

# Solano Community College

## 2012-2013 CATALOG



Vacaville Center . Fairfield Campus . Vallejo Center  
[www.solano.edu](http://www.solano.edu)





# 2012-2013 General Catalog

*www.solano.edu*

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A public community college serving  
the Northern California communities of  
Benicia, Dixon, Fairfield, Suisun, Travis Air Force Base,  
Vacaville, Vallejo, and Winters

**Solano Community College Fairfield Campus**  
4000 Suisun Valley Road, Fairfield, CA 94534-3197  
(707) 864-7000

**Vacaville Center**  
2001 North Village Parkway, Vacaville, CA 95688  
(707) 863-7872

**Vallejo Center**  
545 Columbus Parkway, Vallejo, CA 94591  
(707) 642-8188

**Travis Air Force Base Center**  
530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535  
(707) 863-7878

# *About this Catalog*

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**ABOUT THIS CATALOG** - Students are expected to be familiar with the information in the Catalog, Schedule of Classes and other publications relating to student attendance and conduct. Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations. Courses as described in this Catalog are subject to change without notice, and some listed courses are not offered each year. The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources and enrollment conditions. Consult the current Schedule of Classes for supplementary information and updated requirements.

**OPEN ENROLLMENT POLICY** - It is the policy of the District that, unless specifically exempted by state statute, every course section or individual course which is eligible for state apportionment shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees.

**EQUAL OPPORTUNITY** - The Solano County Community College District is subject to all laws governing equal opportunity including but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 of 1965, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Age Discrimination and Employment Act of 1972. Solano Community College does not discriminate on the basis of sex, sexual orientation, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the Director of Human Resources: (707) 864-7122.

**ALTERNATIVE MEDIA** – This document can be made in alternative formats. For more information, please contact the Alternate media office at (707) 864-7000 ext. 4466 or [max.hartman@solano.edu](mailto:max.hartman@solano.edu)

*Please recycle responsibly.*

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# *Accreditation, Governance and Membership*

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## **Accreditation and Approvals**

- **Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.**
- The Nursing program is accredited by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA) in accordance with FAR Part 147.
- Solano Community College is approved for veterans training by the U.S. Department of State and for Foreign Student Education by the U.S. Immigration service.

## **Governance and Funding**

Solano Community College is a public community college funded by a combination of state and local tax dollars. Through its Foundation, the college also actively solicits private donations from individuals and corporations to support capital projects and programs. The 7-member Board of Trustees of the Solano Community College District governs the College. Board members are elected at large from the representative areas of the district and serve 4-year terms. Solano College is under the direction of its Superintendent/President, who, with faculty and staff, administers the college and oversees the implementation of Board policies.

## **Membership**

- American Association of Community Colleges (AACC)
- American Library Association
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Directors of Educational Technology/California Higher Education (DET/CHE)
- EDUCAUSE
- Learning Resources Association of California Community Colleges (LRACCC)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- North Bay Cooperative Library System (NBCLS)
- Research and Planning Group of California Community Colleges
- Solano County Economic Development Corporation (Solano EDC)
- Solano, Napa and Partners (SNAP) Library Consortium

# General Information

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## Welcome!



Dear Students and Supporters  
of Solano Community College:

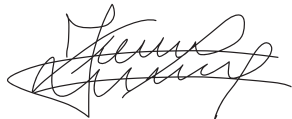
Since 1945, Solano Community College has been providing opportunities for the residents of Solano County to enhance their lives. With support from our citizens, we are enhancing our capacity to serve you better and more conveniently.

This catalog will provide you with the information to guide you in pursuing your educational goals. Our faculty works diligently to create courses and programs that will meet your needs for transfer, career preparation or personal enrichment. They want you to succeed at every step. The members of our professional staff are ready and eager to serve you. They are well equipped to help guide you through your studies.

Whether your goal is an Associate in Arts Degree, an Associate in Science Degree, a Certificate of Achievement or a Job Direct Certificate, we know we can help you succeed. With over 80 Associate Degrees and over 50 Certificates of Achievement to choose from, you have a great opportunity to launch your future in Solano County.

