

Welcome to Sacramento City College ...

and congratulations on your choice to begin or continue your education this semester!

Since 1916, Sacramento City College has offered outstanding academic programs and vocational training. SCC is a leader in providing lower division programs that prepare students for successful transfer to four-year colleges and universities, and also offers degrees and certificates in occupational programs that meet the current needs of business and industry.

In addition to its main campus offerings, Sacramento City College holds classes in Davis and in West Sacramento. By focusing on the full range of student needs, Sacramento City College provides a comfortable educational atmosphere that contributes to a successful, life-long learning experience.

The following pages provide you with complete information on how to begin your community college career, which departments can assist you, and classes that are being offered this spring.

Our Core Values*

Working Together · Pursuing Excellence · Inspiring Achievement

Our Mission*

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.

Our Vision*

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

Accreditation

Sacramento City College is officially accredited by the Western Association of Schools and Colleges. The University of California and all other accredited colleges and universities give full credit for appropriate courses completed at Sacramento City College. The college holds institutional memberships in the American Association of Community Colleges and the Community College League of California. Additional accreditation has been granted by the Commission on Dental Accreditation, the Commission on Accreditation in Physical Therapy Education, the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, the California Board of Registered Nursing, the California Board of Vocational Nurse and Psychiatric Technician Examiners, the Dental Board of California, the Federal Aviation Administration, and the California Board of Cosmetology and Barbering.

Compliance Statement/Nondiscrimination

Sacramento City College—in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendment and Section 504 of the 1973 Rehabilitation Act—does not discriminate on the basis of race, creed, color, national origin, sex, age, mental or physical handicaps in any of its policies, programs or activities, including admissions, employment, financial aid and educational services.

* For more about SCC's vision, mission & values visit the website at www.scc.losrios.edu

Sacramento City College Administration

President

Dr. Kathryn E. Jeffery

Vice Presidents

Administrative Services
Instruction
Student Services

Robert J. Martinelli
Dr. Mary K. Turner
Michael C. Poindexter

Associate Vice Presidents

General Education and Outreach Programs
Economic and Workforce Development
Student Services

Julia A. Jolly
Richard J. Ida
TBA

Deans

Advanced Technology
Behavioral and Social Sciences
Business
Counseling and Student Success
Davis Center
Enrollment and Student Services
Humanities and Fine Arts
Information Technology
Language and Literature
Learning Resources
Mathematics/Statistics and Engineering
Matriculation, Support Services and Student Development
Physical Education, Health, Athletics & Recreation
Planning, Research, and Institutional Effectiveness
Science and Allied Health
West Sacramento and Downtown Centers

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J. Frank Malaret
Shirley J. Short
David Rasul
Donald R. Palm
Catherine Fites
Chris R. Iwata
Dr. Elaine R. Ader
Albert J. Garcia
Dr. Rhonda Rios Kravitz
Anne E. Licciardi
Juanita Chrysanthou
Mitchell L. Campbell
Dr. Marybeth Buechner
James Collins
Dr. Debra Luff

Directors

Administrative Services
College Advancement
College Store
Police Captain
Public Information Officer

Greg Hayman
Mary Leland
Randy Clem
Captain Valerie Cox
Amanda Davis

Los Rios Community College District Board of Trustees

Kay Albiani
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Pamela Haynes
Dustin Johnson
Robert Jones
Ruth Scribner
Ashton Gower, Student Trustee

Sacramento City College

3835 Freeport Blvd., Sacramento, CA 95822

A college in the Los Rios Community College District, an equal opportunity organization.

Important Telephone Numbers

Student Services

Admissions and Records.....	558-2351
Assessment.....	558-2541
Associated Student Government.....	558-2446
Business Services Office.....	558-2321
CalWORKs.....	558-2331
Child Development Center.....	558-2542
College Police.....	558-2221
College Store.....	558-2421
Counseling.....	558-2204
Disability Resource Center.....	558-2283
Extended Opportunities Programs & Services (EOP&S).....	558-2403
Financial Aid.....	558-2501
Health Office.....	558-2367
Information and Orientation.....	558-2147
Student Leadership and Development.....	558-2381
TTY/DRC (for hearing impaired).....	558-2693
Veterans' Affairs.....	558-2591

Instructional Division Offices

Advanced Technology.....	558-2491
Behavioral and Social Sciences.....	558-2401
Business.....	558-2581
Humanities and Fine Arts.....	558-2551
Language and Literature.....	558-2325
Learning Resources.....	558-2253
Mathematics/Statistics/Engineering.....	558-2202
Physical Education, Health, Athletics & Recreation.....	558-2425
Science and Allied Health.....	558-2271

Off-Campus

Davis Center.....	(530) 747-5200
West Sacramento Center.....	(916) 375-5511

Important dates—Spring Session 2011

Priority 1 Registration	November 29 - December 9 (Current/New Matriculated students; First submit Supplemental Enrollment Information Update or Application for Enrollment)
Priority 2 Registration	December 9 - 10 (New, Non-Matriculated, Returning & Transfer students; First file Application for Enrollment)
Open Registration (No Priority!)	December 20 - January 14
Instruction Begins	January 15
Holiday—Martin Luther King, Jr.	January 17
Late Registration & Program Changes	January 15 - 23
Holiday—Lincoln's Birthday	February 18
Holiday—President's Day	February 21
Spring Break	April 18 - 23
Last Day to Petition for May 2008 Graduation & Certificates	March 4
Final Examinations	May 12 - 18
End of Spring Semester	May 18
Commencement Ceremony	May 18

Weekend Classes

Saturday Classes Begin	January 15
Sunday Classes Begin	January 16
Friday Classes Begin	January 21

Friday classes do not meet on February 18 (Lincoln's Birthday) and April 22 (spring break). Saturday and Sunday classes do not meet on April 22 and 23 (spring break). Saturday and Sunday classes do meet on February 19 and 20, the Saturday and Sunday that fall between the Lincoln's Birthday holiday (Friday) and the Washington's Birthday holiday (Monday).

SPRING 2011 SEMESTER CLASSES	Classes Begin	Last Day to Enroll ²	Last Day to Drop to qualify for Refunds (Enrollment, Tuition, and Parking Fees) ¹	Last Day to Drop Without Notation on Record	Last Day to Petition for Pass/No Pass ³	Last Day to Drop with "W" Grade ⁴	Classes End
Full Semester	Jan. 15	Jan. 30	January 28	February 13	February 11	April 17	May 18
1st Eight Weeks	Jan. 15	Jan. 30	January 21	January 31	January 31	February 27	Mar. 14
2nd Eight Weeks	Mar. 15	Mar. 30	March 18	March 31	March 31	April 27	May 12
1st Five Weeks	Jan. 15	Jan. 25	January 21	January 26	January 26	February 13	Feb. 23
2nd Five Weeks	Feb. 24	Mar. 5	February 25	March 6	March 4	March 22	April 1
3rd Five Weeks	April 2	April 13	April 8	April 14	April 14	May 4	May 16
2nd Eight Weeks (Alternate)	Mar. 21	April 5	March 25	April 6	April 6	May 3	May 18

¹The enrollment fee is refundable through the tenth day of instruction for full semester courses and through Friday of the first week of instruction for short-term courses. (See dates) There is no refund for courses dropped after the tenth day of instruction or Friday of the first week of instruction of the course, whichever is applicable. Refund eligibility is determined by the date the course is Officially dropped.

Requests for refunds must be filed by the last day of instruction in the semester or summer session for which the fee was paid, or they will be disallowed.

Application forms are available at the Business Services (Cashier) office. You may also submit your request for a fee refund by using our Online Fee Refund Application.

²Students must register in person at Admissions Office after this date. The college may require a special petition for registration after this date.

³"P" will appear on transcript if instructor assigns a grade of A, B, or C. "NP" will appear on transcript if a grade of D or F is assigned. Pass/No Pass forms available at Admissions Office and online at <http://www.scc.losrios.edu/~admis/forms.html>

⁴Students must use eServices if offices are closed.

Students requiring TDD services please contact Disabled Student Services at 558-2528.

Prepare to Enroll

If you are a continuing student—

Students who attended American River College (ARC), Cosumnes River College (CRC), Folsom Lake Center (FLC), or Sacramento City College (SCC) in Fall 2010 are considered continuing students. As a continuing student, you are required to update your supplemental enrollment information each semester by completing a supplemental application. You can do this by going online at www.scc.losrios.edu.

If you are a returning student, or a degree holder—

Returning students are students who did not attend ARC, CRC, FLC or SCC in Fall 2010, but attended at some previous time. Returning students must complete an application for admission prior to registering for classes.

Degree holders are not required to complete the matriculation process, but are invited to see a counselor for academic advising.

If you are a transfer student from a non-Los Rios college—

Like all students new to Sacramento City College, if you are transferring from a non-Los Rios college, you are encouraged to participate in matriculation. This is a special orientation/counseling program mandated by the state, designed to improve student success. It is recommended that you participate in matriculation. You must:

1. Complete an application for admission by going online at www.scc.losrios.edu. Computers are available for your use in the Registration/Financial Aid Lab (BUS 153).
2. Take the appropriate assessment test(s). The test schedule is available at the Assessment Center (558-2541).
3. Attend a college orientation. Call the Orientation Office at 558-2147 for information. You may also do Orientation on-line. Go to www.scc.losrios.edu, at the bottom of the home page in the Quick Link Menu, choose "Orientation-Online" and follow the steps.
4. Meet with a Counselor. You must bring the following to your counseling session:
 - your assessment test score;
 - all college transcripts or grade reports.

If you are a high school student interested in advanced education—

If you are a high school student (grades 11-12) you may be eligible to enroll in two advanced education courses each semester at SCC if:

- You have a minimum high school grade point average (GPA) of 2.7;
- The course you want to take is not available to you at your school;
- The course is not remedial (1-99 level classes);
- The course is not being repeated due to an unsatisfactory grade;
- The course is for advanced study and you are able to demonstrate adequate preparation and completed pre-requisites for the course.

Before applying, you must obtain a "High School Advanced Education" admission application from your high school or the SCC Counseling Center and follow the written instructions. You must follow these steps each semester you wish to enroll in advanced study courses. For more information and to make a counseling appointment, call 558-2204.

1. Gain approval of their high school counselor and complete the permit form signed by their parent(s) and high school counselor;
2. Present both the permit form and a high school transcript to the SCC counselor for consideration and approval prior to completing an admission application.

Qualified students are exempt from enrollment fees. Non-resident/International and Universal Transport Pass fees are NOT waived.

If you are an international student—

International students are those who are both a resident and citizen of a foreign country and cannot establish California residency under their current visa. International students will be required to show evidence of approved health insurance coverage throughout the duration of their studies. For more information, please contact the International Student Office at (916) 558-2486.

International Students (SCC F/M-student status)

An international student (F/M)-status enrolled on a Sacramento City College immigration I-20 is required to purchase international student medical insurance plan from a Los Rios Community College District (LRCCD) recommended provider or show proof of coverage that includes physician and hospital expenses for accident/illness meeting the same coverage as the current LRCCD international medical health policy. New students upon arrival to Sacramento can enroll online: www.cahealthlink.com A copy of student's policy coverage/card proof with coverage dates will be required from all new and continuing SCC F/M-I-20 students. Please submit proof as soon as possible to the SCC International Student Center (more information or office hours 916-558-2486). This will prevent delays for on-line course registration as well as releasing existing "HOLDS" at the Admissions & Records Office.

Prepare to Enroll

Spring 2011 Sacramento City College Student Checklist for Success

File an application for enrollment

Applications are required for new, returning and transfer (Priority 2) students. New non-matriculated students are those who have never attended college and have not completed the matriculation process (see below). Returning students are those who have attended a Los Rios college or center, but not during Fall 2010. Transfer students are those who have attended college, but not a Los Rios College. Students falling within these three categories must file an application for enrollment.

Current students, those who enrolled at any Los Rios College during the Fall 2010 semester, need not re-apply.

Admissions and Records: 558-2351

Hours:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Selected Saturdays—see page 12

How to apply online

New, returning, transfer, and advanced education (high school) students must complete an application prior to enrolling in classes. The best way to apply is to use the online application available at www.scc.losrios.edu. Click Application. Click on Online Application. Read the directions prior to completing the application and allow at least 30 minutes to complete and submit it. You must follow all of the steps to ensure that the application is submitted correctly. If you were previously a student at any of the Los Rios colleges and your name has changed since you were last enrolled, it is best to contact the Admissions Office to advise staff of the change.

Once your application is successfully submitted, allow at least 15 minutes for processing. Then go to the eServices login page to find your student ID and registration appointment (see directions on how to use Los Rios eServices on page 14 of this schedule). If there is no student ID or appointment available to you, please allow another 15 minutes for processing or return to the online application to confirm that your application was submitted once it was completed. If after 30 minutes you are unable to access your ID number or registration appointment, you may have incorrectly completed the application (reversed first and last name, social security number and name don't match previous student record, are the most frequent causes of the delay). Once your application is submitted, all changes must be done through the Admissions Office.

NOTE: Please call (916) 558-2351 during regular office hours for assistance if you chose to not enter a Social Security Number OR if your student ID number is not available within 30 minutes after you submit your application.

Welcome New Students

- Before you enroll you must have submitted an application to the Records/Admissions Office or filed an application for enrollment (available at www.scc.losrios.edu) not less than 24 hours prior to your enrollment date if you are a new, first-time college student.
- **Receive priority enrollment by completing the matriculation process**
 - To be exempt from matriculation procedures you must satisfy at least two of the following criteria:
 1. Have identified a goal of upgrading job skills
 2. Be enrolled in fewer than 6 units
 3. Be currently enrolled in another college
 4. Have no degree or occupational objectiveEven if you are exempt, matriculation may be required for some courses. New Student Matriculation packets are available in Matriculation/Orientation Office, RHN 138.
- a) After you have filed an application, call 558-2147 for an appointment or stop by RHN 138.
- b) Take the appropriate ASSESSMENT TEST. The assessment test schedule is available at the Assessment Center. You must have your assessment results with you when you meet with a counselor.
- c) Attend a COLLEGE ORIENTATION followed by a COUNSELING SESSION where an Educational Plan will be made specifically for you. Please bring your assessment results and an unofficial copy of your high school transcript to your session.

