AB 540 RESOURCE GUIDE
A Guide for Undocumented Immigrant Students and Advisors

California State Polytechnic University, Pomona
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INTRODUCTION ........................................................................................................................................... 1

Purpose .......................................................................................................................................................... 1
Disclaimer ...................................................................................................................................................... 1

SECTION ONE: LAWS AND REGULATIONS ......................................................................................... 2

State Law AB 540 ......................................................................................................................................... 2
AB 540 Guidelines & 68130.5 Requirements for Eligibility .................................................................... 2
AB 540 Ineligibility .................................................................................................................................... 2
AB 540 Affidavit .......................................................................................................................................... 2
California Residency and Legal Permanent US Residency Definitions ...................................................... 3
Child Citizenship Act of 2000 .................................................................................................................... 4
Employment Authorization .......................................................................................................................... 4
Green Card ................................................................................................................................................... 4
Immigrant ...................................................................................................................................................... 4
Immigration Consultant, Notary Public (Notario Publico, or Notarios) ....................................................... 4
Lawful Permanent Resident (LPR) ............................................................................................................. 4
Lawyer/Attorney ........................................................................................................................................ 4
Naturalization ............................................................................................................................................ 5
Non-Immigrant .......................................................................................................................................... 5
Undocumented ......................................................................................................................................... 5
U.S. Citizen ............................................................................................................................................... 5
Visa ............................................................................................................................................................ 5
Unprotected Immigrant .............................................................................................................................. 5
Immigration Advice .................................................................................................................................. 6
FERPA ......................................................................................................................................................... 6
Tax Reporting – TIN and Tax Form 1098-T .............................................................................................. 6
Compliance with Tax Form 1098-T .......................................................................................................... 6

SECTION TWO: UNIVERSITY POLICIES AND PROCEDURES ................................................... 8

Campus Admissions Process .................................................................................................................... 8
Exemption of Non-Resident Tuition ........................................................................................................... 8
Cal Poly Pomona Campus Identification Number and Bronco Access Card ........................................... 8
Grievances/Complaints ................................................................................................................................. 9

SECTION THREE - UNIVERSITY PROGRAMS AND SERVICES .................................................. 10

Financial Assistance ................................................................................................................................. 10
The Office of Financial Aid & Scholarships ............................................................................................... 10
Scholarships for AB 540 Students ........................................................................................................... 10
AB 540 Financial Aid Resources ............................................................................................................... 11
Academic Advising .................................................................................................................................... 11
Overview of Academic Advising Services ............................................................................................... 11
Academic Support Programs ..................................................................................................................... 12
University Writing Center ......................................................................................................................... 12
Learning Resource Center (LRC) ........................................................................................................... 12
Math and Science Help (MaSH) .............................................................................................................. 12
Computer Information Systems (CIS) ....................................................................................................... 13
Science Educational Enhancement Services (SEES) ................................................................................ 13
Universitywide Tutor Club (UTC) ............................................................................................................ 14
Maximizing Engineering Potential (MEP) ............................................................................................... 14
Career Center ............................................................................................................................................ 14
Career Center ............................................................................................................................................ 14
Internship Program .................................................................................................................................. 15
On-Campus Student Employment ............................................................................................................ 15
Cal Poly Pomona Student Housing Services ............................................................................................ 15
INTRODUCTION

Purpose

The Resource Guide is designed to address the most common questions raised in the course of advising undocumented and unprotected immigrant students. The information contained may not always be conclusive thereby requiring additional consultation with other staff whose names are in this guide. Cal Poly Pomona’s guide is modeled after a guide developed by CSU Long Beach, which was a direct outcome of their March 16, 2007 faculty and staff development conference, *Improving Immigrant Student Success*, sponsored by the University and the Title 5, Hispanic Serving Institution program, Mi Casa: Mi Universidad.

Disclaimer

The information in this booklet is general in nature and serves as a guide. Some of the campus information is subject to change without notice. Several sections of the Resource Guide have verbatim wording from the campus catalog. Immigration laws are complex, subject to change, and are broad in their interpretation. This is not an immigration guide. Immigration questions should be referred to immigration attorneys.
SECTION ONE: LAWS AND REGULATIONS

State Law AB 540

On October 12, 2001, Governor Gray Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) that added a new section, 68130.5, to the California Education Code. Section 68130.5 created a new exemption from the payment of non-resident tuition for certain non-resident students who have attended high school in California and received a high school diploma or its equivalent.

AB 540 Guidelines & 68130.5 Requirements for Eligibility

- Must have attended a California High School for three or more full academic years (between grades 9 through 12, inclusive and does not need to be consecutive years);

- Must have or will graduate from a California High School or have attained a G.E.D.; or received a passing mark on the California High School Proficiency Exam (CHSPE);

- Must register or is currently enrolled at an accredited institution of public higher education in California;

- Must file or will file an affidavit as required by individual institutions, stating that the filer will apply for legal residency as soon as possible;

- Must not hold a valid non-immigrant visa (F, J, H, L, A, E, etc.)

AB 540 Ineligibility

An ineligible student is one who does not meet the AB 540 criterion. In most situations, not having met the three years attendance at a California high school is what prevents a student from qualifying for AB 540. Students can still attend as long as they meet the admissions criteria and are accepted by the college or university, but must pay non-resident fees.

AB 540 Affidavit

The AB 540 Affidavit serves two purposes; one is to verify that the student meets the educational requirements, and the second is to certify the intent to establish legal residency.

The first purpose relates to educational eligibility where students must indicate:

Yes or No, I have graduated from a California High School or have attained the equivalent thereof, such as a high school Equivalency Certificate issued by the California
State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination. And,

*Yes or No*, I have attended high school in California for three or more years.

Students must also provide information on all schools attended in grades 9-12 and submit required documentation (high school transcript) as specified by the institution.

The second purpose refers to the eligibility for exemption on non-resident tuition. To exempt a student from paying non-resident tuition the Affidavit must be completed prior to enrollment at an institution. The legal document certifies that the student is in the process of legalizing their residency status or will file for legal residency as soon as eligible.

Non-resident tuition exemptions ARE granted for students who indicate on the affidavit (as long as the educational criterion is also met):

I am NOT a non-immigrant alien (including, but not limited to, a U.S. citizen, permanent resident, or an alien without lawful immigration status).

Non-resident tuition exemptions are NOT granted for students who indicate on the affidavit:

I am a nonimmigrant alien {including, but not limited to A FOREIGN STUDENT (F Visa) or exchange visitor (J visa)}.

The information provided is declared under penalty of law of the State of California and the signature verifies that the information is correct and accurate. In addition, the California State University and the University of California require documentation of high school attendance and graduation (or its equivalent) in support of the affidavit.

The affidavit is found at [http://dsa.csupomona.edu/ab540/files/California_Nonresident_Tuition_Exemption_Form_3106.pdf](http://dsa.csupomona.edu/ab540/files/California_Nonresident_Tuition_Exemption_Form_3106.pdf). The affidavit and supporting documentation of high school attendance and graduation should be submitted after the admission offer is made to the student and before the student pays tuition and fees.

### California Residency and Legal Permanent US Residency Definitions

To establish physical residence in California, a person must possess ability to legally establish residency in the state. A US citizen, permanent resident (green card holder), or holders of specialized immigration visas may establish legal state residency. An adult, who is physically present in the state and who, at the same time, intends to make California his or her permanent home may establish legal residence. Steps must be taken at least one year prior to the residence determination date to show intent to make
California the permanent home with concurrent relinquishment of the prior legal residence.

**Child Citizenship Act of 2000**

A Lawful Permanent Resident (LPR) child under the age of 18 may automatically become a U.S. citizen if his/her parent is a U.S. citizen or becomes a U.S. citizen. The child must reside in the U.S. in the legal and physical custody of the U.S. citizen parent.

**Employment Authorization**

A non-citizen needs employment authorization from the federal government in order to work legally in the United States. Employment authorization may be proven through a card or visa. For legal permanent residents it is permanent although the card may have an expiration date. For others, it may be temporary and renewable.

**Green Card**

A resident alien card (also known as a “green card”, although it is not green) is evidence of lawful permanent residency. It may have an expiration date but the status, including employment authorization, is permanent.

**Immigrant**

A non-citizen who intends to live permanently in the U.S.

**Immigration Consultant, Notary Public (Notario Publico, or Notarios)**

These are persons who are not lawyers and CANNOT give legal advice. Before going to a notario, consult with a community organization that provides free or low-cost service. See the agency list at the end of this section. A Notary Public is licensed by the state to administer an oath or witness a statement and is not qualified to give immigration advice.

**Lawful Permanent Resident (LPR)**

A person who has a “green card” and may live permanently in the U.S. An LPR may work in the U.S. and may serve in the military and pay taxes, but cannot vote. An LPR may be deported for certain criminal convictions or other serious problems. An LPR may become a U.S. citizen through naturalization.

**Lawyer/Attorney**

A person who is permitted to give legal advice. This person has studied law, has a law degree and is licensed by the State to practice law.
**Naturalization**

Naturalization is the process of applying for U.S. citizenship. Usually, a person must have been an LPR for 5 years in order to apply for naturalization. A person who is an LPR and is married to a U.S. citizen may apply for citizenship in 3 years.

**Non-Immigrant**

A non-citizen who is permitted to enter the U.S. for a specific limited period of time, and is given a temporary visa (e.g., students, tourists, diplomats) with an expiration date. Some non-immigrants are granted employer authorization.

