

## Student Support Services Counseling and Student Success

Sacramento City College Counseling and Student Success Department offers comprehensive professional counseling services for community college students. Academic counseling is available to assist students in clarifying their educational goals. Students and counselors work together to create an educational plan for obtaining a certificate, associate degree, and/or transfer. Career counseling can help students to explore their personal values, aptitudes and interests, and to identify a major that leads to a fulfilling career. SCC counselors provide personal counseling to help students with life issues that may interfere with academic success. Crisis intervention services are available to students who are experiencing acute emotional distress and require immediate attention.

As part of the matriculation process, all first-time college students are encouraged to meet with a counselor soon after being accepted to the college, and to meet with their counselor every semester thereafter to discuss academic and personal progress, and to update plans. Counselors refer students to other services, including many that may be provided in the Counseling and Student Success Department: new student orientation (on-line and in-person), online advising, and special programs for student retention. Counselors also teach Human Career Development courses that are designed to build skills that lead to academic and life success.

Services are available Monday through Thursday 7:30 a.m. to 8:00 p.m., Friday 7:30 a.m. to 5:00 p.m., and on a limited basis on weekends. The Counseling Center is located on the first floor of Rodda North, Room 147. Call (916) 558-2204 for more information. Counseling services are also available at the SCC Outreach Centers.

Other programs located in the Counseling Center include Health Services, Transfer Center, International Student Center, Job Services, Career Center, Cooperative Work Experience and Internship Program, and the Articulation Office.

## Orientation

General information and enrollment sessions for all new students are held on campus prior to the start of classes each semester. All first-time students are encouraged to participate in these sessions that include information on SCC programs, course selection, enrollment procedures, and information essential to college success. The Orientation office phone number is (916) 558-2145 for reserving a space at Orientation or for more information.

## Online Orientation

New students who are unable to take advantage of SCC's traditional orientation sessions may participate in an online orientation, then follow-up with an appointment with an SCC Counselor. The Student Guide is also available online. Both the Online Orientation and the Student Guide may be accessed through the SCC website at [www.scc.losrios.edu](http://www.scc.losrios.edu).

## eServices for Online Services

Computers for student use are available in the Registration/Financial Aid Lab, Business Building 153, Monday through Thursday, 8:30 a.m. to 5:00 p.m. and Friday, 8:30 a.m. to 1:00 p.m. (check the Schedule of Classes for dates this center will not be available). A staff person is onsite to assist students with on-line orientations, applications for admission, financial aid applications, updating supplemental information, obtaining assessments scores, viewing your academic histories and/or schedule, as well as enrolling into classes.

Computers are also available in Rodda North at the Admissions and Records windows Monday through Thursday, 7:30 a.m. to 8:00 p.m., Friday, 7:30 a.m. to 5:00 p.m.

## Outreach Program

The Matriculation, Support Services, and Student Development Division is responsible for outreach and recruitment services targeting area high schools, community agencies, and organizations.

Outreach and recruitment staff inform students, parents, and the community about instructional programs, student support services, admission and enrollment processes, and the campus and student life environment at Sacramento City College.

For more information regarding High School Outreach, please call (916) 558-2200 or Community Outreach and CalWORKs at (916) 558-2331.

## Campus Tours

The Information and Orientation Office also coordinates campus tours. Tours can be scheduled for individuals or for large groups. Contact the Information and Orientation Office by calling (916) 558-2390 for additional information or to schedule a tour.

## Summer Success Academy

The Summer Success Academy is a Sacramento City College sponsored high school to college transition program for first-time college students. Students that participate in the academy will attend classes that assist them with learning skills that will help them be successful in college. The program is a six-week summer session with classes scheduled Monday through Wednesday in the morning with Thursday reserved for enhancement and enrichment activities. The Human Career Development (HCD) course that all students enroll in exposes students to college resources, assists students with identifying educational and career goals, provides students with an opportunity to meet new friends, and most importantly, creates an environment for students to explore their strengths, gifts and talents as a college student. Thursday field trips include visits to four-year colleges and universities and leadership and team building activities. For more information please call the Matriculation, Support Services and Student Development Office at (916) 558-2193 or stop by South Gym 226.

## 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 educational strengths and needs and can provide useful information for planning a course of study at Sacramento City College. Assessment is not conducted to keep a student out of college or specific classes.