You may also do Orientation online. Go to www.scc.losrios.edu/Online-Orientation.xml.

Now you are a Matriculated (Priority 2) student. Obtain your priority registration time and date from Los Rios eServices.

Are you reading this too late to complete the Matriculation process? You may still register during Priority 3, Open, or Late enrollment.

Prepare to Enroll: All Students

1. Complete Registration Worksheet

2. Clear all outstanding debts

You will not be allowed to enroll if you owe any of the Los Rios colleges for past enrollment fees, textbooks, library charges, etc. Inquire about possible holds on Los Rios eServices.

3. File for fee waiver, if eligible

File for fee waiver (Board of Governors Assistance—BOGW, grants, fee credits) online. If you do not, you will be expected to pay all fees.

4. File for deferments, if eligible

File for deferments at the Veterans Office if you receive vocational rehabilitation assistance, or are a dependent of a deceased/disabled Veteran.

5. Check the class schedule to determine if a prerequisite is required for your class or classes. Prerequisites and co-requisites will be checked the first week of instruction.

6. See a counselor and fill out a Petition for Readmission if you have been dismissed. Petitions must be submitted 10 days prior to the semester. For more information call 558-2351.

7. Pay Fees

Pay by credit card on Los Rios eServices or complete the payment coupon in the class schedule and mail with your check, money order or credit card number in the envelope provided in the class schedule. Payment of enrollment fees is due upon registration. Prior to the semester starting, payment must be received within 10 days. Classes added after the semester/session begins must be paid for the day they are added. No future enrollment or transcripts will be available if fees are not paid.

8. Get your Student Access Card.

The Student Access card is your:

- Official College Photo ID Card
- Regional Transit Pass Card
- College Library Card
- GoPrint Card
- Discount Card at Participating Stores

About Wait Lists

Los Rios eServices registration system provides the opportunity for students to be placed on a wait list for closed classes. A maximum of twenty students will be allowed to wait list a closed class. Here is some helpful information about the wait listing process:

- When you try to enroll in a class that is closed, you will be given the option to add to the wait list if there is room.
- When an opening occurs in a class for which you are wait listed, the first person on the list will be automatically enrolled in the class. You will be notified by email if you have been enrolled from the waitlist.
- **If you are automatically enrolled in a class from the wait list additional fees may be incurred by this enrollment and you will be expected to pay within ten working days.**
- You will not be allowed to wait list a class that is in time conflict with another class for which you are already enrolled.
- You will not be allowed to wait list a class if it brings you over the maximum allowed unit load (18 units in spring).
- You may not wait list a class for which you are already enrolled.
- You may not wait list more than 12 units.
- **If you wish to remove yourself from a wait list you must go through the drop process.**
- You should check your wait list status daily. If you are automatically enrolled, you must pay your fees immediately to avoid being dropped for non-payment.

The wait list process will be shut down one day before the start of the class. If you were not automatically enrolled and are still interested in adding a class for which you are wait listed, you must attend the class on the first day of instruction. Instructors will issue permission numbers to wait-listed students, before other interested students.

Note: If you are dropped from enrolled classes for non-payment, you will also be dropped from any wait list classes at SCC or any Los Rios campus.

All students NEW to the college

New students are urged to participate in matriculation, a special program mandated by the state, designed to improve student success. Telephone the matriculation center at 558-2147 to make an appointment with a counselor.

Variable unit classes

eServices enrollment will automatically enroll you in the maximum number of units assigned to the class. Unit decreases may be done at the time you successfully add a class.

Payment Schedules

Students requesting non-resident or international payment schedules must have an approved plan on file five (5) working days prior to registering.

Students Not Eligible for Web

- Advanced Education (grades 11-12) students; register during Priority 4, Open or Late Registration. Check with Counseling for more information.
- Students registering for classes at the Training Source, or taking fire technology or apprenticeship courses.
- Students who have outstanding obligations at any Los Rios college or any special holds.

Special Permission Classes

Register for special-permission classes in person during the Open or Late Enrollment period (instructor and/or program coordinator signatures required).

Important Fee Payment Changes

Important Fee Payment Changes

The fee payment process is changing for the Fall/Summer 2010 semesters. To avoid being dropped from your classes make sure you pay your fees on time and follow these tips for getting and keeping the classes you need:

1) PAYMENT IS DUE AT TIME YOU ENROLL/REGISTER.

To avoid being dropped from your classes, your payment must be received and processed within 14 calendar days from the day you register in a class or the last day before the start of classes, whichever is sooner.

2) CHECK YOUR E-MAIL (for assistance with iMail, go to The Registration/Financial Aid Lab in B153)

We will not be sending you a paper invoice. Instead, students who have not paid their fees will be sent an email reminding them fees are due.

3) DO NOT WAIT UNTIL THE 14th DAY TO PAY YOUR FEES, or you will be dropped. Our system will perform DAILY auto drops of students who enrolled and whose payment was not received AND processed within the prior 14-day period. We recommend that you pay your fees no later than 10 calendar days after you register to allow for any unexpected problems.

How long do I have to pay for my classes once I register?

For Summer Term

If you register for classes on or before May 21st, your payment must be received and processed within 14 calendar days

(see steps 1-4 above).

If you register after May 21st, your payment must be received and processed by Friday, June 4th or you'll be dropped for non-payment.

For Fall Term

If you register on or before August 6th, your payment must be received and processed within 14 calendar days

(see steps 1-4 above).

If you register after August 6th, your payment must be received and processed by Friday, August 20th or you'll be dropped for non-payment.

Enrollment Information

Hmong

Cov neeg kawm ntawv uas tsis tau tau mus kawm lub tsev kawm ntawv no, yuav tsum mus ntsib cov neeg paub pab, cov neeg coj qhia xyuas txog tsev kawm ntawv, thiab yuav tsum mus xeem cov aski thiab leb. Xav paub ntau ntxiv, tiv tauj lub "Assessment Office—STS 121 at 558-2540, the Orientation Office—RHN 138 at 558-2147/558-2148, or the Matriculation Office at 558-2593".

Vietnamese

Những việc cần thiết cho sinh viên mới muốn học tại trường Sacramento City College:

- thi xếp lớp (assessment),
- dự buổi hướng dẫn cho sinh viên mới (Orientation),
- gặp cố vấn (counselors) để hướng dẫn trong việc chọn lớp

Muốn biết thêm chi tiết liên lạc tại Assessment Office—RHN 138 số 558-2540, Orientation Office—RHN 134 số 558-2147/558-2148, hay Matriculation Office số 558-2593.

Español

Estudiantes que no han asistido al colegio se les recomienda que pasen por el proceso de evaluación, orientación y recomendación del consejero. Para más información comuníquese con la Oficina de Asesoría—STS 121 al 558-2540, la Oficina de Orientación—RHN 138 al 558-2147/558-2148, o la Oficina de Matriculación al 558-2593.

Russian

Студентам, которые никогда ранее не посещали каледж, настоятельно рекомендуем пройти через оценочный тест, ориентацию и советнический процесс. Для получения большей информации контактируйте с the Assessment office RHN—138, телефон 558-2540, the orientation Office—RHN 134, телефон 558-2147, 558-2148, или Matriculation office телефон 558-2593.

Korean

대학교에 처음으로 입학하실 경우 먼저 입학시험 (**Assessment Test**) 과 상담 (**Counseling**)을 하시고 난 다음 신입생 환영회 (**Orientation**)를 신청하십시오. 문의사항은 **Assessment Office—RHN 138; 558-2540, Orientation Office—RHN 134; 558-2147/ 558-2148, Matriculation Office—558-2593.**

Chinese

請沒有讀過大學的學生，務必參加入學考試，學校環境介紹和見學習顧問。如需要有關資料，請聯絡：**The Assessment Office – RHN138 at 558-2540, the Orientation Office – RHN 134 at 558-2147, 558-2148, or the Matriculation Office at 558-2593.**

Japanese

新入生は、アメリカでの学生生活をスムーズにスタートさせるためにも、是非アセスメントテスト（英語と数学）、オリエンテーション、カウンセリングを受けてください。アポイントメントは下記まで。Assessment Office : 558-2540
Orientation Office : 558-2147/2148 Matriculation Office : 558-2593

Registration Steps & Other Student Information



*Online Enrollment

Make sure you have submitted your application or updated your Supplemental Enrollment Form.

You are now ready to register online. Go online to www.scc.losrios.edu and click on the "Current Students" button.

eServices Online Registration

Follow the simple "1-2-3" steps below to get started:

- 1) Go to your eServices Student Center to select your classes and put them in the Shopping Cart
- 2) Next, press the "Proceed to Step 2 of 3" button at the bottom of the page to confirm the classes you want to take
- 3) Press the "Finish Enrolling" button to enroll in the classes you placed in your Shopping Cart.

The third step is very important as this is the way you "check out" your classes and finish the enrollment process. After having Finished Enrolling, there should be no classes in your shopping cart, they should all be in your schedule of classes.

In Person

Students wishing to do transactions with Admissions and Records in person may do so during regular Admissions and Records office hours:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Admissions and Records is located on the first floor of Rodda Hall North.

Student Fees

California community college enrollment fees are determined by the state Legislature and are subject to change by the State Legislature in the fall. But we have some great news for you. Each year more than half of our students qualify for a Board of Governors Enrollment Fee Waiver (BOGW), and even more may be eligible. The BOGW pays enrollment fees for summer, fall and spring semesters, and only one application per year is required. Applicants must be California residents. For your convenience, we've included an application in this schedule of classes. For more information, please visit the Financial Aid Office in Rodda Hall North 167 or our Website at www.scc.losrios.edu

Access to Student Records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Enrollment and Student Services, and the Vice President of Student Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e., student's name,

date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. department of Defense shall be provided a student's name, address, and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to the Admissions and Records Office.

Student Access Card

Now students can get an all-in-one card--the Student Access Card.

The Student Access card is your:

- * Official College Photo ID Card
- * Regional Transit Pass Card
- * College Library Card
- * GoPrint Card
- * Discount Card at Participating Stores

Find out how to get your Student Access Card at www.losrios.edu

Federal Education Tax Credits

You may be able to obtain federal tax credits for enrollment fees you pay, if you are enrolled for at least six units during any semester or summer session, and meet the other conditions prescribed by federal law. These tax credits can be taken by the student, or the student's parents if the student is a dependent. The Los Rios Community College District will automatically mail an IRS Form 1098 to each student so that students can claim any credits on their federal tax return. If the 1098 form should be sent to the parents instead, please contact the college Admissions and Records Office at (916) 558-2351 to request the appropriate forms to make this change. If you choose this option, you will need to provide the parent's full name, social security number, and mailing address. The change must be made by December 31, 2010 in order for the 1098 form to be sent to the parent instead of the student. The District will then send 1098 forms to the parent for all future years, unless otherwise directed by the student before December 31 of a given year. More information on the Hope Credit or Lifetime Learning Credit is available in IRS Publication 970.

Do you expect to complete all requirements for graduation or transfer to a four-year school in this next semester?

Students who are entering their final semester at SCC can qualify for priority registration (just prior to continuing student registration). To take advantage of this benefit, meet with a Sacramento City College counselor BEFORE registration begins to have your transcript evaluated and to get the form for early registration completed. The counselor will submit the form to Admissions and Records to have your new registration appointment entered. For more information, contact Counseling or Admissions and Records.

Late Enrollment, Program Changes, Fee Schedule and Refund Policy

Late Enrollment & Program Changes

Los Rios eServices Walk-In (B153)	7:00 a.m. - 11:30 p.m.
Monday - Thursday:	8:00 a.m. - 6:00 p.m.
Friday:	8:00 a.m. - 3:00 p.m.

Beginning the second week of instruction class additions for full semester classes require a class permission number. Instructors, at their option, may add students to classes through the end of the second week of instruction. Students have until Friday of the second week of instruction to process instructor adds and officially enroll through Los Rios eServices. Drops must be processed by published dates to receive refund/credit.

No late class additions for full semester classes will be processed after the date in table, except for approved section switches (i.e., English-Writing 300 to English-Writing 100) or extenuating circumstances (i.e., accident, illness, family death) that prevented a student from processing the necessary paperwork. Late class add forms are available at each division dean's office and Admissions and Records.

All short-term classes require the class permission number beginning the first day of instruction of the class to be added.

Listen to Your Money Talk

The Student Representation Fee allows Student Body Leaders to convey your concerns to local, regional, and state boards. It also provides membership in state boards and state and federal student organizations... and it provides training seminars and workshops which are designed to instruct student leaders to better represent you!

Student Fees

California community college enrollment fees are determined by the state Legislature and may increase any semester. But we have some great news for you. Each year more than half of our students qualify for a Board of Governors Enrollment Fee Waiver (BOGW), and even more may be eligible. The BOGW pays enrollment fees for summer, fall and spring semesters, and only one application per year is required. Applicants must be California residents. For more information, please visit the Financial Aid Office in Rodda Hall North 167 or our Website at www.scc.losrios.edu. Applications can be completed online.

Fee Information

PAYMENT OF FEES/TUITION

Fees may be paid by check, money order, or with VISA or MasterCard. Cash payments are also accepted. For more information, please go to page 9.

Instructional Material Fees

Instructional material fees for designated courses may be assessed in accordance with Title V, Section 59400 and District Policy 2253.

Universal Transit Pass

Check at the Student Information-Orientation Center (RHN 138) for details.

Refund Information

Enrollment/Tuition Fee Refund

It is the responsibility of the student to apply for a refund.

The enrollment fee is refundable through the tenth day of instruction for full semester courses and through Friday of the first week of instruction for short-term courses. (See dates) There is no refund for courses dropped after the tenth day of instruction or Friday of the first week of instruction of the course, whichever is applicable. Refund eligibility is determined by the date the course is Officially dropped.

Requests for refunds must be filed by the last day of instruction in the semester or summer session for which the fee was paid, or they will be disallowed.