Your success is our business. We invite you to join us at Solano Community College for a life-changing experience.

Welcome!

A handwritten signature in black ink, reading "Jowel C. Laguerre".

Jowel C. Laguerre, Ph.D.  
Superintendent/President



## Solano Community College

Solano Community College is a tradition in Solano County. Established in 1945 as Vallejo Junior College, Solano was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the growing needs of a growing county.

Solano College is part of California's public community college system of 112 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

Solano's classes are held during two semesters each year (spring and fall) and two summer sessions. The Weekend College program offers expanded learning opportunities. Flexible scheduling, designed for students' convenience, includes day, evening and Saturday classes, held both on and off campus, via television, online, home study and travel study. Short-term classes, open-entry/open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

With the current student population of over 12,000 almost evenly divided between day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.

# Mission, Vision, Values and Goals

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## MISSION

*Solano Community College prepares a diverse student population to participate successfully in today's local and global communities.*

We accomplish our mission by providing:

- quality teaching
- innovative programs
- effective transfer preparation
- a broad curriculum
- services that are responsive to the needs of our students
- life-long learning
- economic and workforce development

## VISION

*Solano Community College will be a recognized leader in educational excellence – transforming students' lives.*

## CORE VALUES

- **Integrity**— firm adherence to a code of ethical values in thought and behavior
- **Critical Thinking**— the use of intellectually disciplined, logically sound processes involving data-driven decision making
- **Mutual Respect** — valuing the intrinsic worth of each person in an atmosphere of collegiality
- **Collaboration**— working together across areas of responsibility or interest to achieve common goals and objectives
- **Innovation**— the search for and use of effective processes or procedures
- **Accountability**— individual and collective responsibility for achieving the highest level of performance
- **Student Well-being**— considering and addressing the impact on students of any and all actions or inactions

## STRATEGIC GOALS

**Goal 1:** Foster Excellence in Learning

**Goal 2:** Maximize Student Access & Success

**Goal 3:** Strengthen Community Connections

**Goal 4:** Optimize Resources

## **Institutional Learning Outcomes**

### **I. Communication**

- A. Read
- B. Write
- C. Listen
- D. Speak and Converse

### **II. Critical Thinking and Information Competency**

- A. Analysis
- B. Computation
- C. Research
- D. Problem Solving

### **III. Global Awareness**

- A. Scientific Complexities
- B. Social Diversity and Civics
- C. Artistic Variety

### **IV. Personal Responsibility and Professional Development**

- A. Self-Management and Self-Awareness
- B. Social and Physical Wellness
- C. Workplace Skills



# *Institutional Learning Outcomes*

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## **I. Communication**

Students will communicate effectively, which means the ability to:

- A. Read** – Students will be able to comprehend and interpret various types of written information in (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs
- B. Write** – Students demonstrate the ability to:
  - Communicate thoughts, ideas, information, and messages in writing
  - Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
  - Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar
- C. Listen** – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal and/or (2) nonverbal messages
- D. Speak and Converse** – Students have the ability to:
  - Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
  - Participate in conversations, discussions, and group activities
  - Speak clearly and ask appropriate questions

## **II. Critical Thinking and Information Competency**

Thinking critically is characterized by the ability to perform:

- A. Analysis** – demonstrated by the ability to:
  - Apply appropriate rules and principles to new situations
  - Discover rules and apply them in the problem solving process
  - Draw logical conclusions based on close observation and analysis of information
  - Differentiate among facts, influences, opinions, assumptions, and conclusions
- B. Computation** – demonstrated by the ability to:
  - Use basic numerical concepts
  - Use tables, graphs, charts, and diagrams to explain concepts
  - Use basic geometrical shapes
- C. Research** – demonstrated by the ability to:
  - State a research question, problem, or issue
  - Select discipline appropriate information tools to locate and retrieve relevant information
  - Use discipline appropriate information tools to locate and retrieve relevant information efficiently
  - Analyze and evaluate information for appropriateness, relevance, and accuracy
  - Synthesize, evaluate, and communicate information using a variety of information technologies