Students' assessment results, along with their high school records, educational and employment experiences, current work schedules, and motivational levels, can be used to help plan classes. Sacramento City College counselors can provide interpretations of test results and work with students to prepare Student Educational Plans. The Assessment Center can provide information about the types of assessment available and its testing schedule.

Call (916) 558-2540 or (916) 558-2541 for information or drop by the Student Services Building Room 121.

## Senior Assessment for College (SAC)

During the spring semester, the Assessment Center Staff conducts the SAC program in local high schools. High school seniors are invited to complete basic skills assessment on site at their own campus. They can then participate in orientation sessions and are offered priority enrollment at SCC. This highly successful program has been in existence since 1986.

## Transfer Center

The Transfer Center assists students in transferring to four-year colleges and universities. The Center maintains current college and university catalogs, admissions and major course requirements, applications, and resource materials. In addition to its many transfer activities, the Transfer Center coordinates the annual Transfer Day in the Fall and Transfer Night in the Spring, university representative appointments and workshops, the Transfer Admission Agreement Program, and the transfer class, HCD 318, Transfer: Making It Happen.

Appointments to meet with college representatives and attend application information workshops can be made in the Transfer Center. Representatives from California State University, Sacramento and University of California, Davis are available to meet with students in the Transfer Center on a weekly basis. In addition, university representatives from other four-year institutions are available each semester.

The Transfer Center is located in the Counseling Center, Rodda North 147. The Center may be reached by calling (916) 558-2181 or drop by the office.

To help plan for transfer, please make an appointment to meet with an SCC counselor.

## Disability Resource Center

The Disability Resource Center (DRC) serves students with documented physical, learning, communication, developmental, psychological and acquired brain injury disabilities, and other impairments. Students with disabilities who request reasonable accommodations are required to provide verification of their disability to the DRC.

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

- 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
- Notetakers
- Priority registration
- Referral to other campus and community resources
- Real-time captioning

Students who require information or services should go to the Student Services Building for intake, counseling, and service coordination. The telephone numbers are (916) 558-2087 (voice), 558-2693 (TTY), and 650-2781 (FAX). Office hours are Monday and Friday, 8:00 a.m. to 4:30 p.m., with evening hours Tuesday through Thursday, 5:00 p.m. - 7:00 p.m. Students requiring appointments for learning disability assessment should go to the Auditorium 2 to make an appointment. The Assistive Technology Lab and exam proctoring center are also located in A2. The Assistive Technology Lab is open Monday through Thursday and 8:00 - 7:00 on Fridays. Exam proctoring must be pre-scheduled and is available Monday through Thursday 7:00 a.m. - 6:30, Friday 7:00 a.m. - 4:30 p.m. The telephone numbers for A2 are (916) 558-2283 (voice) and 558 2670 (FAX). Equipment, staff, and adaptive physical education courses are available to assist students in improving and enhancing their physical skills to facilitate education and personal development. Contact the Physical Education, Health and Athletics Division at (916) 558-2425 for more information.

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

## Alternative Publication Formats

This publication is available in alternate formats (large print, Braille, MP3, or e-text). Please call (916) 558-2087 (voice) or (916) 558-2693 (TDD).

## WorkAbility III

The WorkAbility III program provides students with disabilities with employment services. To qualify for WorkAbility services, a student must be a current consumer of the California Department of Rehabilitation, and have a physical, mental, emotional, communication or learning disability. Services include career counseling, career development classes, resume and interview practice, and job placement assistance.

To get more information about WorkAbility, or to schedule an appointment, call us at (916) 558-2590 or check our website at: [www.scc.losrios.edu/~onestop/workability](http://www.scc.losrios.edu/~onestop/workability).

## Cultural Awareness Center (CAC)

The Cultural Awareness Center's goal is to promote intercultural understanding and education through programs and traditional cultural celebrations that reflect the diversity of Sacramento City College and its urban community.

The CAC celebrates ethnic cultural traditions through dance, music, art, poetry, and storytelling. In addition, the CAC sponsors open forums, panel discussions, and speakers who often reflect the ethnic education, age, and gender differences on our campus, as well as the differences of ideas and opinions. These differences allow us to see things from many different perspectives promoting healthy discussion and debate. The Cultural Awareness Center is a safe place to celebrate what makes us different and to learn to appreciate the differences in others. It is an educational experience that helps members of the college community to become comfortable learning, living, and working in a diverse world. For more information, please call (916) 558-2155 or visit our website at [www.scc.losrios.edu](http://www.scc.losrios.edu).