Students who pay their fees and then subsequently qualify for a fee waiver must apply for a refund to have these fees returned.

Application forms are available at the Business Services (Cashier) office. You may also submit your request for a fee refund by using our Online Fee Refund Application.

Enrollment and tuition fees are 100% refundable if the student meets policy above. Prorated refunds are not available under current legislative law. Checks will be mailed to eligible students two to eight weeks after the refund application is submitted.

Parking Fee Refund

The parking fee is fully refundable through the first ten days of the semester (five days of summer session). To be eligible for a parking fee refund, the student must attach the parking decal he/she received to the Fee Refund Application form and submit it to the Business Office.

Student Fee Information—Effective Spring 2011

(Fees subject to change)

Fees	Amount	Applies to:	Exemptions/Waivers	Refund Policy
Enrollment Fee	\$26 per unit for each unit	Credit students	Apprentice Enrollees; BOGW recipients; Eligible Veterans Dependents AP students who are California Residents	See page 11 for details.
Non-Resident Tuition	\$190 per unit plus enrollment fee of \$26 per unit, plus capitol outlay fee of \$18 per unit	Non-residents/ International students Including AP students	Residents	See page 11 for details.
International Fee	\$190 per unit plus enrollment fee of \$26 per unit and capitol outlay fee of \$18 per unit	International students Including AP students	Residents and Non-International students	See page 11 for details.
Parking Fee, Automobile	\$30 per semester	Student drivers	Non-Drivers; Reduced fee for BOGW recipients	See page 11 for details.
Parking Fee, Motorcycle	\$15 per semester	Non-student drivers Student drivers	Non-Drivers; Reduced fee for BOGW recipients	See page 11 for details.
Parking Fee, Daily	\$1 per day	All drivers	None	Non-Refundable
Student Representation Fee	\$1 per semester	Credit students	Refusal based on Moral, Religious, Political or Financial Grounds	Non-Refundable
Foreign Student Application	\$50	Citizen and resident of foreign country	Residents and permanent residents	Non-Refundable
Universal Transit Pass	\$5 - \$15 per semester	Based on enrolled units: \$5 — under 6 units \$10 — 6 to 11.9 units \$15 — 12 units and over	* BOGW holders pay reduced fee.	

Payment Options

Payment Options	Which Fees	Payment Methods Accepted	Notes
Internet	Enrollment, Non-Resident Tuition, International Tuition, Student Representation Fee	Credit Card Only - Visa or MasterCard	You may pay Optional Fees by mail using the Payment Coupon
Mail or Dropbox using the Payment Coupon	Enrollment, Non-Resident Tuition, International Tuition, Student Representation Fee. Optional Fees - Parking Decal, Universal Transit Pass	Check, Money Order, Visa or MasterCard (please do not mail cash)	
Walkup at the Business Office	Enrollment, Non-Resident Tuition, International Tuition, Student Representation Fee. Optional Fees - Parking Decal, Universal Transit Pass	Cash, Check, Money Order, Visa or MasterCard	

The Payment Coupon and special envelope are available at the Business Office. Mail In or Drop Box. Payments must be received at the Business Office within ten days of enrollment. Classes added after the semester begins must be paid for at the time of enrollment.

Automatic drops for non-payment of fees:

For more information on fee payment and automatic drops, please refer to page 8. Non-payment should not be used as a way to drop classes – if you choose to not take a class it is your responsibility to officially drop the class within the stated time frame to not incur fees or receive W grades.

Financial Aid

Fee Waivers for Qualified Students—Simple and Fast!! BOGW: Board of Governors Enrollment Fee Waiver

Remember—you need to file for the BOGW every year. SCC's academic year for BOGW purposes begins with the summer term, followed by the Fall and Spring terms. The annual process begins with the summer and fall registration of each academic year.

Any student, part-time or full-time, may qualify for a Board of Governors Enrollment Fee Waiver based on any of the following methods:

You may apply online at www.losrios.edu

UTP Fees Reduced for BOGG Recipients
(per student elections held in November 2006)

BOG recipients will be assessed the following for Universal Transit Pass:

0.0 to 5.99 units — \$2.50
6.00 to 11.99 — \$5.00
12.00 or more units — \$750

These amounts will NOT be covered by the BOG Waiver

Method A

To be eligible a student must—

- Be a California resident for enrollment fee purposes as of the day before the semester/summer session begins.
- Within the last 60 days at the time of enrollment be a recipient of TANF (Temporary Aid to Needy Families formerly AFDC) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance/General Relief.
- Provide current documentation (within 60 days)—such as an Aid Verification summary, TANF/AFDC or SSI check or an Untaxed Income Verification form—to prove they are receiving current benefits.

Method B

To be eligible a student must—

- Be a California resident for enrollment fee purposes as of the day before the semester/summer session begins.
- Complete BOGW application with 2009 income and provide a parent or student signed statement, under penalty of perjury, that income information provided is true.
- Be income eligible based on state income standards.

BOGW-B 2010-2011 income Standards

Family Size	2009 Income
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$49,905
8	\$55,515
Each additional family member add	\$5,610

Method C

To be eligible a student must—

- Be a California resident for enrollment fee purposes as of the day before the semester/summer session begins.
- Currently be awarded financial aid for Fall '10/Spring '11 by completing the Free Application for Federal Student Aid (FAFSA).

FAFSA information and applications available at the Financial Aid Office, RHN167.

Need Money for College?

Many Financial Aid programs are available to assist a wide range of educational needs and varied economic backgrounds. Many SCC students receive up to \$5,550 in Federal Pell Grant. Apply now at www.fafsa.gov for Pell Grant and other financial aid programs by completing the Free Application for Federal Student Aid (FAFSA).

Don't count yourself out! Apply online using FAFSA on the Web. www.fafsa.ed.gov or go to the Registration/Financial Aid Lab in BUS 153, Monday-Thursday, 8 a.m. - 6 p.m., and Friday 8 a.m. - 3 p.m. for personal assistance.

Need help completing the FAFSA application?

The financial aid process can be confusing and complicated, don't give up! Complete as much of the application as you can, then visit the Registration/Financial Aid Lab in the Business Building Room 153 for friendly assistance.

Saturday Services

Spring 2011

Services	Location	Saturday Operational Dates	Hours
Admissions and Records	RHN-159	Spring 2011: January 15 and 22	8:30 am - 3:00 pm
Assessment	Student Services Building 121	Spring 2011: January 15 and 22	8:30 am - 3:00 pm Lab: 8:30 am - 1:00 pm
Business Office	RHN-173	Spring 2011: January 15 and 22	8:30 am - 3:30 pm
College Store	see Campus Map	Spring 2011: January 15 and 22	9:00 am - 1:00 pm
Counseling	RHN-147	Spring 2011: January 15 and 22	9:00 am - 1:00 pm
Financial Aid	RHN-157	Spring 2011: January 15 and 22	8:30 am - 3:00 pm
Learning Resource Center		Spring 2011: Every Saturday EXCEPT April 23	9:00 am - 3:00 pm
Information and Orientation	RHN-138	Spring 2011: January 15 and 22	8:30 am - 3:00 pm

*NOTE: REGISTRATION INFORMATION AND eSERVICES MAY BE UNAVAILABLE SOME WEEK-ENDS.

General Information—Spring 2011 Services to Help You Succeed

College Store

558-2421

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 a.m. - 6:00 p.m.
Friday 7:45 a.m. - 3:30 p.m.

Child Development Center

558-2264

Counseling Services

558-2204

Counselors are available throughout the year on an appointment or walk-in basis. Located in the Counseling Center in RHN 147, the professional counseling staff assists students with college orientation, academic planning, course placement, career planning, test interpretation, information for transfer and occupational programs, and other counseling concerns.

Hours:

Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Disabled Student Programs & Services

558-2528

Students with physical, psychological, or learning disabilities will find the counseling and support services helpful in their success. This center is located in the Counseling Office, RHN 147.

Hours:

Monday - Friday 7:30 a.m. - 4:30 p.m.

Extended Opportunity Program & Services (EOPS)

558-2403

EOPS is a student support program for educationally and economically disadvantaged students, funded by the State of California and the Los Rios Community District. It is designed to provide opportunities in higher education for students with academic potential who, historically, would have not attended college.

EOPS provides support services: EOPS orientation, counseling, priority registration, financial aid processing, monitoring academic progress, tutors, book assistance, UC and CSU application fee waivers, workshops and award ceremonies.

For further information regarding the application process, please go to the EOPS Office located in Rodda Hall North, room 155, call (916) 558-2403 or contact us at sceopsinfo@scc.losrios.edu.

Hours:

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Financial Aid

558-2546

Financial aid is available to assist eligible students with educational expenses. Information and applications are available at the Financial Aid Office, first floor of the Rodda Hall North building and in B153.

Hours:

Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday (B-153 only) 8:00 a.m. - 3:00 p.m.

SATURDAY HOURS

Admissions and Records, Assessment, Business Office, Counseling, and Orientation will be open selected Saturdays during the Fall 2010 semester. Saturday hours will be 8:30 a.m. to 3:00 p.m. See prior page.

Learning Resource Center

Learning Skills & Tutoring Center 558-2258 (1st floor)

Students can participate in individual, small group, online and Beacon group tutoring in a variety of subjects. Students can also participate in study skills workshops and work on their prerequisite and academic skills classes. The Center's services are free of charge and available to Sacramento City College students only.

Monday - Thursday 9:00 a.m. - 7:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.

Writing Center

650-2791 (1st floor)

Students can come to the writing center for assistance with all stages of the writing process for writing assignments in all subjects. Writing areas students can work on with tutors include: getting started, organization, revision, grammar, and strategies for editing.

Monday - Wednesday 9:00 a.m. - 7:00 p.m.
Thursday 9:00 a.m. - 5:00 p.m.
Friday 9:00 a.m. - 3:00 p.m.

Instructional Media

558-2671 (1st floor)

The Instructional Media Center offers a variety of non-print materials for check out to students, staff, and faculty as well as in house use. We are also a distribution point for student Access cards and UTP passes upon showing proof of payment and a photo ID.

Monday - Thursday 7:30 a.m. - 8:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 3:00 p.m.

Library

558-2301/558-2461 (2nd & 3rd floors)

The library offers a variety of print material for students, staff, and faculty. Our main collection of books is on the 3rd floor with a 3 week checkout period. The Reserve textbooks are located on the 2nd floor with various checkout limitations. The Reference collection and Periodicals are for in house use only. The Reference Desk is the place to ask library faculty for help. This can be to find specific information, locate library materials, start your research, and get help with the computers and printers.

Monday - Thursday 7:30 a.m. - 8:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 3:00 p.m.

Academic Computing Lab

558-1240

Located on the first floor of the Business Building in Room B153
Monday - Friday 8:00 a.m. - 4:00 p.m.

Math Center

558-2162

Located in Rodda South 162, the Math Center is open to students currently registered in Math classes at Sacramento City College.

Hours:

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.

RISE (Respect, Integrity, Self-Determination, and Education) 650-2782

RISE provides supportive services to the under prepared and probationary student populations. Services emphasize a high-level of student engagement including: in-class student ambassadors, frequent counseling sessions, daily tutorial, and peer mentoring.

Hours:

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Student Leadership & Development

558-2382

Located in the College Center, the Student Activities Office offers a variety of ways for students to become involved in campus life.

Monday - Friday 8:00 a.m. - 4:30 p.m.

Veterans

558-2591

Veterans should consult the Veterans Affairs Clerk for information relative to educational assistance allowance and services. All Veterans are entitled to priority registration.

Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

General Information

Eligibility

Admission is open to those individuals who are high school graduates or non-high school graduates who are eighteen years of age or older and who are able to profit from instruction. Students under 18 who have not completed high school may be admitted upon the recommendation of their school principal, and the approval of the college. Students should obtain an Advanced Education form from their school and call 558-2204 for an appointment with a Sacramento City College counselor.

Financial Aid

Students who feel they are eligible for Financial Aid should check with the Financial Aid Office prior to enrollment.

Residency

An applicant, regardless of age, who has not established legal residence in California for one year immediately preceding the day before the semester/summer session begins, will be considered a non-resident and subject to an additional tuition fee of \$190 per unit. Military dependents stationed in California will be granted resident classification provided they have not been located in California for more than one year preceding the day before the semester/summer session begins. Active military are granted resident status for the duration of their stay. International students will be charged a \$50 application fee and additional \$18 per unit.

Program Changes

Program changes (adding and/or dropping classes) may be made by students already enrolled using LosRios eServices. Changes may be made on LosRios eServices. An instructor permission number may be needed after class begins.

Late or non-payment of fees does not release the student from the responsibility of officially dropping classes which they no longer wish to attend.

Late Enrollment

Late enrollment for all students will be held on Los Rios eServices. An instructor permission number is necessary for all less than 16 week classes when class begins.

Please Note: Students making program changes during this time will not be officially dropped from or added to a class unless they complete the process over the Los Rios eServices or in person at Admissions. It is the student's responsibility to drop a class if they are no longer attending. Failure to do so may result in a failing grade and/or student debt. This may be done using Los Rios eServices as well as in person at Admissions.

MAXIMUM UNIT LOAD enrollment for fall session is 18 units (8 for summer). A maximum of 24 units may be taken in special cases only with the signed approval of the Dean of Admissions. A student petition to take over 18 units must be filed at Admissions & Records one week prior to enrolling. The student will need to check back for the decision prior to enrolling.

Repetition of Courses

If a student is repeating a course previously completed at Sacramento City College with a substandard grade, the substandard grade will be discounted when the current semester is completed and the grade is posted. If you plan to repeat a class previously completed with a passing grade (A, B, C, or CR) or a class that has been taken and failed more than one time, file a petition at Admissions & Records prior to registration for the class.

Withdrawal from College

Please check charts on page 3 and 4.

Updating Records

Note: If you have a change of name, address or major please make the change through Los Rios eServices or at Admissions.

Prerequisites

Students must show proof of required prerequisites at the first class meeting. Students who do not have proper proof of prerequisites may be dropped from the class.

