

*Sacramento City College*

*Student Guide  
and Planning Calendar  
2009 - 2010*

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*This campus is committed to assuring that Sacramento City College programs, activities and services are accessible to persons with disabilities. For more information, please contact the Disability Resource Center (916)558-2087.*

Managing Editor — Larry Dun  
Editorial Staff — Rosa Rose  
Design and Layout — SCC Graphic Impressions  
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# Important Phone Numbers

**Prefix 558 unless otherwise specified**

Campus Emergency	
Campus Police . . . . .	2365
Campus Nurses . . . . .	2367
Admissions & Records . . . . .	2351
Assessment Testing . . . . .	2541
Associated Student Government . . . . .	2446
Behavioral & Social Sciences Division . . . . .	2401
Box Office (City Theatre) . . . . .	2228
Business Division . . . . .	2581
Business Office . . . . .	2321
CalWORKS . . . . .	2331
Career Planning . . . . .	2384
Cheerleader Advisor . . . . .	.650-2761
Child Development Center . . . . .	2542
College Store . . . . .	2421
Counseling Center . . . . .	2204
Cultural Awareness Center . . . . .	2155
Davis Center . . . . .	(530)747-5200
Disability Resource Center . . . . .	2087
Downtown Center . . . . .	2640
Extended Opportunities Programs and Services (EOPS) . . . . .	2403
Express (Student Newspaper) . . . . .	2561/2562
Financial Aid . . . . .	2501/2546
High School Outreach & Recruitment . . . . .	2200
Housing (Student Leadership and Development) . . . . .	2381
Humanities & Fine Arts Division . . . . .	2551

# Important Phone Numbers

Information and Orientation . . . . .	2147
International Student Center . . . . .	2486

***Prefix 558 unless otherwise specified***

Job Services . . . . .	2676
Language & Literature Division . . . . .	2325
Learning Disabilities . . . . .	2283
Library Circulation/Reserve . . . . .	2301
Library Reference Desk . . . . .	2461
Lost and Found . . . . .	2365
Mathematics, Statistics & Engineering Division . . . . .	2202
Parking Permits. . . . .	2321
Physical Education, Health, Athletics & Recreation Divisions . . . . .	2425
Regional Transit: Bus & Light Rail Info. . . . .	321-2877
Scholarships . . . . .	2197
Science and Allied Health Division . . . . .	2272
Student Leadership and Development/Clubs . . . . .	2381
Technology Division . . . . .	2491
Tours . . . . .	2390
Transcript Information . . . . .	2351
Transfer Center . . . . .	2181
Tutorial Services . . . . .	2258
West Sacramento Center . . . . .	375-5511
WorkAbility . . . . .	2590
Work Experience . . . . .	2383

# President's Message

On behalf of the entire college community, welcome to Sacramento City College! You have chosen the right college to help make your dreams come true. By choosing SCC, you have become part of a community of learners, committed to your success. As an SCC student, you are the very heart of this college and our college family will enthusiastically offer you special attention through a wide variety of services. SCC offers a dedication to quality, access and affordability. With a light rail station directly on campus and a multi-level parking structure, access and transportation have never been better. Through our Students Obtaining Success program, finding the academic, financial and tutoring support you need has never been easier.

Please take your time to search through the Resources Guide on pages 27 - 36 of this publication, which has phone numbers for academic counseling, financial aid, and tutoring services, among many others. At SCC, help is right at your fingertips. In addition to using this planner and Resources Guide, prepare yourself with more strategies that will help ensure your success. Whether you are pursuing a degree or certificate, transfer, or simply taking a few classes for job promotion, try these useful tips:

- Get to know your instructors and write down their phone numbers and emails.
- Develop active listening skills and regularly participate in classroom discussions.
- Become familiar with the college library and use its services.
- Form study groups with other students and network with your peers.
- Contact college support services, such as academic counseling and tutoring services.
- Visit the SCC web site for updates on important deadlines, news and events.



Developing key navigation skills while you're in college will assist you long after you have reached your academic and career goals. At SCC, we "work together, pursue excellence, and inspire your achievement," to ensure you gain meaningful tools for life.

A handwritten signature in black ink that reads "Kathryn E. Jeffrey". The signature is written in a cursive, flowing style.

Most sincerely,

## About the College

### **Our Core Values:** **Working Together – Pursuing Excellence – Inspiring Achievement**

### **History and Organization**

Founded in 1916 as a department of Sacramento High School, Sacramento City College is the seventh oldest public community college in California and the oldest institution of higher learning in Sacramento. In 1922, Sacramento citizens organized a junior college district and separated from Sacramento High School. The college then became part of the Sacramento City Unified School District in 1936. Following a March 17, 1964 election, SCC joined the newly formed Los Rios Community College District, which assume operation of American River College and Sacramento City College. In 1970, the Los Rios Community College District opened its third campus, Cosumnes River College and most recently, Folsom Lake College.

Sacramento City College is one of California's 109 community college campuses. Approximately 19,000 students are enrolled at the main campus, and 3,500 students at our Downtown, West Sacramento and Davis Centers. In addition to its core educational programs, the college is known for its many technology and allied health programs.

### **Accreditation**

Sacramento City College is officially accredited by the Western Association of Schools and Colleges. The University of California and other accredited colleges and universities give full credit for appropriate courses completed at Sacramento City College.

### **Philosophy and Purpose**

Sacramento City College endorses an Open Door Policy. The college is accessible to all who wish to apply regardless of previous educational background. Additionally, the college prides itself in representing the cultural diversity of the community it serves.

The purpose of Sacramento City College is to provide opportunities for critical thinking, vocational training, social development and personal growth. The college also responds to the emerging educational needs of our community.

### **Mission Statement**

Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation effectively promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

### **Vision Statement**

Sacramento City College seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.

### **College Goals**

- 1.) Develop and implement processes to promote engagement and success of first-year students.
- 2.) Implement a systematic enrollment management process that aligns student outreach and recruitment with scheduling of classes, programs, and services based on student interest, demand, time, convenience, and culture.
- 3.) Improve basic skills competencies in reading, writing, and math and improve preparedness for degree applicable courses through developing skill in reading, writing, math, and information competency across the curriculum and throughout the college.
- 4.) Improve processes, services, curriculum, and instructional design to ensure equivalent student outcomes for alternative modalities and locations (i.e., off campus sites, distance education, etc.).
- 5.) Revise or develop new courses, programs and services based on assessment of emerging community needs.
- 6.) Improve staff processes for all classifications including hiring, orientation, mentoring, customer service, training, evaluation, and exit processes, with attention to the selection and retention of staff that reflect the diversity of our students and community.
- 7.) Engage the college community in the process of ongoing institutional evaluation and continuous improvement, in the analysis and review of data, and in ongoing activities related to accreditation.
- 8.) Identify and respond to the needs of the college community that is growing increasingly diverse in terms of demographics and culture.
- 9.) Deliver programs and services that demonstrate a commitment to learner-centered education and training and institutional

effectiveness through continuous process improvement.

# Post-Secondary Education in California

Post-secondary education is defined as the educational instruction beyond high school. California has more than 2,500 educational institutions and agencies that offer education in both academic and vocational majors. California supports three segments of higher education:

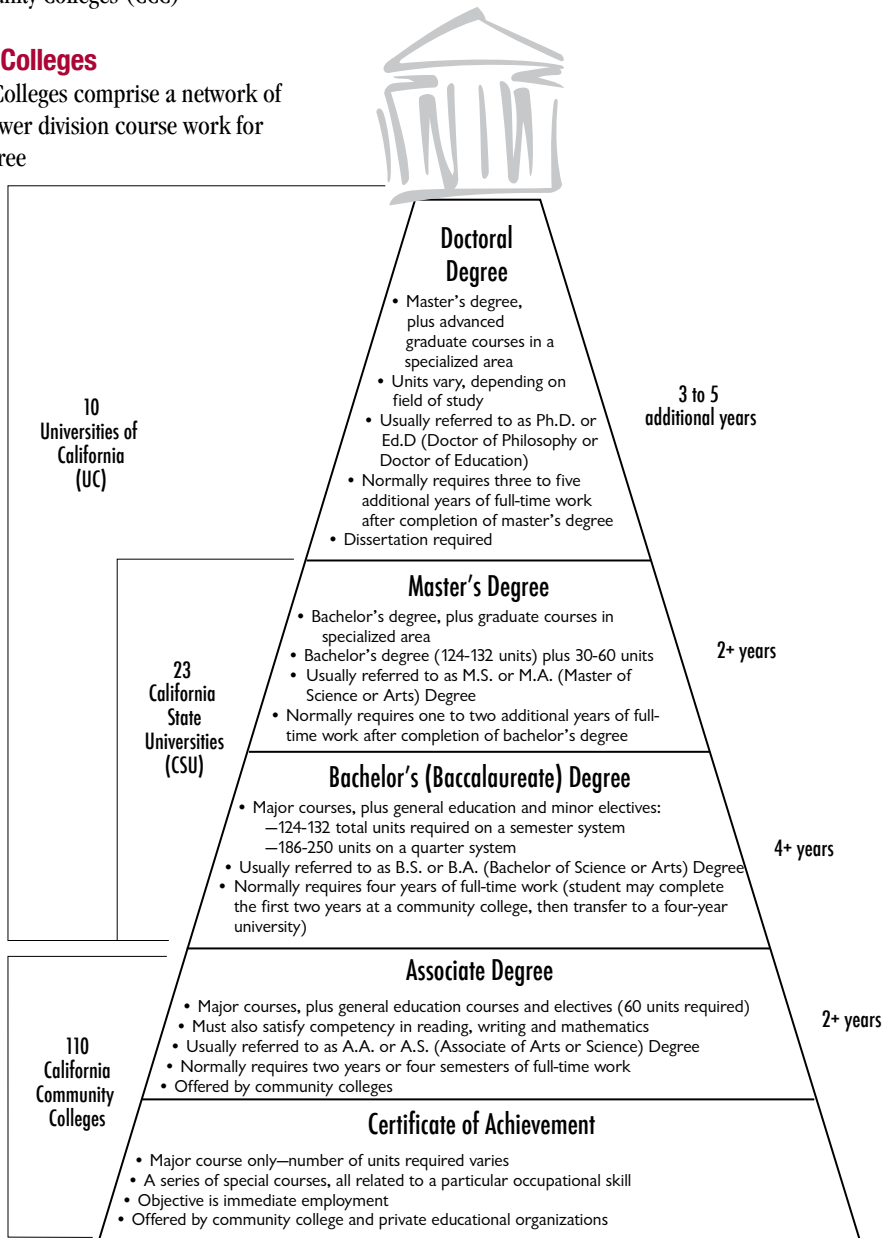
- 10 University of California (UC) campuses
- 23 California State University (CSU) campuses, and
- 109 California Community Colleges (CCC)

## California Community Colleges

The California Community Colleges comprise a network of public colleges that offer lower division course work for transfer to universities, degree

programs, and occupational/vocational training. Sacramento City College is a campus of the Los Rios Community College District, which also includes American River College, Cosumnes River College, and Folsom Lake College. The educational goals that can be attained in post-secondary education are numerous. The information listed below provides a general outline of certificate and degree requirements.

*NOTE: SCC offers Certificates of Achievement and Associate Degrees only.*



*\*Only for public institutions. Private schools not listed.*

*Bachelor's, Master's and Doctoral degrees are attained through four-year institutions.*

## *New Student Orientation*

SCC staff looks forward to providing you with support and assistance as you strive to achieve your goals at Sacramento City College. SCC's programs and services are designed to help you get the most from your educational experience.

General information and college Orientation sessions for first-time college students are held on campus prior to the start of classes each semester. New college students are encouraged to participate in these sessions, which include information on SCC programs and majors, course selection, online and telephone enrollment services, and information essential to college success.

For additional information, contact the Information & Orientation Office, Rodda Hall North 138, (916)558-2147.

### **Online Orientation**

As an alternative for students unable to take advantage of the traditional Orientation, Sacramento City College offers Online Orientation through the SCC website, [www.scc.losrios.edu](http://www.scc.losrios.edu), then follow-up with a SCC Counselor.

## *Matriculation (Enrollment Procedures)*

Matriculation is the process that assists students in achieving their educational goals.

### **Following these important steps completes the Matriculation (Getting-In) Process:**

- **Admissions**
- **Assessment**
- **Orientation**
- **Counseling**
- **Registration**
- **Follow-Up**

### **How the Matriculation process for getting into SCC works:**

#### **1. Admissions**

All Los Rios Colleges (American River, Cosumnes River, Sacramento City and Folsom Lake) use the same application. By submitting the application, you can enroll in classes at any of our colleges. The application is available at [www.scc.losrios.edu](http://www.scc.losrios.edu) on the SCC eServices page. Online applications may be completed in the Business Building (B153-hours 8:30 a.m. to 3:00 p.m.) International Students (E, M or J status) have college specific requirements and may apply online, but additional information is required before final SCC admission is approved.

Admissions materials are available in various languages, and new first-time students are directed to the Information & Orientation Office (Rodda Hall North 138) for an explanation of the Matriculation/application/registration process. New, first-time, non-exempted students who complete the Matriculation process get Priority I enrollment. SCC eSer-

# Matriculation (Enrollment Procedure)

vices and telephone registration is available to facilitate the process.

## Readmission to College

Former SCC students returning after an absence of one or more semesters must submit an application for enrollment. Official transcripts from any institution, including summer sessions and correspondence courses attended since the date of last enrollment must be submitted to the Admissions & Records Office.

## 2. Assessment

Since reading, writing and mathematics skills are essential for learning and understanding all subjects, it is helpful for students to know their level of performance in these areas. Assessment in these subjects will show your educational strengths and needs and can provide useful information for planning a course of study at Sacramento City College. Assessment offers tests that measure skills in mathematics, English, reading, and English as a Second Language. Also available, with counselor referral, are career interest and learning style inventories. Assessment is not conducted to keep anyone out of college or specific classes, but to determine ability level for course placement.

Assessment results, along with your high school record, educational and employment experiences, current work schedule and motivational level, can be used to help plan your classes. Your SCC counselor can provide interpretation of test results and work with you to prepare a Counselor Approved Planner.

### *Important:*

Please complete an application and get a Los Rios Student ID Number to receive assessment services.

Complete Assessment results are necessary to attend Orientation and to meet with a counselor. Testing schedules and practice tests are available in the Assessment Center. Part of the English Writing Assessment may include writing an essay if the student scores below 96 on the English Assessment. For more information about English Assessment, call (916)558-2212.

Students with disabilities may contact Learning Disabilities, (916)558-2283 or the Disability Resource Center, (916)558-2087, for special accommodations.

Assessment testing schedules are posted online or at the Assessment Office located in the Student Services Building, SS121.

## 3. Orientation

Orientation and advising are provided for all first-time college students. Orientations are generally scheduled weekly throughout fall and spring. The sessions provide information about SCC policies and procedures, student's rights and responsibilities and support services.

As an alternative to the traditional Orientation session, SCC offers an **Online Orientation**. Online Orientation, [www.scc.losrios.edu/~matric/orientation](http://www.scc.losrios.edu/~matric/orientation), is an alternative for students unable to take advantage of SCC's traditional Orientation. Please visit the Information & Orientation Office after completing Online Orientation.

The Information & Orientation Office is located in Rodda North, Rm. 138, (916)558-2145, [www.scc.losrios.edu](http://www.scc.losrios.edu).

## 4. Counseling and Counselor Approved Planners (CAP)

After completing Orientation, students should meet with a counselor to complete their one semester CAP form

# Matriculation (Enrollment Procedure)



(Counselor Approved Planner). Counselors make course recommendations based on the student's goal and Assessment Placements.

## 5. Registration for Classes

Students who take advantage of steps one through four, are eligible to enroll during Priority I enrollment. More open class opportunities are available during Priority I than Priority II, when new students would normally register.

You can register for classes online at [www.scc.losrios.edu](http://www.scc.losrios.edu), by telephone at (916)286-4400 or long distance within California at 1-800-700-4144. At Orientation, you will receive information on procedures and dates for web and telephone registration.

## 6. Follow-Up/Early Assistance

All Matriculated students must see a counselor during their first semester to develop a Counselor Approved Plan. This plan will outline how you will achieve your educational goal. You can meet with a counselor individually in the Counseling Department. Extra assistance is available for students who are undecided about their goal. Students should meet with a counselor every semester.