## Career Center

The Career Center is available to assist and support students through the Career Development Process. This process includes Job Search, Experiential Education, Decision Making/Goal Setting, Research, and Self-Exploration. Students can explore new careers, build on their current careers, and get help matching their majors to careers. Available career resources include computer programs, books, journals, newspapers, and career self-assessments. The Career Center also hosts an annual Career Day in the spring, where students can explore career opportunities and internships, as well as network with potential employers. The Career Center staff works with students individually or in groups utilizing the various career resources in the Center. All Career Center services and resources are available to students and the public. Please contact the center if you need accommodations for a disability to utilize our services. For additional information, please contact the Center at (916) 558-2384. The Career Center at Sacramento City College is located inside the Counseling Center in Rodda North 147.

## Job Services

Student employment services are coordinated through the Career Center located in the Counseling Center, Rodda North 147. Job Services includes assistance with student jobs on-campus, Federal Work Study positions, and job listings for off-campus employment. Students can receive assistance with résumés, cover letters, interview skills, and job search strategies individually or through workshops. Recruiters are on campus throughout the year to give job/career information.

Job announcements and descriptions are posted on a job board on the first floor of Rodda North, outside the Counseling Center, and are available for viewing in the Career Center. Job listings can also be accessed through the Los Rios Job Connection website service, <http://www.CollegeCentral.com/SacCity>. This website allows employers to post their jobs and review student résumés. Student and alumni can register for free and search the job database for the position that meets their needs.

For those with disabilities who may need assistance, we work in partnership with the Disability Resource Center and WorkAbility (a joint program between the Department of Rehabilitation and Sacramento City College).

Services are available to all students as well as future students. For general information, call (916) 558-2565 or (916) 558-2676.

## Health Services

The Health Office is located in the Counseling Center in Rodda North. The goal of Health Services is to assist the campus community in the maintenance of optimal health. Public Health Nurses are available to assist the college community in matters of health, drug and alcohol abuse, family planning, prevention of communicable diseases, identification of special health problems, and to offer supportive help in situations of physical and emotional stress. Services include health assessment and counseling (with appropriate referral to community resources); vision, hearing, and blood pressure screening; tuberculosis testing; first aid and emergency care for illnesses and accidents occurring on campus. The Health Office is not clinically equipped, therefore, no medical care or treatment can be given. All consultations are confidential.

Students are not covered by the district or the college for medical or accident insurance. Information and applications for the student accident and illness insurance are available in the Health Office.

## Dental Health Clinics

The Dental Clinic is located in Rodda South 135. Students and community members may make appointments with dental hygiene students for preventive dental hygiene services. Services include cleaning and polishing teeth, fluoride application, and oral hygiene instructions. Fees for these services are \$20.00 for the first appointment and \$9.00 for additional appointments. The fee for cleanings children is \$16.00. Sealants, which prevent tooth decay, cost \$9.00 per tooth. With a written request from a dentist, dental x-rays can be taken by either dental assisting or dental hygiene students. The fee for x-rays ranges from \$12.00 to \$22.00. For an appointment, call (916) 558-2303.

## International Student Center

SCC highly values the rich cultural diversity which is created by the presence of international students (F-1) on our campus, and we look forward to the opportunity to provide support services. International students are defined as any citizens of a country other than the United States who have or will need "school authorization, under Federal laws, to enroll as non-immigrant students."

All applicants must first apply to SCC following "international student" procedures. Approved students are required to report to the International Student Center within 10 days of arrival to the U.S. or before the first day of instruction. New, transfer in, and continuing re-entry students must bring their most recent original entry documents (I-20s, I-94, passport with American Consulate page) and current copies of all college transcripts translated into English.