Transcripts

Two official transcripts are furnished free, and others may be ordered for \$2 per copy - payable in advance. Students must initiate a request to the Admissions and Records Office online. Transcript requests will be processed within 3 to 5 working days. There is a \$10 charge for rush transcripts (24 hour turnaround). Unofficial transcripts and grades may be accessed through LosRios eServices and printed at no cost.

Verifications

Verifications for insurance, loan deferments, etc.: check at Admissions and Records for policy.

Graduation and Transferring

Begin Transfer Preparation

Guarantee your admission to a transfer college or university with a stop at SCC's Transfer Center. The center's computerized articulation and progress check, extensive resources, seminars, and on-site university representatives will assist you with a successful transition to the college or university of your choice. Call 558-2181 for information or appointments.

Apply for Graduation

Approximately 1000 students graduate from SCC each year. Many others did not know they needed to APPLY to graduate with either a degree or certificate. Even if you do not participate in commencement ceremonies, you do not want to miss receiving your diploma or certificate! See Important Dates (page 3) for deadline dates.

Admissions Information

Who May Attend

Admission to Sacramento City College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is eighteen years of age or older, and is able to benefit from instruction.

General Information

Advanced Education Students

Sacramento City College encourages 11th and 12th grade students to enroll for advanced educational enrichment with the approval of their school principal/counselor and parent/guardian. These advanced education students are exempt from enrollment fees but not from books/materials costs. Fees for non-residents still apply. The advanced education form must accompany the college registration forms. These students register and/or drop classes in person at main campus Admissions and Records, or any SCC Outreach office. Advanced Education students may take up to two classes per semester.

Veterans

To receive an educational assistance allowance, the Veterans Administration requires a student veteran to:

- Identify an educational objective
- Take only courses that are required for the objective
- Complete satisfactorily the courses for which benefits are received, and
- Attend classes regularly
- All veterans are entitled to priority registration

Veterans should call or consult the college's Veterans Affairs Clerk for more information (916) 558-2591.

Dropping/Withdrawing from Classes

YOU are responsible for dropping your classes. You can drop by Los Rios eServices. No refunds (or credit of fees towards other classes) will be given for classes dropped after the advertised deadline date. (See calendars on pages 3 and 4).

Attendance in Class

Students are expected to attend all sessions of classes for which they are enrolled. Excessive absences MAY result in a student being dropped. It is the student's responsibility to drop a class in which they enrolled but do not attend. Failure to do so may result in a penalty grade of "F". Excessive absences are defined as 6% of the total hours of class time.

No-Shows

Students who fail to attend one of the first three sessions of a course shall be dropped by the instructor as a "No-show."

Closed and Cancelled Classes

Any class may be closed to further enrollment when it reaches the maximum size for effective learning. If enrollment is insufficient in any class, it may be cancelled. In the event of cancellation, every effort will be made to assist students in selecting a desirable substitute course.. If cancellation results in over-payment, student must apply for refund.

P/NP

Courses taken prior to June 30, 2008 will be notated CR/NC. Courses taken July 1, 2008 and in the future will be notated as P/NP, per TitleV section 55022.

Grading

Students will receive a grade (A, B, C, D, or F) for every course in which they register. Exceptions: courses in which all students are graded on a pass/no pass basis, any course (maximum of one per semester) for which a pass/no pass is filed with the Admissions Office by the deadline date. Students are responsible for dropping any class for which they register but do not attend. Check the calendar on page 6 or 7 for important deadline dates. Students are urged to read the Sacramento City College catalog for more information on grading, proficiency, matriculation, and courses.

Repetition of Courses

Repetition of courses must be conducted in compliance with titleV sections 55040 and 55041

Open Courses

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets with prerequisites as may be established.

Student Classification

(Unit Load)

Freshman - Student has completed less than 30 units

Sophomore - Student has completed 30+ units

Graduate - Student has been awarded AA or AS or higher degree

Final Examinations

Final examinations are administered in all courses. Students are responsible for taking the examination as scheduled.

Accreditation

Sacramento City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403; (707) 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Other Payment/Optional Fee Information

Payment Plans

Students requesting nonresident or international payment plans must have an "approval" plan on file within five (5) working days after registering by eServices. Limited availability for summer.

Fee waivers, if eligible

Eligible students must have documentation on file in the Financial Aid Office for Board of Governors assistance - BOGW, grants, or other fee credits within five (5) working days after registering. If you do not, you may be dropped from your classes.

Scholarships or Sponsorships

Students using scholarships or sponsorships must have documentation on file in the Business Office within five (5) working days after registering by eServices. Students using State of California Dept. of Rehabilitation funds should submit a payment voucher or sponsorship letter within five (5) working days in the Business Office after registering by eServices.

Deferments

Vocational Rehabilitation Assistance deferments must be on file in the Business Office within five (5) working days after registering.

General Information

Student Representation Fees

This is a mandatory fee which must be paid when paying other registration/tuition fees. Please see the "payment coupon" for exemptions.

International Students (F/J/M-student status)

An international student (F/J/M-status) enrolled at Sacramento City College is required to purchase international health insurance from a Los Rios Community College District (LRCCD)-recommended provider or show proof of coverage that includes physician and hospital expenses for accident/illness, meeting the same coverage as the current LRCCD international health insurance policy. Details available at the SCC Health Office/SCC International Student Center. If you do not, you may be dropped from your classes.

Universal Transit Pass

See table on page 12.

Parking Permits (optional)

Permits may be purchased when you submit your payment of fees. (See optional fees section on the "payment coupon"). Beginning thirty (30) days prior to the start of Summer or Fall Classes, your prepaid parking decal will be mailed to the address on record with the college. Your parking decal will not be mailed if you submit your payment coupon within five (5) working days prior to the first day of classes. Your decal must be picked up at the Business Office. Photo I.D. will be required when you pick up your decal. If parking fees are not prepaid, a decal may be purchased at the Business Office beginning thirty (30) days prior to the start of classes.

Outstanding debts

You will not be allowed to enroll if you owe any of the Los Rios Colleges or Centers for past enrollment fees, textbooks, library charges, etc. Call Admissions at 558-2351 for information on holds.

If subject to dismissal, submit a student petition for readmittance. (See College Catalog for academic regulations regarding dismissal).

Changes to your address, or other data should be reported at the Admissions Office in order to ensure mail is sent to your correct address.

Course Numbering system

Sacramento City College has adopted a new standardized course numbering system which is described below. The numbers are designed to provide students with general information regarding the focus and intent of courses.

(Transfer Information on SCC Courses - see the SCC Catalog for specific class information)

Numbering/Designation

1-99 Courses numbered 1-99 are credit courses that are considered Developmental or basic skills and are not acceptable for the Associate Degree or transfer credit.

100-299 Courses numbered 100 through 199 are applicable to the Associate Degree.

300-499 Courses numbered 300 through 499 are articulated for transfer to four-year institutions and are intended to meet major, general education, breadth, or elective credit requirements.

Working on an AA/AS Degree or Certificate?

All prospective recipients must petition by deadline dates.

See a counselor now for more information.



Finding a job just got easier...

Check out our online Los Rios Job Connection and here's what you will find:

- Opportunity to connect with local employers easily and quickly
- Secure password protected access to local jobs and internships
- Easy upload of your resume
- Ability to apply for jobs online 24 hours a day, 7 days a week

Just go to www.losrios.edu and click on "Los Rios Job Connection"

Your Rights and Obligations

Access to Student Records

The Los Rios Board of Trustees, in order to meet the provisions of the Family Rights and Privacy Act of 1974 and the Education Code, has established policies giving students and parents of dependent students access to certain designated records. A summary of the rights and procedures for access are contained in the Students Rights and Responsibilities section of the Los Rios Community College District Policy Manual. Complete copies of the Act, Education Code, and Board policies are available in the offices of the Dean of Admissions and Records and the Vice-President of Student Services.

District Regulation 2265 provides for the release, without student consent, of Student Directory Information, i.e., student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended. In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student's name, address, and telephone number for recruitment purposes. Students have the right to refuse the release of directory information by submitting a written statement to the Admissions and Records Office.

In compliance with the Student Right to Know and Campus Security Act of 1990, completion and transfer rates for students attending Sacramento City College can be found on the California Community College State Chancellor's office Web site at <http://srtk.cccco.edu/>.

Physical or Psychological or Learning Disability

During the course of the year, many students will utilize pre-arranged accommodations. If you are a student with a learning disability, physical disability, or other documented disability, or other special needs, please let your instructor know as soon as possible if you need special accommodations. These kind of confidential discussions are best handled during the instructor's office hours. Instructors are willing to meet with the Learning (dis)Abilities Program or Disability Resource Center certificated specialists, as needed, to facilitate reasonable accommodations needed to neutralize the effects of your disability in the classroom. You can expect confidentiality and cooperation regarding any circumstances and needs that have been verified through the centers for students with disabilities on campus. If you need more information or assistance, please see the certificated specialists at the centers, your counselor, or the school nurse on campus for advice and direction.

Student Grievance Policy

See page 39.

Student Honor Code

See page 40.

Withholding Student Records

Sacramento City College reserves the right to withhold student transcripts and records and to deny future enrollment for any outstanding student financial obligation.

Academic Expectations

Sacramento City College endorses an open door policy in which students are welcome to attend regardless of previous educational background and the college faculty and staff are committed to the success of students. It is the expectation of the College that students take responsibility for their learning as evidenced by their actions in class, on campus, and in the preparation for their classes. The College fully expects students to make measurable progress and meet the objectives of each course in which they are enrolled with or without accommodations for a verified disability. The College has both academic probation and progress probation policies outlined in the catalog.

With certain exceptions, students are entitled to attempt a maximum of 30 remedial or Developmental units so that they have an opportunity to develop the skills to succeed in college level work. Students are ultimately expected to succeed in associate degree level courses and/or meet their educational objectives.

Personal Safety

Personal Safety

Safety and Security

Safety and security are given the highest priorities at Sacramento City College (SCC). Although the Los Rios Police Department (LRPD) has a major role in promoting a safe learning environment, safety and security is everyone's responsibility. SCC takes a proactive approach to safety that promotes awareness and prevention and students, staff, and faculty form a strong partnership to reduce the opportunity for criminal/anti-social activities.

The LRPD patrols the campus 24 hours a day, seven days a week. Los Rios police officers are P.O.S.T. certified and are sworn peace officers as defined by section 830.32 of the California Penal Code and under California Education Code 72330. Officers have the authority to make arrests for violations and the authority to conduct investigations. In addition, officers enforce traffic and parking regulations, detect and report safety/fire hazards, and promote crime prevention. All police officers are first aid and CPR certified.

Los Rios Police Department Contact Information

The Police Department Office hours are from 8:00 a.m. - 5:00 p.m. Monday-Friday, however, the campus is patrolled and the Police Communications Center is staffed 24 hours a day, seven days a week. To report a crime or request assistance, call (916) 558-2221 (or just 2221 if using a campus phone) and there are also numerous emergency phones located throughout the campus.

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, which 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://www.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 on Panther Parkway at the base of the parking structure (main entrance off of Sutterville Road).

Services

- Personal Safety Escorts. Officers or student patrols will provide safety escorts to any campus location upon request (i.e. from the main campus to a parking lot).
- Emergency Automotive Assistance. While not mechanics, LRPD officers are equipped and trained to start cars with dead batteries or unlock non-electric car locks when keys have been left inside the automobile. Proper identification is required.
- Crime Prevention. The key to crime prevention is awareness gained through education. The LRPD provides crime prevention training upon request. Some events such as Sexual Assault Awareness Workshops are conducted each semester.
- Lost and Found is located at the Police Department. Items can be picked up/dropped off during business hours (Mon-Fri/8:00 a.m. - 5:00 p.m.)
- Emergency Telephones located throughout the campus are linked directly to the Police Communications Center. Use these phones to report crimes in progress, suspicious individuals or circumstances, or for any other serious or emergency situation.
- Restraining Orders will be enforced by the Los Rios Police Department. A copy of the order must be on file. Contact the LRPD for specific information.
- Parking information is available at the Police Department. Days and hours of permit enforcement are Monday through Thursday 7:00 a.m. to 10:00 p.m., Friday, 7:00 a.m. - 5:00 p.m. whenever classes are in session. Disabled parking, red and green zones, and overnight parking are enforced at all times.
- Lock Removal (i.e., padlocks from lockers) can be requested by contacting the Police Communications Center. Proof of ownership/assignment and valid identification is required.

Reporting Sexual Assault

Reporting Sexual Assault

1.0 Procedure

- 1.1 It is the objective of the College, in accord with EC67385, that students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the College shall receive information and referral to treatment. This information shall be provided with sensitivity and in consideration of the personal needs of the victim.

2.0 Notification

- 2.1 Any student, faculty or staff member who is a victim of sexual assault at a College facility as defined above should notify the College Police Department. With the consent of the victim, the College Police Department will notify the Dean of Counseling and Student Success and the Campus Health Office.

3.0 Legal reporting

- 3.1 Pursuant to legal requirements, the College Police Department will notify the appropriate local law enforcement agency of the reported sexual assault.
- 3.2 In accord with the Campus Crime Awareness and Security Act of 1990, the College, on an annual basis, shall notify students and employees of statistics concerning specific types of crime, including sexual assault. This notice shall be made through appropriate publications/mailings.
- 3.3 In case of violent crimes considered to be a threat to other students and employees, the College shall make timely reports, respecting the confidentiality of the victim, to the College community in a manner that will aid in the prevention of similar occurrences.

4.0 Campus services and resources

- 4.1 Upon notification of a sexual assault, the Los Rios Police Department (LRPD) will make available to the victim, a description of campus resources and services available to the victim as well as appropriate off-campus services. This listing of resources and services shall be updated each September 1 or more frequently as required.

- 4.2 The listing of resources and services shall be available through the College Police Department, the Counseling Center, and the Health Office.

- 4.3 A victim of sexual assault shall be provided with information about the existence of at least the following options: criminal prosecutions, civil prosecutions, the disciplinary process through the college, the availability of mediation, academic assistance alternatives, and mental health counseling.