The Early Assistance Program contacts new students who are referred by instructors. Early Assistance is designed to provide students with extra assistance in their courses in order to succeed. With the efforts of faculty and counseling, students who are experiencing difficulty in their classes are contacted and assisted early in the semester. Assistance may include workshops on classroom success, information on campus services, an appointment with a counselor, study skills assistance, or tutoring in a specific subject area. All students are welcome to participate in these services.

## Exempt Criteria

The Matriculation process is strongly recommended to any student who wishes to receive a certificate, A.S. or A.A. Degree, or transfer to a four-year institution. Exemptions from Orientation, Assessment, Counseling or Advisement are available if a student has:

- Completed an Associate Degree or higher; or
- Satisfied at least two of the following and do not wish to participate:
  - Identified a goal of upgrading job skills.
  - Enrolled in fewer than six (6) units.
  - Concurrently enrolled in another post-secondary institution; or
  - Have no degree or occupational objective.

# Registration

1. Before you enroll in classes you must submit an Application for Enrollment at [www.scc.losrios.edu](http://www.scc.losrios.edu). You may enroll in your classes one hour later.
2. Receive priority registration by completing the Matriculation process:
  - Take an Assessment test. Assessment testing schedules are posted online at [www.scc.losrios.edu](http://www.scc.losrios.edu) or at the Assessment Office located in the Student Services Building, SS121. Remember, you must have Assessment results with you when you meet a counselor.
  - After your Application for Enrollment has been submitted, stop by the Information & Orientation Office, RHN 138, or call (916)558-2147 for an Orientation appointment.
  - Attend the Orientation. The Orientation includes a Counseling session where a Counselor Approved Plan will be made for you. Please bring Assessment results.
3. File for a fee waiver, (Board of Governors Assistance—BOGW, grants, fee credits) with the Financial Aid Office.
4. File for deferments at the Veterans Office if you receive vocational rehabilitation assistance or are a dependent of a deceased/disabled veteran.
5. Register during Priority 1 status. Check website for registration date and time.

***Payment must be received in the Business Office within ten (10) days after registering for classes or your enrollment will be cancelled.***

Continuing students must complete the Supplemental Data Sheet at [www.scc.losrios.edu](http://www.scc.losrios.edu) each semester they register for classes. New, transfer and returning students must complete the application for enrollment. New, non-exempt, first-time college students must follow the Matriculation process to receive priority registration.

Students can locate their registration date and time using eServices on the SCC website. Be sure to pick up a Schedule of Classes each semester for updated information.

## College Costs

In addition to your usual living expenses, there will be additional costs to consider and plan for when you enroll. Remember, your costs may be somewhat different from that of the average student if you are enrolling in a program with equipment and/or uniform requirements, such as the Cosmetology, Dental and Nursing Programs.

## Fees\*

- Enrollment fee: \$20 per unit.
- Books and Supplies: \$910 (estimated average per year)\*\*
- Non-Resident/Out-of-State: \$193 per unit.
- International Student Tuition: \$211 per unit.
- If you park your car on SCC campus: \$60 per year (Fall & Spring Semesters) for on-campus parking permits; Summer only is \$15.

Car	\$30 per semester
Motorcycle	\$15 per semester (Summer \$8)
Bike Lockers	\$18 per semester plus \$10 deposit

*\*Enrollment fees subject to change. California Community College enrollment fees are determined by the state legislature and may change from time to time.*

## Financial Aid

Financial aid programs are available to SCC students who meet the eligibility requirements. The programs are:

- Federal Pell Grant
- Federal Stafford Student Loans
- Federal Work Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Enrollment Fee Waiver/Credits should include Board of Governors Fee Waiver (BOGW)
- Chafee Grant (for former foster care students)
- Academic Competitiveness Grant (ACG)

## Student Access Card

- When paying registration fees, students also pay for the Student Access Card. The fee is \$5 per semester for less than 6 units; \$10 per semester for 6 to 11.9 units; and \$15 per semester for 12 or more units.
- The fee is not charged for the summer session, and no UTP is available.
- The fee is non-refundable.
- BOG Fee Waiver students will only be charged half of what other students pay. BOG Fee Waiver students enrolled in less than 6 units will be charged \$2.50; those enrolled in 6 to 11.9 units will be charged \$5; and those enrolled in 12 units or more will be charged \$7.50.

The Student Access Card is the students:

- Official College Photo ID Card
- Regional Transit Pass Card
- College Library Card
- GoPrint Card
- Discount Card at participating stores and theaters.

*Students can pick up their Student Access Card in the Information & Orientation Office, (RHN 138), SCC library, and the Davis, West Sacramento and Downtown Centers.*

## Buying Your Textbooks

Students should take a copy of their class schedule to the College Store. The staff can assist in determining which books are needed. It's a good idea to have textbooks the first day of classes.

## Attending Classes

It is very important to attend all class meetings, especially the very first day. If you are not present in class, your instructor may drop you and give your seat to someone else. Anytime you cannot be in class, advise your instructor in advance—unexcused absences affect your grades. Instructors will usually advise students on the first day of class about methods of communicating with him/her.

## Dropping Classes

Remember, it is your responsibility to officially drop your classes if you decide to not attend. This can be done through eServices or in person at Admissions and Records. Check the College Calendar and Schedule of Classes for drop deadlines. You do not need the instructor's signature to drop a class.



If you merely stop attending classes, you may receive failing or incomplete grades. **Instructors do not automatically drop you if you do not attend.** Many students wind up on probation because they do not drop their classes on time. Be aware of deadlines and protect your grades!

## English - Writing

Course number
Department Name

Course acronym
College Composition
Course name

ENGWR 300
3 units

*Prerequisite: ENGWR 100 with a grade of "C" or better; or placement through the SCC assessment process.*

*Advisory: LIBR 318; Concurrent enrollment in ENGWR 59; completion of ENGRD 310 with a grade of "C" or better.*

*General Education: AA/AS Area II(a); CSU Area A2; IGETC Area 1A*

*Course Transferable to UC/CSU*

*Hours: 54 hours LEC*

*Description: This writing course emphasizes reading, writing, and critical thinking skills that are essential for successful completion of a four-year college program. Students write a minimum of 6,500 words divided among 6-8 essays, including at least one research paper and one inclass essay. This course satisfies the writing competency requirement for graduation.*

**Schedule: Eight Week - First, Aug 22-Oct 16**

TTh	5:30PM-8:35PM	LEC	TBA	Downtown DT 101	29276
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**Off-Campus - Downtown Center, 1209 4th Street, Sacramento**

**Schedule: Full Term, Aug 22-Dec 17**

MW	7:30 a.m.-8:50 a.m.	LEC	J. Daunt	SCC MAIN BUS 145	26462
TTh	7:30 a.m.-8:50 a.m.	LEC	D. Armstrong	SCC MAIN T03 1	27492
TTh	7:30 a.m.-8:50 a.m.	LEC	C. Bridge	SCC MAIN BUS 145	26460
TTh	7:30 a.m.-8:50 a.m.	LEC	K. Knudson	SCC MAIN T03 1	26464
MW	9:00 a.m.-10:20 a.m.	LEC	D. Armstrong	SCC MAIN LRC 121	26466
TTh	9:00 a.m.-10:20 a.m.	LEC	K. Knudson	TBA	26468

**On-Campus**

TTh	10:30 a.m.-11:50 a.m.	LEC	T. Myers	SCC MAIN RHS 331	26488
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**Web-enhanced On-Campus**

### ENGWR 50      Developmental Writing      3 units

*Prerequisite: ENGWR 40 with a grade of "C" or better and ENGWR49 (Developmental English Skills) with a grade of "P," or placement through the SCC assessment process.*

*Corequisite: ENGWR 59 or a grade of "P" in ENGWR 59 in a previous semester.*

*Advisory: Concurrent enrollment in ENGRD 110 and/or ENGLB 55*

*Hours: 54 hours LEC*

*Description: This developmental writing course offers individualized and group instruction for students who need to improve their ability to write increasingly complex and varied formal paragraphs and to advance to the writing of short essays. Each student writes a minimum 2,500 words divided into at least twelve writing assignments (formal and informal, to include paragraphs, short essays, and at least three (3) in-class, timed writings). Principles of basic grammar, effective sentence structure, formal paragraph, and short essay development are included. Reading is used to stimulate writing. Students must have passed ENGWR 59 or be enrolled concurrently in ENGWR 59.*

**Schedule: Full Term, Aug 22-Dec 17**

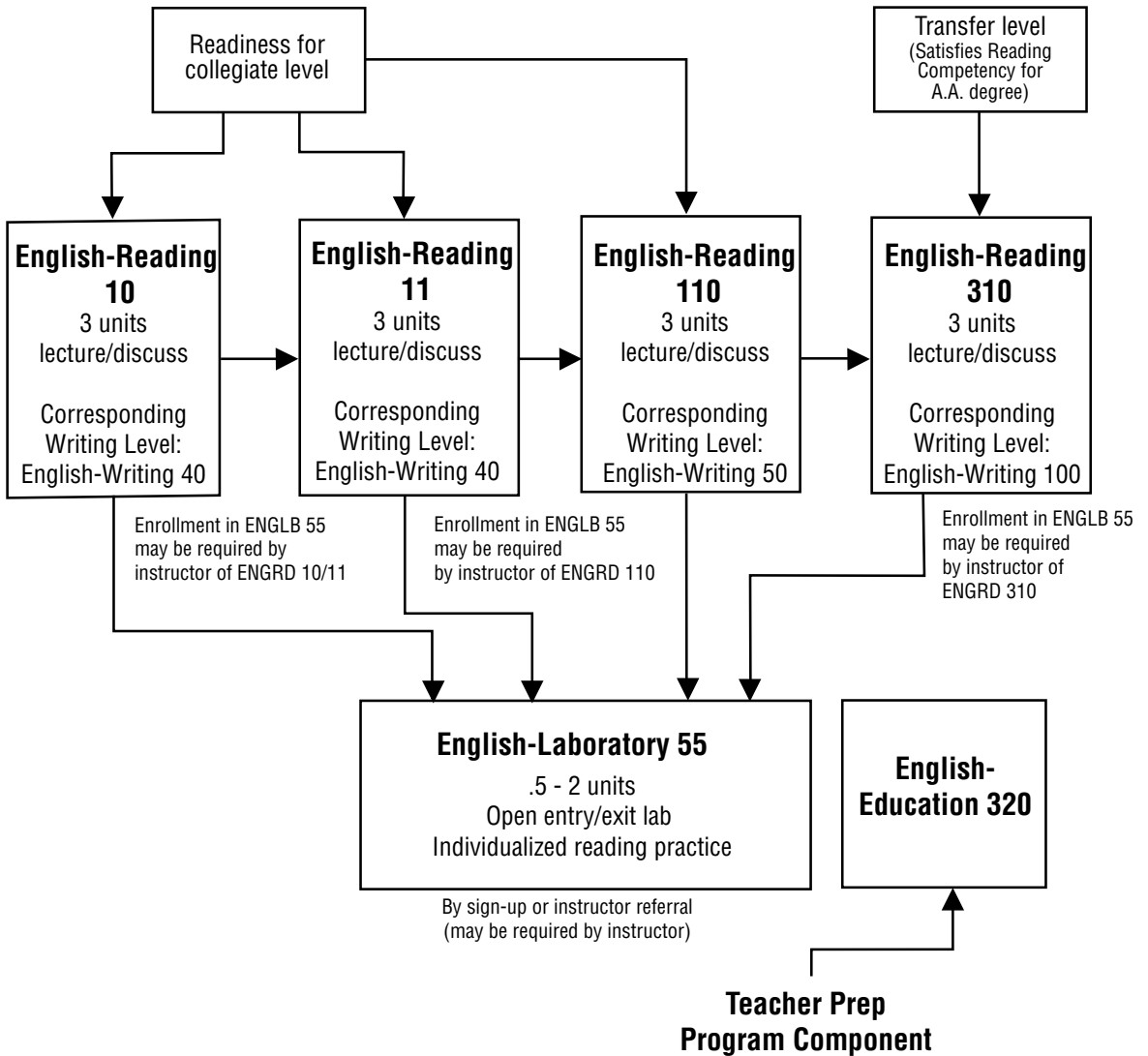
MW	7:30 a.m.-8:50 a.m.	LEC	D. Heimer	SCC MAIN RHS 208	26646
TTh	7:30 a.m.-8:50 a.m.	LEC	A. Joy	SCC MAIN RHS 208	28086
TTh	7:30 a.m.-8:50 a.m.	LEC	A. Doersch	SCC MAIN RHS 222	30154
F	7:30 a.m.-10:35 a.m.	LEC	TBA	SCC MAIN RHS 208	29516
TTh	9:00 a.m.-10:20 a.m.	LEC	L. Gary	SCC MAIN RHS 311	30526
MW	9:00 a.m.-10:20 a.m.	LEC	M. Patton	SCC MAIN RHS 311	26830
TTh	9:00 a.m.-10:20 a.m.	LEC	A. Doersch	SCC MAIN RHS 208	26832
MW	10:30 a.m.-11:50 a.m.	LEC	S. Jackson	SCC MAIN T03 1	26842
TTh	10:30 a.m.-11:50 a.m.	LEC	C. Waggoner	SCC MAIN RHS 307	26834
MW	12:00 p.m.-1:20 p.m.	LEC	B. Casten	SCC MAIN RHS 307	26838
TTh	1:00 p.m.-2:20 p.m.	LEC	S. Cirrone	SCC MAIN LRC 121	30864
MW	1:30 p.m.-2:50 p.m.	LEC	A. Joy	SCC MAIN RHS 307	26840
TTh	2:30 p.m.-3:50 p.m.	LEC	C. Waggoner	SCC MAIN RHS 222	31624
MW	4:30 p.m.-5:50 p.m.	LEC	C. Waggoner	SCC MAIN RHS 208	27488
TTh	5:30 p.m.-6:50 p.m.	LEC	J. Thomas-Val	SCC MAIN RHS 331	27846
MW	6:00 p.m.-7:20 p.m.	LEC	J. Thomas-Val	SCC MAIN RHS 331	27778

**On-Campus**

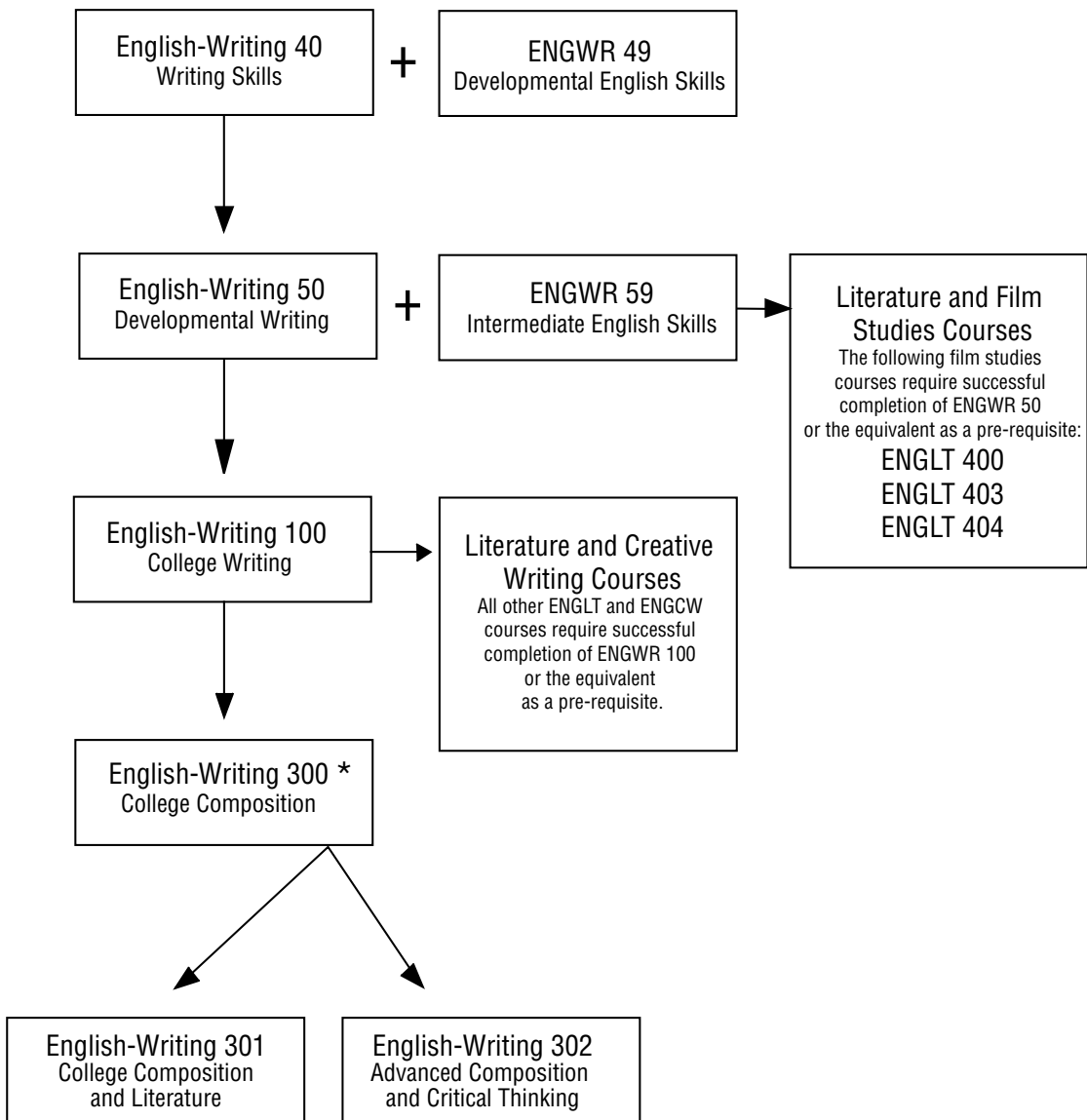
MW	9:30 a.m.-10:50 a.m.	LEC	M. Dana	Downtown DT 104	29282
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**Off-Campus - Downtown Center, 1209 4th Street, Sacramento**