Students are advised to:

\*Complete the SCC International Admission Packet, which may be downloaded at <http://web.scc.losrios.edu/international>

\*Maintain full-time status and complete a minimum of 12 UNITS or more each semester (Important: Withdrawals or Ws do not count as part of the 12 units)

\*Notify the Center of address changes within 10 days of moving

\*Notify SCC International Student Center and Admission and Records Office of major changes and request new updated SCC SEVIS I-20 Form

\*Maintain proof of Student Health and Medical Insurance coverage at SCC Health Office

\*Have originals of college transcripts (translated into English) sent from all institutions attended to Sacramento City College, Admissions and Records Office

\*Meet regularly with Instructors and International Counselor(s) whenever any academic difficulties or tutoring needs arise

The International Coordinator-Counselor and staff are available to assist students with review of admission requirements, specialized Orientation, and provides value resources regarding student immigration status, federal regulations [www.ice.gov/sevis](http://www.ice.gov/sevis), and educational responsibilities. Successful students see counselor(s) often for career, personal, educational advising, to complete an "Educational Planner," and to address questions and concerns regarding student status.

The International Student Center is located in the Counseling Center, Rodda North 118. To schedule an appointment, please call (916) 558-2486.

## Veterans Affairs

The Veterans Affairs Office is located in Rodda North 159 and is available to assist veterans, spouses, and children of disabled or deceased veterans who may be eligible for federal and/or state educational benefits.

New students should contact this office at least two months prior to the start of the semester to initiate the required paperwork.

In most cases, all tuition, books and miscellaneous fees are paid by the student and not the VA. However, Chapter 33, which is a new educational benefit for qualified veterans, does include a provision to pay most fees directly to the college. The benefit process may take several months to complete. Benefit recipients should anticipate a delay of at least two months before receiving the first payment. For more information on VA benefits, go to [www.gibill.va.gov](http://www.gibill.va.gov)

Disabled veterans who qualify for educational benefits as disabled veterans should contact their VA Rehabilitation Counselor prior to enrolling.

Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m. For further information, contact the office at [sccveterans@scc.losrios.edu](mailto:sccveterans@scc.losrios.edu) or (916) 558-2591. You may also visit the college website at [www.scc.losrios.edu](http://www.scc.losrios.edu).

## Child Development Center

The college provides care and education services for children from infancy through preschool in the Berneice Clayton Child Development Center. The program serves mostly low-income student families with funding provided by the State Department of Education. There are also a limited number of spaces available to staff and faculty families.

The center also serves as a child development teaching laboratory for students majoring in academic and vocational programs related to children. College students do observations and participate as teaching assistants in the classrooms.

The mission of the Child Development Center is to provide a high quality relationship based learning environment that respects the diversity and development of all children, families, and students.

For additional information, call (916) 558-2542.

## Library Services

The SCC Library, located in the Learning Resource Center on the second floor, is one of the largest and most comprehensive community college libraries in California. The second floor contains reference services and the reference book collection, circulation services and the reserve book collection, research computers, the print periodical collection, and group study rooms. The third floor houses the Library's circulating book collection of over 70,000 volumes as well as an expansive quiet study environment that is flooded with natural light.

Librarians are available to guide students through the research process at their own pace and according to their own needs whenever the library is open. Students are also encouraged to sign up for non-credit orientations to library services and resources. These orientations are designed to make course work more productive and rewarding. The Library also offers a variety of credit courses that teach library research skills and the use of the Internet for research. Selected credit courses are available also online. Library courses are listed in the SCC course catalog and the Schedule of Classes in the Library and Library and Information Technology sections.

Library resources include the LOIS online catalog that identifies books, periodicals, and non-print materials available at SCC and in the other Los Rios Community College District libraries. In addition to the print book and periodical collections, the Library provides online access to the full text of thousands of magazines, journals, and newspapers, as well as to full-text literary criticism, biography, business information, statistics, international affairs, and current events through databases and information resources tools. These electronic resources are available to the SCC community on the Web from any off-campus location simply by visiting the Library's website at <http://www.scc.losrios.edu/~library>.

Librarians also help students identify reliable websites and information in order to expand their research to the Internet. Through the Library's interlibrary loan service, staff and students can borrow books and articles from libraries throughout the district and region and have them delivered to SCC.

The Library is equipped with fee-based photocopiers and laser printers, a color printer, scanners, microform reader-printers, and computer stations with accessibility software.

## Instructional Media and Academic Computing

The Instructional Media Center is located in the Learning Resource Center on the first floor and houses the Library's non-print collections, which include videos, DVDs, and audiotapes. Media materials used by faculty and placed on reserve for student use are available. A computer lab for academic purposes is available in this area and provides Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is available to all students.