**Undocumented**

A non-citizen who entered the U.S. without legal immigration status or who stayed after the period they were authorized to be here. An undocumented person does not have employment authorization (cannot work lawfully) and may be deported if discovered by CIS. He/she is not eligible for financial aid for college, but may be eligible for private scholarships.

**U.S. Citizen**

A person born in the United States or a person who naturalized. A U.S. citizen may not be deported, may petition to immigrate family members more easily and quickly than a LPR, and may vote in elections.

**U.S. Citizenship and Immigration Services (USCIS)**

It is the agency of the U.S. government principally dealing with enforcing immigration laws in the United States. Prior to March of 2003, the USCIS was called the Immigration and Naturalization Service (INS). It is also sometimes referred to simply as CIS.

**Visa**

A document or stamp placed in a person’s passport issued by a U.S. consulate to a non-citizen to allow that person to enter the U.S. Visas are either nonimmigrant or immigrant.

**Unprotected Immigrant**

An unprotected immigrant student is defined as a non-citizen student who came to the United States without any legal immigration documents or someone who entered with a visa and stayed after the time in which they were authorized to be here (Pg. ii, Immigration Law Training Institute Booklet, University of California Riverside, Department of Law & Public Policy).
Immigration Advice

Immigration law is extremely complex and constantly changing, therefore faculty and staff are advised NOT to give “immigration advice” to students, but rather to advise them to seek professional legal assistance from an immigration attorney. Utilizing unauthorized public benefits; such as federal and state assistance while undocumented can be deemed grounds for automatic deportation the day the individual is able to adjust his immigration status.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a result, universities cannot release student’s information, including the fact that they are undocumented, except under very specific circumstances, such as a court order. For more information about what can be released about students and the campus policy statement, please refer to the Privacy Rights of Students’ Educational Record in the Registrar’s Office website at: http://dsa.csupomona.edu/registrar/ferpa.asp.

Tax Reporting – TIN and Tax Form 1098-T

The Internal Revenue Service (IRS) issues an individual taxpayer identification number (TIN) for federal tax purposes only to non-resident aliens. However, the TIN may also be used for filing California state tax purposes. Reportable income includes scholarship funds received that cover books and other needs aside from tuition.

Students must submit the completed application accompanied by documentary evidence of alien status and identification such as a passport, foreign birth certificate, etc. One piece of documentary evidence should contain photo identification.

For questions on how to obtain the TIN and its use, students are advised to contact the University Tax Specialist, Edward Shore by calling (909) 869-2611.

Compliance with Tax Form 1098-T

Near the end of the calendar year, students may be contacted by the Student Accounting Office informing them that the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on their student account is either missing or invalid. This is done because the Internal Revenue Service (IRS) requires all colleges and universities to request SSNs or ITINs from enrolled students in order to comply with Form 1098-T reporting requirements that pertain to educational tax credits (pursuant to the Taxpayer Relief Act of 1997).

Students who are not filing for tuition tax credit do not have to complete the Form
W-9 (Request for Taxpayer Identification Number and Certification) nor provide an ITIN or SSN to the university. Students who are filing for tuition tax credit must follow the instructions to accommodate the University Accounting Services request. Questions may be directed to:

Edward Shore
Telephone: (909) 869-2611
E-mail: ewshore@csupomona.edu
Location: 98-B1-113
SECTION TWO: UNIVERSITY POLICIES AND PROCEDURES

Campus Admissions Process

For application procedures, deadlines and general information please refer to the Cal Poly Pomona Admissions and Outreach Web site at: http://dsa.csupomona.edu/admissions/.

Unprotected immigrant students are not legal residents of California. For first-time freshmen and transfer applicants, the in-state admission standards that apply for legal residents of California also apply for graduates of California High Schools. As a result, unprotected immigrant students applying as first-time freshmen or transfers are held to the same admissions criteria as California residents from their same high school. The admission criteria for teacher credential and Master’s programs are the same for resident and non-resident students.

Exemption of Non-Resident Tuition

If the applicant meets the AB 540 criteria outlined above based on the affidavit and required supporting documentation, non-resident fees will be waived. The student will still be responsible for the payment of the State University Fee and other mandatory campus fees required of all students. These fees must be paid by the required deadlines to avoid cancellation of classes. To learn about these mandatory fees, check the Cal Poly Pomona Catalog at http://www.csupomona.edu/~academic/catalog/gen_info/Fees_Expenses.pdf. Fees are subject to change, so students should refer to BroncoDirect at https://broncodirect.csupomona.edu/, which provides the most current fee rates.

Cal Poly Pomona Campus Identification Number and Bronco Access Card

When students apply to the University, a 9-digit campus ID number (Bronco ID) is assigned and will be used throughout the student’s career at Cal Poly Pomona rather than a Social Security Number or other personal identifier. Students who are offered admission and choose to enroll will be granted a Bronco Access Card reflecting this number.

The Bronco Access Card is the official photo identification for all Cal Poly Pomona faculty, staff, students and affiliates, and must be carried at all times while on campus. This card is more than just the official identification card. It also offers the safety and convenience of not having to carry cash on campus. There are currently four ways to add money to your Bronco Access Card:

1. At the Foundation Office located at building 55
2. Online at http://www.foundation.csupomona.edu/broncobucks/
3. At the Marketplace, between Panda and Carl’s Jr.
4. At the Cal Poly Federal Credit Union at the Bronco Student Center
The Bronco Access Card also allows access to campus services, buildings, and laboratories. Bronco Access Cards are issued at Orientation and in Admissions and Outreach by the Photo ID Unit. When obtaining the card, students should be prepared to present one of the following:

1. Passports from any country as long as the photo bears the current likeness of the student;

2. Government ID cards (e.g., with Mexican Nationals, we request the ID cards from the consulate); or if the student does not have government-issued photo identification, the student will be asked to meet with the Document Processing Coordinator in Admissions and Outreach to make arrangements for another type of identification so that a Bronco Access Card can be issued.

Grievances/Complaints

The University OMBUDS office offers confidential, neutral, independent, and informal assistance in resolving your issues, problems, or concerns. Cal Poly Pomona has a standardized process to address student grievances that are caused by the action of faculty, administrators, or staff that result in an unauthorized or unjustified action that adversely affect the status, rights, or privileges of a student. Further, the purpose is to establish due process and safeguards that will be followed by the university in the adjudication of grievances. AB 540 and other undocumented students are eligible for these services.

Telephone: (909) 869-2286
Website: http://www.csupomona.edu/~ombuds/
Location: Building 1, Room 106
SECTION THREE - UNIVERSITY PROGRAMS AND SERVICES

Financial Assistance

The Office of Financial Aid & Scholarships

The Office of Financial Aid & Scholarships administers funds to students who demonstrate a need to cover educational expenses and/or academic merit. Most funds administered by the Office of Financial Aid & Scholarships are made available by the federal and state governments, CSU and by private sources, and require proof of U.S. citizenship or legal residency. Residency information is verified with the Federal government to ensure proper use of Federal and State funds. AB 540 and other undocumented immigrant students are not currently eligible for any federal or state aid.

Students who are in the process of becoming legal citizens may be eligible for these funds depending on their status. If a student has filed a U.S. residency application, he or she will receive an I-797 “Notice of Action” letter from the Bureau of Citizenship and Immigration Services (BCIS). At this point, the student can begin the financial aid application process. Students become eligible for financial aid upon receipt of notification that their status has changed to one of the following:

- A U.S. permanent resident (I-551)
- A conditional permanent resident (I-55C)
- A holder of an Arrival-Departure Record (I-94) indicating a refugee, asylum granted, or parolee.

Students are eligible to receive financial aid retroactively for an entire aid year as long as U.S. residency status is established within that aid year. Obtaining of one of these statuses would also allow the student to establish California residency for tuition purposes. However, residency for tuition purposes cannot be applied retroactively.

Scholarships for AB 540 Students

AB 540 students can apply for any scholarships that do not require U.S. citizenship and/or state residency. The following are some scholarships that AB 540 students may apply for:

- Dream Scholarship
- Hilda Solis Scholarship
- LFSSA Scholarship

The scholarship area within the Office of Financial Aid & Scholarships provides the following services:

- advising on the scholarship application process;
• access to a scholarship database containing information for on and off-campus scholarships;
• access to the internet;
• access to a scholarship resource desk with information and applications for many scholarship opportunities;

Telephone: (909) 869-3700
Website: www.csupomona.edu/financial_aid
Location: Building 98, Third floor

**AB 540 Financial Aid Resources**

Students who are not citizens or legal residents of the United States are not eligible for State or Federal financial aid programs. However, a number of scholarships are available to students who are not citizens or legal residents. The following are some websites that provide information about these external scholarship opportunities.

- www.maldef.org Scholarships
- www.salef.org Scholarships
- www.csupomona.edu/~masa Resources
- www.chci.org Resources
- www.linc-usa.org Scholarships
- www.davisputter.org Scholarships
- www.telacu.com Scholarships
- www.henaac.org Scholarships
- www.fastweb.com Scholarships

**Academic Advising**

**Overview of Academic Advising Services**

Academic advising is a primary responsibility of faculty and is integrally related to the educational process. In several departments, students also benefit from the assistance of professional staff advisors. Students seeking academic advising are informed of the university policies and procedures. Advisors also provide assistance to students in choosing educational and career objectives.

Declared students are strongly encouraged to seek academic advising through their major department. Some majors require specific requirements, therefore students are asked to visit BroncoCompass at: [http://www.csupomona.edu/~brnocompass/](http://www.csupomona.edu/~brnocompass/) or contact their academic department for further information.