# *How to Read a Class Schedule*

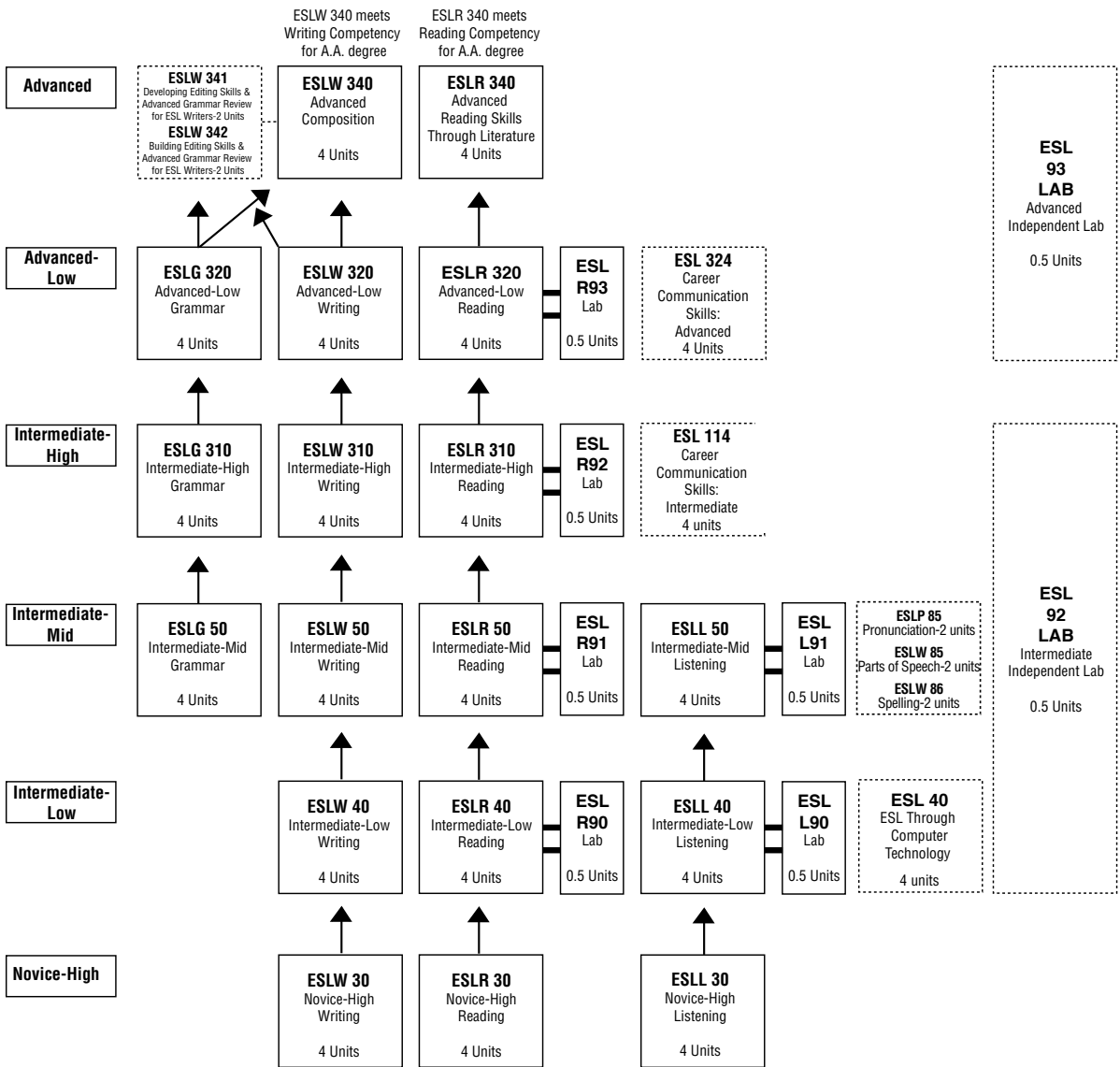


# Reading Curriculum



\* Fulfills Written Expression Competency for associate degree

**(Must pass Mathematics 120, 140, 124, or a higher level Mathematics course or pass Mathematics Competency for an associate degree at SCC.)**

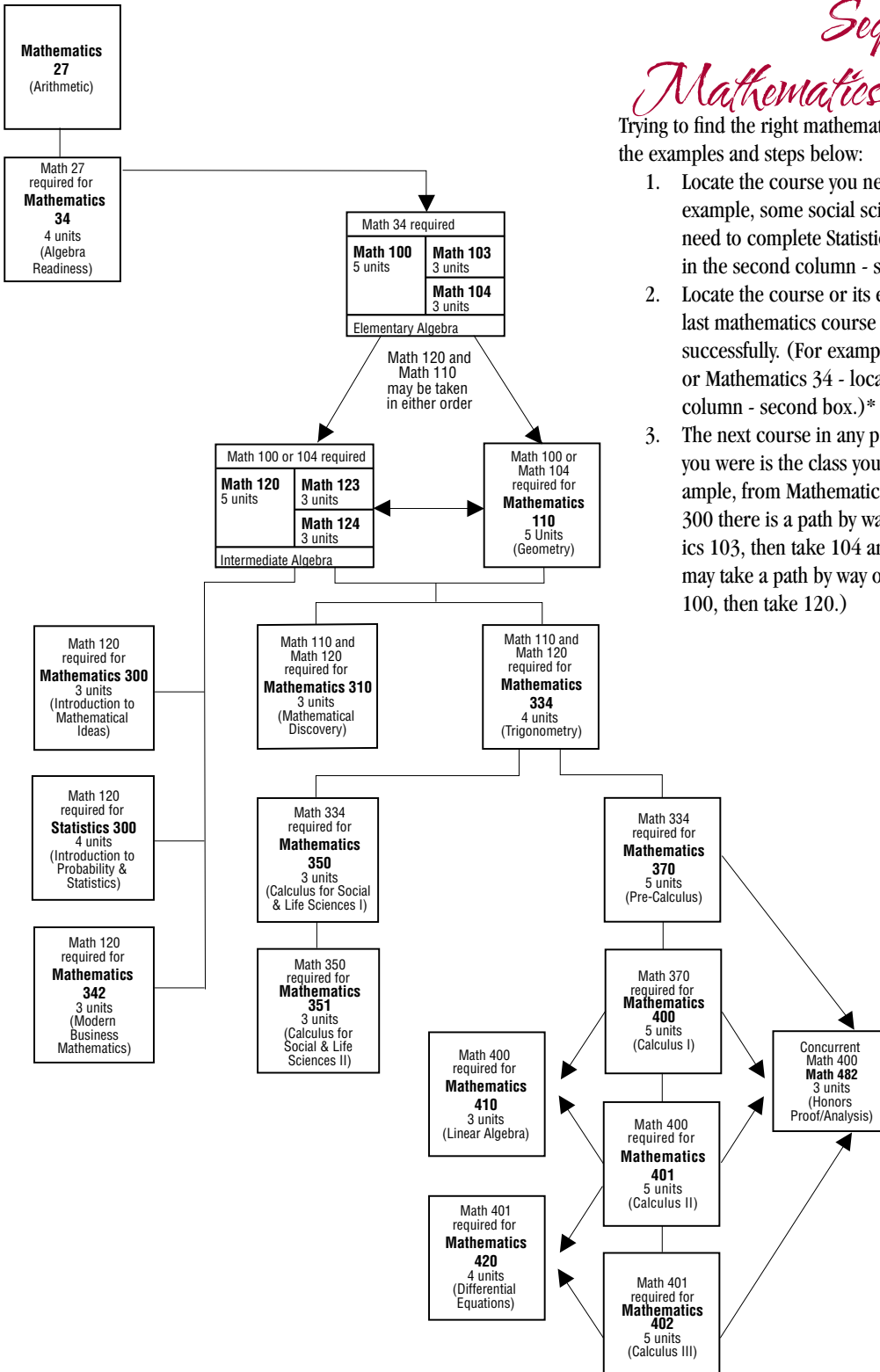


1. Prerequisites are assessment at SCC or successful completion of the previous course only.
2. Prerequisites vary for Level 30, Labs, and Electives. *Please check prerequisites and corequisites carefully.*
3. ESLW 340 and ESLR 340 meet the Writing and Reading Competency requirements for the A.A. degree.
4. Courses numbered 300 and above are transferable. Check with a counselor about transfer requirements.
5. Elective courses are indicated by dotted lines and are open to students at the level indicated and all higher levels.

## Sequence of Mathematics Courses

Trying to find the right mathematics class? Follow the examples and steps below:

1. Locate the course you need to take. (For example, some social science majors need to complete Statistics 300- located in the second column - second box.)
2. Locate the course or its equivalent of the last mathematics course you completed successfully. (For example, Pre-algebra or Mathematics 34 - located in the first column - second box.)\*
3. The next course in any path from where you were is the class you want! (For example, from Mathematics 34 to Statistics 300 there is a path by way of Mathematics 103, then take 104 and 120 or you may take a path by way of Mathematics 100, then take 120.)



# English as a Second Language

## Prerequisites, Corequisites and Advisories

### What are Prerequisites, Corequisites and Advisories?

It is the intent of Sacramento City College to guide students into courses in which they will have the greatest chance for academic success. There are courses in which students would be highly unlikely to succeed without being prepared with certain skills and knowledge. As a result, the college must limit enrollment in these courses to students who have demonstrated that they have the foundation to succeed.

A **Prerequisite** is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program. Example: Students must complete ENGWR 300 with a grade “C” or better before they can enroll in ENGWR 301.

A **Corequisite** is a course that a student is required to enroll in at the same time as enrolling in another course. Example: Students must enroll in MATH 401 if they are enrolled in PHYS 410.

An **Advisory** is a suggested, but not required, course or skill level that a student is advised to meet prior to enrolling in a course or program. Example: PSYCH 360 has an advisory of ENGRD 310 or ENGWR 100 completed with a grade “C” or better, indicating to the students that their critical reading and writing skills improve their chances of success in the psychology class.

### Prerequisite Challenge Procedures for Students

If you feel that you can meet the requirement, or if one of the conditions below exists, then you can challenge a prerequisite. A *Prerequisite Challenge Form* can be obtained from any division office. The form will explain what you must do. Criteria for challenging a prerequisite are:

1. You have knowledge or ability to succeed in the course without the prerequisite. You must demonstrate to the department faculty to their satisfaction that this is true.
2. You believe that the prerequisite is discriminatory or being applied in that manner. You must demonstrate how this is true.

Once you have completed the challenge procedure, instructional faculty will review your challenge. You will be informed in writing of their decision within five (5) working days. You may attend class during the five days you are waiting for their decision.

### How are Prerequisites enforced?

Course prerequisites are enforced during the first week of instruction. No single staff or faculty member can “waive” an enrollment requirement for a student who wishes to enroll in a course that has an established prerequisite. Once a prerequisite has been legally established and adopted for a course, all students wishing to enroll in the course must be required to meet the prerequisite, and this requirement must be applied consistently. Students wishing to challenge the prerequisites must follow college procedures as described. Additionally, Allied Health departments enforce program prerequisites for health occupations during the program application period.

### How can students meet these requirements?

There are several ways for students to meet these requisites:

- Take the prerequisite course;
- Go through the Assessment process and place into the target course, if the prerequisite is in English, math, reading, or ESL;
- Take an equivalent class at another college.
- Challenge the pre-requisite course (not available in math, English or ESL)

## Degrees

Sacramento City College offers two degree programs:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)

To qualify for either of these degrees, you must complete requirements in several areas:

- Number of units
- Satisfactory Grade Point Average
- General Education courses
- Proficiency in reading, writing, and mathematics
- Satisfy major requirements

These requirements are described in detail in the College Catalog under the listing “Graduation.” If you have questions about these requirements, see your counselor for assistance.

## Majors

Sacramento City College majors are organized into nine academic divisions. The programs marked with an asterisk (\*) offer a Certificate of Achievement, as well as an Associate Degree. Students who want training for job entrance instead of a degree may obtain a Certificate of Achievement.

All majors are described in detail in the College Catalog, under the heading “Majors and Programs.” For more information, see your counselor or contact the division offices.

General and Independent Studies are other options at SCC. Read about these programs in the College Catalog.

## Graduation Competency Requirements

Graduating students are required to demonstrate college-level competence in reading, written expression and math. Proficiency may be satisfied by completing one of the following options under each subject area.

### Reading Competency

- Completion with a grade of “C” or better in English - Reading (ENGRD) 310 or ESL - Reading (ESLR) 340; or
- Obtaining a satisfactory score on a college-level reading examination.

### Written Expression Competency

Students may fulfill the District’s writing competency required for the Associate Degree by passing with a grade of “C” or better in one of the following courses or its equivalent at an accredited college or university: ENGWR 100, 300, ESLW 340, MET 220, TECH 103, or BUS 310.

### Mathematics Competency

Competency must be demonstrated by one of the following:

- Complete one of the following with a grade of “C” or better; Mathematics 100, 104, 110, 120, 123, 124, 170, 300, 310, 334, 340, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 or Electronics Technology 311, 315.
- STAT 300, 480
- Obtaining a satisfactory score on the District’s mathematics examination.

# Graduation

- An equivalent course at an accredited college or university.

## Basic Skills Unit Limitation

The Board of Governors adopted regulations beginning July 1, 1990, limiting the number of developmental and/or basic skills course units to 30. These courses are usually numbered in the 1-99 series. Students may petition for a waiver of the 30-unit limitation.

## Application for Graduation

Candidates for graduation must submit an application for graduation. You can apply online at our website, [www.scc.losrios.edu](http://www.scc.losrios.edu). For fall graduation the deadline is the first Friday of October; for spring graduation the deadline is the first Friday of March; for summer graduation the deadline is the fourth Friday of June. Degrees are awarded at the commencement in May and all students receiving degrees are encouraged to attend.



# Majors, Degrees and Certificates

## Associate Degree

The Associate Degree may be obtained by the completion of all required courses for a major (from 18 to 30 plus units) with grade of “C” or better, fulfill general education requirements, satisfy competencies, and sufficient electives to meet a minimum total of 60 units. Degrees are designated by “A.A.” for Associate in Arts and “A.S.” for Associate in Science.

## Certificates

Career Certificate (18 units or more) and the Certificate of Completion (17.5 units or less) are offered to students completing program requirements.

Career Certificates are intended to certify that students completing all required courses for a major are prepared to enter the careers designated on their certificates. Career Certificates require 18 units or more with grades of “C” or better in each course. A minimum of 12 units must be completed at Sacramento City College. Career Certificates are designated with “CC.”

Certificates of Completion are intended to certify that students completing all required courses for a major are prepared to meet specific occupational needs, upgrade skills, or for advancement in an existing career. Certificates of Completion require 17.5 units or less with grades of “C” or better in each course. The certificate requires completion of all courses listed in the Required Program of study. Certificates of Completion are designated with “COC.” For all Certificates in Levels 1 and 2, all units must be completed at Sacramento City College. For all Certificates in Level 3, 12 units must be completed at Sacramento City College.