5.0 Case management

- 5.1 A victim of sexual assault shall be kept informed by the College President/designee of the status of and disposition of any District/College disciplinary proceedings in connection with the sexual assault.
- 5.2 The Counseling and Student Success and the Health Office shall, upon request, assist the victim of sexual assault in dealing with academic difficulties that may arise because of the victimization and its impact.

6.0 Confidentiality and requests for information

- 6.1 The identity of a victim of sexual assault shall remain confidential unless otherwise prescribed by law. Requests for information regarding the sexual assault from the press, concerned students, and parents will be handled by the College Public Information Office in accord with these regulations, the Family Educational Rights and Privacy Act, applicable California Education and Administrative Code sections, and Los Rios Community College District Policy.

7.0 Dissemination of Procedure

- 7.1 These procedures shall be published in all student, faculty, and staff handbooks and shall be given to any student or employee who is the victim of sexual assault.

Safety Alert Tips!!

- Always lock your car
- Park in a well-lighted area
- Be mentally alert
- Be aware of your surroundings
- Walk to and from your car with a friend
- Protect yourself

Campus Crime Statistics

Campus Crime Statistics:

In compiling and publishing these statistics, our intent is to educate, inform, and raise awareness levels to keep students, staff, and visitors vigilant at all times. For further information concerning safety tips and complete crime statistics, review the Los Rios Police Department's web page, <http://www.crc.losrios.edu/police>. A copy of the campus security report may be obtained from the College Police Office, located at the base of the parking structure, on Panther Parkway.

Los Rios Police Department—Sacramento City College

Clery Act Requirement 2006-2008

Offense Type	Total On-Campus			Non-Campus Buildings			Public Property		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Aggravated Assault	3	2	2	0	0	0	1	1	*1
Arson	0	2	0	0	0	0	0	1	0
Burglary	9	0	7	1	1	1	0	0	0
Motor Vehicle Theft	17	8	1	0	0	0	38	2	0
Manslaughter-Negligent	0	0	0	0	0	0	0	0	0
Murder & Non-Negligent Manslaughter	0	2	0	0	0	0	0	0	0
Robbery	0	2	5	0	0	0	7	2	4
Sex Offenses-Forcible	1	1	3	0	0	0	1	0	0
Sex Offenses-Non-Forcible	0	0	0	0	0	0	0	0	0
Liquor Law Violations (arrests):	4	3	2	0	0	0	3	0	0
Drug Abuse Violations (arrests):	8	8	10	0	0	0	15	6	6
Weapons Possession (arrests):	3	3	6	0	0	0	1	0	1
Hate Crimes (by Prejudice)									
(Race)	0	0	0	0	0	0	0	0	0
(Gender)	0	0	0	0	0	0	0	0	0
(Religion)	0	0	0	0	0	0	0	0	0
(Sexual Orientation)	0	0	0	0	0	0	0	0	*1
(Ethnicity)	0	0	0	0	0	0	0	0	0
(Disability)	0	0	0	0	0	0	0	0	0

On-campus refers to crimes committed on the campus property, non-campus refers to crimes committed at all Outreach Centers and properties that are leased or rented by SCC for instructional purposes. Non-campus properties only include crimes that occurred in the specific areas and during the specific times used by SCC. It does not include public property. Public property refers to those areas immediately adjacent to and accessible from the College, including streets, sidewalks, parking facilities, parks etc. It does not include private residences or businesses. The statistics provided here may be subject to change pending further review. For the most accurate accounting, please refer to the LRPD web site.

Degrees and Certificates

Associate Degree

The Associate Degree may be obtained by the completion of all required courses for a major (18 units or more) with grades of "C" or better in each course, fulfill general education requirements, satisfy competencies, and sufficient electives to meet a minimum total of 60 units with a grade point average of 2.0 ("C" average). Degrees are designated by "A.A." for Associate in Arts and "A.S." for Associate in Science.

Certificates

Certificate of Achievement (12 units or more of degree-applicable courses) formerly known as Career Certificate is offered to students completing program requirements.

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

Certificates (11.5 units or less) 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 require 11.5 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 at Sacramento City College. Certificates are designated with "C."

Sacramento City College offers the following:

Accounting (A.S., COA)
 Accounting Clerk/Bookkeeper – Entry Level (COA)
 Accounting Clerk/Bookkeeper – Advanced Level (COA)
Administration of Justice (A.A.)
 Correctional Services (A.S., COA)
 Police Services (A.S., COA)
Aeronautics
 Airframe (A.S., COA)

Powerplant (A.S., COA)
 Combined Airframe and Powerplant (A.S., COA)
 Flight Technology (A.S., COA)
 Nondestructive Testing (A.S., COA)
 Air Traffic Control/Aircraft Dispatch (courses only)
 Bell Helicopter
 Aeronautics Bell Helicopter (courses only)
 Flight Technology Bell Helicopter (courses only)
Allied Health (courses only)
Anthropology (A.A.)
Art (A.A.)
Art History (A.A.)
Astronomy (courses only)
Biology (A.S.)
 Field Ecology (COA)
Business
 Business, General (A.S.)
 Business Administration (A.A.)
 Bookkeeping and Office Management (A.S., COA)
 Customer Service (C)
 Insurance (A.S., COA)
 Insurance, Basic (COA)
 Management (A.S., COA)
 Small Business Management (A.S., COA)
 Retail Management (COA)
 Marketing (A.S., COA)
 Marketing, Advertising (A.S.)
 Office Administration
 Computer Keyboarding and Office Applications (COA)
 Clerical General Office, Level A (COA)
 Introduction to Computerized Office Technologies, Level B (COA)
 Business Operations and Management Technology, Level C (COA)
 Virtual Office and Management Technologies, Level D (A.S., COA)
 Real Estate (A.S., COA)
Chemistry (A.S.)
Communication (A.A.)
Community Leadership Development (courses only)
Community Studies (Emphasis on Direct Services) (A.A., COA)
Computer Information Science
 Computer Science (A.S., COA)
 Management Information Science (A.S., COA)

Database Management (COA)
Programming (COA)
Information Processing (A.S.)
Information Processing Specialist (COA)
Information Processing Technician (COA)
Word Processing Technician (COA)
Information Systems Security (A.S., COA)
Network Administration (A.S., COA)
Network Design (A.S., COA)
Advanced CISCO Networking (COA)
Microcomputer Technician (also listed under Electronics Technology) (A.S., COA)
PC Support (COA)
Web Developer (A.S., COA)
Active Server Pages Developer (COA)
International Computer Driving License (C)
 Webmaster, Level 1 (COA)
 Webmaster, Level 2 (COA)
Cosmetology (A.S., COA)
 Art & Science of Nail Technology (C)
Dental Assisting (A.S., COA)
Dental Hygiene (A.S.)
Early Childhood Education
 Child Development (A.A.)
 Early Childhood Education Teacher (A.A.)
 Early Childhood Education/Administration (A.A.)
 Family Child Care (COA)
 Infant Care and Education Teacher (COA)
 School-Age Care and Education Teacher (COA)
Economics (courses only)
Electric Vehicle Technology (courses only)
Electronics Technology
 Automated Systems Technician (A.S., COA)
 Electronics Facilities Maintenance Technician (A.S., COA)
 Electronics Mechanic (COA)
 Microcomputer Technician (also listed under Computer Information Science) (A.S., COA)
 Telecommunications Technician (A.S., COA)
Engineering
 Civil (A.S.)
 Electrical/Computer (A.S.)

Degrees and Certificates

General (A.S.)	Journalism (A.A.)	Psychology (A.A.)
Mechanical/Aeronautical (A.S.)	Multimedia News Specialist (COA)	Railroad Operations (A.S., COA)
Engineering Design Technology (A.S., COA)	Liberal Arts (A.A.)	Recreation (course only)
Architectural/Structural Drafting (A.S., COA)	Liberal Studies (A.A.)	Recreational Vehicle Technology (courses only)
Electric (Power-Lighting Systems) (A.S., COA)	Liberal Studies for Elementary Teachers (A.A.)	Science (A.S.)
HVAC Systems Design (A.S., COA)	Library (courses only)	Sign Language Studies (courses only)
Mechanical (HVAC/Plumbing Systems) (A.S., COA)	Library and Information Technology (A.S., COA)	Social Sciences (A.A.)
Surveying (Geomatics) (COA)	Mathematics (A.S.)	Sociology (A.A.)
English (A.A.)	Mechanical-Electrical Technology (A.S., COA)	Statistics (courses only)
English as a Second Language (courses only)	Mechanical Systems Technician (COA)	Student Government (courses only)
Ethnic Studies	Commercial Building Energy Auditing and Commissioning Specialist (COA)	Theatre Arts and Film
African-American Emphasis (A.A.)	Wastewater Treatment Plant Operation (A.S., COA)	Acting-Directing Emphasis (A.A.)
Asian-American Emphasis (A.A.)	Water Treatment Plant Operation (A.S., COA)	Technical Production Emphasis (A.A.)
Mexican-American Emphasis (A.A.)	Metals Industry Technology (courses only)	Film (A.A.)
Native-American Studies (A.A.)	Motorcycle Maintenance Technician (A.S., COA)	Film Production (C.O.A.)
Family and Consumer Science (A.A.)	Music	Film Studies (C.O.A.)
Fashion and Interior Design	General (A.A.)	Women's Studies (A.A.)
Custom Apparel Construction and Alterations (A.A., COA)	Commercial Music	Work Experience (courses only)
Fashion Design and Production (A.A., COA)	Audio Production Emphasis (A.A., COA)	
Interior Design Sewing (A.A., COA)	Music Business Management Emphasis (A.A., COA)	
Production Sewing (C)	Performance Emphasis (A.A., COA)	
Fine Arts (A.A.)	Songwriting/Arranging Emphasis (A.A., COA)	
Foreign Languages (courses only)	Nursing	
Geography (courses only)	Registered Nursing (A.S.)	
Geology (courses only)	Vocational Nursing (A.S., COA)	
Gerontology (A.S., COA)	Nutrition and Foods	
Graphic Communication (A.S., COA)	Nutrition (A.S.)	
Digital Illustration (C)	Occupational Therapy Assistant (A.S.)	
Graphic Design Production (COA)	Philosophy (courses only)	
Image Editing (C)	Photography (A.A., COA)	
Page Layout (C)	Commercial Photography (COA)	
Prepress (C)	Digital Photography (COA)	
Web Design (COA)	Fine Art Photography (COA)	
Web Design Basics (COA)	Photojournalism (COA)	
Health Education (courses only)	Portrait and Wedding Photography (COA)	
History (A.A.)	Stock Photography (COA)	
Honors (courses only)	Physical Education	
Human Career Development (courses only)	Kinesiology - Athletic Training (A.A.)	
Human Services (courses only)	Kinesiology - Exercise Science (A.A.)	
Humanities (A.A.)	Physical Therapist Assistant (A.S.)	
Independent Studies (courses only)	Physics (courses only)	
Instructional Assisting	Political Science (A.A.)	
Bilingual/Bicultural Emphasis (A.A., COA)	Pre-professional Majors (transfer majors only)	
General (A.A., COA)		
Special Education (A.A., COA)		
Intercultural Studies (A.A.)		
Interdisciplinary Studies (courses only)		
International Studies (A.A.)		

Associate Degree/Graduation Requirements

Associate in Arts (A.A.) Associate in Science (A.S.) GRADUATION REQUIREMENTS 2010-11

All students MUST satisfy the following four requirements (1, 2, 3, 4) in order to earn the Associate in Arts/Science degree:

1. Complete a minimum of 60 degree applicable units with a grade point average of 2.0 ("C" average). A minimum of 12 units must be completed at Sacramento City College.
2. Complete each required course with a grade of "C" or better for a "MAJOR" offered at Sacramento City College (see "Degrees, Certificates, Courses, and Transfer Majors" in this catalog).
3. Complete all general education requirements, Areas I, II (a and b), III (a and b), IV, V (a and b), and VI.
4. Complete all three (3) Competency Requirements (reading, writing, and mathematics).

EXCEPTION: Students who possess a baccalaureate or higher degree completed at a college or university accredited through a CHEA (Council for Higher Education Accreditation) recognized Regional Accrediting Agency will have satisfied general education and competency requirements (#3 and #4 listed above) for the Associate of Arts or Associate of Science degree. Degrees from accredited institutions outside of the United States will be evaluated on a case-by-case basis.

Note: Courses designated with an asterisk (*) are listed in more than one area but can be used to satisfy ONLY ONE AREA (except Area IV).