Undeclared students meet with an academic advisor in Student Support and Equity Programs (SSEP), the academic home for all undeclared students. SSEP assists students
in the transition to college and exploration of majors. Students also receive advising in preparation for their major coursework and classes pertaining to their general education.

Telephone: (909) 869-3360  
Website: http://dsa.csupomona.edu/ssep/  
Location: Building 94, Room 121

**Academic Support Programs**

**University Writing Center**

The University Writing Center serves all Cal Poly Pomona students regardless of program or major. There is no charge. Any student can come in with any type of writing assignment at any stage of the process. The University Writing Center staff can help you understand the assignment and plan your paper. They can help organize and revise papers and can teach how to proofread most common mistakes. The University Writing Center can also help in preparation for the Graduation Writing Test.

Telephone: (909)869-5343  
Website: http://www.csupomona.edu/~uwc/index.shtml  
Location: Library, Room 2919

**Learning Resource Center (LRC)**

The Learning Resource Center (LRC) is a comprehensive academic support service that assists students in achieving scholastic excellence. LRC programs improve self-confidence and create independent, more effective learners. LRC programs include ASI Tutoring, Test Proctoring, ELM / MDPT Prep, College Reading Skills Program (CRSP), McNair Scholars, Upward Bound Program (UB), and Upward Bound Math/Science (UBMS) Program. Tutoring through the ASI Tutoring is available FREE to all Cal Poly students and is available in most subjects. LRC tutors are trained and certified. Appointments must be made in person at least 24 hours in advance. Some of the services provided by the LRC may not be available to AB 540 students. For more information and to check eligibility please visit their website.

Telephone: (909) 869-3502  
Website: http://www.csupomona.edu/~lrc/index.html  
Location: Library, Room 2921

**Math and Science Help (MaSH)**

The MaSH center offers FREE tutoring to all Cal Poly students enrolled in select introductory math and science courses offered by the College of Science. All students
who want to strengthen their abilities to think critically and independently, read
analytically, reason quantitatively, and study effectively while mastering course materials
are encouraged to participate. Our tutors are successful upper division students trained to
challenge and support students academically and to serve as role models, listening to and
talking with tutees about their academic and personal lives.

The MaSH unit builds on the premise that critical thinking and intellectual independence
are developed through questioning and dialogue. Most of our tutoring takes place either
one-on-one or in small groups of three to five students. This setting fosters discussion and
allows students to listen to, grapple with, and articulate new and different perspectives. It
enables students to work collaboratively, helping them to see that they can rely on
classmates as well as tutors.

Telephone: (909) 869-3446
Website: http://www.csupomona.edu/~mash/
Location: Building 8, Room 304

Computer Information Systems (CIS)

Computer Information Systems (CIS) department offers tutoring each term. The tutors
are upper-division students that give back to the CIS department by helping fellow
students within the department.

Telephone: (909) 869-3235
Website: http://cba.csupomona.edu/cis/cistutor.aspx
Location: Building 98C 4-11

Science Educational Enhancement Services (SEES)

Science Educational Enhancement Services (SEES) is a diversity program in the College
of Science. It was established in fall 1987 to increase the retention and the number of
diverse students graduating from Cal Poly Pomona with degrees in the sciences and
mathematics. SEES has approximately 300 participants in the College of Science. The
general philosophy of SEES is to create a supportive community which helps its
members learn how to navigate the campus bureaucracy and provides opportunities for
academic support, career networking and community outreach. SEES is the discipline
based equity program in the College of Science that provides advising, mentoring,
academic excellence workshops and computer facilities for participants. SEES has no
specific outreach program. It has a very strong interaction with the local community
because SEES students judge at science fairs, participate in chemistry ‘magic shows’ for
local elementary and high school students, participate in feeding the poor programs
during Thanksgiving, volunteer at local hospitals and schools, and a variety of other
activities.

Telephone: (909) 869-3664
Website: http://www.csupomona.edu/~sees/
Location: Building 4-A, Room 608
Universitywide Tutor Club (UTC)

The Universitywide Tutoring Club (UTC) exists for the betterment of tutoring services provided at Cal Poly Pomona and for the community. The two objectives of the UTC are as follows:

1. To improve existing CPP tutoring service(s)
   a. share tutoring skills amongst campus-wide tutoring organizations
   b. create tutor training videos, materials, guides
   c. increase visibility of tutoring programs on campus by establishing links with faculty and tutoring departments and through advertising in publications, on t-shirts, and on websites

2. To create and maintain service to the community surrounding Cal Poly Pomona via the club’s website wherein tutors post private tutoring ads and the community is invited to advertise tutoring needs

For more information please visit the UTC website: [http://www.csupomona.edu/~lrc/](http://www.csupomona.edu/~lrc/) (link to Tutor Club).

Maximizing Engineering Potential (MEP)

The Maximizing Engineering Potential (MEP) Program provides academic advisement to low-income and educationally disadvantaged students in all of the engineering disciplines: Aerospace, Chemical, Civil, Electrical/Computer Engineering and Computer Science, Engineering Technology, and Mechanical Engineering. The MEP staff work with engineering department advisors to provide current information on engineering course requirements and changes. AB 540 and other undocumented students are eligible for these services.

Telephone: (909) 869-2482
Website: [http://www.csupomona.edu/~mep/](http://www.csupomona.edu/~mep/)
Location: Building 9, Room 153

Career Center

Career Center

The Career Center is committed to the professional preparation of Cal Poly Students. The Career Center provides a variety of resources and opportunities that will help students meet their goal. The Career Center hosts annual job and career fairs where students can seek information about their major or explore employment opportunities. The Career Center also provide services such as Drop-in Advising where staff help students prepare their resume. The Career Center also assists students in choosing their major based on areas of their interest. Career Counselors can help students determine how their values, interests, skills, and passions are connected to career decision making and planning. The Career Center provides a CPU100 class that helps students explore majors but also clarify their career plans.
Internship Program

Through BroncoConnection many students may look for their internship pertaining to their major. Internships provide students with the ability to learn on the job. Students might get paid an hourly wage while others may work on a volunteer basis. Many students must complete an internship pertaining to their major before graduation. Other internship opportunities are available through the department related to one’s major. However, AB 540 and other undocumented students would need to check with the internship program coordinator regarding residency criteria because some jobs require legal or U.S residency.

On-Campus Student Employment

The Career Center offers students BroncoConnection, a 24/7 online job board with on-campus part-time jobs, internships and off-campus opportunities posted by employers seeking Cal Poly Pomona students and alumni. To qualify for on-campus employment students must provide proof of U.S citizen or legal residency. Students must have a minimum 2.0 GPA (both Cal Poly Pomona and overall GPA) and be currently enrolled for at least 6.1 units (undergraduate)/ 4 units (graduate) or be a "Bridge" student who is currently not enrolled in classes, however has been enrolled in the minimum unit requirement for 3 consecutive quarters prior to taking a quarter off. AB-540 and other undocumented students should also look into volunteer work experience. Please visit the following link to access may of the forms offered by the Career Center. Please note that AB 540 and other undocumented students do not qualify for on-campus employment. http://dsa.csupomona.edu/career/Student_On_Campus_Employment.asp

Cal Poly Pomona Student Housing Services

University Housing Services (UHS)

University Housing Services encompasses a community of residence halls and suites, located along University Drive and Kellogg Drive and the Center for Regenerative Studies. UHS has 1800 beds with 600 additional beds in fall of 2010. University Housing Services supports the University in recruitment and retention of outstanding undergraduate and graduate students. Living on campus in a multi-cultural community supports academic success and connectedness to the university by providing easy access to professors, classrooms and other campus resources. Our buildings are staffed with live-in professional Residence Life Coordinators and student leader Resident Advisors (RAs). There are many opportunities to interact with students and faculty from social events to educational workshops. University Housing Services (UHS) provides on-campus housing to single undergraduate and graduate Cal Poly Pomona students. AB 540 and other undocumented students are eligible for this service.
Foundation Housing Services

Foundation Housing Service, otherwise known as University Village is a residential community housing 1,300 students in 328 apartments, located on the corner of Temple and Valley Blvd. We offer three different phases of apartment living. Phase I are two bedroom, two bathroom apartments housing four students. Phase II and Phase III are four bedroom, two bathroom apartments allowing each student to have their own room, while sharing a bathroom and all common areas. Each apartment offers a living area and full kitchen, four internet ports per apartment, basic cable in the living area, and all utilities. We have twenty four Community Advisors who work to build community and offer safety to the complex. Our mission states: University Village support’s the students’ transition into adulthood through a variety of educational methods including role modeling, consistency in policy implementation, and positive student development practices. University Village provides on-campus housing to single undergraduate and graduate Cal Poly Pomona students who are either over the age of 21 or have completed 36 units of collegiate coursework. AB 540 and other undocumented students are eligible for this service.

Counseling and Psychological Services (CAPS)

CAPS offers time-limited, confidential counseling services to enrolled students. With support and guidance from counselors at CAPS, students develop new skills, explore options, and find solutions for a wide variety of concerns: stress and time management, depression, anxiety, low self-esteem, loneliness, eating disorders, substance abuse, procrastination, and interpersonal issues. Services offered include initial screenings; crisis intervention; life skills development courses; interpersonal process groups; brief individual, couples, and family therapy; and referrals. CAPS is committed to advancing students’ academic and personal success by removing psychological barriers and cultivating their personal strengths.