# *Institutional Learning Outcomes*

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- Recognize the ethical and legal issues surrounding information and information technologies
- Demonstrate understanding of academic integrity and honesty

## **D. Problem Solving** –demonstrated by the ability to:

- Recognize whether a problem exists
- Identify components of the problem or issue
- Create a plan of action to respond to and/or resolve the issue appropriately
- Monitor, evaluate, and revise as necessary

## **III. Global Awareness**

Students will demonstrate a measurable understanding and appreciation of the world including its

### **A. Scientific Complexities** – Students demonstrate an understanding of:

- The scientific method and its application in experiments
- How experiments work
- The major differences between social, natural and physical sciences

### **B. Social Diversity and Civics** – Students demonstrate ability to:

- Communicate with people from a variety of backgrounds
- Understand different cultural beliefs and behaviors
- Recognize important social and political issues in their own community

### **C. Artistic Variety** – Students have been exposed to:

- The visual and performing arts of one or more cultures
- Analytical techniques for understanding the meaning in the arts and/or
- Hands-on experience with creative endeavors

## **IV. Personal Responsibility and Professional Development**

### **A. Self-Management and Self-Awareness** – The student is able to:

- Accurately assess his/her own knowledge, skills, and abilities
- Motivate self and set realistic short and long-term goals
- Accept that assessment is important to success
- Respond appropriately to challenging situations

### **B. Social and Physical Wellness** – Students make an appropriate effort to:

- Manage personal health and well being
- Demonstrate appropriate social skills in group settings

### **C. Workplace Skills** – Students understand how to:

- Be dependable, reliable, and accountable
- Meet deadlines and complete tasks

# General Campus Information

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## ACADEMIC FREEDOM - FACULTY

The Solano Community College District affirms its belief in the academic freedom of its full and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in the Academic Freedom and Tenure, 1969 (Handbook of American Association of University Professors):

“...academic freedom consists in the absence of, or protection from, such restraints or pressures - chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society - as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached. “

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that he or she does not speak, necessarily, for the College.

Information on posting materials and conducting fund-raising activities is available in the Student Development Office Rm. 1425/1426.

## ATM SERVICE

An ATM is located in the lobby of Building 1400 and is available for students, staff, and visitors to the campus. All major ATM cards are accepted. Bank fees may apply.

## BOOKSTORE

The Bookstore is located in the Student Center, Building 1400. It is responsible for providing textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of reference books, study aids, greeting cards, gifts, school and art supplies, and Solano College imprinted clothing. **The Bookstore is open to the public all year, except campus holidays,** and accepts Master Card, Visa, American Express, and Discover Card.

**Used, New, Rental, Digital:** Choose the rental option on select textbooks and save over 50%. Buy used and

save 25% off the new price. Go digital and experience the latest in learning,...nookstudy.

**Book Buyback:** Get up to 50% back on your textbooks if they are being used in the upcoming term! You can sell your books back at any time, the best time is at the end of the term during finals week.

For further details about book buyback, refunds, and other policies, please contact the bookstore or see our web site.

Hours of operation vary in conjunction with the College calendar. For more information, hours, selected products, services, textbook information, online ordering, and policies see the Bookstore's web site ([www.solano.edu/bookstore](http://www.solano.edu/bookstore)), or call (707) 864-7111.

## CAFETERIA

The cafeteria at Solano Community College is located in the Student Center, Bldg. 1400. The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages. The cafeteria hours of operation are Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Fridays from 7:30 a.m. to 2:00 p.m.

## CAREER & EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano College students and alumni in obtaining full- or part-time employment on and off campus. Students can research information and resources on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, online resume posting and job search as well as up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at (707) 864-7124.

*Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual preference, color, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career and Employment Services Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973, California Fair*

# General Campus Information

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*Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.*

## COMMUNITY EDUCATION, LIFELONG LEARNING AND FACILITY RENTALS

Our Community Education Office offers a variety of not for credit, fee-based classes and workshops addressing a broad range of subjects and areas of interest. *Vistas*, our community education schedule, is available online at [www.solano.edu/vistas](http://www.solano.edu/vistas). Look for *Vistas* in August and January, for classes, fees, and class dates and times.