AREAS		MIN. UNITS	COM-PLETED	IN PRO-GRESS	NEED
I. (was Area C) – Humanities (3 units minimum)					
ANTH 330 ART 300, 320, 390, 430, 440 ARTH 300, 302, 304, 306, 307, 308, 310, 312, 313, 314, 318, 320, 324, 325, 328, 330, 332, 334, 484, 486, 487, 488 COMM 305 ENGCW 400, 410, 420, 431 ENGLT 303, 304, 310, 311, 317, 320, 321, 327, 331, 332, 334, 335, 345, 346, 360, 365, 370, 380, 392, 400, 401, 403, 404, 480, 481 ENGWR 301* ESLR 340 FASHN 330 HIST 300*, 302*, 305*, 364*, 365*, 373*, 380* HUM 300, 310, 332, 352, 480, 483 MUFHL 305, 309, 310, 311, 315, 320, 330, 400, 481, 482 PHIL 300*, 310, 330, 331, 333, 338, 352, 353, 354, 368*, 480, 481, 482* SILA 305, 306, 315, 316 SPAN 425, 427 TA 300, 302, 303, 308, 310, 312, 314, 315, 318, 323, 454, 455	3				
	Foreign Languages: ARABIC 401, 402 CANT 401, 402, 411, 412 FARSI 401, 402 FREN 101, 401, 402, 411, 412 GERM 401, 402, 411, 412 GREEK 401, 402 ITAL 401, 402 JAPAN 101, 401, 402, 411, 412 KOREAN 401, 402 MAND 101, 102, 401, 402, 411, 412 PNJABI 401, 402 RUSS 401, 402, 411, 412 SPAN 401, 402, 411, 412, 413, 415 TGLG 401, 402 VIET 401, 402				
	Course: _____ College: _____				

Associate Degree/Graduation Requirements

AREAS		MIN. UNITS	COM-PLETED	IN PRO-GRESS	NEED
II. (was Area D) – Languages and Rationality (6 units minimum) – 3 units from II (a) and 3 units from II (b)					
II (a)	(was Area D1) – English Composition (3 units minimum): BUS 310 ENGWR 300, 301*, 302*, 480, 482* ESLW 340 Course: _____ College: _____	3			
II (b)	(was Area D2) – Communication and Analytical Thinking (3 units minimum): AERO 300 CISC 300 (1 unit), 310, 321 (1 unit) CISN 300, 302, 303, 304, 306, 308, 315 (2 units), 320, 322, 324, 336 (was 136), 340 (was 140), 341 (was 141), 346 (was 146), 370, 378 CISP 301, 310, 342, 350, 360, 363 (2 units), 370, 371, 400, 401, 430, 440, 452, 457 CISS 300 (1 unit), 301 (2 units), 355 CISW 400, 405, 410, 411 (2 units), 420, 440 (2 units) COMM 301, 302, 311, 315, 316, 331, 341*, 343, 345, 361 ECE 326 ECON 310 ENGWR 302*, 482* ET 310 and 311 (must complete both) GEOG 330 HIST 400* MATH 110, 120, 124, 140, 300, 310, 334, 335, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 MET 352 PHIL 300*, 320, 322, 325 PSYC 335 SOC 305* STAT 300, 480 SURVY 300 Course: _____ College: _____	3			
III. (was Area E) – Living Skills (3 units minimum) – 1 unit from III (a) and 2 units from III (b) OR III (c) if student meets Military Service Credit requirements.					
III (a)	(was Area E1) – Physical Education (1 unit minimum) – any activity course from: ADAPT DANCE FITNS [FITNS 454, .5 unit only, see Area III (b)] PACT PET 352 SPORT (except SPORT 90) TMACT Course: _____ College: _____ NOTE: Exemption to the physical education activity course is permitted for students with medical excuses on file. Students not completing a physical education activity course on the basis of this exemption shall be required to complete a minimum of 3 units in Area III (b).	1			
III (b)	(was Area E2) – Life Development Skills (2 units): ADMJ 303* BUS 320, 498 (minimum 2 units) COMM 321, 323, 328*, 335 ECE 314*, 415 EDT 498 (minimum 2 units) FASHN 310 FCS 304, 314*, 320*, 330*, 332, 340*, 344, 346, 480* FITNS 454 [1 unit only, see Area III(a)] GERON 300*, 302, 334 HCD 110, 310, 312, 318, 330 (1 unit) HEED INDIS LIBR 300, 321 (1 unit), 340 LIBT 240 (1 unit), 340 (1 unit) NUTRI 318 (1 unit), 325 PET 325 PSYC 300*, 302, 320, 322, 330, 480* SOC 307, 410, 411, 412, 418 SOCSC 353, 356, 358, 374, 390*, 392, 405*, 410 WEXP 310*, 312*, 335*, 344* 350* 198, 298, 498 (minimum 2 units)	2			
Course: _____ College: _____					
III (c)	(was Area E3) – Military Service Credit (honorable discharge) with minimum of one (1) year active duty service. Submit copy of DD 214 to the Admissions & Records office.	0			

Associate Degree/Graduation Requirements

AREAS		MIN. UNITS	COM-PLETED	IN PRO-GRESS	NEED
IV. (was Area A) – Natural Sciences (3 units minimum) – Courses with (L only) indicates a lab course only for one unit.					
ANTH ASTR BIOL CHEM FCS GEOG GEOL NUTRI PHYS PSYC	300, 301 (L only), 480 310, 320, 330, 400 (L only) 100, 305, 308, 320, 323, 330, 332, 342, 350, 370, 402, 412, 422, 430, 431, 440, 434, 444, 464 300, 305, 306, 320, 330, 336, 400, 401, 410, 420, 421, 425, 426, 484 (1 unit) 340*, 480* 300, 301 (L only), 305, 306, 308 302, 305, 306 (L only), 308, 310, 311 (L only), 345 300*, 480* 310, 350, 360, 410, 420, 430 310, 311(L only), 314, 316 Course: _____ College: _____	3			

V (a)	(was Area B2) – American Institutions (3 units)					
HIST POLS	310, 311, 314, 320, 321, 370, 371, 483, 484, 485 301, 304, 481 Course: _____ College: _____			3		
V (b)	(was Area B1) – Other (3 units):					
ADMJ ANTH COMM ECE ECON ENGWR FCS GEOG GERON HIST	303*, 342 310, 315, 317, 320, 332, 334, 341, 481 325, 328*, 341*, 351, 363 312, 314* 100, 302, 304 384 312, 314*, 320*, 324, 326, 330* 310, 320, 322, 480 300* 300*, 302*, 305*, 307, 308, 309, 344, 360, 364*, 365*, 373*, 380*, 400*	JOUR PHIL POLS PSYC SOC SOCSOC	310, 320 368*, 482* 302, 310, 312, 313, 320, 322, 340, 480 300, 320, 340, 352, 360, 363, 364, 367, 370, 376, 390*, 405*, 480 300, 301, 305*, 310*, 312*, 321, 335*, 341, 343, 344*, 345, 375, 376, 380, 382, 385 (maximum 1 unit), 480 300, 320, 325, 330, 332, 335, 336, 350*, 352	3		
Course: _____ College: _____						

VI. (was Area F) – Ethnic/Multicultural Studies (0-3 units minimum).						
Most of these courses are also listed in Areas I–V and can be used to meet General Education requirements.						
ADMJ AH ANTH ARTH BIOL BUS COMM ECE ENGLT ESLR FCS GEOG	302 (F98) 301 (F07) 310 (F97), 315 (F93), 317 (F06), 330 (F96), 332 (F95), 334 (F95), 341 (F05), 481 (F97) 320 (F93), 324 (F93), 325 (F07), 328 (F93), 330 (F93), 332 (F93), 334 (F05) 323 (F02) 330 (F04) 325 (F93) 430 (F93) 327 (F06), 331 (F08), 332 (F08), 334 (F95), 335 (F99), 345 (F09) 346 (F99), 360 (F97), 365 (F09) 401 (F02), 480 (F95), 481 (F95) 340 (F00) 342 (F05) 310 (F95)	HIST HUM JOUR MUFHL NUTRI PHIL POLS PSYC SOC SOCSOC TA	307 (F98), 308 (F98), 309 (F93), 310 (F99), 311 (F99), 320 (F93), 321 (F93), 344 (F96), 360 (F03), 364 (F93), 365 (F93), 370 (F93), 371 (F93), 373 (F93), 380 (F04), 483 (F00), 484 (F00) 332 (F93), 483 (F06) 320 (F95) 330 (F06) 310 (F09) 352 (F93), 353 (F93), 312 (F07) 367 (F93) 321 (F93), 330 (F01) 300 (F03), 320 (F93), 325 (F93), 330 (F93), 332 (F93), 335 (F93), 336 (F93) 308 (F01), 318 (F01), 454 (F93), 455 (F93)	0 or 3		
Course: _____ College: _____						

Associate Degree/Graduation Requirements

"The graduation competencies listed apply only to those students who first enrolled in this college on or after Fall 2009. Students who have catalog rights that predate Fall 2009, may satisfy the graduation competencies pursuant to their catalog rights."				
Competency Requirements – Complete all three areas (A, B, and C)	REQ	COMP	IN PROG	NEED
<p>A. READING Competency</p> <p>1. Achieve a qualifying reading score on the first or second English assessment or 2. Complete one of the following courses with a grade of "C" or better:</p> <p style="padding-left: 40px;">ENGRD 310 ESLR 340 or</p> <p>3. Obtain a satisfactory score on a college-level reading examination or 4. Possess an AA/AS degree or higher from an accredited college in the U.S. or 5. Pass an equivalent course at an accredited college.</p> <p>Course: _____ College: _____</p>	0-3			
<p>B. WRITING Competency</p> <p>1. Complete one of the following courses with a grade of "C" or better:</p> <p style="padding-left: 40px;">BUS 310 ENGWR 300, 480 ESLW 340</p> <p>2. Pass an equivalent course ("C" grade or better) at an accredited college in the U.S.</p> <p>Course: _____ College: _____</p>	0-3			
<p>C. MATHEMATICS Competency</p> <p>1. Complete one of the following courses with a grade of "C" or better:</p> <p style="padding-left: 40px;">ECON 310 MATH 110, 120, 124, 140, 300, 310, 334, 335, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 PHIL 325 STAT 300, 480 or</p> <p>2. Obtain a satisfactory score on the mathematics competency examination or 3. Pass an equivalent course ("C" grade or better) at an accredited college in the U.S.</p> <p>Course: _____ College: _____</p>	0-3			

Credit By Examination/Course Challenge

Under special circumstances and with the concurrence of the department, students regularly enrolled and in good standing and who believe they are qualified by experience or previous training may take a special examination to establish credit in a course in which they are not formally enrolled. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with a grade of "C" or better.

Successful completion of a course by examination is recorded on the permanent record as a "CR" grade. The "CR" grade does not enter into the computation of the student's grade point average.

A maximum of 15 units of credit may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the twelve (12) units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veteran programs, social security, etc. Students will be assessed the regular enrollment fee for all challenged courses.

Procedures:

- 1) Prior to the fifth week of instruction, visit the instructional area division office to determine if an instructor is available to conduct the exam;
- 2) Submit a Credit by Examination form to Admissions and Records to have first three items verified. (Request a form from the Admissions and Records office or download from the SCC Web site (<http://scc.losrios.edu> Quick Link menu, Admissions and Enrollment Forms);
- 3) Obtain signatures of the instructor and division dean;
- 4) Turn in the form to Admissions and Records to officially enroll in the course;
- 5) Make payment for the course units at the Business Office to (unless you have a Fee Waiver);
- 6) Contact the instructor for a time and location to take the exam.

When you have completed the exam, the instructor will submit the result. Either a Credit or No Credit will be entered on your transcript.

NOTE: Mathematics Course Challenge. Credit for a challenge examination will not be awarded when a student has successfully completed a course at a level more advanced than that represented by the examination in question.

Associate Degree/Graduation Requirements

Application for Graduation

Candidates for graduation must initiate a petition for graduation. Petitions are available at scc.losrios.edu, Quick Link menu, Graduation, or from the Admissions and Records office.

The deadline date to file for graduation can be found in the College Calendar printed in the Schedule of Classes.

Degrees are awarded at the May Commencement exercise only and all students receiving degrees are encouraged to attend.

The Distinguished Service Award

One of the oldest traditions of the college is the annual selection of two students who have given valuable and outstanding service to the college. Honored at commencement, their names are engraved on a permanent plaque. Selection is made by a committee appointed by the College President.

CSU General Education or Breadth Requirements

CALIFORNIA STATE UNIVERSITY SYSTEM General Education-Breadth Requirements

The CSU General Education-Breadth Requirements may change each year. It is the student's responsibility to check with a counselor each year for updated CSU General Education-Breadth Requirements.

To complete these requirements, students must have a 2.0 (2.4 for international and non-resident) or higher grade point average (GPA) for all courses taken to complete the General Education-Breadth Requirements. To transfer, students must meet the following requirements:

- 60 transferable units to include a minimum of 30 units from the General Education-Breadth Requirements,
- Completion of Area A, sections 1, 2 and 3 and Area B, section 3 with a grade of "C" or better,
- 2.0 grade point average for all transferable course work completed.

Courses are listed in more than one section in that area, but can only be used once to satisfy the course requirements for that area.

** Courses are listed in other areas, but can only be used once to satisfy any requirement.

AREA		MIN. COURSES	COM- PLETED	IN PROG	NEED
A. Communication in the English Language and Critical Thinking (9 units minimum)					
One course from each numbered section (A1, A2, and A3)					
A1 COMM	Oral Communication 301, 302, 311**, 331, 361 Course: _____ College: _____	one			
A2 ENGWR ESLW	Written Communication 300, 480 340 Course: _____ College: _____	one			
A3 COMM ENGWR HIST PHIL SOC	Critical Thinking 311**, 315, 316 301, 302, 482 400 300**, 320, 322, 325 305 Course: _____ College: _____	one			
B. Physical Universe and Its Life Forms (9 units minimum) – One course from each numbered section (B1, B2, and B4). One of the science courses in B1 or B2 must have a laboratory component – designated with an (L). B3 is this laboratory activity.					
B1 ASTR CHEM GEOG GEOL PHYS	Physical Science 310, 320, 330, 400(L only), 300(L), 305(L), 306(L), 320(L), 330(L), 336(L), 400(L), 401(L), 410(L), 420(L), 421(L), 425(L), 426(L), 484(L) 300 (lab is 301), 301(L only), 306, 308 302(L), 305 (lab is 306), 306(L only), 308, 310 (lab is 311), 311(L only), 345 310, 350(L), 360(L), 410(L), 420(L), 430(L) Course: _____ College: _____	one or one with lab			
B2 ANTH BIOL PSYC	Life Science 300 (lab is 301), 301(L only), 480 305(L), 308 (lab is 309), 309(L only), 323(L), 342**, 350, 370(L), 402(L), 412(L), 422(L), 430(L), 431(L), 440(L), 444(L), 464 (lab is 465), 465(L only) 310 (lab is 311), 311(L only) Course: _____ College: _____	one or one with lab			
B. Physical Universe and Its Life Forms – continued (one course from B4)					
B4 CISP ECON MATH STAT	Mathematics/Quantitative Reasoning: 440 310 300, 310, 334, 335, 342, 350, 351, 370, 400, 401, 402, 410, 420, 482 300, 480 Course: _____ College: _____	one			

CSU General Education or Breadth Requirements

C. Arts, Literature, Philosophy and Foreign Language (9 units minimum)

At least one course from C1 and C2; one additional course is required and can be chosen from either C1 or C2.

NOTE: Courses designated with an * in area C1 or C2 are repeatable for credit, only one can be used to satisfy the general education requirement in Area C.