Level 1, 3-6 units (all units must be completed at SCC)

Level 2, 7-11 units (all units must be completed at SCC)  
Level 3, 12-17.5 units (a minimum of 12 units must be completed at SCC)

Sacramento City College offers the following:

### Accounting (A.S., CC)

Bookkeeping - Junior Entry Level (CC)

Bookkeeping - Senior Entry Level (CC)

### Administration of Justice (A.A.)

Correctional Services (A.S., CC)

Police Services (A.S., CC)

Private Security Services Management (A.S., CC)

### Aeronautics

Airframe (A.S., CC)

Powerplant (A.S., CC)

Combined Airframe and Powerplant (A.S., CC)

Flight Technology (A.S., CC)

Nondestructive Testing Technician (CC)

### Allied Health (courses only)

### Anthropology (A.A.)

### Art (A.A.)

### Astronomy (courses only)

### Biology (A.S.)

Field Ecology (CC)

### Business

Business, General (A.S.)

Business, Insurance, Basic (COC, Level 3)

Business, Transfer (A.A.)

Bookkeeping and Office Management (A.S., CC)

Customer Service (COC, Level 1)

Management (A.S., CC)

Small Business Management (A.S., CC)

Retail Management (CC)

Marketing (A.S., CC)

Marketing, Advertising (A.S.)

Office Administration

Clerical General Office, Level A (CC)

Introduction to Computerized Office

Technologies, Level B (CC)

Business Operations and Management

Technology, Level C (CC)

Virtual Office and Management

Technologies, Level D (A.S., CC)

Real Estate (A.S., CC)

### Chemistry (A.S.)

### Communication (A.A.)

### Community Leadership Development (courses only)

# Majors, Degrees and Certificates

- Community Studies (Emphasis on Direct Services) (A.A., CC)
- Computer Information Science
  - Computer Science (A.S., CC)
- International Computer Driving License (COC, level 2)
  - Management Information Science (A.S., CC)
  - Database Management (CC)
  - Programming (CC)
  - Information Processing (A.S.)
  - Information Processing Specialist (CC)
  - Information Processing Technician (COC, Level 3)
  - Word Processing Technician (COC, Level 2 or 3)
  - Information Systems Security (A.S., CC)
  - Network Administration (A.S., CC)
  - Network Design (A.S., CC)
  - Advanced CISCO Networking (COC, Level 3)
  - Microcomputer Technician (also listed under Electronics Technology) (A.S., CC)
  - PC Support (CC)
  - Web Developer (CC)
  - Active Server Pages Developer (COC, Level 3)
  - Webmaster, Level 1 (CC)
  - Webmaster, Level 2 (CC)
- Cosmetology (A.S., CC)
  - Art & Science of Nail Technology (COC, Level 3)
- Dental Assisting (A.S., CC)
- Dental Hygiene (A.S.)
- Early Childhood Education
  - Early Childhood (A.A., CC)
  - Infant Care and Education (A.A.)
  - Infant Care and Education Teacher (CC)
  - Master Teacher (A.A., CC)
  - Site Supervisor (A.A.)
  - Teacher Certification (CC)
  - Associate Teacher (COC, Level 3)
  - Family Child Care (COC, Level 3)
  - School-Age Care and Education (A.A.)
  - School-Age Care and Education Teacher (CC)
  - School-Age Site Supervisor (A.A.)
  - School-Age Assistant Teacher (COC, Level 2)
  - School-Age Associate Teacher (COC, Level 3)
  - School-Age Master Teacher (CC)
- Economics (courses only)
- Electric Vehicle Technology (CC)
- Electronics Technology
  - Automated Systems Technician (A.S., CC)
  - Electronics Facilities Maintenance Technician (A.S., CC)
  - Electronics Mechanic (CC)
  - Microcomputer Technician (also listed under Com-
  - puter Science) (A.S., CC)
  - Telecommunications Technician (A.S., CC)
- Engineering, Civil (A. S.)
- Engineering, Electrical/Computer (A. S.)
- Engineering, General (A. S.)
- Engineering, Mechanical/Aeronautical (A. S.)
- Engineering Design Technology (A.S., CC)
  - Architectural/Structural Drafting (A.S., CC)
  - Electric (Power-Lighting Systems) (A.S., CC)
  - HVAC Systems Design (A.S., CC)
  - Mechanical (HVAC/Plumbing Systems) (A.S., CC)
  - Surveying (Geomatics) (CC)
- English (A.A.)
- English as a Second Language (courses only)
- Ethnic Studies (A.A.)
  - African-American Emphasis
  - Asian-American Emphasis
  - Mexican-American Emphasis
  - Native-American Studies
- Family and Consumer Science (A.A.)
- Fashion and Interior Design
  - Custom Apparel Construction and Alterations (A.A., CC)
  - Fashion Design and Production\* (A.A., CC)
  - Interior Design Sewing\* (A.A., CC)
  - Production Sewing (COC, Level 2)
- Fine Arts (A.A.)
- Foreign Languages (courses only)
- Geography (courses only)
- Geology (courses only)
- Gerontology (A.S., CC)
- Graphic Communication (A.S., CC)
  - Digital Illustration (COC, Level 1)
  - Graphic Design Production (COC, Level 3)
  - Image Editing (COC, Level 2)
  - Page Layout (COC, Level 2)
  - Pre-Press (COC, Level 2)
  - Web Design Basics (COC, Level 3)
- Health Education (courses only)
- History (A.A.)
- Honors (courses only)
- Human Career Development (courses only)
- Human Services (courses only)
- Humanities (A.A.)
- Independent Studies (courses only)
- Interdisciplinary Studies (courses only)
- Industrial Technology (A.A.)

# *Majors, Degrees and Certificates*

Instructional Assisting  
    Bilingual/Bicultural Emphasis (A.A., CC)  
    General (A.A., CC)  
    Special Education (A.A., CC)  
International Studies (A.A.)  
Journalism (A.A.)  
    Publications Specialist (CC)  
Liberal Arts (A.A.)  
Liberal Studies (A.A.)  
Liberal Studies for Elementary Teachers (A.A.)  
Library (courses only)  
Library and Information Technology (A.S., CC)  
Mathematics (A.S.)  
Mechanical-Electrical Technology (A.S., CC)  
    Machinery Systems Technician (CC)  
    Water and Wastewater Treatment Plant Operation  
    (A.S., CC)  
Metals Industry Technology (courses only)  
Motorcycle Maintenance Technician (A.S., CC)  
Music  
    General (A.A.)  
    Commercial Music (A.A., CC)  
    Audio Production Emphasis  
    Music Business Management Emphasis  
    Performance Emphasis  
    Songwriting/Arranging Emphasis  
Nursing  
    Registered Nursing (A.S.)  
    Vocational Nursing (A.S., CC)  
Occupational Therapy Assistant (A.S.)  
Philosophy (transfer major only)  
Photography (A.A., COC, Level 3)  
    Commercial Photography (CC)  
    Digital Photography (CC)  
    Fine Art Photography (CC)  
    Photo-Journalism (CC)  
    Portrait and Wedding Photography (CC)  
Physical Education (A.A.)  
    Kinesiology - Athletic Training (A.A.)  
    Kinesiology - Exercise Science (A.A.)  
    Physical Education, Transfer (A.A.)  
Physical Therapist Assistant (A.S.)  
Physics (courses only)  
Political Science (A.A.)  
Pre-professional Majors (transfer majors only)  
Psychology (A.A.)  
Railroad Operations (A.S., CC)  
Recreation (courses only)  
Recreational Vehicle Technology (courses only)  
Science (A.S.)  
Sign Language Studies (courses only)  
Social Sciences (A.A.)  
Sociology (A.A.)  
Statistics (courses only)  
Student Government (courses only)  
Technology (courses only)  
Theatre Arts  
    Acting-Directing Emphasis (A.A.)  
    Technical Production Emphasis (A.A.)  
Women's Studies (A.A.)  
Work Experience (courses only)

New programs are indicated with an asterisk (\*) and are pending State approval.

## Outreach Centers



Sacramento City College Outreach Centers offer on-site Registration, Assessment, Counseling and textbook sales. In a world filled with work obligations and family responsibilities, SCC's Outreach Centers offer a convenient option in education.

### Davis Center

Classes meet on the campus of the University of California, Davis, and at the Davis Center.

1909 Galileo Court, Suite B  
Davis, California 95616  
Phone: (530) 747-5200  
Fax: (530) 747-5211  
e-mail:  
daviscenter@scc.losrios.edu

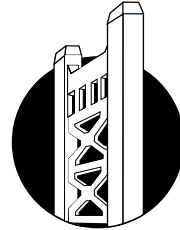


website:  
[www.scc.losrios.edu/About\\_scc/Davis\\_Center.htm](http://www.scc.losrios.edu/About_scc/Davis_Center.htm)  
Office Hours:  
Monday-Thursday  
8:00 a.m. - 8:00 p.m.  
Friday  
8:00 a.m. - 4:00 p.m.

### Downtown Center

Classes meet at the Downtown Center as well as various other Sacramento locations, primarily in the downtown area. It takes only 15 minutes to reach Downtown Center from SCC by Light Rail.

1209 4th Street  
Sacramento, CA 95814  
Phone: (916) 558-2640  
Fax: (916) 558-2647



e-mail:  
sccdte@scc.losrios.edu

Office Hours:  
Monday-Thursday  
8:00 a.m. - 5:30 p.m.  
Friday  
8:00 a.m. - 1:00 p.m.

### West Sacramento Center

The center has four classrooms for day, evening and weekend classes. Accelerated courses are available in Administration of Justice, Business, and Computer Information Science.

1275 Halyard Drive  
West Sacramento, CA 95691  
Phone: (916) 375-5511  
Fax: (916) 375-5520  
e-mail:  
sccwsac@scc.losrios.edu

Office Hours:

Monday-Friday

8:00 a.m. - 7:00 p.m.

Saturday

8:00 a.m. - 1:00 p.m.

## *Campus Resources*

### **Admissions and Records**

**558-2351**

**Rodda Hall North 159**

**[www.scc.losrios.edu](http://www.scc.losrios.edu)**

Services provided by the Admissions & Records Office include admissions, registration procedures and verification, transcript requests, record keeping and evaluation for degrees and certificates. The Admissions & Records Office is also responsible for providing information such as class schedule information, general SCC information, fee schedules and refund policies to the community and the college.

### **Associated Student Government (ASG)**

**558-2446**

**South Gymnasium 226**

**[www.scc.losrios.edu/~lead](http://www.scc.losrios.edu/~lead)**

The presiding body of the Associated Students of Sacramento City College (ASSCC) is known as the Associated Student Government (ASG). The ASG is a team of student leaders

dedicated to representing the interests and protecting the future of a diverse student body. The team is made up of students elected or appointed to positions that serve to represent and advocate on behalf of the student body-at-large. The purpose of student government is to encourage student participation in the governance of the college, a concept called participatory decision-making. Students are encouraged to become involved in campus-wide development and decision-making processes by joining standing committees such as:

Budget

Campus Development

Campus Safety

Curriculum

Honors and Awards

Information Technology

Learning Resources

Matriculation

Planning, Research and Institutional Effectiveness

Staff Development

Student Equity

Staff Equity and Diversity

For more information or to get involved, go to [www.scc.losrios.edu/~lead](http://www.scc.losrios.edu/~lead) and click on "Student Government" or contact the advisor, Kim Beyrer, (916)558-2607, SOG 226.

### **Athletics**

**558-2420**

**Hughes Stadium 1**

**[www.scc.losrios.edu/~physed/athletics](http://www.scc.losrios.edu/~physed/athletics)**

Sacramento City College Athletics is a member of the California Community College Athletic Association (CCCAA), Big 8 Conference, and Northern California Football Association. The Big 8 consists of eight member-colleges, who have all committed to the principles of academic achievement, ethical conduct, and the providing of athletic experiences for students from local area high schools, as well as promoting spirited competition.

Sacramento City College has an academic counselor, located in SOG 142, who is available to all student-athletes and has specified knowledge of CCCAA and NCAA rules and regulations. SCC is also proud to offer an academic study skills lab

# Campus Resources

for student-athletes, located in SOG 144. The study skills lab is designed to assist the student-athlete in acquiring needed academic skills and work habits to gain success within the classroom. Tutoring is also available if additional assistance is needed.

The following sports are offered at Sacramento City College:

## Spring Sports

Baseball  
Men's & Women's Swimming  
Men's & Women's Tennis  
Men's & Women's Track and Field  
Softball

## Fall Sports

Football  
Men's & Women's Cross Country  
Women's Golf  
Women's Soccer  
Women's Volleyball  
Women's Water Polo  
Wrestling

## Winter Sports

Men's Basketball  
Women's Basketball

Any out-of-area prospective student desiring information regarding athletic participation is required to make first contact with Sacramento City College. You may contact the Physical Education (Health and Athletics) Division at (916) 558-2420. Please visit our website for additional information.

## Clubs On Campus

558-2381

South Gymnasium 226

Join a club or create your own – contact Student Leadership and Development for more information. The following is a representative list of the many diverse clubs at SCC:

African Scholars Alliance  
African Cultures Society  
Brown Issues Club  
Chinese Culture Club  
Polynesian Connection Club (PCC)  
Queer Straight Alliance (QSA)  
SCC Fencing Club  
Sac City International Life  
Sac City Outdoors Club  
SCC Competition Hip-Hop  
SCC Students for Barack Obama  
SCC Tutoring Club  
SCC Vegetarian Club  
Science Math and Engineering Club (SMEC)  
Slackers Club  
Society of Hispanic Professional Engineers (SHPE)  
Women's Alliance

Fluminense Soccer Club  
Gospel Club  
Graphic Communications  
Honors Club  
HOPE (Hmong Opportunity Program for Education)  
Indigenous People  
International Students and Friends Club  
Japanese Culture Club  
Jazz Dance Club  
Le Club Francais  
IVN 2008  
Math Club  
NSBE (National Society of Black Engineers)  
NSNA (National Student Nurses Association)  
Nursing Success  
PANTHERS

## CalWORKs

558-2331

Student Services Building 101

[www.scc.losrios.edu/calworks](http://www.scc.losrios.edu/calworks)

CalWORKs (California Work Opportunities and Responsibility to Kids) is a state funded Welfare-to-Work Program designed to help individuals on public assistance become self-sufficient. Sacramento City College's CalWORKs Program works with community agencies to provide comprehensive services that promote self-sufficiency as well as life long learning.

The CalWORKs Program includes education, training and support services as well as employment opportunities related to the individual goal of each participant.

## Career Center

**558-2565**

**Rodda Hall North 147**

**<http://web.scc.losrios.edu/career>**

Choose your path... The Career Center helps students with all aspects of the career development process. You will find tools to help figure out which occupations may be a good fit for you, and you can look for work to help get you through school. The Career Center is the place for assistance with job applications, resumes, practice interviews, and all things job/career related. Come check it out!

## Child Development Center

**558-2542**

**[www.scc.losrios.edu/cdc.html](http://www.scc.losrios.edu/cdc.html)**

The college operates a Child Development Center servicing preschool and infant-toddler children. The programs provide care and educational programs for children ages six months to kindergarten for students enrolled at SCC. The Center is open Monday through Friday, 7:15 am to 5:30 pm.

## College Store

**558-2421**

**Lusk Aeronautics Building**

**[www.scc.losrios.edu/bookstore](http://www.scc.losrios.edu/bookstore)**

Located on the main campus, the bookstore offers a variety of school, computer and athletic supplies as well as textbook and classroom needs.

Regular Semester Hours:

Monday - Thursday 7:45 am - 7:15 pm

Friday 7:45 am - 3:30 pm

Some Saturdays

## Cooperative Work Experience Education and Internship Program

**558-2383**

**Rodda Hall North 114**

**<https://wexp.losrios.edu>**

The Cooperative Work Experience Education and Internship Program allow students to earn units and gain valuable experience in their major. We offer two services to SCC students: 1.) Earn units for your job with an on-line Work Experience class, and 2.) obtain a major specific internship to gain experience and skills in your field of study. View our on-line internship database for a position related to your major. For more information contact the coordinator at (916)558-2383 or [slobodw@scc.losrios.edu](mailto:slobodw@scc.losrios.edu). Location: RHN 114 (inside the counseling office).