A second computer lab for academic purposes is located in B 153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is available to all students.

## Learning Skills and Tutoring Program

The Learning Skills and Tutoring Program provides learning opportunities and skills assistance to students who would like to be effective, successful learners. In the Learning Skills and Tutoring Center, located on the first floor of the Learning Resource Center, students will find peer tutoring; online resources; Beacon PAL collaborative learning groups; multimedia instructional materials; and various learning assistance and study skills guides. These resources and services are available days, evenings and Saturdays. The program also recruits, hires and trains tutors who work in the Center and throughout the campus at various specialized tutoring labs (Athletic Study Skills, Business Division Computer, Communication Training, Math, Writing, Mac/CAD and various occupational labs).

In addition, the Learning Skills and Tutoring Coordinators offer several courses. Individualized instruction designed to help students acquire, improve or refresh basic reading, writing, or arithmetic skills is offered as HSER 92, Prerequisite Skills Assistance. The course content is tailored to the individual student's needs and abilities. All enrolled students consult with the Learning Skills and Tutoring Coordinators to determine the curriculum to be mastered. Instruction is offered via computer-assisted instruction in the Learning Skills Center. Students may earn .5-4 units in this course.

All students can benefit from HCD 360, Academic Skills. The course is available online. Students have an opportunity to assess their learning needs in order to develop and improve study techniques for textbook reading, note taking and test taking. In addition, students will learn how to apply time management, concentration, memory improvement and listening strategies. This is an excellent course for anyone interested in establishing a strong academic skills foundation or in brushing up on his or her study skills.

The availability of peer tutoring is an important piece in SCC's effort to support student success. SCC knows that good training shapes good tutors. We have two tutor training courses, HSER 370, Introduction to Tutor Training, which offers instruction in individual peer tutoring, and HSER 373, Introduction to Group Peer Tutoring, which offers instruction on becoming a group peer tutor; both are one-unit courses. For more information, stop by and talk with one of the Learning Skills and Tutoring Coordinators.

Students are invited to explore the Center and its resources, and to discuss their individual learning needs or concerns with the Learning Skills and Tutoring Coordinators. More information can also be found at the Program website: <http://web.scc.losrios.edu/tutoring>.

## Writing Center

The mission of the Writing Center is to help students to become more effective, confident, and independent writers by providing assistance with writing for all SCC courses. The center offers individual writing tutoring sessions and workshops to help students with all stages of the writing process. Writing areas students can work on with tutors include understanding a writing assignment, getting started, developing a thesis, organizing, revising, understanding grammar, and learning strategies for editing.

## Distance Education Program

Courses offered via distance education are designed to fit busy schedules and advance academic goals with a challenging educational experience. Distance Education courses offer learning opportunities outside of the physical classroom by integrating internet and telecommunications technologies into the learning process, bridging the physical and time separation between the instructor and students.

Sacramento City College is committed to giving our DE students the same individual support, academic standards, and experienced faculty found in our classrooms, along with the freedom to choose the learning modality: Online, On-Campus/Online Hybrid, Interactive Television/Web-Stream, and Televised (pre-recorded, including video rental option). Learning outcomes of Distance Education courses are equivalent to those established for traditional on-campus courses.

All courses offered, regardless of learning modality or scheduling option, meet the requirements and standards established by the college, and result in the award of full college credit. All of our DE courses are approved by the Sacramento City College Curriculum Committee to ensure a learning experience and level of academic rigor equivalent to our traditional on-campus courses.

DE courses are offered in both synchronous (real-time) and asynchronous (instructor and students are not necessarily working at the same time) modes, depending on the learning modality and course offering. Distance Education courses are offered in the following learning modalities:

### Online Courses

Classes are offered via the Internet, using the Los Rios e-Learning system (Desire2Learn). Some courses require exams to be taken on campus; more information about on-campus orientation and testing requirements for a specific course can be found in the Schedule of Classes. Instructors use a variety of teaching approaches and assignments online, just as they do in traditional on-campus classes. Online coursework is completed using a web-based learning management system that allows students to access course lectures and materials, post assignments, and interact with the instructor and other students. Access to coursework is limited to enrolled students with a valid student ID and student password. Students are provided access to a 24x7 (24 hour a day, 7 day per week) help desk for technical issues with the online learning management system.