Educational Opportunity Program (EOP)
EOP is Cal Poly Pomona's first and most comprehensive postsecondary access and equity program. EOP provides a broad range of support services to assist low-income, first-generation, students who demonstrate the motivation and potential to succeed in college. The program also offers the Summer Bridge Program to help prepare students for the transition to the university. In order to be considered for EOP, prospective students must apply to EOP at the point of applying to Cal Poly Pomona. State residency is a requirement for EOP, but assistance may be available on a limited basis. Please contact EOP for more information.

Telephone: (909) 869-2916
Website: http://dsa.csupomona.edu/ssep/eop/
Located: Building 1, Room 219

Disability Resource Center (DRC)

Disability Resource Center provides support services to students who have documented disabilities, provides assistance to students with physical or functional limitations, including visual, hearing, mobility, motor and speech impairments. These services and others are available to students with disabilities who register with the office. Individualized programs are designed to enable students to compete academically on an equal basis with their non-disabled peers. The Disability Resource Center is also a resource for faculty and staff members who assist students with disabilities in meeting their educational objectives. DRC also provides students with supplemental academic advising and tutoring through a U.S. Department of Education TRIO program called ARCHES. To learn more about the services available and eligibility requirements, please contact the office.

Telephone: (909) 869-3333
Website: www.csupomona.edu/drc/
Location: Building 9, Room 103

Student Health Services (SHS)

Student Health Services is a fully staffed ambulatory care facility, providing basic services to students with illnesses, injuries or other health-related issues. Their main emphasis is placed on preventive medical and health education programs to help students stay healthy and fully productive in school. All Cal Poly Pomona students pay a mandatory, quarterly health fee at the time of registration, prepaying for unlimited visits with licensed medical doctors and nurse practitioners on an outpatient basis. The on-site pharmacy provides low-cost prescription medications and non-prescription pharmacy items.

Telephone: (909) 869-4000
Website: http://www.dsa.csupomona.edu/shs/
Location: Building 46

Cultural Centers
The Office of Student Life and Cultural Centers (OSLCC) encompasses 6 Cultural Centers; the African American Student Center, Asian & Pacific Islander Student Center, César E. Chávez Center for Higher Education, Pride Center, Native American Student Center, and Violence Prevention & Women’s Resource Center. The Office of Student Life and Cultural Centers exists to support student development, cultural enhancement, social justice and academic excellence. We adhere to the belief that student involvement results in retention, improved academic performance and leadership. Through co-curricular education and academic support, we empower students to go into their communities and affect positive change. We envision our work will contribute to the enhancement and strengthening of our local and global communities. AB 540 and other undocumented students are eligible for these services.

Telephone: (909) 869-2841  
Website: [http://dsa.csupomona.edu/osl/ccmain.asp](http://dsa.csupomona.edu/osl/ccmain.asp)  
Location: Building 26, Room 124

**African American Student Center**

The African American Student Center (AASC) is dedicated to student development and improving cross cultural awareness. We are committed to assisting Black African American college students in successfully completing their degree programs. We provide retention and outreach programs and services that stimulate growth and development. The AASC is also dedicated to preparing students for leadership and promotes academic excellence. We are characterized by the African proverb, "It takes an entire village to raise one child." This is evident by the AASC’s interconnectedness with the campus and surrounding community. These components enhance the educational experience of Black African American students at Cal Poly Pomona, resulting in an enrichment of the entire community. The cultural center is open to all members of the Cal Poly Pomona community.

Telephone: (909) 869-5006  
Email: ldgilford@csupomona.edu  
Website: [http://www.dsa.csupomona.edu/aasc/](http://www.dsa.csupomona.edu/aasc/)  
Location: Building 95

**Asian & Pacific Islander Student Center**

The Asian and Pacific Islander Student Center (APISC) is dedicated to the promotion, education and celebration of the Asian and Pacific American community. It coordinates projects, resources, and services designed to meet the needs of Cal Poly Pomona's Asian and Pacific Islander students, while providing an open environment to engage and learn about important issues regarding the community. The cultural center is open to all members of the Cal Poly Pomona community.

Telephone: (909) 869-5023  
Email: swrocacorba@csupomona.edu
Website: [http://www.dsa.csupomona.edu/apisc/](http://www.dsa.csupomona.edu/apisc/)
Location: Building 95

**César E. Chávez Center for Higher Education**

The César E. Chávez Center for Higher Education is dedicated to increase the outreach, recruitment, retention, graduation, and cultural pride of Chicanos/Latinos at Cal Poly Pomona. The César E. Chávez Center for Higher Education accomplishes its mission by focusing its programs and services on its goals which include: encouraging Chicano/Latino students to pursue a higher education; increase the number of Chicano/Latino students pursuing post-baccalaureate degrees; develop students' leadership and academic skills; provide a means of multicultural enrichment, awareness, and cultural pride; provide special support for students with academic difficulties; and develop relationships with schools, agencies, and the communities surrounding Cal Poly Pomona. The cultural center is open to all members of the Cal Poly Pomona community.

Telephone: (909) 869-5035
Email: csantiago@csupomona.edu
Website: [http://www.dsa.csupomona.edu/cecche](http://www.dsa.csupomona.edu/cecche)
Location: Building 95

**Pride Center**

(Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning & Ally Resource Center)

The mission of the Pride Center is to provide support, education, advocacy, and a safe space for lesbian, gay, bisexual, and transgender (LGBT) students, as well as the entire campus community on topics of sexual orientation and gender identity. The cultural center is open to all members of the Cal Poly Pomona community.

Telephone: (909) 869-2573
Email: jrgrosser@csupomona.edu
Website: [http://www.dsa.csupomona.edu/pride/](http://www.dsa.csupomona.edu/pride/)
Location: Building 26, Room 107

**Native American Student Center**

The Native American Student Center is committed to the outreach, recruitment, retention, and graduation of Native American students at Cal Poly Pomona. In collaboration with Cal Poly Pomona students, staff, and faculty, the Native American Student Center works to support Native American students through their educational and personal development experiences at Cal Poly Pomona. The Native American Student Center offers educational programs and activities that serve as a resource to members of the Cal Poly community while validating the cultural experience of students that identify as Native American. The Native American Student Center also makes a strong commitment to developing and maintaining relationships with Native American communities, tribal entities, organizations, and agencies. The cultural center is open to all members of the Cal Poly Pomona community.
Violence Prevention & Women’s Resource Center

The Violence Prevention & Women’s Resource Center (formally the Stop Violence Office) is a program targeting sexual assault, domestic violence, and stalking on campus. We aim to reduce the trauma of violent crimes against women at California State Polytechnic University Pomona through education, training, survivor advocacy and support services. The Center is open 8:00 a.m. to 5:00 p.m. Monday through Friday. It’s services are free and available to women and men, campus and community. AB 540 and other undocumented students are eligible for these services.

Bronco Mentoring Program

The purpose of the Cal Poly Pomona Bronco Mentoring Program is to prepare students for an exceptional educational career. Mentors will be guiding Cal Poly Pomona students with career path questions and or professional field issues. Mentors will encourage our future alumni's dreams and career aspirations. The goals of the Bronco Mentoring Program are to provide both mentor and protégé the opportunity to stay connected to Cal Poly Pomona, prepare future employees/employers, and increase educational development. For more information on this program please visit their website at: http://alumni.csupomona.edu/mentor/.

Cal Poly Federal Credit Union

At Cal Poly Federal Credit Union, we strive to deliver the best service and products to our most important asset - Our members. When you open your account at the Credit Union you join a very unique group of individuals; you become part owner of the Credit Union. Our products and services are designed with students in mind by offering specialized products to help students save money. Our FREE checking account gives you access to your money 24/7 with our customized MasterCard Debit card, on-line banking, and access to over 25,000 surcharge free ATMs Nationwide. Your savings needs will be meet with our Bronco Certificate of Deposit. This high-yield time deposit is geared to help students build up their savings. In order to open up an account at the credit union you must be a student at Cal Poly Pomona and have a government issued photo identification card such as a passport or driver’s license.

Telephone: (909) 869-6800
Orientation Services

Orientation Services focuses on three important goals: student preparation, student involvement, and student retention. Orientation sessions feature specialized programs for both first-year and transfer students covering such issues as academic advising, course registration, campus tours, and college transition workshops. Students learn of the many ways to become involved on campus, and have the opportunity to meet college faculty, student affairs professionals, and other students in small group settings. Freshman students can choose the optional Poly Nights overnight program. Parents and family members of Freshmen and Transfers are also welcome to register for a concurrent parent/family program (one-day). Orientation is mandatory for all entering freshman and transfer students. Freshmen students are only admitted for Fall term and will attend Orientation during the summer months. Transfer Student Orientation programs will take place the quarter prior to the term for which a student was admitted. Information about Orientation is both mailed and emailed to students upon receipt of the Enrollment Confirmation Deposit. Registration for Orientation occurs online via BroncoDirect. Fees are associated with all programs, both mandatory and optional. Included with the mandatory Orientation fees are a University Catalog, Class Listing, New Student Resource Guide, BroncoAccess card, meals and parking permit. Transfer students will also receive a Transfer Credit Report.

Telephone: (909) 869-3604
Website: http://dsa.csupomona.edu/orientation/
Location: Building 26A

The Test Center

The Test Center maintains a commitment to efficient, accurate, and timely service to the campus and community. Weekend testing programs are administered for course placement and graduation requirements in a fair and encouraging environment. Weekday testing to accommodate special needs is also offered. For more information on tests provided please visit their website.

