>
<td></td>
</tr>
<tr>
<td>EKG paper, 1 roll</td>
<td>1</td>
<td>$3.90</td>
<td>$3.90</td>
</tr>
<tr>
<td>Disposable Electrodes</td>
<td>20</td>
<td>$0.06</td>
<td>$1.20</td>
</tr>
<tr>
<td>Plaster and Fiberglass Casting Rolls</td>
<td>25</td>
<td>$5.99</td>
<td>$149.75</td>
</tr>
<tr>
<td>Cast Padding Material</td>
<td>10</td>
<td>$1.99</td>
<td>$19.90</td>
</tr>
<tr>
<td>Fiberglass Splinting Material</td>
<td>5</td>
<td>$3.50</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $192.25

EFFECTIVE DATE OF THIS FEE: 02/28/11  START SESSION (e.g. "Fall 2010"): Spring 2012

Approve Disapprove

X  Diane Hurd  10/05/11
Dean/Division Chair  Date

X  Kuni Hay  10/05/11
Vice President, Instruction  Date

X  Michael J. Renzi  10/05/11
Vice President, Administrative Services  Date

Dean/Division Chair Notes
Indicate Datatel Input Date:

100-111602-0000-48877-017  HCT1  10/05/11
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? 

Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $15

---

REQU!RED: Course Materials: Tangible Property

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EKG paper, 1 roll</td>
<td>N</td>
<td>$3.90</td>
<td>$3.90</td>
</tr>
<tr>
<td>2</td>
<td>Disposable Electrodes</td>
<td>20</td>
<td>$0.06</td>
<td>$1.20</td>
</tr>
<tr>
<td>3</td>
<td>Plaster 6in x 5yds, &amp; Fiberglass 2in x 4yds Casting Rolls</td>
<td>N</td>
<td>$5.99</td>
<td>$5.99</td>
</tr>
<tr>
<td>4</td>
<td>Cast Padding Material</td>
<td>N</td>
<td>$1.99</td>
<td>$1.99</td>
</tr>
<tr>
<td>5</td>
<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"):** Spring 2011

---

Approve: X  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

---

100-111602-0000-48877-017  HCT1  02/28/11

Budget Account Code  A&R Code  Date

---

Rev 1/01
Course/Instructional Material Fees Request Form

Course ID: 071A  Course Name: Basic Massage Therapy  Date: 10/05/11

v Course: Yes  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 titles 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:

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

<table>
<thead>
<tr>
<th>Number</th>
<th>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</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<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: $0.00

EFFECTIVE DATE OF THIS FEE: 03/08/11  START SESSION (e.g. "Fall 2010"): Spring 2012

Approve  Disapprove

X  X

Diane Hurd  Dean/Division Chair  10/05/11
Kuni Hay  Vice President, Instruction  10/05/11
Michael J. Renzi  Vice President, Administrative Services  10/05/11

Dean/Division Chair Notes
Indicate Date of Input Date:

Not Applicable  Budget Account Code  10/05/11
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.

### 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

### 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></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
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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:** $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

Celine Pinet
Vice President, Instruction
03/08/11

Michael J. Renzi
Vice President, Administrative Services
03/08/11

---

**Dean/Division Chair Notes**

Indicate Date/Time Input Date:

Not Applicable

Budget Account Code

A&R Code

Date

03/08/11
Course/Instructional Material Fees Request Form

Course ID: 76  
Course Name: Introduction to Chair Massage  
Date: 10/05/11

Course:  
Fee Revision:  
Fee From: $15.00 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  

---

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

<table>
<thead>
<tr>
<th></th>
<th>Health/Safety</th>
<th>Quantity</th>
<th>Unit Cost: (Retail Price)</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>YES / NO</td>
<td>0</td>
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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 2012

---

Approve [X] Disapprove  

Diane Hurd  
Dean/Division Chair  
Date: 10/05/11

Kuni Hay  
Vice President, Instruction  
Date: 10/05/11

Michael J. Renzi  
Vice President, Administrative Services  
Date: 10/05/11

---

Dean/Division Chair Notes  
Indicate Datatel Input Date:  

Not Applicable  
Budget Account Code  
Not Applicable  
A&R Code  
Date: 10/05/11
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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?  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? Explanation:

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

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Explanation:

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REQUIRED: Course Materials: Tangible Property

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EFFECTIVE DATE OF THIS FEE: 03/08/11

START SESSION (e.g. “Fall 2010”): Spring 2012

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Approve Disapprove

X       X       X

Diane Hurd
Dean/Division Chair

Kuni Hay
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes

Indicate Datatel Input Date:

Not Applicable
Budget Account Code

Not Applicable
A&R Code

10/05/11
Date
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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?