## Counseling Services

**558-2204**

**Rodda Hall North 147**

**[www.scc.losrios.edu/~scounsel](http://www.scc.losrios.edu/~scounsel)**

SCC Counseling faculty is available throughout the year. Please call for an appointment. The professional counseling staff provides academic, career, personal and crisis counseling services.

Hours:

Monday - Thursday 8:00 am - 7:00 pm

Fridays 8:00 am - 3:00 pm

Some Saturdays

## Cultural Awareness Center

**558-2155**

**East Hall, Student Center**

**[www.scc.losrios.edu/~cac](http://www.scc.losrios.edu/~cac)**

The Cultural Awareness Center houses and showcases program activities that acknowledge and enhance cultural diversity.

Cultural programs are sponsored by the center throughout the year. In addition to various cultural events, the center's programs seek to promote inter-cultural understanding through forums, lectures and collaboration with instruction.

## Disability Resource Center

**558-2087 (Voice)**

**Student Services 101**

**<http://web.scc.losrios.edu/disabilitiescenter>**

Monday - Thursday 8:00 am to 7:00 pm Friday 8:00 am to 4:30 pm. Saturday appointments available upon request.

# Campus Resources

provide verification of their disability to the DRC.

A variety of academic support services are available which provide students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Services include:

- Alternate media format materials
- Assistive computer technology
- Counseling
- Equipment loan
- Exam accommodations/proctoring
- Interpreters (sign language)
- Learning disability assessment & evaluation
- Learning strategies instruction
- Mobility/lab assistance
- Note takers
- Priority registration
- Referral to other campus and community resources
- Real-time captioning

Students who require information should begin in the Student Services Building for intake, counseling, and service coordination. Learning Disabilities Assessment, the Assistive Technology Lab, and exam proctoring are located in A2. The LD telephone numbers are (916)558-2283 (voice) and (916)558-2670 (fax).

Students seeking educational accommodations who do not wish to be referred to the SCC Campus Disability Resource Center will need to contact Julia Jolly, the SCC Campus Equity Office, Associate Vice President of Instruction in Rodda Hall North 257, (916)558-2386 for referral to appropriate services.

## Learning Disabilities Program

**558-2283/558-2087 Auditorium Building #A2**

The Learning Disabilities Program at Sacramento City College exists to provide equal academic access for students with identified Learning Disabilities (LD). The goals of this campus instructional resource is to enhance the success of the student with LD in the most integrated and independent manner.

## Distance Education Program

**558-2146**

**Learning Resource Center 114**

**<http://web.scc.losrios.edu/de/>**

The Distance Education Program provides a variety of alternative instructional delivery systems including pre-recorded televised courses (telecourses), Interactive “live” televised courses (ITV), online courses, and hybrid (combination of onsite and online) courses. Students who enroll in these courses earn the same academic credit that is given for on-campus classes. For a current listing of distance education offerings, consult the Schedule of Classes, or use eServices.

## Early Assistance

**558-2390**

**Rodda Hall North 138**

Early Assistance is designed to provide access and retention services to help new students succeed in college. With the collaboration of instructional and counseling faculty, students who are experiencing difficulties in their classes, are contacted and assisted early in the semester. Assistance may include counseling services, referrals to on-campus support programs, tutoring in a specific subject area, and workshops on classroom success. Early Assistance focuses on first-time students; however, all students are welcome to participate in the services.

## ESL Center

**558-2324**

**Rodda Hall South 328**

The ESL Center at SCC offers a wealth of resources, including computer programs, books, audio cassettes and CDs, and video cassettes and DVDs to help students improve their English skills. ESL instructors, an instructional assistant, and tutors work with students enrolled in ESL Center classes to select the best materials and activities to meet each student's needs, and to answer questions and explain concepts.

The Center serves students eligible for at least the 40 level of ESL classes, and most ESL Center classes are corequisites for ESLL (listening & speaking) and ESLR (reading) classes. However, ESL students and native speakers of English are welcome to take the ESL assessment test and enroll in an independent ESL Center class at their level. Students can work on any English skills they want to improve, including listening, speaking, pronunciation, reading, vocabulary, writing, spelling, and grammar.

## Extended Opportunity Program & Services (EOPS)

**558-2403**

**Rodda Hall North 155**

**[www.scc.losrios.edu/~eops](http://www.scc.losrios.edu/~eops)**

EOPS is a student support program for educationally and economically disadvantaged students. It is designed to provide opportunities in higher education for students with academic potential that, historically, would not have attended college.

EOPS services include: academic, career, personal and academic counseling, academic progress monitoring, priority registration, tutoring, book assistance, award ceremonies, and workshops. To qualify for EOPS, you must: be a California resident; enrolled in at least 12 units; be eligible for the Board of Governors' Fee Waiver (BOGFW); and be educationally disadvantaged.

## Financial Aid

**558-2501/2546**

**Rodda Hall North 167**

**[www.scc.losrios.edu/~finaid](http://www.scc.losrios.edu/~finaid)**

Many types of financial help, including fee waivers, grants, work-study and student loans, are available to help pay for the enrollment fees, books, transportation, and other educational expenses.

Financial aid is available to students from varying economic backgrounds. Students apply by completing the Free Application for Federal Student Aid (FAFSA). Applications are available in January. A priority filing date in early March is usually set to ensure priority processing of financial aid applicants for the upcoming school year. However, applications are accepted throughout the academic year. All awards are subject to the annual allocation of funds from the federal and state government.

To receive financial aid, a student must be enrolled in an eligible program that leads to a degree or certificate. Please note that a few certificate programs do not meet the minimum qualifications to be an eligible program. Students must also maintain satisfactory academic progress towards an educational goal to be eligible to receive financial aid.

All students are encouraged to contact the Financial Aid Office or website for further information and assistance.

## Health Services

**558-2367**

**Rodda Hall North 125**

**<http://web.scc.losrios.edu/health>**

The Health Office is open daily to provide health care, health counseling, emergency care for injuries, sudden illness, evaluation of health problems, and referrals to social services and medical facilities in the community.

Pregnancy testing, birth control, and STD testing is provided on Tuesday from 10:00 a.m. to 3:00 p.m.

## Honors Program

**558-2615**

**Rodda Hall South 211**

**[www.scc.losrios.edu/~shonors](http://www.scc.losrios.edu/~shonors)**

The Honors Program provides:

# Campus Resources

- A variety of classes,
- Special extracurricular activities, and
- Membership in Phi Theta Kappa, a 2-year college honors society.

The Honors Program classes include Anthropology, English, History, Music, Philosophy, Political Science, Statistics, and others. Each 3 or 4 unit class is transferable to a university. The classes are smaller than regular sections, usually limited to 15 students. Students contribute to classes by presenting their own views and research material in a seminar format.

Honors classes are valuable for transfer students, scholarship applicants, and Phi Theta Kappa members. Requirements for enrollment in honors classes are slightly different than the requirements for membership in Phi Theta Kappa. Any student who has a 3.0 GPA and is eligible to enroll in, or has taken ENGWR 300, is qualified to take honors classes. Students who complete at least four honors classes with a “B” or better are eligible for the Transfer Alliance Program, which offers transfer preference to most UC campuses (UCLA requires five classes). Those Honors scholars automatically receive a certificate and a cash award courtesy of the Honors Service Club.

Phi Theta Kappa is an international honors society for 2-year college students who have a 3.5 grade point average in classes taken at SCC and at least 12 units of degree-applicable or transferable course work. The Phi Theta Kappa chapter at SCC holds an induction ceremony for new members each semester. Phi Theta Kappa members are eligible for transfer scholarships at designated 4-year colleges and universities, and are invited to attend leadership and special studies conferences.

The Honors Program and Phi Theta Kappa share a bulletin board in Rodda Hall South at the north end of the second floor. This bulletin board provides students with information about honors classes and Phi Theta Kappa membership.

## Information and Orientation

**558-2147**

**Rodda Hall North 138**

**[www.scc.losrios.edu/orientation.html](http://www.scc.losrios.edu/orientation.html)**

General information and college Orientation sessions for first-time college students are held on campus prior to the start of classes each semester. New college students are encouraged to participate in these sessions, which include information on SCC programs and majors, course selection, registration, and information essential to college success.

## Instructional Media Center

**558-2671**

**Learning Resources Circulation Desk**

**[www.scc.losrios.edu/~learnres/instmedia.html](http://www.scc.losrios.edu/~learnres/instmedia.html)**

The Instructional Media Center, located on the first floor of the Learning Resource Center, houses the library's non-print collection which includes videos, DVDs, and audiotapes. Students must have a current Student Access Card to check out media materials. Computers are available for academic purposes to currently enrolled students.

## International Student Center

**558-2486**

**Rodda Hall North 118**

**<http://web.scc.losrios.edu/international>**

SCC encourages international students to regularly visit the Center to seek up-to-date graduation and/or transfer guidance in academic counseling, specialized orientation, crisis intervention, personal and career information following federal guidelines. SCC defines this student status further as any citizen of a country other than the United States who has or will need “school authorization under federal law ([www.ice.gov/sevis](http://www.ice.gov/sevis)) to enroll nonimmigrant students.” The International Student Center serves international students in F-1 (temporary nonimmigrant individuals) who are pursuing a “full course of study” towards a specific educational or professional objective in SCC. SCC is approved by the Federal Government to accept international students in F-1 status. Other visa categories are directed to the SCC Admissions and Records Office. International students unable to complete full-time (12 units) during the semester or thinking about “withdrawing” should immediately come to the International Student Center to avoid immigration problems.

## Job Services

**558-2676**

**Rodda Hall North 147**

**<http://web.scc.losrios.edu/jobservices>**

Student employment is coordinated through the Job Services office. The office provides on campus job services and maintains job listings and referrals for off campus employment. Job announcements are posted on the job board outside the Counseling Office and available for viewing in job binders. Students can receive assistance with resumes, interview skills, and job search strategies individually or through workshops.

## Learning Skills and Tutoring Center

**558-2258**

**Learning Resource Center 144**

**<http://web.scc.losrios.edu/tutoring/>**

The Learning Skills and Tutoring Program provides learning opportunities and skills assistance to students who would like to be effective and successful learners. In this center, students will find peer tutoring, online resources, Beacon PAL cooperative learning groups, courses in basic and study skills, multimedia instructional materials, study skills workshops, and various learning assistance and study skills guides. The program also recruits, hires and trains tutors who work in the center and throughout the campus at various specialized labs.

Monday - Thursday, 9:00 a.m. - 8:00 p.m.  
Friday and Saturday 9:00 a.m. - 3:00 p.m.

## Library Services

**Learning Resource Center**

**[www.scc.losrios.edu/~library](http://www.scc.losrios.edu/~library)**

**Circulation/Reserve, 558-2301**

**Reference Desk, 558-2461**

The SCC Library located in the Learning Resource Center on the second and third floors, is one of the largest and most comprehensive community college libraries in California. The Library has approximately 2,500 current textbook for short term checkout and has an extensive collection of resources to directly support and improve student learning and student success. Librarians are available to guide students through the research process at their own pace and according to their own needs. Students are encouraged to sign up for non-credit orientations to library services and resources. The Library also offers credit courses face-to-face and online. Students must have a current Access Card to check out books, use library computers and access library databases from off-campus.

## Math Lab

**558-2447/558-2162 Rodda Hall South 162**

**[www.scc.losrios.edu/~mse/math/mathlab/mathlab.html](http://www.scc.losrios.edu/~mse/math/mathlab/mathlab.html)**

The Math Lab is available as a resource for drop-in tutoring in math for any student who is enrolled in a math or math-related course at SCC. Related courses include business math, chemistry, physics, statistics, electronics technology, mechanical-electrical technology and nursing. The lab is staffed by faculty, Instructional Assistants and several student tutors.

## MESA/C<sup>2</sup>P

**558-2497**

**Rodda Hall South 122**

**[www.scc.losrios.edu/~sccmesa/](http://www.scc.losrios.edu/~sccmesa/)**

Sacramento City College MESA/C<sup>2</sup>P assists students majoring in math, engineering, or science to succeed academically so they can transfer to a four year institution as science, engineering and math majors. The program emphasizes collaborative study and support to attain high academic achievement.

## Puente Project

**558-2338**

**Rodda Hall South 310**

**[www.scc.losrios.edu/~puente](http://www.scc.losrios.edu/~puente)**

Dr. Travis Silcox, Puente English Instructor  
David Rasul, Puente Counselor, Counseling Center

# Campus Resources

The Puente Project is an academic and community leadership program linking English, counseling, and mentoring. Although, historically developed to increase retention and transfer rates of Chicano/Latino and Mexican-American students, Puente is open to all students. In the fall, students enroll in Engwr 100; in the spring students continue into Engwr 300. The English classes focus on Chicano/Latino culture and literature. Concurrently, students enroll in a one-unit Human Career Development class. The Puente Project trains the counselor/instructor team throughout the year. Community and business leaders and professionals volunteer their time to mentor students on an individual basis. The Puente Project is now in 58 community colleges and 36 high schools statewide. The Puente Project is administered through the University of California, Office of the President.

## RISE Program

**650-2782**

**Administration of Justice 7**

**[www.scc.losrios.edu/~rise](http://www.scc.losrios.edu/~rise)**

The RISE Program offers support services to help students get back on track. RISE provides one-on-one personalized counseling, tutoring in mathematics and English, college visitations to four-year universities and peer mentoring to assist SCC students in overcoming the barriers they face. We believe all students can successfully complete college if they choose to.

## Scholarships

**558-2197**

**Rodda Hall North 222**

**[www.scc.losrios.edu/About\\_SCC/Foundation/Scholarships.htm](http://www.scc.losrios.edu/About_SCC/Foundation/Scholarships.htm)**

Applications for SCC scholarships are available online in January of each year. To qualify for most scholarships, applicants must have completed a minimum of 12 units at SCC by the end of the fall semester and be enrolled in nine or more units at SCC during the spring semester. Some scholarships require additional units, and many scholarships have criteria set by the individual donor. Students are advised to check the website to search for those scholarships for which they are most qualified.

## Student Leadership & Development

**558-2381**

**South Gymnasium 226**

**[www.scc.losrios.edu/~lead](http://www.scc.losrios.edu/~lead)**

The Student Leadership and Development Program at SCC is designed to provide and complement learning in and out of the classroom. All students are encouraged to create and take advantage of opportunities for involvement that will enhance their academic studies and contribute to their lifelong goals. Students participating in clubs, student government, events and leadership workshops and classes become intimately connected with the campus community. Getting involved at SCC can help students to feel more valued on campus and achieve their goals through enhanced learning and larger support networks. Join in the fun now and enjoy the benefits for the rest of your life!

- Join the Associated Student Government.
- Check out the many diverse clubs on campus.
- Attend activities and events, including Welcome Day, Club Day, Arts & Crafts Faire, and People's Day.
- Sign-up for a variety of leadership workshops and classes.
- Read *electriCITY*, a monthly publication "sending the power of information to students."
- Notice the many postings on bulletin boards throughout campus.
- Peruse listings of private residences with rooms for rent, students seeking roommates, and apartments for rent.
- Register to vote and pick up election materials.
- Hang out, study, and have meetings at the Student Center.

## Transfer Center

**558-2181**

**Rodda Hall North 147**

**[www.scc.losrios.edu/~transcen](http://www.scc.losrios.edu/~transcen)**

The Center is a component of Counseling Services. The Transfer Center is designed to assist students in transferring to any

four-year college or university. The Center maintains a collection of catalogs and other resource materials from many colleges and universities. Representatives from CSU, Sacramento; University of California, Davis; and University of the Pacific are available to meet with students in the Transfer Center about their campus and other colleges within their system. In addition, representatives from other four-year institutions are available each semester. Guaranteed Transfer Agreements are available.

## Veterans Affairs

**558-2591**      **Rodda Hall North 159, Window 8**      **[www.scc.losrios.edu/~admis/vetaffairs.html](http://www.scc.losrios.edu/~admis/vetaffairs.html)**

Veterans Affairs offers a variety of programs for military and reservists. Dependents of deceased or disabled veterans may also qualify for both federal and state programs. New students should contact this office at least two months prior to the start of the semester. Students who qualify for educational benefits as disabled veterans should contact the Veterans Administration Rehabilitation Counselor prior to enrolling.

Mon - Thurs                      8:00 a.m. - 6:00 p.m.  
Fridays                              8:30 a.m. - 5:00 p.m.