To ensure success in online courses, we recommend students first take our HCD 320 "Skills for Online Student Success" course.

## On-Campus/Online Hybrid

Hybrid courses combine on-campus meetings with online course activities. On-Campus/Online Hybrid courses are great for students who are not sure they are ready for a fully online course, or who prefer to mix online with on-campus meetings. Time spent in on-campus classroom sessions is reduced (amount varies by course) and online coursework is assigned, such as lectures, research, discussion, and other assessments. The online portion of the course is completed using a web-based learning management system that allows students to access course lectures and materials, post assignments, and interact with the instructor and other students. Access to coursework is limited to enrolled students with a valid student ID and student password. Students are provided access to a 24x7 (24 hour a day, 7 day per week) help desk for technical issues with the online learning management system.

## Interactive Television (ITV) / Web-Stream

Classes are broadcast live from the Sacramento City College ITV classroom. This option allows students to attend the class on campus, watch the class from home through cable television, or view the course online via streaming video. Enrolled students can participate from off campus by calling the ITV classroom and interacting directly with the instructor and other students. Orientation and exam sessions may be held on campus (varies by course). Following the live course broadcasts, ITV courses are archived to the Web to enable students to review the recorded class sessions. Students may also review ITV courses by DVD for free at the Instructional Media counter in the Learning Resource Center. Instructors may require students enrolled in ITV courses to participate in supplemental online activities using the Los Rios e-Learning (Desire2Learn) system.

## Televised / Video Rental

Pre-recorded educational programs are combined with a limited number of on-campus meetings. Students are provided with access to a series of instructional video programs, with specific titles required to be viewed on a weekly basis. These programs are broadcast over local cable television, may be viewed in the Learning Resource Center, and are also available for rental on DVD. Televised / Video Rental courses require attendance at a limited number of on-campus meetings throughout the semester for orientation, concept reviews, and testing purposes. Please see the Schedule of Classes for specific information regarding course meetings. Students enrolled in Televised / Video Rental courses may also be required to participate in supplemental online activities using the Los Rios e-Learning (Desire2Learn) system.

## Instructor/Student Contact

In DE courses, ensuring regular effective instructor/student contact guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning. Faculty teaching Distance Education courses at Sacramento City College maintain regular effective contact with students using a combination of these methods:

- Individual email from instructor
- Email listserv or group distribution lists
- Threaded discussion boards
- Blog or FAQ postings
- Instant messaging
- Online chatroom
- Telephone call to/from instructor

- Videoconferencing
- Onsite orientation sessions
- Onsite group meetings
- Onsite tests or assessments
- Onsite review sessions
- Other (as approved by the SCC Curriculum Committee)

## Student Readiness

Distance Education courses can be challenging. There are many factors prospective students should consider before enrolling in a DE course, such as familiarity and level of comfort using technology, access to technology resources, ability to work independently, and level of self-motivation. If you are considering enrolling in a web-based course, you are advised to take the self-assessment we have provided on our website at [http://web.scc.losrios.edu/de/for\\_me](http://web.scc.losrios.edu/de/for_me) to help decide if DE is right for you. Students with questions are encouraged to contact their academic counselor for assistance determining readiness for DE courses.

## Technology Requirements

To use the Los Rios e-Learning (Desire2Learn) system:

- Operating Systems Windows 98, 98SE, ME, 2000, 2003, XP or Vista
- Mac OS X
- Web Browsers
- Internet Explorer 6.0 or higher
- Firefox 2.0 or higher
- Safari 1.3 or higher
- Other requirements:
- JavaScript must be enabled
- Cookies must be enabled
- Minimum screen resolution: 800 x 600 (1024 x 768 recommended)
- Minimum Internet connection speed: 56K modem (DSL, Cable or LAN recommended)

To view ITV and Televised courses over cable or broadband television, a subscription to a local provider is required. Please see the DE website or Schedule of Classes for specific channels and areas served.

To view ITV / Web-Stream courses online, a computer with a broadband Internet connection and an installed media player are required. Please see the DE website for more specific technical information.

For complete information on the Distance Education Program, visit the DE website at <http://web.scc.losrios.edu/de> or contact the Distance Education Office at (916) 558-2146.