Explaination:

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<th>REQUIRED: Course Materials: Tangible Property</th>
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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

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:

**REQUIRED: Course Materials: Tangible Property**

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

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<th>Item</th>
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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 2012

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Dean/Division Chair Date
Kuni Hay

Vice President, Instruction Date
Michael J. Renzi

Vice President, Administrative Services Date

**Budget Account Code**

**A&R Code**

Not Applicable
10/05/11
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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 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

   ** 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:

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

Approve   Disapprove

[ ] [X] Diane Hurd  Dean/Division Chair  03/08/11
[ ] [X] Celine Pinet  Date
[ ] [X] Michael J. Renzi  Vice President, Administrative Services  03/08/11

Dean/Division Chair Notes

Indicate Datatel Input Date:

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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
- **Diane Hurd**
- **Dean/Division Chair**
- **03/03/11**
- **Date**

### Disapprove
- **Celine Pinet**
- **Vice President, Instruction**
- **03/03/11**
- **Date**

### Vice President, Administrative Services
- **Michael J. Renzi**
- **03/03/11**
- **Date**
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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:

Not applicable
Budget Account Code

Not applicable
A&R Code 02/24/11

Date
Course/Instructional Material Fees Request Form

Course ID: 60  Course Name: Commercial Design  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.

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Explanation: 

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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  |
Diane Hurd  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

Dean/Division Chair Notes  Indicate Date/Time Input Date: 02/24/11

Not applicable  Budget Account Code  Not applicable  A&R Code  Date

Not applicable  Budget Account Code  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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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?

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"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?

Explanation:

<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>
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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
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* "Is the amount of material consistent with the amounts students need to meet the objectives of the course?"

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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>
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EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve

X

Disapprove

Dean/Division Chair

Diane Hurd

03/03/11

Vice President, Instruction

Celine Pinet

03/03/11

Vice President, Administrative Services

Michael J. Renzi

03/03/11

Dean/Division Chair Notes

Indicate Date/Innput Date:

Not applicable

Budget Account Code

3/3/2011
### Course/Instructional Material Fees Request Form

**Course ID:** 080C  
**Course Name:** Advanced Kitchen & Bathroom Design  
**Date:** 02/24/11

| /Course | Yes | No | Fee Revision | Yes | No | Cancel | Fee From: | To: $10.00 | $0.00 |
|---------|-----|----|--------------|-----|----|--------|-----------|-----------|

#### Guidelines for Instructional Materials

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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:**

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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**  

<table>
<thead>
<tr>
<th>Disapprove</th>
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<tbody>
<tr>
<td>Diane Hurd</td>
</tr>
<tr>
<td>Celine Pinet</td>
</tr>
<tr>
<td>Michael J. Renzi</td>
</tr>
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</table>

**Dean/Division Chair Notes**  

<table>
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**Budget Account Code**  

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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 [ ] No [ ]
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   Yes [ ] No [ ]
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   Yes [ ] No [ ]
   "Is the amount of material consistent with the amounts students need to meet the objectives of the course?"
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EXPLANATION:

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

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

Approve [X] Disapprove [ ]

| Diane Hurd | 03/03/11 |
| Dean/Division Chair | Date |
| Celine Pine | 03/03/11 |
| Vice President, Instruction | Date |
| Michael J. Renni | 03/03/11 |
| Vice President, Administrative Services | Date |

Dean/Division Chair Notes
Indicate Datatel Input Date:

Not applicable
Budget Account Code
A&R Code
Date
Course/Instructional Material Fees Request Form

Course ID: 15  Course Name: Human Nutrition  Date: 02/24/11

Course: [Yes] [No] Fee Revision: [Yes] [No] [Cancel] Fee From: $5.00 To: $0.00

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Explanation:

REQUIRED: Course Materials: Tangible Property

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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 02/24/11
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Required: Course Materials: Tangible Property

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

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Approve Disapprove

X

Joan Worley
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

Dean/Division Chair Notes
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Print in schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $10

<table>
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EFFECTIVE DATE OF THIS FEE: 09/24/11
START SESSION (e.g. "Fall 2010"): Spring 2012