Telephone: (909) 869-3353
Website: http://www.csupomona.edu/~academic/testcenter/index.shtml
Location: Building 98, Room P2-004

Student Life and Resources

Student Demand for Equity in Education (SDEE)

Student Demand for Equity in Education (SDEE) also known as D.E. P.I.E. (Demanda Estudiantil Para La Igualdad Educacional) is a support group for underrepresented and
AB 540 and other undocumented students. SDEE statement: In 2001, the California State Legislature signed Assembly Bill 540 into law recognizing that “there are high school pupils who have attended elementary and secondary school in this state for most of their lives and who are likely to remain, but are precluded from obtaining an affordable college education because they are required to pay nonresident tuition rates.” Looking to defray educational costs and thereby finally offering a real chance at higher education to these students, most of whom were charged nonresident tuition fees due to their status as undocumented immigrants, the Legislature concluded that they should be exempted from out of state tuition fees. After all, these were California educated pupils. Since the passage of this bill, educational doors have now opened up to a group of students who formerly saw no way past a high school graduation. We, members of the Associated Student Body of California State Polytechnic University, Pomona have gathered for the purpose of forming an organization whose members shall offer support for those AB540/Undocumented students to continue their education through college graduation. Additionally, through campus and community involvement, we will raise awareness of the bill and continue to advocate for additional legislative support of undocumented students.

Group contact information: Depie_calpoly pomona@yahoogroups.com
Group advisor: Mery Hernandez
Phone: (909) 869-2916
Email: mchernandez@csupomona.edu

College Student Organizations

Academic departments have student departmental associations comprised of students in that discipline. In addition, there are other academically related organizations and discipline-based honorary societies.

Representatives from departmental associations work together on a college student council in each of the eight colleges. The organizations promote interaction between faculty and students by sponsoring speakers, seminars, social gatherings and other activities related to their disciplines. Students also have the opportunity to provide input regarding their educational experiences to their faculty and departmental chairs, as well as to their deans via the departmental associations and student councils, respectively. AB 540 and other undocumented students are eligible for these services.

Telephone: (909) 869-2841
Website: http://clubs.dsa.csupomona.edu/clubsearch.htm
Location: Building 26, Room 124

Student Development and Leadership Institute (SDLI)

The Student Development and Leadership Institute (SDLI) provides education, development and training that enhances students' personal leadership abilities for lifelong learning and success in a changing, multicultural world.
SDLI believes that everyone is a leader, whether you are involved in an organization or not. Leadership is a process in which personal abilities can be learned and improved upon. Personal leadership development must be intentional with the forethought of becoming a critical thinker and the ability to serve a broader constituent with a meaningful purpose.

E-mail: leadership@csupomona.edu
Website: http://www.dsa.csupomona.edu/division/leadership/default.asp
Location: Building 26, room 124

Greek Life

Greek organizations are dedicated to building our future leaders. Fraternities and sororities are self-governing organizations that provide a wealth of leadership opportunities for their members, hold high scholarship requirements, and have many community service opportunities for the campus and surround Pomona community. Whether you are on a committee, holding an office in your chapter, or serving on Diversified Greek Council, Greek Council, Interfraternity Council, National Pan-Hellenic Council, and/or Panhellenic Council, there are many ways to explore your personal leadership abilities. Fraternity and sorority members are some of the most active and visible student leaders on campus. You will see Greeks participating as Orientation leaders, and active in Associated Students, Incorporated, Bronco Events and Activities Team, University Housing Services Resident Advisers, Intramurals, and various Honor Societies, to name a few. Be Bold. Be a leader. Be Greek!

Telephone: (909) 869-4492
Website: http://www.dsa.csupomona.edu/osl/greeklife/default.asp
Location: Building 26, room 120

Campus Safety

Campus Police

The University Police Department is dedicated to providing professional police and emergency services and partnering with our community to support the university’s academic mission. For more information about programs and services, call, email or visit us. Police officers and dispatchers are on duty 24 hours.

Telephone: (909) 869-3070
Website: http://dsa.csupomona.edu/police/default.asp
E-mail: police@csupomona.edu
Location: Police and Parking and Transportation Services (Building 109)

Emergencies on Campus
The university has a well-defined campus Emergency Management Plan with several hundred trained faculty and staff members. There are over 20 Emergency Operations Centers (E.O.C.) located throughout the campus with trained Building Marshals to assist in an emergency. Several teams and individuals have been recognized with the Governor’s Safety Award for their contributions to the campus Emergency Plan. Training and emergency exercises are ongoing. When you need an emergency response, dial 9-1-1. If you are calling from a cell phone, dialing the University Police directly at (909) 869-3070 may save you valuable time. The non-emergency and business phone number is (909) 869-3070. Any problems concerning behavior of members of the campus community, thefts, vandalism, fire, and all related matters should immediately be brought to the attention of the University Police.

In the event of an emergency, Cal Poly Pomona will provide crucial information as quickly as the situation allows. Information will be distributed through a variety of sources including: safety alert system (voice, e-mail, text message blast), university E-mail, Cal Poly Pomona home page, PolyCentric Online News, Emergency Hotline, (866)869-POLY (7659). For more information regarding the emergency procedures please visit the following website at: http://www.csupomona.edu/~publicaffairs/emergency/

Procedures for Reporting Crimes on Campus

Students, staff and faculty are strongly encouraged to report all crimes to the University Police Department. If you are the victim of a crime, witness a crime or suspicious activity, or observe a potential security problem or safety hazard, notify University Police immediately.

For a possible crime in progress, dial 911 from any campus or Code Blue phone located in parking lots. If you have a cell phone, dial (909) 869-3070.

For police, fire, or medical emergencies, dial 911. For non-emergency or business calls, dial ext. 3070 from campus phones or (909) 869-3070 from off-campus phones. A professional police dispatcher is on-duty at all times, 24 hours/7 days, to provide assistance.

Note to Cell Phone Users: Emergency 911 calls made from a cell phone are routed to the California Highway Patrol. Campus community members are encouraged to program the Police business line (909) 869-3070 into cell phones to reduce emergency response time and provide one-touch dialing in any emergency.

Anonymous Tip Line

To report anonymous crime information, community members may leave a voicemail at (909) 869-3399. This number provides voicemail features only and does not display/record location or caller id information. When leaving your message, please
provide as much information and be as specific as possible. Messages are checked daily and referred to investigators for follow-up.

*Anonymous Confidential Reports*

If a crime victim/survivor does not wish to file a police report, University Police encourages voluntary, anonymous and confidential reports of crimes listed under the Clery Act. Every attempt to substantiate facts will be made. Voluntary and confidential reports of crimes including sexual assault may be made by completing a Crime Data Collection Form. A victim/survivor or a person who has first hand knowledge of a crime may complete the form. Forms are available in University Police, Counseling and Psychological Services, Student Health Services, University Housing Services, the Village, and Violence Prevention & Women’s Resource Center.

*Parking and Transportation Services*

Parking & Transportation Services is dedicated to maintaining accessible and attractive parking facilities. The objective is to manage parking resources efficiently so that students, faculty, staff, and visitors are able to park conveniently and maintain commuter programs, promote transportation alternatives, and reduce parking demand. The Parking and Transportation Services website offers many services to make you drive to and from Cal Poly Pomona safe and enjoyable.

Telephone: (909) 869-3061  
Website: [http://dsa.csupomona.edu/parking/default.asp](http://dsa.csupomona.edu/parking/default.asp)  
Location: Building 109, located at the corner of Oak Lane & Cypress Lane

*Rideshare Program*

Students are encouraged to rideshare to the campus. Carpooling is the easiest way to commute to the campus with fellow students.

*Student Rideshare Program Rules for Carpooling*

To participate in the Student Rideshare Program you must follow these simple rules: the driver of the car must have a valid Cal Poly Pomona student parking permit, drive up to the Student Rideshare Booth with one or more passengers in your car and show your parking permit to the booth attendant, display the Rideshare pass on your dashboard and hang your parking permit on your mirror, and make sure that your permit is properly displayed.

This is a daily process and permits are only valid on the day they are issued. No registration is required for students to park in student carpool spaces. Passes are issued from 7 a.m. to 3 p.m. Monday through Friday. Any student with a valid Cal Poly Pomona parking permit may park in student rideshare spaces after 3 p.m.

Students who live in the Village or Residence Halls DO NOT qualify for the student rideshare permit. Students who live within a one mile radius of the campus are not
eligible. Students cannot pick up other students from surface lots on campus to obtain a rideshare permit.

Telephone: (909) 869-4781 or (909) 869-3233
Website: http://dsa.csupomona.edu/parking/rideshare.asp
Location: Building 109, located at the corner of Oak Lane & Cypress Lane

**Bus Passes**

The Rideshare office can assist students in finding the best route and schedules for taking Metro or Foothill Transit to Cal Poly Pomona. Full-time students receive a discount when purchasing their pass. Students must first obtain a date stamped from the records office and take it to a Metro or Foothill Transit location where they will be issued a transit photo ID.

Monthly passes are sold at the ASI Games Room on a first-come, first serve basis. Please call the ASI Games Room for availability of passes.

Telephone: (909) 869-4467
Website: http://www.asi.csupomona.edu/gre/
Location: Building 35, room 1110
SECTION FOUR - COMMUNITY SUPPORT

Asian American Legal Defense and Education Fund

The AALDEF Founded in 1974, and is a national organization that protects and promotes the civil rights of Asian Americans. By combining litigation, advocacy, education, and organizing, AALDEF works with Asian American communities across the country to secure human rights for all.