C1	Arts ART 300, 305, 320, 324, 337, 370*, 380, 390, 400 ARTH 300, 302, 304, 306, 307, 308, 310, 312, 313, 314, 318, 320, 324, 325, 328, 330, 332, 334, 484, 486, 487 COMM 305 ENGLT 400, 403**, 404 HUM 332**, 350**, 352**, 483** MUFHL 305, 309, 310, 311, 315, 320, 330, 330, 400, 401, 410, 411, 481, 482 MUIVI 300*, 315*, 325, 345, 365*, 366*, 367, 368*, 380, 381, 382, 383, 441*, 443*, 445*, 447* MUP 315*, 325*, 335*, 340*, 355*, 402*, 411*, 413*, 415*, 417* MUSM 342*, 344 TA 300, 302, 303, 308, 310, 312, 314, 315, 318**, 320*, 364, 370 (2 units), 404, 437 (2 units), 454 Course: _____ College: _____	one			
C2	Humanities ENGCW 400, 410, 420, 431 ENGLT 303, 304, 310, 311, 317, 320, 321, 327, 331, 332, 334**, 335, 345, 346, 360, 365, 370, 380, 392, 401, 403**, 480, 481 ESLR 340 FASHN 330 HIST 300**, 302**, 305**, 307**, 308**, 360**, 364**, 365**, 373**, 380** HUM 300, 310, 332**, 350**, 352**, 480, 483** PHIL 300**, 310, 330, 331, 333, 338, 352, 353, 354, 368**, 480, 481, 482** SILA 305, 306, 315, 316 SPAN 425, 427 TA 318** Foreign Languages: ARABIC 401, 402 CANT 401, 402, 411, 412 FARSI 401, 402 FREN 401, 402, 411, 412 GERM 401, 402, 411, 412 GREEK 401, 402 ITAL 401, 402 JAPAN 401, 402, 411, 412 KOREAN 401, 402 MAND 401, 402, 411, 412 PNJABI 401, 402 RUSS 401, 402, 411, 412 SPAN 401, 402, 411, 412, 413, 415 TGLG 401, 402 VIET 401, 402 Course: _____ College: _____	one			
Additional Arts or Humanities course required, chose from either C1 or C2. Course: _____ College: _____		one			
D. (D0-D9) Social, Political and Economic Institutions and Behavior, Historical Background (9 units minimum) (These courses are listed as Areas D0-D9 in ASSIST) Two course combination from D1a or D1b and one course from D2.					
D1a	POLS 301** or 481** <i>paired with</i> HIST 310** or 311** or 320** or 321** or 370** or 371** or 483** or 484** Course: _____ College: _____ Course: _____ College: _____	one plus one			
D1b	HIST 310** or 320** or 483** <i>paired with</i> HIST 311** or 321** or 484** or POLS 301** or 304** or 481** Course: _____ College: _____ Course: _____ College: _____	one plus one			

CSU General Education or Breadth Requirements

D. (D0-D9) Social, Political and Economic Institutions and Behavior, Historical Background (9 units minimum) (These courses are listed as Areas D0-D9 in ASSIST) Two course combination from D1a or D1b and one course from D2.				
D1a POLS 301** or 481** <i>paired with</i> HIST 310** or 311** or 320** or 321** or 370** or 371** or 483** or 484** Course: _____ College: _____ Course: _____ College: _____	one plus one			
D1b HIST 310** or 320** or 483** <i>paired with</i> HIST 311** or 321** or 484** or POLS 301** or 304** or 481** Course: _____ College: _____ Course: _____ College: _____	one plus one			
D. (D0-D9) Social, Political and Economic Institutions and Behavior – continued				
D2 ADMJ 302, 303, 342 ANTH 310, 315, 317, 320, 330, 332, 334, 341, 481 BUS 330, 345 COMM 321, 325, 328, 335, 341, 351, 363 ECE 312**, 314** ECON 302, 304 ENGLT 334** ENGWR 384 FCS 312**, 314**, 320**, 324**, 326**, 330**, 332** GEOG 310, 320, 322, 480 GERON 300**, 302** HIST 300**, 302**, 305**, 307**, 308**, 309, 310**, 311**, 314, 320**, 321**, 344, 360**, 364**, 365**, 370**, 371**, 373**, 380**, 483**, 484**, 485 JOUR 310, 320 PHIL 368**, 482** POLS 301**, 302, 304**, 310, 312, 313, 320, 322, 340, 480, 481** PSYC 300, 314, 316, 320, 335, 340**, 353**, 356**, 360**, 363, 367, 370**, 374**, 376, 390**, 392** (2 units), 405, 480 SOC 300, 301, 310**, 312**, 321, 330, 335**, 341**, 343, 344**, 345, 375, 480 SOCSC 300, 320, 325, 330, 332, 335, 336, 350, 352 Course: _____ College: _____	one			
E. Lifelong Understanding and Self Development (3 units minimum)				
BIOL 342** BUS 320 ECE 312**, 314**, 415 FCS 304, 312**, 314**, 320**, 324**, 326**, 330**, 332**, 340, 344, 346, 480 GERON 300**, 302** HEED 300 HCD 310 NUTRI 300, 302, 330, 480 PE (one unit maximum) any CSU transferable course from: ADAPT, DANCE, FITNS (except FITNS 371 or 372), PACT, SPORT, TMACT PET 411, 418 PSYC 340**, 353**, 356**, 358, 360**, 370**, 374**, 390**, 392** (2 units), 410 SOC 310**, 312**, 335**, 341**, 344** Course: _____ College: _____	3 units			

IGETC Requirements

Intersegmental General Education Transfer Curriculum (IGETC) University of California or California State University 2009-10

THE IGETC REQUIREMENTS MAY CHANGE EACH YEAR.

It is the student's responsibility to check with a counselor each year for updated IGETC information.
See a counselor prior to transfer concerning certification.

Completion of ALL the requirements (full-certification) in the IGETC will permit a student who transfers from a community college to a campus in either the California State University or University of California system without the need, after transfer to take additional lower-division general education courses. Students must meet with a counselor to request the IGETC Certification. All courses must be completed with a "C" grade or better.

NOTE: The IGETC is NOT appropriate for certain majors and/or campuses. Please consult with a counselor.

**Courses are listed in more than one area, but can only be used once to satisfy a requirement.

AREA		MIN. COURSES	COM-PLETED	IN PROG	NEED
Area 1– English Communication					
For CSU – three courses required, one course from each area (1A, 1B and 1C) For UC – two courses required, one from Areas 1A and one from 1B					
1A ENGWR	English Composition (one course, 3 units required) 300, 480 Course: _____ College: _____	one			
1B COMM ENGWR HIST PHIL SOC	Critical Thinking – English Composition (one course, 3 units required) 316 301, 302, 482 400 322 305 Course: _____ College: _____	one			
1C COMM	Oral Communication – CSU REQUIREMENT ONLY (one course, 3 units required) 301, 302, 311, 331, 361 Course: _____ College: _____	one			
Area 2 – Mathematical Concepts and Quantitative Reasoning (one course, 3 units required)					
CISP ECON MATH STAT	440 310 300, 350, 351, 370, 400, 401, 402, 410, 420, 482 300, 480 Course: _____ College: _____	one			
Area 3 – Arts and Humanities (three courses, 9 units required) – Three courses with at least one from the Arts and one from Humanities.					
3A ARTH COMM ENGLT MUFHL TA	Arts 300, 302, 304, 306, 308, 310, 312, 313, 314, 320, 324, 325, 328, 330, 332, 334, 484, 486, 487 305 400, 403** 305, 309, 310, 311, 315, 320, 330, 400, 401, 410, 411, 481, 482 300, 302, 303, 308, 310, 312, 314, 315, 320, 454 Course: _____ College: _____	one			

IGETC Requirements

AREA 3 – Arts and Humanities – Continued				MIN. COURSES	COM- PLETED	IN PROG	NEED
3B	Humanities			one			
ANTH ENGLT	330** 303, 304, 310, 311, 317, 320, 321, 327, 331, 332, 334, 335, 345, 346, 360, 380, 392, 401, 403**, 480, 481	CANT FREN GERM JAPAN MAND SPAN	Foreign Languages: 411, 412 411, 412 411, 412 411, 412 411, 412 411, 412				
HIST HUM PHIL	300, 302, 305, 360**, 364, 365, 373 300, 310, 332, 350, 352, 480, 483 300, 310, 330, 331, 333, 338, 352, 353, 354, 368, 480, 481, 482						
SILA TA	315, 316 318						
Course: _____ College: _____							
One additional course is required and can be chosen from either 3A or 3B. SCC Course: _____ Course: _____ College: _____				one			
Area 4 (4A-4J) – Social and Behavioral Sciences (three courses, 9 units required) Three courses from at least <u>two disciplines</u> . These courses are listed as Area 4A-J in ASSIST. NOTE: * Indicates that this course <u>may not be used</u> for AREA 4 if the course is used for CSU U.S. History, Constitution, and American Ideals requirement.							
ANTH BUS COMM ECE ECON ENGWR FCS GEOG GERON HIST JOUR POLC PSYC SILA SOC SOCSC	310, 315, 317, 320, 330**, 332, 334, 341, 481 345 321, 325, 328, 351, 363 312, 314 302, 304 384 312, 314, 320, 324, 326, 330, 332 310, 320, 322, 480 300, 302 307, 308, 309, 310*, 311*, 314, 320*, 321*, 344, 360**, 370*, 371*, 380, 483*, 484*, 485 310, 320 301*, 302, 304, 310, 312, 313, 320, 322, 340, 480, 481 300, 316, 320, 335, 340, 356, 360, 363, 367, 370, 374, 376, 390, 480 330 300, 301, 310, 312, 321, 330, 335, 341, 343, 344, 345, 480 300, 320, 325, 330, 332, 335, 336, 350, 352			one			
				one			
				one			
Course: _____ College: _____							
Area 5 – Physical and Biological Sciences (two courses, 7-9 units required) One Physical Science course and one Biological Science course; at least one course must include a laboratory. Courses with a (L) contain a laboratory.							
5A	Physical Science			one or one with lab			
ASTR CHEM GEOG GEOL PHYS	310, 320, 330, 400 (L only) 300 (L), 305 (L), 306 (L), 320 (L), 330 (L), 336 (L), 400 (L), 401 (L), 410 (L), 420 (L), 421 (L), 425 (L), 426 (L) 300, 301 (L only), 306, 308 302 (L), 305, 306 (L only), 308, 310, 311 (L only), 345 310, 350 (L), 360 (L), 410 (L), 420 (L), 430 (L)						
Course: _____ College: _____							
5B	Biological Science			one or one with lab			
ANTH BIOL PSYC	300, 301 (L only), 480 305 (L), 308, 309 (L only), 323 (L), 342, 350, 370 (L), 402 (L), 412 (L), 422 (L), 430 (L), 431 (L), 440 (L), 464, 465 (L only) 310 (lab is 311), 311 (L only)						
Course: _____ College: _____							