## Computer Labs

SCC provides students access to two computer labs for academic purposes. A computer lab with PC computers is available in the Instructional Media Center (Learning Resource Center) and provides Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is available to all students. A second computer lab is located in B153 (Business Building) and provides additional PC computers for Internet access as well as basic personal productivity software (word processing, spreadsheet, desktop publishing, etc.). Instructional assistance is also available in this lab.

## Illegal Distribution of Copyrighted Materials

Sacramento City College students are prohibited from using the Los Rios Community College District (LRCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. The Colleges of the LRCCD, including this one, support the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the LRCCD information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at [www.campusdownloading.com](http://www.campusdownloading.com). In addition to being illegal, file sharing drains the LRCCD network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. LRCCD and its colleges have developed policies and consequences to ensure that students properly use the information LRCCD network and respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies at <http://www.losrios.edu/legal/Policies/P-8000/P-8000.htm> and especially <http://www.losrios.edu/legal/Policies/P-8000/P-8861.htm>. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts, and CD kiosks. For a list of sources that offer legal downloading sites, access [www.riaa.com](http://www.riaa.com).

## Learning Communities (Interdisciplinary Studies)

A Learning Community is two or more courses linked together by one, or more than one, of the following: a common theme, shared students, shared content, and/or a team of instructors. This is sometimes called interdisciplinary learning or integrated classes. Students like Learning Communities because they can be a part of a group that learns together. They interact more with their fellow students and the faculty, and they learn to understand how subject matter interrelates. The number of Learning Communities at SCC varies from semester to semester, so look for the Interdisciplinary Studies page in the Schedule of Classes.

## Service Learning Program

Participation in campus and community volunteer projects, as a part of regular course work, serves to make learning more direct and relevant, builds students' leadership and organizational skills, and promotes civic engagement and community building. SCC is incorporating service learning into more and more courses and is creating campus and community partnerships to enhance student learning. Service Learning projects have included Web and brochure design for community agencies, partnerships with social services, school-aged mentoring and transitional housing programs. For a current list of courses connected with the Service Learning Program, check the Schedule of Classes or visit the Service Learning website at [www.scc.losrios.edu/](http://www.scc.losrios.edu/) or call (916) 650-2918.

## Learning Resource Center

Learning Resource Center (LRC) is a resource for student learning and intellectual exploration. It is a place where students can find space for quiet study, as well as group work and collaboration, and room to plan, sort, organize and work on projects and reports.

The LRC houses the Library, Instructional Media Center, Learning Skills and Tutoring and Distance Education, as well as services for faculty and staff such as Instructional Development and Media Production and Services. The LRC provides extensive collections of books, periodicals, videos, DVDs, films, microforms, software, and electronic databases to support the educational needs of SCC students and classroom instruction. The library catalog and some electronic resources are also available from off-campus via the Web. Library instruction in the research process is offered via individualized assistance, library instruction and credit courses. The Library also offers a Library and Information Technology certificate program that prepares students to work in libraries as paraprofessionals.

In addition, the LRC provides access to electronic classrooms, open access computer labs, ADA computer stations, and laptop computer ports throughout the building.

The Learning Skills and Tutoring program focuses on individual learning needs of students and supports them in becoming effective and successful learners. Students can also take advantage of alternative instructional delivery systems including computer-assisted instruction and distance education.

Librarians, faculty coordinators, paraprofessionals and student support staff assist students at every stage in the study and research processes, helping them build the academic skills they need to succeed at SCC as well as lifelong learning and information competency skills.

## Other Services

### College Store

The College Store, conveniently located on campus on the east side of the Lusk Aeronautical building, carries a complete stock of all textbooks used in the classes at the college, as well as paper and supplies of all kinds. The Board of Trustees of the Los Rios Community College District exercises supervisory control over the College Store and provides for an annual audit. The President of the College is empowered to direct the activities of the store. Visit our web site for hours of operation and other services: [www.scc.losrios.edu/bookstore](http://www.scc.losrios.edu/bookstore).

### Cafeteria - Snack Bar - City Cafe

A wide range of food services is available to student and staff members through the City Cafe. There are also a number of nutrition (vending) centers on campus.

### Los Rios Police Department (LRPD)

The LRPD is located on Panther Parkway and is accessible on a 24-hour basis, (916) 558-2221. In addition to security, this office assists in cases of emergencies, parking, and lost/found property. A courtesy shuttle bus operates during the day and evening hours. Special emergency telephones are located around the campus and can be used for quick access to police services.