Telephone: (212) 966-5932
Email: info@aaldef.org
Website: www.aaldef.org

Coalition for Humane Immigrant Rights of Los Angeles

CHIRLA was formed in 1986 to advance the human and civil rights of immigrants and refugees in Los Angeles; promote harmonious multi-ethnic and multi-racial human relations; and through coalition-building, advocacy, community education and organizing, empower immigrants and their allies to build a more just society.

Telephone: (213) 353.1333
Email: info@chirla.org
Website: www.chirla.org

Immigration Law Resource Center

The ILRC was founded in 1979 and its mission is to work with and educate immigrants, community organizations, and the legal sector to continue to build a democratic society that values diversity and the rights of all people.

Telephone: (415) 255-9499
Website: www.ilrc.org

Korean Resource Center

The KRC was founded in 1983 and is guided by the principles Live Rightly, Know our Roots, Empower Ourselves, and Live in Harmony and works on the issues of education, health access, service, immigrant and civil rights, and voter empowerment.

Telephone: (323) 937.3718
Email: krcla@krcla.org
Website: www.krcla.org

Latino Round Table

The LRT mission is to work together to develop and expand available resources and to improve the delivery of social services to the Latino community through networking, advocating and providing services. Agency Involvement: The Latino Round Table has
been working with several not for profit agencies, social services agencies, banking institutions, hospitals, health centers, religious communities and universities. Local Latino community members participate as well as local Latino business owners.

Website: www.latinoroundtable.org

**Mexican American Legal Defense and Education Fund**

MALDEF is a national non-profit organization whose mission is to protect and promote the civil rights of the more than 45 million Latinos living in the United States. Making sure that there are no obstacles preventing this diverse community from realizing its dreams, MALDEF works to secure the rights of Latinos, primarily in the areas of employment, education, immigrants' rights, political access and public resource equity.

Telephone: (213) 629-2512  
Website: www.maldef.org

**National Council of La Raza**

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC. NCLR serves all Hispanic subgroups in all regions of the country and has operations in Atlanta, Chicago, Los Angeles, New York, Phoenix, Sacramento, San Antonio, and San Juan, Puerto Rico.

Telephone: (202) 785-1670  
Website: www.nclr.org

**National Legal Sanctuary for Community Advancement**

NLSCA’s mission is to ensure the human rights and dignity of Middle Eastern, Muslim, and South Asian peoples. We advocate for unity through diversity via: (1) legal defense of civil rights; (2) responsible media coverage and depiction; (3) proactive collaboration with governmental and non-governmental institutions; and (4) fostering education and community outreach.

Telephone: (415) 553.7100  
Email: akhlaghilaw@sbcglobal.net  
Website: www.nlsca.com/index.htm

**Salvadorian American Leadership and Educational Fund**

SALEF’s mission is to promote the civic participation and representation of the Salvadoran and other Latino communities in the U.S., promote the economic development and democracy in El Salvador, as well as to advocate for its economic, educational, and political advancement and growth.

Telephone: (213) 480-1052  
Email: info@salef.org  
Website: www.salef.org
Section Five – Faq’s (Frequently Asked Questions)

Admissions

1. What are the requirements to go to college as an AB 540 and other undocumented student?

Unprotected immigrant students applying as first-time freshmen will be held to the same admissions criteria as California residents from their same high school. This same provision does not apply to transfer students where a higher transfer GPA is required of non-residents. The admission criteria for teacher credential and Master’s programs are the same for resident and non-resident students. There are some exceptions - when a major requires licensing, AB 540 and other undocumented students are not eligible to apply.

The Admissions Office will request documents in support of the admission application when needed. Which transcripts are required and at what point in the application process varies.

Qualifying for exemption from out-of-state tuition

2. How do I change my status to AB 540? Do I need to provide an official transcript?

Students applying for admission must submit the Student Affidavit for Exemption of Non Resident Tuition (affidavit) and supporting documentation to the Office of Admissions and Outreach to be considered for the non-resident fee waiver. Currently enrolled students should provide this affidavit to the Registrar’s Office. If the student meets the AB 540 criteria, the residency officer will adjust the status and waive the non-resident tuition fee.

Even though transfer students normally do not need to provide high school transcripts for admissions determination, all students applying for the AB 540 non-resident fee waiver must provide an official high school transcript with their affidavit for AB 540 eligibility. A copy of the affidavit is available on line: http://www.csulb.edu/depts/enrollment/forms/

3. If I have less than three years of high school and have graduated from a California high school, do I qualify for in-state tuition?

Students with less than three years of high school attendance in California are not eligible for AB 540. However, if the student meets the first-time freshman or transfer admissions requirements, the student may still be eligible to attend the university, but will have to pay the non-resident tuition. Non-resident tuition is charged to all U.S. non-California residents and foreign students. Tuition is charged per unit, in addition to applicable State University and Other Mandatory Fees. (Tuition is subject to change by State Legislative action without notice.)
4. What if I attended adult school? Did not graduate from high school, but I qualify as an upper division transfer?

If a student meets the transfer admissions requirements, he/she will be admitted to the university, but will be charged out-of-state fees if the student does not qualify for AB 540 because they did not graduate from a California high school and/or attended adult school. AB 540 law stipulates three years of high school attendance and graduation. Although a GED or a high school diploma can be obtained from an Adult School, the rate of completion is often done at an accelerated pace that does not permit sufficient accrual of classroom time in order to make-up three years of instruction.

5. Do I need a SSN? What do I put down on my application if I do not have an SSN?

NO, students are not required to have or use a Social Security number when applying to a CSU campus. If the student does not have a SSN, he or she should leave the field on the application blank. If there is any doubt, students should contact any individual listed in the Faculty and Staff Resource List in this document.

6. What if I have used a false SSN in the past? What happens if I stated before that I was a citizen and I now want to be an AB 540 student?

Students are advised to always provide true and accurate information to the University because the consequences of providing invalid information can be severe. If supplying a false SSN did not result in the receipt of benefits or services for which the student was not eligible, correction can be easily done at Cal Poly Pomona by requesting the SSN be deleted from the Cal Poly Pomona record. If benefits or services were received as a result of providing false information, the situation is obviously much more complex.

According to the Cal Poly Pomona catalog and section 41301 of Title 5 of the California Code of Regulations, incorrect classification resulting from false or concealed facts is subject to disciplinary action including paying owed non-resident tuition. Before taking action, identify and consult with a staff and/or faculty who work with AB 540 and other undocumented students. If possible, also consult with an attorney.

7. What will show up in my transcript if I wrote on my community college application that I am a resident?

Cal Poly Pomona does not use the information on the transcripts to determine California residency nor is it responsible for reporting discrepancies to other institutions. Students must provide complete and accurate information on the Admission Application, and other required documents for an accurate determination of residency.

8. Is graduate admission different at CSU Pomona if I want to use AB 540?
NO, AB 540 criterion is the same for both graduate and undergraduate students. If a student continues at Cal Poly Pomona, he/she will not have to resubmit high school transcripts or redo the affidavit.

9. Should I apply for the President’s Council Scholars?

YES, AB 540 and other undocumented students are encouraged to apply. Please visit the following website for Scholarship criteria.
http://dsa.csupomona.edu/financial_aid/presidents_application.asp

10. Can I get into a doctoral or professional programs elsewhere using AB 540?

YES, you can get into masters and doctoral programs at a public California university as long as you meet the admissions criteria. Programs that give preference to state residents or require state licensing are not accessible to AB 540 and other undocumented students.

Paying for College

11. My admissions letter requires a deposit with my admissions acceptance. Do I have to pay?

YES, freshman and transfer students are required to pay a non-refundable enrollment deposit with the admission acceptance. The enrollment deposit is required in order to reserve a space in class. The admission acceptance and deposit for the fall term must be received by May 1st for freshmen, and June 1st for transfer students. The deposit will offset a portion of the State University Fee (SUF) for the first quarter.

12. Can I receive in-state aid?

NO, AB 540 and other undocumented students are not eligible to receive any type of public (state or federal) financial aid.

13. Is there an installment plan to pay my tuition? What if I do not have the funds and I need to drop out to work?

YES, Cal Poly Pomona offers installment plans to pay for tuition. For more details about the installment plans available, check with Student Accounts and Cashiering Services or visit their website at www.csupomona.edu/~fas/sacs.

14. I paid out-of-state tuition before I knew about AB 540. May I get a refund?

Once the AB 540 request has been approved, fees will be recalculated and a tuition refund will be processed.

15. May I work on campus? Am I eligible for a paid internship or unpaid internship?
Most students who work on campus are hired as “student assistants” and are paid through public funds, which require residency and a valid social security number. AB 540 and other undocumented students are not eligible to work for pay that is funded by public funds, but may however work for pay by donation.

AB 540 and other undocumented students are not eligible for paid internships, but may participate in unpaid internships. Contact the Career Center to learn about potential internship opportunities. Students may also obtain work experience as volunteers. For more information please visit: [http://dsa.csupomona.edu/career/student_on_campus_employment.asp](http://dsa.csupomona.edu/career/student_on_campus_employment.asp)

16. The scholarship application states that an SSN is required. Should I bother to apply?

Many scholarship program administrators assume that everyone has an SSN; therefore, it may be worthwhile to inquire if there is a residency or citizenship requirement. If there is not, then inquire about the use of the TIN (Individual Taxpayer Identification Number) number in lieu of the SSN. Students are encouraged to inquire whether the program has private dollars that may be awarded as scholarships or stipends.