## Writing Center - Tutoring for all Subjects

### Learning Resource Center 144 Ext. 1469

Writing assistance for any discipline taught at SCC. Instructional Assistants and Tutors in the Writing Center help students on a one-on-one, drop-in basis with their multi-disciplinary papers. Students can get help with:

- Getting started on writing assignments
- Developing drafts
- Identifying problem areas
- Understanding documentation

Monday - Thursday      **<http://web.scc.losrios.edu/wc>**      8:00 a.m. - 4:30 p.m.  
Friday                              8:00 a.m. - 4:30 p.m.

### Computer Lab/English

Rodda Hall South 326, 3rd floor                      558-2370  
Monday - Thursday                              7:30 a.m. - 8:00 p.m.

### Computer Lab/Mac

GC 1    558-2277  
Monday - Thursday                              8:00 a.m. - 10:00 p.m.  
Friday    8:00 a.m. - 5:00 p.m.  
Saturday    10:00 a.m. - 5:00 p.m.  
Sunday    10:00 a.m. - 5:00 p.m.

### Computer Lab/Math

Rodda Hall South 162, 1st. floor                      558-2162  
Monday - Thursday                              8:00 a.m. - 8:00 p.m.  
Friday    8:00 a.m. - 4:00 p.m.  
Saturday    9:00 a.m. - 3:30 p.m.  
Sunday    10:30 a.m. - 3:30 p.m.

### Computer Lab/Music

Auditorium 22    558-2132  
Monday - Thursday                              8:30 a.m. - 8:00 p.m.  
Friday    8:30 a.m. - 4:00 p.m.

*Due to the new compressed schedule, lab hours may be subject to change – please contact lab for Open-Access hours.*

**<http://www.scc.losrios.edu/labhours.html>**

### Computer Lab

Business Building 153, 1st floor                      650-2932  
Monday - Thursday                              8:00 a.m. - 6:30 p.m.  
Friday    8:00 a.m. - 4:00 p.m.

### Computer Lab/Assistive Technology

Auditorium 2    558-2105  
Monday - Thursday                              8:00 a.m. - 7:00 p.m.  
Friday    8:00 a.m. - 4:30 p.m.  
This lab is available by referral only.

### Learning Resource Center Media Reserve/Checkout

Learning Resource Building, 1st floor                      558-2671  
Monday - Thursday                              7:30 a.m. - 9:30 p.m.  
Friday    7:30 a.m. - 5:00 p.m.  
Saturday    9:00 a.m - 4:00 p.m.

### Computer Lab/Business

Business Building 151, 1st floor                      558-2507

# Student Email Accounts

(Lab hours are always the same as the Learning Resource Center hours.)

## Learning Resource Center Reference

Learning Resource Building, 1st floor	558-2205
Monday - Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.

(Lab hours are always the same as the Learning Resource Center hours.)

## Mohr Hall Lab

Mohr Hall 25	558-2519
Monday - Thursday	8:30 a.m. - 12 noon & 1:00 p.m. - 5:30 p.m.
Friday	8:00 a.m. - 12 noon & 12:30 p.m. - 4:30 p.m.

## Free Student Email

**Activate your iMail account NOW!**

<http://imail.losrios.edu>

**Don't miss out on important updates!**

### Why do I need it?

SCC instructors are able to send email through their online rosters to your iMail account, AND campus announcements will be posted on iMail. Without activating your iMail account, you may miss important information about class and campus!

- Locate email addresses for your instructors or other students.
- Check your grades for classes where the instructor is using the iGrades reporting feature.
- Receive important campus announcements.
- Easily access eServices and eLearning (Blackboard).

### How do I get an iMail account?

From your eServices account, choose option 20 ("Request an Email Account"). Or, go directly to the iMail homepage at <http://imail.losrios.edu>.

1. Click on "Signing up is easy."
2. Read the Computer Use policy and click Agree.
3. Enter your Student ID number and date of birth.
4. Choose a password of at least 6 characters (passwords are case-sensitive). REMEMBER YOUR PASSWORD!
5. Select the college you attend and click "Send."
6. Your new email address will appear. BE SURE TO WRITE THIS DOWN!

### Can I forward iMail messages to my personal email instead?

Yes! You may set up your iMail to automatically forward messages to an account of your choice.

1. Choose Preferences from the left frame of your account.
2. Click on Forward your iMail.
3. Enter the email address for the account you prefer to use.

For more help, contact the Los Rios Help Desk at (916)568-3012 or ask for assistance in the Learning Resources Computer Labs located in LRC 144 and B 153.

*All lab hours may vary throughout the semester, please call for more information.*

## *Understanding your GPA*

All letter grades also have a numerical value, that is “A” = 4.0, “B” = 3.0, “C” = 2.0, “D” = 1.0, “F” = 0.

A grade point is this numerical value multiplied by the number of units. For example, if you get a “C” in a three-unit class, the result is 3 (units) multiplied by 2 (the value of the “C” grade) for a total of 6 grade points.

Next, you figure out your grade point average (GPA), which is the total grade points of all the courses you have taken, divided by the number of units attempted. For example, let’s say that at the end of your first semester you have taken 12 attempted units, and have received an “A” in one 3-unit class, a “B” in two others, and a “C” in another. The “A” is 12 grade points, the two “B” grades are 18 points, and the “C” is 6 grade points. That adds up to 36 grade points. Divide by 12 units attempted and you get a grade point average (GPA) of 3.0, which is a straight “B” average.

- A.....Excellent
- B.....Good, above average
- C.....Average
- D.....Passing, below average
- F.....Fail
- CR.....Credit
- NC.....No Credit
- I.....Incomplete
- IP.....In Progress
- RD.....Report Delayed

## *Transcripts*

SCC provides two transcripts free and additional copies may be obtained for \$2 each. Requests for official transcripts are initiated at the Admissions & Records Office, RHN 159. Please allow at least five (5) working days for a transcript to be prepared. A \$10 service charge will be assessed for students requiring transcripts in less than five (5) days. Unofficial transcripts can be viewed and printed through the SCC website.

## *College Terms*

### **Accredited**

A college, or program, that is officially recognized by a professional association as maintaining certain standards. Accredited programs qualify graduates for admission to higher, or more specialized, programs and for professional practice. (The Western Association of Schools and Colleges accredits SCC.)

### **Advanced Education**

Advanced Education is intended to provide students 16 years of age and older with educational enrichment opportunities at the community college level. An Advanced Education student is defined as any non-high school graduate, non-18 year old, non-California Proficiency or non-GED student.

# College Terms

## **Application**

A form requesting admittance to attend college during a specific semester-now online only.

## **Advisories**

A suggested, not required, course or skill level that a person is advised to meet prior to enrolling in a course or program.

## **Articulation**

A connecting link between two or more schools. Articulation agreements between SCC and other schools list courses that meet requirements and are transferable.

## **Assessment**

A process of gathering information about individual students, reflecting the student's strengths and weaknesses in basic skills.

## **Certificate of Achievement**

A document indicating that the student has satisfactorily completed major courses in a program, but not the general education courses. A certificate is not a degree.

## **College Catalog**

A college publication describing academic programs, student services, general regulations, requirements and procedures. The publication describes all classes offered by SCC, including information as to unit value, transferability, prerequisites and is available through the College Store.

## **Concurrent Enrollment**

Enrollment in two schools at the same time.

## **Corequisite**

A corequisite is a course that a student is required to enroll in at the same time as enrolling in another course.

## **Credential**

A certificate, or diploma, permitting a college graduate to practice in a professional field, such as teaching or counseling. Requirements usually include a bachelor's or master's degree, plus additional courses or experience.

## **Credit**

Certification of a student's successful completion of a course, usually expressed in units of course work.

## **Credit/No Credit**

A policy of granting credit, but no grade, for satisfactory completion of a specific course. The Credit/No Credit policy at SCC is described in the College Catalog.

## **Dismissal**

A restriction from attending school, usually because of poor grades, a lack of progress, or disciplinary reasons. A dismissal is often temporary in nature, provided the student agrees to certain conditions. (See the College Catalog for dismissal policies.)

## **Electives**

Courses that are not required subjects, but are taken for credit.

## Full-time Student

A student who is enrolled in and satisfactorily completes, a minimum of 12 units. Fifteen units per semester is the norm for full-time students. For financial aid purposes, 12 units meet the requirements.

## General Education Breadth Requirements

Courses all students must satisfactorily complete to obtain a degree. Most are prescribed by state law, depending on the degree desired; requirements vary. (Lists are available in Counseling Services.)

## Grade Points

The number value of a college letter grade: A=4, B=3, C=2, D=1, F=0. To find grade points for a class, multiply the number of units by the number assigned to the grade. (Example: Ann's grade in Math 13 is a C. C=2. It is a 3-unit class.  $2 \times 3 = 6$ . Ann has earned 6 grade points for Math 13.)

## Grade Point Average (GPA)

A measure of academic achievement determined by dividing the total grade points by the total number of units attempted. (Example: Ted has 64 grade points. He has attempted 25 units.  $64 \text{ divided by } 25 = 2.56$ . Ted has a GPA of 2.56.)

## Graduation Proficiencies

College-level reading, writing, and mathematics skills that a student must master to qualify for an associate degree. Proficiencies can be shown by completing specific courses with satisfactory grades; and/or achieving satisfactory scores on proficiency tests.

## Liberal Arts

An interdisciplinary program including courses in humanities, natural sciences, and social sciences.

## Lower Division

College courses at the freshman and sophomore levels.

## Major

An organized body of required classes in a student's chosen area of interest.

## Minor

A secondary subject area in a student's program, not quite as comprehensive as the major area, but usually complementary.

## Occupational (Vocational) Programs

Programs of study emphasizing job skills and may include only major courses, or degree requirements.

## Part-time Student

A student enrolled in, or completing fewer than twelve units a semester.

## Participatory Decision-Making

By law, California community colleges are required to provide opportunities for the entire campus community (staff, faculty, managers) to participate in the process of making decisions that affect them. Students can participate by serving on campus standing committees. The Associated Student Government makes all appointments.

## Pre-professional Programs

Undergraduate course work either recommended or required for enrollment in professional schools.

# College Terms

## **Prerequisite**

A prerequisite is a course or skill level that a student must meet prior to enrolling in a course or program.

## **Probation**

Whenever a student, who is enrolled in at least 12 units, fails to complete at least half (50 percent) of all units in which he/she is enrolled and his/her cumulative grade point average drops below 2.0, the student is placed on progress or academic probation.

## **Registration**

The official process of enrolling in classes. The process must be repeated each semester (including summer session) in which the student wishes to be enrolled.

## **Student Access Card**

The Student Access Card brings together, on one piece of plastic, an official college photo ID, Rapid Transit pass, library card, GoPrint card, and a discount card good at participating stores. Students can get their access cards in the Learning Resource Center or in RHN 138 by presenting a picture ID and either a printout of their E-services account that shows a zero balance and proof of enrollment. Cards are also available at the Davis, Downtown, and West Sacramento Centers.

## **Transfer Program**

A series of courses designed to match lower-division courses with requirements at a university for future transfer to that



## **University** **Undergraduate**

Freshman-through-senior years of college work.

## **Unit**

A value that indicates the amount of credit given to a class. (It often reflects the weekly time interval required for class attendance.)

## **Upper Division**

The junior and senior years of college work.

## **Withdrawal**

The process by which a student officially drops a class or classes during a semester.

# *Drug and Alcohol-Free Campus*

## **District Policy**

### **Los Rios Community College District (LRCCD) Policy 2443 states:**

“ . . . the District . . . is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

## **Alcohol & Drugs**

Sacramento City College is committed to a drug and alcohol-free campus. The abuse of illicit drugs and alcohol disrupts classes, compromises one's physical and mental health, subjects people to criminal penalties, and impairs the ability to benefit from the learning experience. Therefore, the faculty, staff and administrators of Sacramento City College ask you to support the creation of a drug and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

## **Legal Sanctions**

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession, on campus, of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted.

## **Health Consequences**

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, sudden death, liver disease, psychological disorders, and brain damage. Likewise, long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems. For confidential assistance and referral, call:

On campus:

Counseling

558-2204

Health Office

558-2367

Off campus:

Sacramento County Mental Health Treatment Center 875-1000

Sacramento County



**Standards of Conduct:** College students have the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, SCC students are accountable to Los Rios Board policies and

SCC Rules and Regulations. The following Code of Conduct has been adopted by SCC to protect the rights and privileges of students and to allow the college to function properly: Policy 2000, 2440 Standards of Conduct and Due Process, 2441 Standards of Conduct.

## Misconduct & Discipline

Misconduct for which students are subject to discipline:

- Obstruction or disruption of the learning process of the college, including teaching, administration, and college activities.
- Physical or threatening abuse of any person on college-owned or controlled property, or at any college-sponsored or supervised activity.
- Theft of, or damage to, property of any person on college-owned or controlled property, or at a college-sponsored or supervised activity.
- Unauthorized entry to or use of college facilities.
- Violation of college policies or campus regulations. Please refer to [www.scc.losrios.edu/legal](http://www.scc.losrios.edu/legal).
- Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college-sponsored or supervised activities.
- Willful disturbance at any college meeting.

In addition to the above, to provide quality education for all students, the integrity of the learning process must be maintained. It is important that all students understand exactly what is expected and what is considered inappropriate during the teaching/learning process.

## Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Cheating includes the following:

- Copying from someone else's test.
- Submitting work that is not your own.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using material during an exam that is not allowed.
- Consulting with someone, other than the instructor, during an exam.
- Committing other acts which defraud or misrepresent.

## Plagiarism

Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Plagiarism includes the following:

- Incorporating the ideas, works, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly work as your own.
- Submitting a paper purchased from a research or term paper service.

## Other Acts of Dishonesty

- Purposely allowing another student to copy from you during a test.
- Giving your homework, term paper, or other academic work to another person to plagiarize.
- Having another student submit work in your name.

# Standards of Conduct

- Lying to an instructor to improve your grade.
- Altering a graded work after it has been returned and then resubmitting the work for regrading.
- Removing a test from the classroom.
- Stealing tests.

## Consequences of Dishonesty

Depending on the seriousness of the infraction, the following may occur as a result of the dishonesty:

- Receive a failing grade on the test or paper.
- Have a course grade lowered.
- Receive an “F” in the course.
- Placed on disciplinary probation or suspension.
- Expelled.

In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to participate in an informal investigative meeting with the Student Discipline Officer. At such informal meetings or even at more formal Discipline Appeal hearings, students may not be represented by an attorney.

## Animals

Pets and other animals are not allowed in buildings or to be turned loose on campus. They must be contained. Seeing-eye and other medically necessary dogs are excepted.

## Demonstrations

Students have the right to demonstrate in a responsible manner, under the following conditions:

- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
- Demonstrations will neither interfere with free ingress to nor regress from buildings nor block normal traffic flow, pedestrian or vehicular.
- Voice amplification is permitted only during specified time periods (contact Student Leadership and Development for information on time periods). Excessive noise will not be permitted.
- Only persons connected with the college will be permitted to participate in student demonstrations.
- Students will not be granted excused absences from classes to participate in demonstrations.
- No obscenities, nor challenges that might incite physical reactions, will be tolerated.
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

## Non-College Persons on Campus

Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and legal actions by the President of the college or his or her designee(s).

## Posting Materials

Student fliers, advertisements, or other student-related activities must be approved by the Student Leadership and Development Office before posting in approved locations. Commercial posting or other non-student oriented materials must be approved by the Facilities Office. Unauthorized material will be removed. Approval is subject to Los Rios Community College

Board policies and campus regulations.

## Program Sponsorship

A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor. Programs open to the student body must be coordinated through Student Leadership and Development.

## Smoking

Smoking is prohibited in all buildings and within 30 feet of all building entrances.

## Weapons

Possession or use of explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college President or designated representative is grounds for expulsion.

For more information regarding Standards of Conduct, please contact the Vice President of Student Services, (916)558-2141.

## *Sexual Harassment*

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or educational setting.

Sexual harassment includes, but is not limited to the following:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response to a sexual advance, such as:
  - Suggesting or actually withholding grades earned or deserved;
  - Suggesting a scholarship recommendation or college application will be denied;
  - Offering favors or educational or employment benefits, such as grades, assignments, or recommendations, in exchange for sexual favors.

If you want to review SCC's complete Sexual Harassment Policy, or if you believe that you may have been the victim of sexual harassment, please contact the Campus Sexual Harassment Officer, (916)558-2386.