Call our office at (707) 864-7115, for more information on classes and fees, or to register. For online information and registration, visit our Web site at: [www.solano.edu/vistas](http://www.solano.edu/vistas)

Community Education also arranges for use of campus facilities. For campus facility rentals and fees, call (707) 864-7000, ext. 4400 or email [facilityrentals@solano.edu](mailto:facilityrentals@solano.edu)

## WORKFORCE AND ECONOMIC DEVELOPMENT

Solano Community College partners with local business, industry, and agencies to develop training solutions for your workforce. In partnership with you, we assess your training needs and implement optimum training opportunities. The Solano Community College Office of Workforce and Economic Development excels at designing and delivering appropriate and comprehensive customized programs to meet your specific training and education needs.

Employees are every organization's most important resource. As processes, procedures, products, and goals change, employees need new and upgraded skills. Through a careful needs assessment we:

- Identify your real workplace needs
- Customize solutions specifically for your business and employees
- Implement training on a schedule and at a site that best meets your organization's requirements
- Offer excellent instruction, as well as a variety of delivery method.
- Evaluate the training to assure that there has been a transfer of skills and knowledge from the training environment to the workplace
- Provide cost effective training and services

For information and a free needs assessment, please call or email **Deborah Mann** at (707) 864-7195 or [deborah.mann@solano.edu](mailto:deborah.mann@solano.edu)

## CONTACTING STUDENTS - EMERGENCY ONLY

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the College staff) on campus by calling the Admissions and Records at (707) 864-7171. Non-emergency messages are not delivered to students.

## COSMETOLOGY SERVICES

The Cosmetology Department offers haircare, skin care and manicuring services. These services are available during the fall and spring semesters Monday, Tuesday, Thursday and Friday from 9:30 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m. in Building 1600, Room 1610. All work is done by students only with instructor supervision. Appointments are appreciated but not required. For more information, please call (707) 864-7180 day and (707) 863-7849 evening appointments.

## CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990. Information required by this act may be found in the Student Handbook: Rights, Responsibilities & Procedures. Statistical crime information required by this act is published annually and inserted in the Student Handbook. "Crime Statistics and Campus Safety Information" is available on the Police Department's web site. An updated statistics list is available online at <http://ope.ed.gov/security>. Hard copy is available at the Police Dept., Rm 1109.

## A DRUG-FREE CAMPUS

In accordance with Public Law 101-226, the Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

District procedures for Student Conduct and Discipline (§5300) prohibit: The unlawful sale, possession, use, or distribution of any drug or substance controlled by State or Federal law on District or College-controlled property or at any District or College-sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. Additionally, such controlled substances, as defined in the California Education Code (§87011 and §88022), include: cocaine, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

# General Campus Information

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Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Solano Community College or termination from employment for violation of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees, after consideration of the recommendation of the Superintendent-President of Solano Community College.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Solano Community College, except as authorized under Board Policy (§1180), is a misdemeanor, as per California Business Code (§25608) and a violation of the standards of student conduct. The use, sale or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

For more detailed information and a listing of assistance programs (including on-campus meetings of Alcoholics Anonymous and Al-Anon), contact:

Student Health Center - Room 1409

Counseling Department - Building 400

Enabling Services - Room 407

## SCC EDUCATIONAL FOUNDATION

The Solano College Educational Foundation was established in 1985 by District residents to support the continuation of a quality college for Solano County. As an independent, non-profit organization, the Foundation is designed to solicit, receive and expend funds to support College programs, activities and facilities, and assist the College in meeting essential needs that reach beyond the limits of state funding. Through fund raising efforts such as the Alumni Development Campaign, Corporate Gift Giving, Endowments, Major Campaigns and Charitable Remainder Trusts, the Foundation has provided funds for the library, nursing and pre-engineering programs, a Student Placement Center, and for campus signs.