Students without access to public financial aid should consider applying for private scholarships. Students are encouraged to apply for private aid because staying in school even part-time and maintaining consecutive enrollment is a strong indicator of progress to graduation. Information on scholarships is available at the Office of Financial Aid & Scholarships located in Building 98, Third Floor. The phone number is (909) 869-3700. Almost all university-sponsored scholarships do not require an SSN.

There are websites with scholarship information such as the Tomas Rivera Center interactive website called “College Dollars at [http://www.latinocollegedollars.org](http://www.latinocollegedollars.org); the MALDEF – Scholarship Information at [http://maldef.org](http://maldef.org/).

Academic Eligibility

17. Will my status limit my participation in field and research projects? Should I travel to in-state conferences with campus programs? Will the campus cover me?

If the field or research project is conducted on campus or within close proximity of the university, it should not be a problem. However, if the field or research project is contingent on having to present work at a student/professional conference then it may pose a problem. Any long distance travel that involves air or ground transportation involves an element of risk, thus it is advisable that AB 540 and other undocumented students consider the risks and benefits of such activities. Students should consult with a parent or guardian. Importantly, not all activities requiring travel are obligatory, thus in some cases speaking to the instructor will result in alternative means to fulfill the course
requirements. Students may also want to discuss internship alternatives with the Career Center staff.

Students on a campus approved, supervised, and funded activity are generally covered for travel liability. Campus travel must be under the supervision of a campus faculty, staff member, or Associated Students, Inc. (ASI) staff member. Travel by individual or group volition is not covered by the University or the ASI. In general, students are individually responsible for any personal injury or damage.

18. What if my major requires that I be finger printed? Can I pursue a credential or nursing program?

Students who will require a commercial or professional license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU trains them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. These academic programs, such as nursing and credentials will demand finger printing, a background check and a valid social security number.

Students may want to discuss potential alternatives with the Career Center or their academic advisor.

Student Services

19. Am I eligible for University programs and services?

YES, AB 540 and other undocumented students are eligible to receive services from almost all University programs. However, there are some restrictions for programs requiring United States or California residency as part of their eligibility.

20. Should I reveal my status to my faculty advisor? Others?

It is always advisable to use caution in disclosing. In most cases, this will be a personal decision. Generally, people will only reveal personal and private information to their closest friends and confidants. Most faculty and staff have genuine concern and interest in a student’s well being. The individuals listed in the Faculty and Staff Resource List may be individuals with whom students may want to consult initially.

21. What identification may I use to take the examinations at Cal Poly Pomona, such as ELM? EPT?

AB 540 and other undocumented students are encouraged to telephone the Test Center, (909) 869-3353, to make an appointment to see a test officer to get their identification (ID) issues handled in private prior to the test date. The test officer will review the student’s ID, the passport, or official consulate identification and then sign the admission letter as an indication that the ID that the student brings with him or her to the test site has been pre-approved. The Testing Office often uses test proctors who may be
unfamiliar with ID issues faced by AB 540 and other undocumented students, so getting an ID pre-approval will circumvent potential issues at the test site.

22. What happens if I drive to school and University police stop me?

AB 540 and other undocumented immigrants cannot obtain a California Drivers License. Therefore, driving without a license is unlawful and can result in a traffic citation, forfeiture of the vehicle and fines. Police will ask for a Drivers License and any other identification on the driver. If the individual has no license, then the name and date of birth is taken and run through the police computer to check the driver’s records. Campus police will issue a ticket and the disposition of the vehicle will depend on circumstances. If the vehicle is legally parked or can be driven away by an unimpaired, licensed driver, it will not be towed. If this cannot be done, it will be towed and impounded. Vehicles with expired registrations are automatically impounded. University police are not required to report the citation to the Bureau of Citizenship and Immigration Services. However, the citation will be reported to the City of Pomona and a court appearance will be required.

There are instances when campus police will ask for SSN number. A SSN is requested any time someone is involved in a situation that requires the use of standardized police forms. The forms are used to confirm identity when there is a traffic accident, when someone is a suspect in a criminal case, or when field interviews are conducted, such as when a suspicious person is reported on campus and the police interview the suspicious person. The field interview form asks for name, race, sex, drivers license and SSN. While the campus police do not enforce federal immigration laws on campus, if a citation is issued, it is reported to the City of Pomona and all persons, including students have to go to court. It is prudent to consider the potential that a district attorney could conceivably involve Immigration and Customs Enforcement.

23. What happens if I get sick on campus? May I use the student health center?

YES, paying the mandatory Health Fee at registration entitles students to receive medical services at the Student Health Center regardless of residency status.

24. What is the point of finishing school if I can’t get a job in my chosen profession?

It is not unusual to feel a sense of hopelessness about the many obstacles that challenge AB 540 and other undocumented students. Students must stay focused on the dream of obtaining a degree. The likelihood of obtaining residency is optimized if an individual is a college graduate. Being an educated professional demonstrates that one will be an asset to the USA.