# *Student Rights and Responsibilities*

## **Access to & Confidentiality of Student Records**

Student records are protected by state law and Los Rios Community College District Board policy from access by casual or unauthorized persons. Access to records is provided to the student, parents of a dependent student, persons having written consent of the student, or by court order or subpoena. Rights and procedures for access to records are outlined in Los Rios Community College District Administrative Regulation 2265. Copies of this document are available for review through: Dean, Admissions & Records—(916)558-2439 or Vice President, Student Services—(916)558-2141.

## **Catalog Rights**

For the purpose of meeting Associate Degree or certificate requirements, students may elect to meet the requirements in the SCC Catalog in effect either at the time of first enrollment or at the time of graduation from SCC if they are continuously enrolled for at least one regular semester in each calendar year.

## **Assembly & Speech**

Students have the right:

- To hear speakers on any subject, and on-campus recognized student organizations shall have the right to present speakers on any subject;
- To freely assemble, subject to regulations that assure the continued regular functioning of the college, which shall include reasonable provisions for the time, place, and manner of conducting these activities.

## **Causes**

Students have the right to:

- Take stands on issues;
- Examine and discuss questions of interest to them;
- Support causes by orderly means, which are in harmony with the regular functioning of the institution.

## **Decision-Making**

Students have the right to:

- Be informed and participate in campus matters that can be shown to be directly relevant to them;
- Be members of faculty and administrative committees related to students' concerns; such student representatives shall have votes as committee members.

## **Organizations**

Students have the right to:

- Form an organization around any particular interest not in violation of campus and district regulations;
- Join established student organizations.

## **Publications**

Student publications are generally free from censorship and advance copy approval, providing they:

- Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo;
- State on the editorial page that the opinions expressed are not necessarily those of the college or of the student body.

For additional information regarding Student Rights and Responsibilities, please refer to the Los Rios Community College District Administrative Regulation/Policy, Sections 2400-2443. Students should feel free to contact the Vice President of Student Services should clarification be needed.

# Student Grievance Procedures

While attending Sacramento City College, students sometimes have misunderstandings or experiences with a district or college employee. When students feel they have been treated unfairly or believe that one or more of their rights have been violated, they can pursue a remedy or solution to the problem through the college's Student Grievance Process. The grievance process is explained in detail in Los Rios Community College District (LRCCD) Board Policy and Regulations P/R-2412. The levels and time-lines of the Student Grievance Process are as follows:

## Informal Grievance

### Level 1

The student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

## Formal Grievance

### Level 2

**Filing:** Within five (5) days of completion of the informal procedure, and not later than twenty-five (25) days from the date of the alleged incident, the student may choose to file a Student Grievance Form.

**Where:** Rodda Hall North 257, Office of the Student Grievance Officer.

**Purpose:** To determine grievability of the matter.

**Time-line:** Within ten (10) days of filing date, the Student Grievance Officer must notify all parties of the status of grievability.

a) If deemed not grievable, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state.

b) If deemed grievable, a hearing is scheduled.

### Level 3

**Hearing:** A formal hearing is scheduled within ten (10) days following the appointment of a Hearing Officer.

**Decision:** Within ten (10) days of receipt of appeal documents, the Hearing Officer will inform all parties, in writing, of his or her decision.

### Level 4

**Filing:** Within five (5) days of Level 3 decision, the student may appeal the decision of the Hearing Officer.

**Where:** Rodda Hall North 277, Office of the College President.

**Decision:** Within ten (10) days of receipt of the appeal documents, the College President or designee will inform all parties, in writing, of his or her decision. The decision is final at this level. Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in the Education Code 76224(a) which states:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course; and the determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence shall be final.

**Deadlines:** It is important for students to fully understand and comply with various time-lines. As used in these procedures, "days" shall mean actual school days during which the college is in session and classes are held; Saturdays, Sundays and holidays are not included.

## Student Grievance Officer

### Associate Vice President of Instruction

### Rodda Hall North 257, 558-2407

Assists students in resolving concerns or problems that may be handled through the college's Student Grievance Process. The Associate Vice President can also answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through that office.

# Equal Opportunity

## **Equal Opportunity in Education Non-Discrimination Policy**

The Los Rios Community College District is in compliance with all pertinent titles and sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable federal, state, and local laws.

It is the policy of the Los Rios Community College District to take affirmative action to guarantee that no qualified student, or prospective student, or any person in his/her educational relationship with the district be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, gender, age, race, sexual orientation, physical or mental disability, nor shall any student be discriminated against for conversing in a language other than English. However, students shall be required to speak English when an instructional setting necessitates the use of English for educational or communication purposes.

The district further complies with those federal and state laws and the regulations of the Board of Governors of the California Community Colleges that prohibit sexual harassment. In addition, the college supports and complies with the Federal Carl D. Perkins Vocational and Applied Technology Education Act of 1990 by reducing sex discrimination, sex bias, and sex stereotyping in vocational education and employment.

Such non-discrimination policies extend to all functions and activities of the Los Rios Community College District, including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

The college also attempts to achieve a balanced staff representative of the composition of the community so that students will have an opportunity to relate to members of minority races, ethnic groups, individuals with disabilities, and both men and women.

## **Associate Vice-President of Instruction Rodda Hall North 257, 558-2407**

- Grievance Officer
- Sexual Harassment/Title IX/Gender Equity Officer
- Student Equity Officer

## **Equity Officer**

Trains and appoints staff as Equity representatives for employee selection committees. Facilitates, reviews and/or refers complaints presented by staff based on:

- Ethnic Group Identification
- Religion
- Age
- Race
- Language
- Mental Disability
- Physical Disability
- National Origin
- Sex (includes Harassment)
- Sexual Orientation

## **Americans with Disabilities Act Officer**

Coordinates compliance efforts and investigates complaints presented by students and staff based on:

- Physical Disability
- Mental Disability

## **Sexual Harassment/Title IX/Gender Equity Officer**

Facilitates and handles complaints of harassment and/or discrimination presented by students and staff based on:

- Sex (Gender)
- Sexual Orientation
- Sex Bias
- Sex Stereotyping

## Student Equity Officer

Facilitates discrimination complaints presented by students based on:

- Ethnic Group Identification
- Religion
- Race
- Language
- Ancestry
- Retaliation

## Dress

The dress on campus shall be in accordance with the dictates of custom and good taste in the college environment.

## Fundraising & Selling

Recognized student organizations may raise funds on campus for purposes related to the organization's objectives under the following conditions:

- Authorization by the advisor of the organization.
- Approval of the Student Leadership and Development Office.
- Funds collected must be deposited to the student organization's account in the Business Office within twenty-four (24) hours of collection.
- Use of funds collected must be approved by the organization's advisor.
- All other fundraising, selling, or solicitation for donations or memberships, for any organization not directly under the control of the SCC administration, is prohibited.

## Gambling

Gambling is prohibited on campus.

## Hazing

No student or other person connected with SCC or in attendance at the college shall participate in hazing, conspire to engage in hazing, or commit any act that injures, degrades, or disgraces any person attending the college.

## Library

All library property and material must be checked out before being taken from the Library. Library fines must be paid in full before grades or transcripts are released. A hold will be placed on a student's record until all library obligations are addressed.

## *The Campus Security Act of 1990*

The Campus Security Act of 1990 (20 USC 1092 [Clery Act]) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report (Clery Report) which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and other defined locations and the number of arrests on campus for liquor law and drug abuse violations, and weapons possession. In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to law enforcement, that may represent a continued threat to other students and employees.

Annually, on or before October 1st, the Clery Report is published for public dissemination. This data is sent electronically to all students, staff, and faculty and is also available on the SCC Web site under the Los Rios Police Department (LRPD). In addition, selected information, as well as the specific link to the report (<http://wserver.crc.losrios.edu/~police/Resources/annualcleryreport.pdf>) is published in a variety of publications including the College Catalog and Schedule of Classes. Hard copies of the Clery Report can be obtained from the Los Rios Police Department located at the base of the parking structure (main entrance off of Sutterville Road).

# September 2009

*Do what you can to show  
you care about other people,  
and you will make our world  
a better place.*

—Rosalynn Carter

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
		1
6	7	8
13	14	15
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27	28	29

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# October 2009

*Service is the rent we each pay for living. It is not something to do in your spare time; it is the very purpose of life.*

—Marian Wright Edelman

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
<i>4</i>	<i>5</i>	<i>6</i>
<i>11</i>	<i>12</i>	<i>13</i>
<i>18</i>	<i>19</i>	<i>20</i>
<i>25</i>	<i>26</i>	<i>27</i>

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<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>

# November 2009

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
<i>1</i>	<i>2</i>	<i>3</i>
<i>8</i>	<i>9</i>	<i>10</i>
<i>15</i>	<i>16</i>	<i>17</i>
<i>22</i>	<i>23</i>	<i>24</i>
<i>29</i>	<i>30</i>	

*They say that time changes things, but you actually have to change them yourself.*

—Andy Warhol

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# December 2009

Sunday

Monday

Tuesday

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6	7	8
13	14	15
20	21	22
27	28	29

*When you were born, you  
cried and the world rejoiced;  
live your life so that when you  
die, the world cries and you  
rejoice.*

—White Elk

*Wednesday*

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<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>
<i>16</i>	<i>17</i> Fall semester ends	<i>18</i>	<i>19</i>
<i>23</i>	<i>24/31</i>	<i>25</i>	<i>26</i>
<i>30</i>	<i>31</i>		

# January 2010

*Talk is cheap...it is the way we organize and use our lives everyday that tells what we believe in.*

—Cesar Chavez

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
<i>3</i>	<i>4</i>	<i>5</i>
<i>10</i>	<i>11</i>	<i>12</i>
<i>17</i>	<i>18</i>	<i>19</i>
<i>24/31</i>	<i>25</i>	<i>26</i>

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<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i> Spring semester begins
<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>

# February 2010

*The only people who  
never fail are those who  
never try.*

—Og Mandino

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
	1	2
7	8	9
14	15	16
21	22	23
28		

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# March 2010

*We are what we repeatedly do. Excellence, therefore, is not an act but a habit.*

—Aristotle

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
	<i>1</i> Cal Grant Entitlement deadline and a FAFSA must be completed	<i>2</i>
<i>7</i>	<i>8</i>	<i>9</i>
<i>14</i>	<i>15</i>	<i>16</i>
<i>21</i>	<i>22</i>	<i>23</i>
<i>28</i>	<i>29</i>	<i>30</i>

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# April 2010

*Sunday*

*Monday*

*Tuesday*

4	5	6
11	12	13
18	19	20
25	26	27

*Our greatest glory is not  
in never falling but in  
rising every time we fall.*  
—Confucius

*Wednesday*

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<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>28</i>	<i>29</i>	<i>30</i>	

# May 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
<i>2</i>	<i>3</i>	<i>4</i>
<i>9</i>	<i>10</i>	<i>11</i>
<i>16</i>	<i>17</i>	<i>18</i>
<i>23/30</i>	<i>24/31</i>	<i>25</i>

*Collect as precious pearls  
the words of the wise and  
virtuous.*

—Abd-el-Kadar

*Wednesday*

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*Friday*

*Saturday*

			<i>1</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>19</i> Spring semester ends	<i>20</i>	<i>21</i>	<i>22</i>
<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>

# June 2010

*A little learning, indeed,  
may be a dangerous thing,  
but the want of learning is  
a calamity to any people.*

—Frederick Douglass

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
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13	14	15
20	21	22
27	28	29

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# July 2010

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>
<i>4</i>	<i>5</i>	<i>6</i>
<i>11</i>	<i>12</i>	<i>13</i>
<i>18</i>	<i>19</i>	<i>20</i>
<i>25</i>	<i>26</i>	<i>27</i>

*Education is the key to  
unlock the golden doors of  
freedom.*  
—George Washington Carver

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<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>

# August 2010

Sunday	Monday	Tuesday
2	3	4
9	10	11
16	17	18
23/30	24/31	25

*Education is the passport to the future, for tomorrow belongs to those who prepare for it today.*

—Malcolm X

*Wednesday*

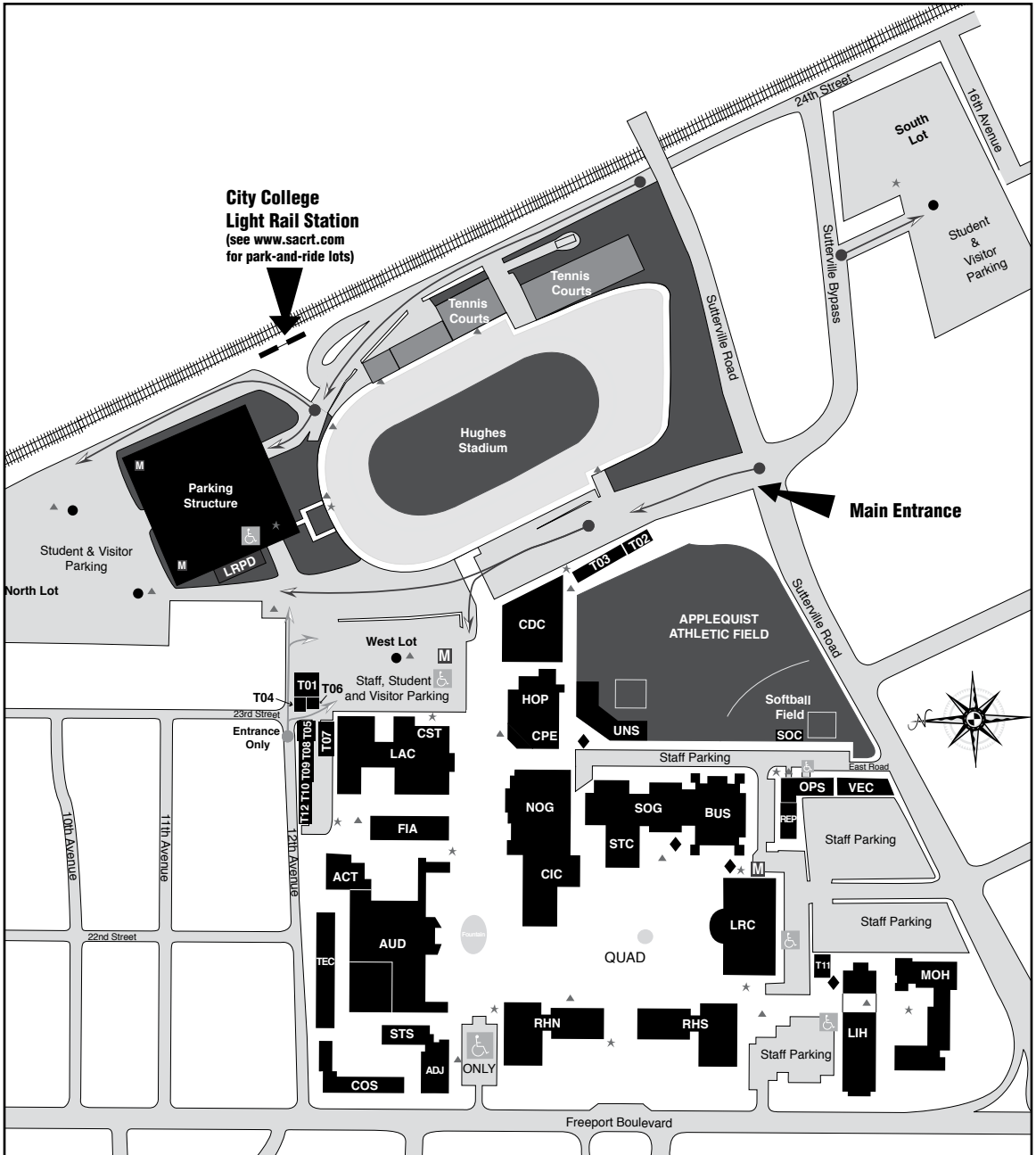
*Thursday*

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<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>
<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>

# Campus Map



<b>AUD</b>	Auditorium	<b>PAS</b>	Parking Structure	<b>T08</b>	Temporary 8
<b>ACT</b>	Art Court Theatre	<b>REP</b>	Reprographics	<b>T09</b>	Temporary 9
<b>ADJ</b>	Administration of Justice	<b>RHN</b>	Rodda Hall - North	<b>T10</b>	Temporary 10
<b>BUS</b>	Business	<b>RHS</b>	Rodda Hall - South	<b>T11</b>	Temporary 11
<b>CIC</b>	City Café	<b>SOC</b>	Softball Complex	<b>T12</b>	Temporary 12
<b>CDC</b>	Child Development Center	<b>STC</b>	Student Center	<b>UNS</b>	Union Stadium
<b>COS</b>	Cosmetology	<b>SOG</b>	South Gymnasium	<b>VEC</b>	Vehicle Compound
<b>CPE</b>	Center for Physical Excellence	<b>STS</b>	Student Services	●	Parking Permit Machines
<b>CST</b>	College Store	<b>TEC</b>	Technology	◆	Bike Lockers
<b>FIA</b>	Fischbacher Arts Building	<b>T01</b>	Temporary 1	★	Campus Directories
<b>HSP</b>	Hoos Swimming Pool	<b>T02</b>	Temporary 2	▲	Emergency Phones
<b>HUS</b>	Hughes Stadium	<b>T03</b>	Temporary 3	♿	Parking for Persons with Disabilities
<b>LIH</b>	Lillard Hall	<b>T04</b>	Temporary 4	M	Motorcycle Parking
<b>LAC</b>	Lusk Aeronautical Center	<b>T05</b>	Temporary 5	■	Tennis Courts
<b>LRP</b>	Learning Resource Center	<b>T06</b>	Temporary 6	→	Parking Lot Entrances
<b>MOH</b>	Mohr Hall	<b>T07</b>	Temporary 7	→	Parking Lot Entrance Only/No E
<b>NOG</b>	North Gymnasium				

## Introduction

The purpose of this handbook is to provide pertinent information as it pertains to being a student-athlete at Sacramento City College. It is our hope that while you are a student-athlete at Sacramento City College, you will have the best possible educational experience, both academically and athletically. The intent of this handbook is to help support that educational experience by providing you with information that is critical to your knowledge base, as it pertains to your status as a student-athlete, and as it pertains to your status as a student at Sacramento City College. Please take some time, by looking through this booklet, and familiarize yourself with all the services that Sacramento City College has to offer.