Disapprove

Approve

Dean/Division Chair Date
Kuni Hay Date
Vice President, Instruction Date
Michael Renzi Date
Vice President, Administrative Services Date

100-115401-0000-48877-017 FIRS1 Date
Budget Account Code A&R Code 09/22/11
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Explanation:

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>
</tr>
</thead>
<tbody>
<tr>
<td>1 Karate Belt</td>
<td></td>
<td>NO</td>
<td>1</td>
<td>$6.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>0</td>
<td>$0.00</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
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</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $6.00  
EFFECTIVE DATE OF THIS FEE: 01/30/11  
START SESSION (e.g. "Fall 2010"): Spring 2012
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:

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</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karate Belt</td>
<td>NO</td>
<td>1</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>2</td>
<td>NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>NO</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
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<td>4</td>
<td>NO</td>
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<tr>
<td>5</td>
<td>NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $6.00

EFFECTIVE DATE OF THIS FEE: 01/30/11
START SESSION (e.g. "Fall 2010"): Spring 2012
Course/Instructional Material Fees Request Form

Course ID: 7.04 Course Name: Intro. To Sport Climbing/Rock Date: 02/24/11

- Course: ☑ Yes No Fee Revision: ☑ Yes No Cancel Fee From: $20.00 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 requirements 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:

Class deactivated

REQUIRED: Course Materials: Tangible Property
(Please provide description of each tangible item to be issued) Health/Safety Yes/No Quantity Unit Cost: Item Total:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<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>
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<tr>
<td>4</td>
<td>0</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>
</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 Joan Worley
☑ 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

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?
   - Yes (X) No

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

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. $50
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? [ ]
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? [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. $75

---

### 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>Practice gear (shorts, t-shirts, reversible tank)</td>
<td>N 1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>2</td>
<td>Travel sweats (jacket &amp; pants)</td>
<td>N 1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0 0</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td></td>
<td>0 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

---

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

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**Dean/Division Chair Notes**

<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>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**

100-115404-0000-48892-017

---

**A&R Code**

PE1

---

**Date**

02/24/11
Course/Instructional Material Fees Request Form

Course ID: 9.04  Course Name: Intercollegiate Cross-Country, Men
Date: 02/24/11

☑ Course: Yes ☐ No  Fee Revision: ☐ Yes ☑ No ☐ Cancel  Fee From: $50.00 To: $50.00

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. $50

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 Jersey</td>
<td>N</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2 Workout outfit</td>
<td>N</td>
<td>1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>3 Socks</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
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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: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11  START SESSION (e.g. "Fall 2010"): Spring 2011

Approve  Disapprove

X  X  X
Joan Worley  Dean/Division Chair  Date  03/03/11
Celine Pinet  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  A&R Code  Date

100-115404-0000-48892-017  PE1  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?
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: (Quantity x Retail $)</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 3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>0 0</td>
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</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: X  Disapprove: 

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

Dean/Division Chair Notes

Indicate Datatel Input Date:

---

 Budget Account Code: 100-115404-0000-48892-017
 A&R Code: PE1
 Date: 02/24/11
### Course/Instructional Material Fees Request Form

**Course ID:** 9.06  
**Course Name:** Intercollegiate Football, Men  
**Date:** 02/24/11  

- **Course:** Yes  
- **Fee Revision:** No

**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 or 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. $75

---

**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>T-shirts</td>
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<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Shorts</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Sweat pants &amp; top</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
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<td>0</td>
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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:** $75.00

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

---

**Budget Account Code**  
100-115404-0000-48892-017  
**A&R Code**  
PE1  
**Date**  
02/24/11
Course/Instructional Material Fees Request Form

Course ID: 9.07  Course Name: **Intercollegiate Soccer, Men**  Date: 02/24/11

<table>
<thead>
<tr>
<th>Course</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Revision</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Guidelines for Instructional Materials. Education Code section 76385 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) | Health/Safety YES/NO | Quantity (Used by Student) | Unit Cost: (Retail Price) | Item Total: |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>1 Back Pack</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>
<td></td>
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<td>$0.00</td>
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<tr>
<td>4</td>
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<td>5</td>
<td>0</td>
<td></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

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></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: 02/24/11

**100-115404-0000-48892-017**  
**PE1**  
**02/24/11**  

**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?

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

---

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 shirts</td>
<td>3</td>
<td>$15.00</td>
<td>$45.00</td>
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<tr>
<td>Dry fit shorts</td>
<td>2</td>
<td>$15.00</td>
<td>$30.00</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