25. Where can I go to find informed advisors about my status?

A number of on-campus offices have individuals who are informed about the barriers encountered by AB 540 and other undocumented students. See the Faculty and Staff Resource List of the individuals to contact for advice.
## Section Six – Faculty and Staff Resource List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Location Bldg.-Rm.</th>
<th>Email</th>
<th>Phone (909)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Jain</td>
<td>Lecturer</td>
<td>Ethnic &amp; Women’s Studies Dept.</td>
<td>94-332</td>
<td><a href="mailto:anjain@csupomona.edu">anjain@csupomona.edu</a></td>
<td>6983</td>
</tr>
<tr>
<td>Aubree Kendall</td>
<td>Coordinator</td>
<td>Native American Student Center</td>
<td>26-105</td>
<td><a href="mailto:alkendall@csupomona.edu">alkendall@csupomona.edu</a></td>
<td>6877</td>
</tr>
<tr>
<td>Cecilia Santiago</td>
<td>Coordinator</td>
<td>Cesar E. Chavez Center for Higher Education</td>
<td>95</td>
<td><a href="mailto:csantiago@csupomona.edu">csantiago@csupomona.edu</a></td>
<td>5039</td>
</tr>
<tr>
<td>Dora Lee</td>
<td>Senior Coordinator</td>
<td>Office of Student Life &amp; Cultural Centers</td>
<td>26-121</td>
<td><a href="mailto:doralee@csupomona.edu">doralee@csupomona.edu</a></td>
<td>3601</td>
</tr>
<tr>
<td>Dr. Dorothy D. Wills</td>
<td>Chair / Professor</td>
<td>Geography &amp; Anthropology Dept.</td>
<td>5-149</td>
<td><a href="mailto:ddwills@csupomona.edu">ddwills@csupomona.edu</a></td>
<td>3582</td>
</tr>
<tr>
<td>Dr. Genevieve Crean</td>
<td>Counselor</td>
<td>Counseling &amp; Psychological Services</td>
<td>66-116</td>
<td><a href="mailto:gcrean@csupomona.edu">gcrean@csupomona.edu</a></td>
<td>3220</td>
</tr>
<tr>
<td>Dr. Patricia A. de Freitas</td>
<td>Chair / Professor</td>
<td>Ethnic &amp; Women’s Studies Dept.</td>
<td>94-362</td>
<td><a href="mailto:padefreitas@csupomona.edu">padefreitas@csupomona.edu</a></td>
<td>2080</td>
</tr>
<tr>
<td>Dr. Rebecca Gutierrez Keeton</td>
<td>AVP &amp; Dean of Students</td>
<td>Dean of Students</td>
<td>26-111</td>
<td><a href="mailto:rgkeeton@csupomona.edu">rgkeeton@csupomona.edu</a></td>
<td>3305</td>
</tr>
<tr>
<td>Edwin Romero</td>
<td>Coordinator of Leadership</td>
<td>Office of Student Life</td>
<td>26-124</td>
<td><a href="mailto:Eromero2@csupomona.edu">Eromero2@csupomona.edu</a></td>
<td>4568</td>
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<td></td>
<td>&amp; Student Involvement</td>
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<tr>
<td>Eunice Cosio</td>
<td>Counselor</td>
<td>Office of Financial Aid &amp; Scholarships</td>
<td>98-T3-3</td>
<td><a href="mailto:ecosio@csupomona.edu">ecosio@csupomona.edu</a></td>
<td>3706</td>
</tr>
<tr>
<td>Gloria Castillo</td>
<td>Administrative Coordinator</td>
<td>Office of Student Life</td>
<td>26-123A</td>
<td><a href="mailto:gcastillo@csupomona.edu">gcastillo@csupomona.edu</a></td>
<td>4779</td>
</tr>
<tr>
<td>Jocelyn Pacleb</td>
<td>Assistant Professor</td>
<td>Ethnic &amp; Women’s Studies Dept.</td>
<td>94-359</td>
<td><a href="mailto:japacleb@csupomona.edu">japacleb@csupomona.edu</a></td>
<td>3156</td>
</tr>
<tr>
<td>Leticia Guzman Scott</td>
<td>Assistant Director</td>
<td>EOP Admissions &amp; Enrollment Services, SSEP</td>
<td>1-221</td>
<td><a href="mailto:lguzman1@csupomona.edu">lguzman1@csupomona.edu</a></td>
<td>4672</td>
</tr>
<tr>
<td>Lorena Marquez</td>
<td>Marketing, Promotion &amp; Game Mgmt.</td>
<td>Athletics Department</td>
<td>43</td>
<td><a href="mailto:marquez@csupomona.edu">marquez@csupomona.edu</a></td>
<td>5448</td>
</tr>
<tr>
<td>Name</td>
<td>Position/Role</td>
<td>Department/Program</td>
<td>Phone</td>
<td>Email</td>
<td>Extension</td>
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<tr>
<td>Maria G. Rivera-Duncan</td>
<td>Coord. of Graduate Prep. &amp; Special Population</td>
<td>Student Support and Equity Programs (SSEP)</td>
<td>91-109</td>
<td><a href="mailto:mrivera@csupomona.edu">mrivera@csupomona.edu</a></td>
<td>3138</td>
</tr>
<tr>
<td>Marla Franco</td>
<td>Senior Coordinator &amp; Rose Float</td>
<td>Office of Student Life</td>
<td>26-124</td>
<td><a href="mailto:mfranco@csupomona.edu">mfranco@csupomona.edu</a></td>
<td>3642</td>
</tr>
<tr>
<td>Mery Hernandez</td>
<td>EOP Outreach &amp; Admissions Counselor</td>
<td>EOP Admissions &amp; Enrollment Services, SSEP</td>
<td>1-219</td>
<td><a href="mailto:mchernandez@csupomona.edu">mchernandez@csupomona.edu</a></td>
<td>2916</td>
</tr>
<tr>
<td>Norma Leon</td>
<td>Coordinator Undeclared Services &amp; Academic Advisor</td>
<td>Student Support &amp; Equity Programs (SSEP)</td>
<td>94-113</td>
<td><a href="mailto:nleon@csupomona.edu">nleon@csupomona.edu</a></td>
<td>3227</td>
</tr>
<tr>
<td>Pat Mucino</td>
<td>Administrative Services Specialist</td>
<td>Judicial Affairs</td>
<td>26-110</td>
<td><a href="mailto:pjmucino@csupomona.edu">pjmucino@csupomona.edu</a></td>
<td>6990</td>
</tr>
<tr>
<td>Rosa R. Lamas-Serratos</td>
<td>Counselor</td>
<td>Visitor &amp; Information Centers</td>
<td>35-1216</td>
<td><a href="mailto:rrsserratos@csupomona.edu">rrsserratos@csupomona.edu</a></td>
<td>3403</td>
</tr>
<tr>
<td>Sara I. Gamez</td>
<td>Coord. Of Renaissance Scholars</td>
<td>Student Support &amp; Equity Programs (SSEP)</td>
<td>66-123</td>
<td><a href="mailto:sigamez@csupomona.edu">sigamez@csupomona.edu</a></td>
<td>3169</td>
</tr>
<tr>
<td>Sonia D. Marcelo</td>
<td>EOP Admissions Coordinator</td>
<td>Student Support &amp; Equity Programs (SSEP)</td>
<td>1-221</td>
<td><a href="mailto:sdmarcelo@csupomona.edu">sdmarcelo@csupomona.edu</a></td>
<td>3368</td>
</tr>
<tr>
<td>Tracy Lew</td>
<td>Senior Coordinator</td>
<td>Orientation Services</td>
<td>26A</td>
<td><a href="mailto:tracilew@csupomona.edu">tracilew@csupomona.edu</a></td>
<td>3523</td>
</tr>
<tr>
<td>Yanet Garcia</td>
<td>Admissions Counselor</td>
<td>Office of Admissions and Outreach</td>
<td>98-T4-23</td>
<td><a href="mailto:ygarcial@csupomona.edu">ygarcial@csupomona.edu</a></td>
<td>4529</td>
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<tr>
<td>Jeff Tennis</td>
<td>Associate Registrar</td>
<td>Registrar’s Office</td>
<td>98-R2-20</td>
<td><a href="mailto:jstennis@csupomona.edu">jstennis@csupomona.edu</a></td>
<td>3289</td>
</tr>
<tr>
<td>Alma Pasos</td>
<td>Coord., Undergraduate Admissions</td>
<td>Office of Admissions and Outreach</td>
<td>98-T2-9</td>
<td><a href="mailto:arpasos@csupomona.edu">arpasos@csupomona.edu</a></td>
<td>2988</td>
</tr>
<tr>
<td>Jenni Adams</td>
<td>Coord. Of Greek Life and Education</td>
<td>Office of Student Life and Cultural Centers</td>
<td>26-118</td>
<td><a href="mailto:jadams@csupomona.edu">jadams@csupomona.edu</a></td>
<td>4492</td>
</tr>
<tr>
<td>Sharon Rocacorba</td>
<td>Coord., Asian &amp; Pacific Islander Student Center</td>
<td>Office of Student Life and Cultural Centers</td>
<td>95</td>
<td><a href="mailto:swrocacorba@csupomona.edu">swrocacorba@csupomona.edu</a></td>
<td>5025</td>
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</table>
Supplement – Current Immigration Law and Proposed State and Federal Legislation

The current national immigration laws and regulations have their foundation in the Federal Illegal Immigration Reform and Responsibility Act of 1996. It is in this context that AB 540 is best understood as California’s effort to address the needs of unprotected students who wish to continue their education. Federal and state laws are the context for several university policies, some which are described in this guide.

The Illegal Immigration Reform and Responsibility Act 1996, also known as Public Law 104-208, and the Welfare Reform Act includes provisions to eliminate eligibility for Federal and State public benefits for certain categories of lawful immigrants as well as benefits for all AB 540 and other undocumented immigrants. The law prohibits:

- AB 540 and other undocumented students from accessing postsecondary education benefits unless a US citizen or national is eligible for the same benefit.
- AB 540 and other undocumented students barred from obtaining in-state fees or direct student aid.
- Students who will require a commercial or professional license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU trains them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

The proposed state and federal legislation listed below have been pending for several years and will likely continue to be reintroduced. AB 540 students may be familiar with these and may seek information about the legislation. These include the US DREAM Act and the California DREAM Act. Students can be referred to [http://www.nilc.org/](http://www.nilc.org/) or [http://dist22.casen.govoffice.com/](http://dist22.casen.govoffice.com/).

State Legislation

The California Dream Act is a state legislative proposal that allows U.S. citizen and undocumented “AB 540” students to apply and compete for financial aid at California public colleges and universities without the use of the Federal Application for Student Aid (FAFSA).

**Under the proposed California Dream Act**

- AB 540 students will be eligible to apply for the Board of Governors (BOG) Fee Waiver at all public California Community Colleges.
- AB 540 students will be permitted to apply for Institutional Student Aid and compete for any student aid program administered by the attending college or university (i.e. State University Grant, UC Grant)
• AB 540 students will be eligible for State Administered Student Aid programs and allowed to apply for other statewide student aid program such as, but not limited to Cal Grants.

• AB 540 Clean-Up Language amendment will delete the term high school and substitute the term secondary school for the eligibility of exemption from out of state tuition rates. This will allow students who finish three years at continuation or adult schools to be eligible for exemption from out of state tuition rates.

Federal Legislation

The Development, Relief, and Education for Alien Minors Act (DREAM Act) is bipartisan legislation sponsored in the United States Senate that addresses the situation faced by young people who were brought to the U.S. years ago as undocumented immigrant children but who have since grown up here, stayed in school, and kept out of trouble.

_Under the DREAM Act_

• High school graduates would be permitted to apply for up to 6 years of legal residence conditional status.

• During the 6-year period, the student would be required to graduate from a 2-year college, complete at least 2 years towards a 4-year degree, or serve in the U.S. military for at least 2 years.

• Permanent residence would be granted at the end of the 6-year period if the student has met these requirements and has continued to maintain good moral character.

• Federal provision that discourages states from providing in-state tuition to undocumented immigrant student residents would be eliminated, thus restoring full authority to the states to determine state college and university fees.

_Dream Act Criteria_

To qualify for the DREAM Act, a student must have been brought to the U.S. more than 5 years ago when he or she was 15 years old or younger and must be able to demonstrate good moral character.

Acknowledgement

On October 12, 2001, Governor Gray Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) that added a new section, 68130.5, to the California Education Code. The bill’s author was Assemblyman Marco Firebaugh. State Senator Gil Cedillo is the author of the California DREAM Act.
Support for the DREAM Act has grown each year since it was first introduced in 2001 during the 107th Congress. In past years it has garnered 48 Senate cosponsors and more than 152 Republican and Democratic House cosponsors, more than one-third of the House. It has twice passed the Senate Judiciary Committee in bipartisan fashion, by a 16-3 vote in the 2003–2004 108th Congress, and again in 2006 by a voice vote without dissent as an amendment to the comprehensive immigration reform bill. For the first time in May 2006, the DREAM Act passed the full Senate as part of the Comprehensive Immigration Reform Act of 2006 (S. 2611).

This Resource Guide would not have been possible without AB 540 and other undocumented students who came forth in the AB 540 Support Group to express their experiences as college students. The questions are the result of actual situations encountered by AB 540 students and other unprotected immigrant students.

Legislation against AB 540 law, it is pending California Supreme Court hearing. On Monday, September 15, 2008 the Third District Court of Appeals issued a ruling that called into question the validity of Assembly Bill 540. At this point the decision is not final and several educational systems and other legal organizations are appealing the ruling. While we await a final resolution, AB540 is still in effect as a law and eligible (incoming and continuing) students will continue to pay in-state tuition.

At Cal Poly Pomona, many of the advisors of AB 540 students are self-appointed. Their contribution and encouragement for the development of the Resource Guide was vital.