## Division Mission Statement

The mission of the Physical Education, Health, Recreation, and Athletics division is to provide a positive, educational setting in which students can achieve skills for the personal management of life-long health and wellness.

Within athletics, an integral part of the total educational process, we strive to promote the mission of the college through student-athlete participation in an integrity-based, collaborative, and equitable athletic program. Sacramento City College's athletic program aims to provide the opportunity for student athletes to realize their full potential both academically and athletically.

## Division Phone List: Full-time Staff

All phone numbers begin with "(916)558" unless otherwise noted

HUS 1B	2426	Mitch Campbell, Dean/Athletic Director
HUS 1A	2613	Paul Carmazzi, Assistant Athletic Director/Athletic Coordinator
SOG 142B	2494	Tim Kiernan, Assistant Athletic Director/Athletic Coordinator
SOG 142D	2371	Robert Maglione, Assistant Athletic Director/Athletic Coordinator
SOG 142E	2445	Connie Zuercher, Dept. Chairperson
HUS 1F	2420	Maggie McLaughlin-Jordan, Administrative Assistant
SOG 142F	2081	Michelle Anderson, Athletic Student Personnel Assistant
SOG 142F	650-2742	Victoria Cornelius, Athletic Counselor
SOG	2418	Dave Jackson, P.E. Equipment
NOG TR	2273	Mary Lund, Athletic Trainer
NOG	2508	Dave Whittington, Athletic Equipment

## Faculty/Head Coaches

SOG 142A	650-2971	Marisa Avendano	Head Cross Country, Assistant Track and Field
HUS 5A	2610	Lisa Bauduin	Head Women's Track and Field
SOG 142G	2306	Deborah Blair	Study Skills Coordinator
US	2329	Deskaheh Bomberry	Assistant Baseball
NOG 209	2457	David Carmichael	Head Women's Basketball
HUS 5E	2487	Mike Clemons	Head Football
HUS 5D	2574	Dannie Walker	Assistant Football
Pool 1C	650-2902	Jason Craighead	Head Water Polo and Swimming
HUS 5B	2305	Rob Dewar	Head Men's Track and Field
HUS 5C	2586	Dave Griffin	Head Men's and Women's Tennis
NOG 208	2317	Andrew Jones	Head Men's Basketball
SOG 142B	2494	Tim Kiernan	Head Women's Golf
SOG 142D	2371	Robert Maglione	Head Softball
US	2684	Andy McKay	Head Baseball
NOG 207	2498	Laurie Nash	Head Volleyball
HUS 1C	2217	Jang-Ha Oh	Head Women's Soccer
NOG 210	2435	Dave Pacheco	Head Wrestling

## California Community College Athletic Association (CCCAA)

The California Community College Commission on Athletics and Athletic Association Constitution and Bylaws, together with the Sport Guides, constitute the policies and procedures of the California Community College Commission on Athletics and Athletic Association, which govern the administration of California Community College intercollegiate athletics.

## Big 8 Conference

Sacramento City College is a member of the Big 8 conference. This conference is made up of:

- Sacramento City College
- American River College
- Cosumnes River College
- Sierra College
- Diablo Valley College
- Santa Rosa Junior College
- San Joaquin Delta College
- Modesto Community College

Football belongs to the Northern California Football Association (NCFCA), and the Mid-Empire Conference. The members of the Mid-Empire Conference are:

- Sacramento City College
- American River College
- Mendocino College
- Feather River College
- Siskiyou College

## Athletic Eligibility at Sacramento City College

### Current Enrollment:

**9/12 Rule (Bylaw 1.3):** Every student-athlete must be currently enrolled in at least 12 units in the semester that s/he is participating (i.e. competing) in their sport. If, during an academic term, a student-athlete is not enrolled in either 9 academic or 12 total units and competes in a contest, that contest will be forfeited by the team and that student-athlete will be immediately ineligible for any future contests.

- Nine of the 12 units must be classified as "Academic" units. Sport, Fitness, Dance and Physical Activity (PACT) classes do not count towards the nine "academic" units.
- Wait List classes do not count towards current enrollment.

- Late start (i.e. 2nd eight-week or other term) classes do not count towards current enrollment until the actual start date of the class.
- The student-athlete must be enrolled in the “Sport” class in order to participate.
- While the athletic office checks eligibility on a daily basis for those sports that are in-season, **the eligibility of the student-athlete is his/her responsibility.**

#### 2nd Year of Participation:

18/24 Rule (Bylaw 1.6): In order to participate in a second season of competition at a California Community College, a student-athlete must pass 24 semester units. The 24 semester units must be successfully completed prior to the beginning of the semester of the second season of sport (the unit count begins with and includes the units taken during the first semester of competition).

- 18 of the 24 units must be classified as “Academic” units. Sport, Fitness, Dance and Physical Activity (PACT) classes do not count towards the 18 “academic” units.
- Student-athletes must also achieve and maintain a minimum 2.0 GPA.
- Late start (i.e. 2nd eight-week or other term) classes do not count towards current enrollment until the actual start date of the class.

### **Important Terms:**

CCCAA Manual and Bylaws: All of the rules and regulation, as established by the CCCAA, that govern our participation in Community College athletics are present in this manual, which is located at the following site: “coasports.org”

Red Shirt: This refers to a full-time student who does not participate in any competitions so does not utilize a season of participation. Because they are a full-time student, however, their NCAA “clock” will begin.

Gray Shirt: This refers to a part-time student who cannot, by rule, participate in any competitions and does not utilize a season of participation. Because this student is part-time, their NCAA “clock” does not start.

### **Athletic Eligibility Upon Transfer:**

NCAA Clearinghouse: Any freshmen who wants to be immediately eligible to participate at an NCAA school must first register with the NCAA Clearinghouse and be deemed a “qualifier,” based upon a sliding scale that measures their High School GPA in approved core courses, along with their SAT/ACT test scores.

- Qualifier: term for those who meet High School academic standards as set by the NCAA Clearinghouse.
  1. Community College transfers who are “Qualifiers” do not need to have an AA degree to be immediately eligible upon transfer to a NCAA four-year college.
  2. Community College transfers who are “Qualifiers”, in order to be immediately eligible upon transfer to a NCAA four-year college, must maintain an average of 12 transferable units per full time semester (i.e. if the athlete is at a Community College for 3 years, s/he would need 72 transferable units) and have a minimum 2.0 GPA.
    - a. PE units may count towards these transfer units only if the four-year college in question will accept those PE units.
    - b. This applies to all NCAA Division I and Division II schools.
- Non-Qualifier: term for those who do not meet High School academic standards as set by the NCAA Clearinghouse.
  1. Community College transfers who are “Non-Qualifiers” must have an AA degree, average 12 transferable units per full-time term, and have a 2.0 cumulative GPA in order to be immediately eligible upon transfer to a NCAA Division I and Division II school.
- Amateurism: Starting April 1, 2007, all D1 and D2 athletes wishing to compete for an NCAA institution will have to register with the NCAA Clearinghouse to clear their amateur status. It does not matter if you are a qualifier or not.

The site for registration is: [www.ncaaclearinghouse.com](http://www.ncaaclearinghouse.com).

#### 40/60/80 (Progress Towards Degree) Rule:

This NCAA rule states that, for any student-athlete, after two years of full-time collegiate enrollment, s/he must have completed 40% of the degree requirements (48 semester units) at the certifying institution in order to be eligible for competition at that institution.

After three years of full-time collegiate enrollment, s/he must have completed 60% of the degree requirements (72 semester units) at the certifying institution in order to be eligible for competition at that institution.

After four years of full-time collegiate enrollment, s/he must have completed 80% of the degree requirements (96 semester units) at the certifying institution in order to be eligible for competition at that institution.

- This rule pertains to all NCAA Division I institutions.
- Four-year institutions, particularly out of state schools, vary on what they consider transferable.
- Not all PE units transfer.
- Transferable units at SCC (to UC and CSUS schools) are courses numbered 300 and above.

#### Clock Rule:

- Within NCAA Division I, a student-athlete has 5 years in which to participate in four seasons of competition. A student-athlete's clock begins immediately upon enrollment at any collegiate institution as a full-time student (i.e. enrolled in 12 units).
- Within NCAA Division II, a student-athlete has 10 full-time semesters in which to participate in four seasons of competition.

## **Athletic Counseling Program**

We are very fortunate to have a full-time counselor dedicated to the support of our student-athletes. Following are some of the services that are provided via our program:

- **Education Plans:** Educational plans are completed with the counselor at least once per semester and must be on file before a student-athlete is allowed to participate in competition. Ed Plans may be done more often if you change your major, educational goal, classes, bull etc. These plans map out your two to three year plan here at Sacramento City and are based upon each individual's assessment scores, major, transfer plan, etc. They are kept in your file your entire stay here and help guide you when planning your next semester classes and registration. Educational plans are important for every student, regardless of whether they are planning on competing in athletics at the four-year level.
- **Progress Reports:** A student-athlete must complete two (2) grade checks each semester. These ensure that the student is meeting attendance, coursework and testing requirements. It also allows us to assess at-risk students and refer them for tutoring assistance if necessary. Our District, Los Rios, requires this process.
- **Holds:** A hold is put on all student-athletes' records at the beginning of every semester. It will not be removed until after the last day to drop classes, and the student-athlete has updated their Education Plan.
- **If a student needs to add or drop a class during the semester, they must meet with the student-athlete counselor to do so.** This helps with transfer rules, tutoring, intervention and eligibility.
- **SPORT 90:** This is our student-athlete study skills lab and is coordinated by Debbie Blair. You must be registered every semester for either 1 unit (3 hours per week) or .5 unit (1.5 hours per week). This class is always taught by an instructor and there is tutoring available.
- **Athletic Report:** The athletic counseling staff tracks the progress of each student athlete during the year and enters their information into a database. By examining the results of the data by individual sport, risk status, year of participation and several other variables, staff can determine where the program is succeeding and where improvements should be made.

## **Athletic Leadership Council**

The aim of the ALC is to provide a voice for our student-athletes while rallying support amongst the student body and the community. We strive to create an atmosphere in which our athletes can excel academically, athletically and socially. We are dedicated to producing well-rounded individuals with a great mind for others and their community. We are involved in a Community Service Project every semester. Please ask your coach about getting involved with this great organization.

## **Athletic Training Room:**

The primary role of the athletic training program is to oversee the safety and well being of the student-athlete by monitoring the prevention and care of injuries and illnesses. Each student-athlete can expect the following to be provided by our Athletic Training Staff:

- In-season coverage of all sports contest and practices by Sports Medicine Staff and student athletic trainers.
- Emergency care of athletic injuries.
- Treatment and rehabilitation of athletic injuries.
- Access to Sports Medicine facilities for treatment and rehabilitation of injuries.
- Reasonable hours of operation of athletic training room (10:30am - 7:00pm, Monday - Friday, morning & evenings as scheduled by the Sports Medicine Staff).
- Orthopedic physician visitations in Athletic Training Room and scheduled home Football Games by the Sports Medicine Staff.
- Secondary insurance coverage of in-season athletic related injuries by LRCCD.
- Sports Medicine supplies as indicated for participation.
- Ice and water provided at all schedule practices and contests.
- Annual general physicals and orthopedic screenings.
- Follow-up medical care for all athletically related injuries that occur as a result of in-season participation in SCC Athletics.
- Maintenance of athletic injury records by the Sports Medicine Staff.

## **Student-Athlete Responsibilities Regarding Athletic Training:**

To ensure proper care, coverage, and safety during athletic participation and to expedite return to activity following injury, each student-athlete is expected to fulfill the following responsibilities (Head Coaches and Assistant Coaches will facilitate):

- Student-Athletes are responsible for completing all physical paperwork requested by the Sports Medicine Staff prior to their participation in SCC Athletics.
- Athletes must have a thorough physical examination, which includes and orthopedic screening performed by the SCC Sports Medicine Staff and physicians, prior to beginning participation in SCC Athletics.
- Athletes are responsible for notifying the SCC Sports Medicine Staff within 24 hours of occurrence of their in-season athletic injury.
- Student-Athletes assigned rehabilitation protocols by the Sports Medicine Staff should consider rehabilitation mandatory and adhere to the appointment schedule.
- To maintain uniformed communication: Head Coach, Sports Medicine Staff and Student-Athlete, referral to any medical physician must be pre-approved by the Sports Medicine Staff.
- Second opinion referrals are the right of the student-athlete but must be facilitated and communicated to the Sports Medicine Staff.
- Adhere to Athletic Training Room Rules and Conduct posted in the main Athletic Training room and Hydrotherapy area.

## **Decorum**

### Big "8" Conference Decorum Policy

Participants in any Conference athletic contest who exhibit inappropriate behavior shall be subject to the appropriate penalties.

The first offense will result in ejection for the balance of the contest, plus the next two conference contests.

The second offense will result in ejection for the balance of the contest and suspension for the balance of the season (minimum of three contests), including championships. If the season ends prior to the conclusion of the suspension, the penalty will carry over to the next conference season of the same sport. A full investigation of the incident shall be conducted by the student athlete's college administration and a written report filed with the Commissioner, prior to the student athlete's reinstatement of playing status. The Commissioner shall review the report immediately and may make additional recommendations he/she feels are appropriate. The college may impose additional consequences based upon their findings.

Examples of Decorum violations include but are not limited to:

- Fighting in conjunction with an athletic contest.
- Fights that occur prior to, or immediately following the contest will be treated as if they occurred during the contest.
- Student athletes who leave the bench during a fight, whether as a peacemaker or participant.
- Physically attacking or otherwise verbally abusing a game official, coach, assistant coach, or college-appointed contest supervisor.
- Unsporting tactics such as: disrespectfully addressing contest participants, using profanity, vulgarity, taunting, ridiculing, pointing of finger, making obscene gestures, baiting an opponent, or inciting undesirable crowd reactions.

Each Sport Supplement shall address the penalties associated with unsporting tactics that result in an ejection. If the Sport Supplement does not address said penalties, Article IX.2.1 shall prevail.

## **Sacramento City College Decorum Policy**

To be presented and signed at each team's preseason Eligibility meeting.

### **Athletic Passes**

All SCC students are allowed free admission to all home athletic events with presentation of their student ID card. No other passes are valid and there is no free admission for playoff events.

### **Sports Information**

All of the Panther Sport Information (such as rosters, schedules, results and much more) can be found online at: [sccpanthers.losrios.edu](http://sccpanthers.losrios.edu).

For more information on the Sacramento City College Panthers and specific sporting teams, please visit the website. Information pertinent to all Panther teams, such as rosters, schedules, results and various athletic updates are available at this site.