EFFECTIVE DATE OF THIS FEE: 03/07/12
START SESSION (e.g. "Fall 2010"): Fall 2012

---

Approve Disapprove

Joan Worley
Dean/Division Chair
Date: 03/07/12

Kuni Hay
Vice President, Instruction
Date: 03/07/12

Michael J. Renzi
Vice President, Administrative Services
Date: 03/07/12

---

100-115404-0000-48892-017
Budget Account Code

PEQ1
A&R Code

03/07/12
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. $50

### REQUIRED: Course Materials: Tangible Property

<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>Dry fit shirts</td>
<td>N 3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Dry fit shorts</td>
<td>N 2</td>
<td>$10.00</td>
<td>$20.00</td>
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<tr>
<td></td>
<td>0 0</td>
<td>$0.00</td>
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</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

<table>
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**Dean/Division Chair Notes**

Indicate Datatel Input Date:

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**Vice President, Instruction**

Indicate Datatel Input Date:

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**Vice President, Administrative Services**

Indicate Datatel Input Date:

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**Budget Account Code**

**A&R Code**

**Date**

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100-115404-0000-48892-017

PE1

02/24/11
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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. $50

---

REQUIRED: Course Materials: Tangible Property

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

<table>
<thead>
<tr>
<th>Item</th>
<th>N/ Y (Used by Student)</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Socks, long</td>
<td>N</td>
<td>3</td>
<td>$10.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2. Shirts, long sleeve</td>
<td>N</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td></td>
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<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 

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
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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? [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

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Print in Schedule: Mandatory fee for required materials necessary to achieve course objectives, provided at cost. $50

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### REQUIRED: Course Materials: Tangible Property

<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>Sweat shirt</td>
<td>N</td>
<td>1</td>
<td>$40.00</td>
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<td>2</td>
<td>T-shirt</td>
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<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td>5</td>
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**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $50.00

**EFFECTIVE DATE OF THIS FEE:** 02/24/11

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### Input Details

- **Budget Account Code:** 100-115404-0000-48892-017
- **A&R Code:** PE1
- **Date:** 02/24/11

---

**Dean/Division Chair Notes**

- **Name:** Joan Worley
- **Date:** 03/03/11

- **Name:** Celine Pinet
- **Date:** 03/03/11

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

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**Indicate Datatel Input 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?
   - [x] Yes
   - [ ] No

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

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   - [ ] Yes
   - [x] No

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   - [ ] Yes
   - [x] No

Explanation:

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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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<th>Item</th>
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<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-shirt</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Shorts</td>
<td>2</td>
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</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 [x] 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

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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 No 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? Yes No X

---

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>T-shirt</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Shorts</td>
<td>2</td>
<td>$15.00</td>
<td>$30.00</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**

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

**Disapprove**

---

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

---

**Budget Account Code**
PE1
**A&R Code**
**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. $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>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Biker shorts</td>
<td>N</td>
<td>$15.00</td>
<td>$30.00</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>
</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:

- 03/03/11

Vice President, Instruction

Vice President, Administrative Services

Budget Account Code

A&R Code

Date

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 Chancellors 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?

   Explanation: 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>Sweat Shirt</td>
<td>1</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>T-shirt</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Swim suit</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Goggles</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Beanie, wool</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: Joan Worley Date: 03/03/11

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

Vice President, Administrative Services: Michael J. Renzi 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?

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

<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</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></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: $0.00

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 |
| 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: Not Applicable

A&R Code: Not Applicable

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>N / Y</th>
<th>Quantity</th>
<th>Unit Cost (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Swimsuit</td>
<td>N</td>
<td>1</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2. Swim cap</td>
<td>N</td>
<td>2</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</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: $50.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve: [x] 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

Indicate Date/Time Input Date:
100-115404-0000-48892-017
Budget Account Code  
PE1  
02/24/11  
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? 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

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>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCUBA certification card processing fees</td>
<td>NO 1</td>
<td>$18.00</td>
<td>$18.00</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
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<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $18.00

EFFECTIVE DATE OF THIS FEE: START SESSION (e.g. "Fall 2010"): Spring 2012

Approve X Disapprove

Joan Worley
Dean/Division Chair

Kuni Hay
Vice President, Instruction

Michael Renzi
Vice President, Administrative Services

Budget Account Code 100-115401-0000-48877-017

FIRS1

Dean/Division Chair Notes

Indicate Date of Input Date:

Notice on Class Schedule:

L1:

L2:

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. $18

---

<table>
<thead>
<tr>
<th>REQUIRED: Course Materials: Tangible Property</th>
<th>Health/Safety</th>
<th>Quantity (Used by Student)</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>1</td>
<td>$18.00</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

| 1 | SCUBA certification card processing fees | NO | 1 | $18.00 | $18.00 |
| 2 |  | 0 | 0 | $0.00 |
| 3 |  | 0 | 0 | $0.00 |
| 4 |  | 0 | 0 | $0.00 |
| 5 |  | 0 | 0 | $0.00 |

**TOTAL FEE TO BE ASSESSED FOR EACH STUDENT:** $18.00

**EFFECTIVE DATE OF THIS FEE:** 09/15/11

**START SESSION (e.g. "Fall 2010"):** Spring 2012
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. $18

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:

1) SCUBA certification card processing fees NO 1 $18.00 $18.00
2) 0 $0.00
3) 0 $0.00
4) 0 $0.00
5) 0 $0.00

TOTAL FEE TO BE ASSESSED FOR EACH STUDENT: $18.00

EFFECTIVE DATE OF THIS FEE: 09/15/11 START SESSION (e.g. "Fall 2010"): Spring 2012

Approve [X] Disapprove [ ]

Joan Worley Dean/Division Chair 09/15/11
Kuni Hay Date
Vice President, Instruction Michael Renzi 09/15/11
Vice President, Administrative Services Date

Dean/Division Chair Notes
Indicate Datatel Input Date:

Notice on Class Schedule:
L1:
L2:

100-115401-0000-48877-017 FIRS1 A&R Code Date

Budget Account 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.

<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. $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>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</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
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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: $5.00

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?

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

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

** 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. $30

** 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>
<td>Map tools</td>
<td>N</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Rope</td>
<td>1</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>0</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: | ** $30.00 **

EFFECTIVE DATE OF THIS FEE: 02/24/11
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

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? 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>(Used by Student)</td>
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<td>Quantity x Retail $</td>
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<td>N</td>
<td>1</td>
<td>$10.00</td>
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</tr>
<tr>
<td>2 Rope</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>$0.00</td>
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</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
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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: $30.00

EFFECTIVE DATE OF THIS FEE: 02/24/11
START SESSION (e.g. "Fall 2010"): Spring 2011

Approve Disapprove

Diane Hurd
Dean/Division Chair

Celine Pinet
Vice President, Instruction

Michael J. Renzi
Vice President, Administrative Services

Dean/Division Chair Notes
Indicate Datatel Input Date:

Budget Account Code

A&R Code

Date
Course/Instructional Material Fees Request Form

Course ID: 13  
Course Name: Wildland Fire Suppression  
Date: 02/24/11

Yes  
No

Guidelines for Instructional Materials. Education Code section 76365 permits colleges to require students to provide various types of instruction 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. $20

---

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 (Retail Price)</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1S-190 &amp; S130, 200 pages of documents, approx., each book</td>
<td>N 400</td>
<td>$0.03</td>
<td>$12.00</td>
</tr>
<tr>
<td>Fireline Handbook, 305 pages, approx.</td>
<td>Y 305</td>
<td>$0.03</td>
<td>$9.15</td>
</tr>
<tr>
<td>Fire Shelter Book, 27 pages, approx.</td>
<td>Y 27</td>
<td>$0.03</td>
<td>$0.81</td>
</tr>
<tr>
<td>Incident Pocket Response guide, 109 pages, approx.</td>
<td>Y 109</td>
<td>$0.03</td>
<td>$3.27</td>
</tr>
<tr>
<td>Standard Firefighting Orders Card; Watchout List Cards/LCES</td>
<td>Y 1</td>
<td>$5.00</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

Received  
Date  
Signature

---

Dean/Division Chair Notes  
Indicate Datatel Input Date:

Dean/Division Chair  
Date  
Signature

Vice President, Instruction  
Date  
Signature

Vice President, Administrative Services  
Date  
Signature

---

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? 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