### Student Parking at SCC

All students are to park in white lined spaces that are primarily located around Hughes Stadium. Students are encouraged to park on campus as the lots are patrolled regularly. Motorcycle parking is also available in designated areas. Hours of operation for the parking garage are Monday through Friday, 6:00 a.m. to 11:30 p.m. and Saturday and Sunday from 7:00 a.m. to 8:00 p.m.

### Parking Permits

All parking on campus requires a parking permit. Students can purchase a semester permit at the Business Office for \$30. This is the most cost-effective pass if you attend school two or more days per week. The semester permit may either be placed on the inside of the front windshield, passenger side, lower corner, or hung from the rear view mirror. These are the only acceptable options for the display of a semester pass. Daily permits may be purchased from any of the parking machines located throughout the student parking lots and should be placed visibly on the dash. All permits must be visible in order to be valid. Daily permits that are numerically stamped from other Los Rios Community College District campuses (ARC, CRC, FLC) are not accepted at SCC. Semester permits from those campuses are accepted. Either a semester permit or an SCC daily permit obtained from a surface lot is required in the parking garage. Daily permits are not available inside the garage.

### Disabled (Handicapped) Parking

Parking for people with disabilities is available throughout the campus. All parking spaces are clearly marked with standard blue color and signage. Parking in these spaces is strictly enforced. A blue handicapped placard or handicapped license plate is required and **MUST** be visible when occupying a handicapped space on campus. To utilize a handicapped placard to park in a white/

student space or yellow/staff space on campus, the applicable student or staff permit must be visible along with the handicapped placard/placard. (LRCCD Regulation 2252 and Ed Code 54100). Temporary disabled permits are available at the College Health Office for those with temporary injuries. Medical verification must be provided.

### Enforcement

Permit Parking is enforced Monday through Thursday from 7:00 a.m. to 10:00 p.m. and Friday from 7:00 a.m. to 5:00 p.m. All red zones (no parking), green zones (limited time parking), and blue zones (handicapped) are enforced 24 hours a day, 365 days of the year.

### Liability

The college and the district are not responsible for any vehicle damaged, stolen, vandalized, or burgled.

### Bicycle Lockers and Racks

Approximately 500 rack spaces, including 35 bicycle lockers, are available on campus. Bicycle lockers may be rented at the Business Office. Caltrans Bicycle route maps are available at the transportation information display (Rodda North). All students are required to walk, not ride, their bicycles in the quad area.

### Motorcycles

Motorcycle parking spaces are available in most parking lots in designated spaces. Parking in these spaces requires a motorcycle permit obtained through the Business Office. As with any motor vehicle, the motorcycle must be properly registered with the California DMV to operate on the campus.

### RT Bus and Light Rail/Student Access Card

Regional Transit has expanded bus and light rail service, making it even easier to take public transportation to Sacramento City College. Students may also park at any of the park-and-ride stations along the line and take light rail directly to the City College station just east of Hughes Stadium. Students approved a Universal Transit Pass fee that allows students to use all public transit bus and light rail systems in Sacramento, Yolo, Folsom, El Dorado, and Elk Grove at a greatly reduced rate. Your Student Access card is your transit pass and it is good seven days a week from August 1 through December 31 and from January 1 through May 31. This is an incredible bargain. To find out how to get your Student Access Card, please go to [www.losrios.edu](http://www.losrios.edu) and click on "Student Access Card." Bus and light rail route information is available on the first floor of Rodda North, 321-BUSS (2877), TDD 483-HEAR (4327), [www.sacrt.com](http://www.sacrt.com), and [yolobus.com](http://yolobus.com).

### City of Sacramento Car Pool Spaces on 12th Avenue

The City of Sacramento controls permit parking in about 30 spaces along the north side of the college on 12th Avenue. The permits are limited and require application to the city. Additional information may be obtained by calling 808-5354 or visiting their offices at 915 I Street, room 1214, Sacramento, CA.

### Student Leadership and Development Rideshare Bulletin Board

The Student Leadership and Development office keeps a rideshare bulletin board for those who wish to post notices to help them find riders or rides. The rideshare bulletin board is located on the first floor of the South Gym. The college assumes no responsibility for rides or riders other than maintaining the rideshare board. Call (916) 558-2381 for more information.