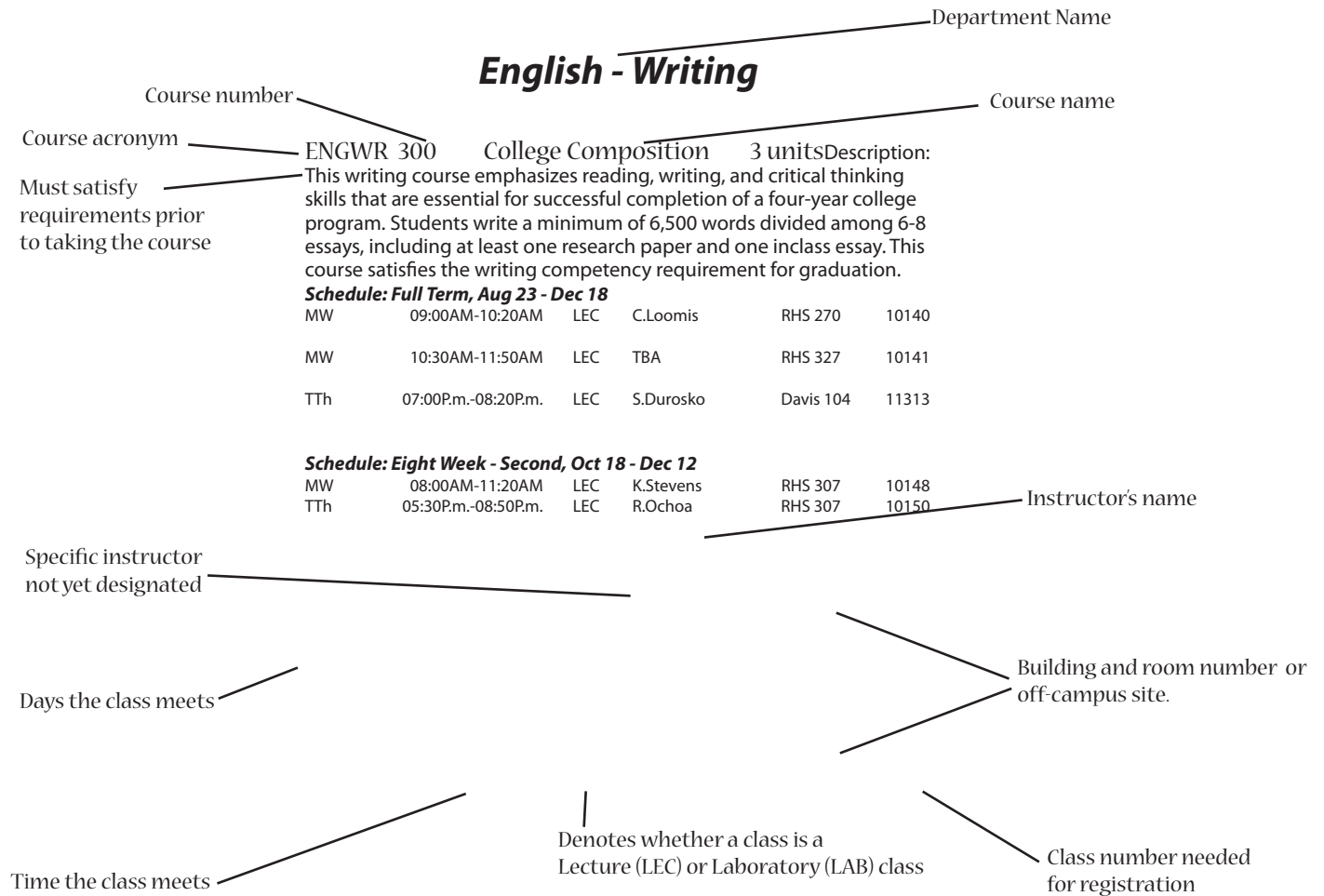
IGETC Requirements

<p>AREA 6 Language Other Than English – (UC REQUIREMENT ONLY)</p> <p>Completion of a college level foreign language course or higher:</p> <p style="padding-left: 20px;">ARABIC 401, CANT 401, FARSI 401, FREN 401, GERM 401, ITAL 401, JAPAN 401, KOREAN 401, MAND 401, PNJABI 401, RUSS 401, SPAN 401, TGLG 401, VIET 401</p> <p>OR SILA 305</p> <p>OR completion of two years of the same foreign language in high school level work with a grade of "C" or better</p> <p>OR completion of two years of formal schooling at the sixth grade level or higher in an institution where language of instruction is not English with a grade of "C" or better (Appropriate documentation must be presented to substantiate that the required coursework was completed.)</p> <p>OR earn a score of 3 or higher on the foreign Language Advanced Placement test</p> <p>OR 550 on the college Board Achievement Test in Foreign Language</p> <p>Course: _____ College: _____</p>					one or meets one of the other req.
<p><u>(NOT PART OF IGETC)</u></p> <p><u>CSU Graduation Requirement in U.S. History, Constitution, and American Ideals, may be completed prior to transfer</u></p> <p>Six units required, choose one <u>two-course combination</u> from section 1 or 2:</p> <p style="padding-left: 20px;">1. POLS 301 or 481 -PLUS- HIST 310 or 311 or 320 or 321 or 370 or 371 or 483 or 484, or 2. HIST 310 or 320 or 483 -PLUS- HIST 311 or 321 or 484 or POLS 301 or 304 or 481</p> <p>Course: _____ College: _____</p> <p>Course: _____ College: _____</p>					6 units

Course Designators

ACCT - Accounting
ADAPT - Adaptive Physical Education (See Physical Education)
ADMJ - Administration of Justice
AERO - Aeronautics
AEROBH - Aeronautics Bell Helicopter
AH - Allied Health
ANTH - Anthropology
ARABIC - Arabic (See Foreign Languages)
ART - Art
ARTH - Art History
ASTR - Astronomy
ATCAD - Air Traffic Control and Aircraft Dispatcher
BIOL - Biology
BUS - Business
BUSTEC - Business Technology
CANT - Cantonese/Chinese (See Foreign Languages)
CHEM - Chemistry
CISA - Computer Information Science - Applications
CISC - Computer Information Science - Core
CISN - Computer Information Science - Network
CISP - Computer Information Science - Programming
CISS - Computer Information Science - Security
CISW - Computer Information Science - Web
COMDE - Community Leadership Development
COMM - Communication
COSM - Cosmetology
DANCE - Dance (See Physical Education)
DAST - Dental Assisting
DHYG - Dental Hygiene
ECE - Early Childhood Education
ECON - Economics
EDT - Engineering Design Technology
ENGR - Engineering
ENGCW - English - Creative Writing
ENGED - English - Education
ENGLB - English - Laboratory
ENGLT - English - Literature
ENGRD - English - Reading
ENGWR - English - Writing
ESL - English as a Second Language
ESLG - English as a Second Language - Grammar
ESLL - English as a Second Language - Listening
ESLP - English as a Second Language - Pronunciation
ESLR - English as a Second Language - Reading
ESLW - English as a Second Language - Writing
ET - Electronics Technology
EVT - Electric Vehicle Technology
FARSI - Farsi (See Foreign Languages)
FASHN - Fashion (See Fashion and Interior Design)
FCS - Family and Consumer Science
FITNS - Fitness (See Physical Education)
FLTEC - Flight Technology (see Aeronautics)
FLTCBH - Flight Technology Bell Helicopter (see Aeronautics)
FREN - French (See Foreign Languages)
GCOM - Graphic Communication
GEOG - Geography
GEOL - Geology
GERM - German (See Foreign Languages)
GERON - Gerontology
GREEK - Greek
HCD - Human Career Development
HEED - Health Education
HIST - History
HUM - Humanities
HSER - Human Services
IDES - Interior Design (See Fashion and Interior Design)
INDIS - Interdisciplinary Studies
ITAL - Italian (See Foreign Languages)
JAPAN - Japanese (See Foreign Languages)
JOUR - Journalism
KOREAN - Korean (See Foreign Languages)
LIBR - Library
LIBT - Library and Information Technology
MAND - Mandarin/Chinese (See Foreign Languages)
MATH - Mathematics
MET - Mechanical-Electrical Technology
MGMT - Management (See Business)
MIT - Metals Industry Technology
MKT - Marketing (See Business)
MTRCL - Motorcycle Maintenance Technician
MUFHL - Music Fundamentals/History and Literature (See Music)
MUIVI - Instrumental/Voice Instruction (See Music)
MUP - Music Performance (See Music)
MUSM - Specializations in Music (See Music)
NURSE - Nursing, Registered
NUTRI - Nutrition
OTA - Occupational Therapy Assistant
PACT - Personal Activity (See Physical Education)
PET - Physical Education Theory (See Physical Education)
PHIL - Philosophy
PHOTO - Photography
PHYS - Physics
POLS - Political Science
PSYC - Psychology
PTA - Physical Therapist Assistant
PNJABI - Punjabi (See Foreign Languages)
RAILR - Railroad Operations
RE - Real Estate (See Business)
RECR - Recreation
RUSS - Russian (See Foreign Languages)
RVT - Recreational Vehicle Technology
SGVT - Student Government
SILA - Sign Language Studies
SOC - Sociology
SOCSC - Social Science
SPAN - Spanish (See Foreign Languages)
SPORT - Sports (See Physical Education)
STAT - Statistics
SURVY - Survey (See Engineering Design Technology)
TA - Theatre Arts
TGLG - Tagalog (See Foreign Languages)
TMACT - Team Activities (See Physical Education)
VIET - Vietnamese (See Foreign Languages)
VN - Vocational Nursing
WEXP - Work Experience and Internships

How to Read the Schedule of Classes



Prerequisites, Corequisites, 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. Therefore, you will find courses that have prerequisites, corequisites, or advisories in their description. Following are the definitions for prerequisites, corequisites, and advisories on recommended preparation:

- "Prerequisite" is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
- "Corequisite" means a course that a student is required to simultaneously take in order to enroll in another course.
- "Advisory" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Prerequisite Challenge Procedure for Students

If you feel that you can meet the requirements, 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 course are:

- You have knowledge or ability to succeed in the course without the prerequisite.
- The course that provides the prerequisite is not readily available.
- You believe that the prerequisite is discriminatory or being applied in that manner.

Once you have completed the challenge procedure, your challenge will be reviewed by instructional faculty. You will be informed in writing of the committee's determination within five working days.

District and College Policies

Equal Opportunity in Education Policy

Los Rios Community College District 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, and all other applicable Federal, State and local laws.

It is the policy of the Los Rios Community College District to take action to guarantee that no qualified student or prospective student or any person in his/her educational relationship with the district shall be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, sex, age, color, sexual orientation, or 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 which 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 of the 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 women.

Equity Officer:

Please contact Associate Vice President, General Education Programs, 558-2407, RN257, with inquiries regarding:

- Staff or student complaints based on ethnic group identification, religion, age, color, language, physical disability, mental disability, sex (gender), sexual orientation, sex bias, and sex stereotyping.
- Training and appointments of Equity Representatives for employee selection committees.
- Title IX and gender equity.
- Americans with Disabilities Act.

SCC is Committed to a Drug-and Alcohol-Free Campus

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our 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.

District Policy

Los Rios Community College District Policy 2443 states that 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 a 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."

Legal Sanctions

The LRCCD Board of Trustees Policy P-5621 states that it is unlawful to manufacture, distribute, dispense, possess or use illicit drugs and alcohol on the college premises.

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, you 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, overdose, sudden death, liver disease, psychological disorders, and brain damage. 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 the following:

On campus—

Counseling.....	558-2204
Health Office.....	558-2367

Off Campus

Sacramento Mental Health Center.....	732-3637
Sacramento County Services.....	366-2736
Alcoholics Anonymous.....	454-1100
Narcotics Anonymous.....	486-0465

Campus Security Act of 1990

The Campus Security Act of 1990 (Public Law 101-542) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report, which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes that occur on campus and the number of arrests on campus for liquor law violation, drug abuse violations, and weapon possessions.

In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes, reported to campus security by local law enforcement, which may be considered a threat to other students and employees.

Annually, on October 1, all campus crime statistics are published for public dissemination. These data are located on the College web site under Campus Police and are also available in a variety of publications including the College catalog, schedule, and newspaper. In addition, a hard copy of the data can be obtained from the Campus Police Office located on the corner of East and Library Road.

We ask our staff to assist us in keeping our campus environment safe. Please report all incidents to our Campus Police at 558-2365.

Student Right to Know

Beginning in Fall 2003, a cohort of students was tracked over a three-year period. The SRTK Cohort is defined as all certificate/degree-seeking and transfer-seeking first-time, full-time students registered in Fall 2003.

Completion Rate: Based on this SRTK Cohort, a Completer is defined as a student who attained a certificate or degree or became transfer prepared during a three year period, from Fall 2003 to Spring 2006. "Transfer Prepared" means a student who has completed 56 transferable units with a GPA of 2.0 or better. SCC's completion rate for the Fall 2003 SRTK Cohort is 34.6%. This rate does not represent the success rate of the entire student population at the College nor does it account for student outcomes occurring after this three-year tracking period.

Transfer Rate: Based on the same Fall 2003 SRTK Cohort, a Transfer Student is a student who transferred to another post-secondary institution, prior to attaining a degree or certificate or becoming transfer-prepared during a five semester period, from Spring 2004 to Spring 2006. SCC's transfer rate for the SRTK Cohort is 23.5%. This rate does not represent the transfer rate of the entire student population at the College nor does it account for student outcomes occurring after this five-semester tracking period.

Student Right to Know (SRTK) data are compiled by the California Community College Chancellor's Office and are available on their website at cccco.edu.

Student Grievance Policy

Student Grievance Process

While attending SCC, students sometimes have misunderstandings or experience difficulty with a district or college employee. When students feel they have been treated unfairly and believe that one or more of their student 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 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-

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

Where: RN257, Office of the Student Grievance Officer, Julia Jolly, Associate Vice President of Instruction, (916) 558-2386.

Purpose: Student Grievance Officer to determine grievability of the matter.

Decision: Within ten (10) days of filing date, the Student Grievance Officer must notify all parties of 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 the reason(s) why.
- (b) If deemed grievable, a hearing is scheduled.

Level 3-

Hearing timeline: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.

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

Level 4-

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

Where: President, RN277.

Decision: Within ten (10) days of receipt of the appeal documents, the President will inform all parties, in writing, of his or her decision and that decision is final.

Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in 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.

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, "days" shall mean calendar days, provided, however, that days during winter break, spring break, and breaks before and after summer sessions shall not be counted as "days."

Student Grievance Officer: Julia Jolly, Associate Vice President of Instruction, (916) 558-2386, RN257.

The Associate Vice President is prepared to assist students in resolving concerns or problems that may be handled through the college's Student Grievance Process and can 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 this office.

A copy of the policy and regulations can also be obtained from Dean of Enrollment and Student Services (RN111), Vice President of Student Services (RN272), and Instructional Services (RN257), as well as all Division Dean offices.

Student Standard of Conduct

Academic Standard of Conduct

As a student at Sacramento City College you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that all students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. It is vitally important to your academic success that you know what constitutes academic dishonesty.

What is Academic Dishonesty?

The two most common kinds of academic dishonesty are cheating and plagiarism. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a Sacramento City College student, you are expected to refrain from the behaviors outlined below. If you are unclear about a specific situation, speak to your instructor. The following list identifies some of the activities defined as academic dishonesty:

Cheating

1. Copying, in part or in whole, from someone else's work
2. Submitting work presented previously in another course, if contrary to the rules of either course.
3. Altering or interfering with grading
4. Using any source, including electronic equipment, cell phones, PDAs or any materials not authorized by the instructor or consulting with others during an examination.
5. Committing other acts which defraud or misrepresent

Plagiarism

1. Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings without giving appropriate credit, and representing the product as your own
2. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own
3. Submitting a paper purchased from a research or term paper service, including the Internet
4. Undocumented Web source usage

Other Specific Examples of Academic Dishonesty

1. Purposefully allowing another student to copy from your paper during a test
2. Giving your homework, term paper or other academic work to another student to plagiarize
3. Having another person submit any work in your name
4. Lying to an instructor or college official to improve your grade
5. Altering a graded work after it has been returned without instructor consent, then submitting the work for re-grading
6. Stealing tests
7. Forging signatures on drop/add cards or other college documents
8. Collaboration without permission of the instructor

Consequences of Academic Dishonesty

Academic and /or administrative sanctions may be applied in cases of academic dishonesty

Academic consequences may include:

1. Receiving a failing grade on the test paper or exam
2. Having your course grade lowered
3. Receiving an F in the course

Administrative consequences may include:

1. Verbal or written reprimand
2. Being placed on disciplinary probation
3. Being placed on disciplinary suspension
4. Being expelled

The Office of the Dean of the Division where the cheating took place and the Discipline Officer shall maintain a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. This does not preclude more severe administrative discipline for a single incident where the offense is so egregious as to warrant more immediate action. A copy of the Sacramento City College student conduct, discipline and due process procedure is printed in the handbook and copies are available in the offices of each Dean and administrator at Sacramento City College. This document is also printed in the college schedule, catalog, student handbook and is available online in the college website.