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>1 Barrier Gloves ($10.40) &amp; Filter masks ($14.95)</td>
<td>Y</td>
<td>1</td>
<td>$25.35</td>
<td>$25.35</td>
</tr>
<tr>
<td>2 Ear Protection</td>
<td>Y</td>
<td>1</td>
<td>$24.25</td>
<td>$24.25</td>
</tr>
<tr>
<td>3 Safety Glasses</td>
<td>Y</td>
<td>1</td>
<td>$3.95</td>
<td>$3.95</td>
</tr>
<tr>
<td>4 Waterless Hand Cleaner, 4oz bottle</td>
<td>Y</td>
<td>1</td>
<td>$2.45</td>
<td>$2.45</td>
</tr>
<tr>
<td>5 Technu Cleaner for Poison Oak, box of 50</td>
<td>Y</td>
<td>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 Disapprove
X       X

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 Date/Institution Input Date:

100-111901-0000-48877-017
Budget Account Code
PKMG1
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: ___

** 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

---

**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. 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>
<td>$5.00</td>
</tr>
<tr>
<td>3. Scissors</td>
<td>Y</td>
<td>1</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>4. Gloves</td>
<td>Y</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>5.</td>
<td>Y</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**  **Disapprove**

<table>
<thead>
<tr>
<th>Approve</th>
<th>Diane Hurd</th>
<th>03/03/11</th>
<th>Dean/Division Chair Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Celine Pinet</td>
<td>03/03/11</td>
<td>Vice President, Instruction Date</td>
</tr>
<tr>
<td></td>
<td>Michael J. Renzi</td>
<td>03/03/11</td>
<td>Vice President, Administrative Services Date</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>
</tr>
</thead>
<tbody>
<tr>
<td>100-111901-0000-48877-017</td>
<td>PKMG1</td>
<td>02/24/11</td>
</tr>
</tbody>
</table>
Course/Instructional Material Fees Request Form

Course ID: 23  Course Name: Powersaws  Date: 02/24/11

Yes  No  Fee Revision: Yes  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?  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. $30

<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: (Retail Price)</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Stihl Guide to Powersaws, 122 pages approx</td>
<td>YES / NO</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2) Powersaws Workbook, S-212, 200 pages approx</td>
<td>YES / NO</td>
<td>200</td>
<td>$0.03</td>
<td>$6.00</td>
</tr>
<tr>
<td>3) Powersaws Pre-Course book, S-212, 37 pages approx</td>
<td>YES / NO</td>
<td>37</td>
<td>$0.03</td>
<td>$1.11</td>
</tr>
<tr>
<td>4)</td>
<td>YES / NO</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<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: $32.11

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:

100-111901-0000-48877-017  PKMG1  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.

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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

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

Explanation:

<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</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
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<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<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 \[\times\] 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: 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:

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>1</td>
<td>0</td>
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<td>0</td>
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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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</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: $0.00

EFFECTIVE DATE OF THIS FEE: 02/24/11

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

Approve Disapprove
☒ ☐

Dean/Division Chair Notes

Diane Hurd
03/03/11

Celine Pinet
03/03/11

Michael J. Renzi
03/03/11

Vice President, Administrative Services

Not applicable

Budget Account Code

A&R Code

Date

Not Applicable

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:

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>
<td>0</td>
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</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

Approved

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:

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:

Course Deactivated

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

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<th>Health/Safety</th>
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<th>Item Total:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>YES / NO</td>
<td></td>
<td>(Retail Price)</td>
<td>Quantity X Retail $</td>
</tr>
<tr>
<td>1</td>
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<td>0</td>
<td>0</td>
<td>$0.00</td>
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</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  Disapprove

Diane Hurd  Dean/Division Chair  03/03/11
Celine Pinet  Date
Michael J. Renzi  Vice President, Administrative Services  03/03/11

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

Course ID: 2  Course Name: Experimental  Psychophysiology  Date: 03/03/11

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 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

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

<table>
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<tbody>
<tr>
<td>YES / NO</td>
<td>Used by Student</td>
<td>(Retail Price)</td>
<td>Quantity x Retail $</td>
</tr>
<tr>
<td>Electrodes for ECG recordings</td>
<td>N</td>
<td>12</td>
<td>$0.30</td>
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<tr>
<td>Color prints of ECG &amp; other readings, (GSR)</td>
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<td>Paper</td>
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<tr>
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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

Approve  Disapprove

Steve Juarez  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

Budget Account Code  100-117802-0000-48877-017  A&R Code  CB1  Date  03/03/11

Dean/Division Chair Notes  Indicate Datatel Input Date:  

100-117802-0000-48877-017  CB1  03/03/11