Governed by a board of community directors, the Foundation provides an avenue for individuals and businesses to make tax-deductible donations to support the work of Solano College. Persons wishing to donate to the Foundation should make checks payable to the SCC Educational Foundation and mail them to SCC Educational Foundation, 4000 Suisun Valley Road, Fairfield, CA 94534-3197.

## HOUSING

The College does not maintain dormitories. Students may obtain information on off-campus housing from the bulletin board in the Student Center located in Building 1400.

## PARKING

**Parking Permits:** Semester parking permits must be purchased online at [www.solano.edu](http://www.solano.edu). Parking permits are required each semester and during summer sessions. The cost is \$20 per vehicle for Fall and Spring semesters and \$6 per vehicle during Summer session. Permits must be completely and clearly visible (semester and permit # or date and time for daily permits). Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan your parking decal to another person. Faculty/Staff and designated reserved parking (Rideshare, Disabled, Visitors, etc.) is enforced 7 days a week, 24 hours a day. All permits (semester and daily) must be clearly displayed with permit number or date (for daily permits) visible to be valid.

**Motorcycles:** Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price.

**Daily Parking Permits:** Daily parking permits are available at a cost of \$1.00 per day from dispensers located near the entrance of each parking lot. Dispensers accept \$1 bills and coins. Daily permits must be purchased each day students park on campus. If the permit dispensers malfunction, notify the Police in Room 1109 immediately. If a dispenser is out of service, you must purchase a permit in an adjacent lot. Daily parking permits are valid in lots 1-6 and are interchangeable between the main campus, the Vacaville Center, and the Vallejo Center.

**Disabled Parking:** You must have a disabled placard or plates AND a current parking permit to park in disabled parking stalls. Your placard/plates and permit must be clearly displayed.

**Rideshare Permits:** Rideshare parking requires a special permit issued by the Student Development Office in Room 1425 (across from the Bookstore, Fairfield campus). Vehicles displaying valid rideshare permits may only park in designated stalls reserved for rideshare participants. If you do not have a rideshare permit, you cannot park in the rideshare stalls. Rideshare permits are not valid for general parking stalls or at the Vacaville Center or Vallejo Center. Rideshare vehicles must contain three (3) or more students for the permit to be valid.



# General Campus Information

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**Visitor Parking:** Limited 30-minute visitor parking stalls are available at the campus in Lot 1. They are marked “Visitors Parking” and are located along the curb line. For visits longer than 30 minutes, purchase a daily permit from the dispensers located in lots 1-6 and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. The visitors parking area is not available for faculty, staff, or students.

**Fairfield Campus:** Parking for students is provided in clearly designated areas of the campus. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for disabled persons. Student parking is provided in Lots 1-6. The California Vehicle Code and District parking regulations are enforced by the Solano Community College Police Department.

**Vacaville and Vallejo Centers:** A parking permit is required to park at both the Vacaville Center and the Vallejo Center. Parking permits cost \$20 per vehicle and are required each semester. Summer session fees are \$6 per vehicle. Daily permits (\$1 per day) may be purchased at the Vacaville and Vallejo sites.

**Parking Enforcement:** During the first two weeks of the Fall/Spring semester and during the first week of Summer session, parking permits are not enforced in general parking lots 1-6. Thereafter, permit parking is enforced Monday-Friday, 7 a.m. – 10 p.m. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

**General Information:** Parking permits are good for all Solano College campuses. Permits must be located as indicated on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department, Student Center (Bldg. 1400), Switchboard (Bldg. 600), and at the Information Booth (Bldg. 400). An Amnesty Program and an appeal process are available to contest parking citations. For more information regarding parking, access our Web site at [www.solano.edu/police](http://www.solano.edu/police) or email us at [sccpd@solano.edu](mailto:sccpd@solano.edu) or call (707) 864-7131.

## PUBLICATIONS

Solano Community College publishes a general Catalog yearly, a Schedule of Classes prior to each semester (fall, spring, summer); a Community Services Bulletin, *Vistas*, twice a year (fall, spring); and a variety of brochures on specific areas of study and student services. Students publish a weekly bulletin, the ASSC Newsletter, and a weekly campus newspa-

per, *The Tempest*. The College also maintains a Web site with current information on classes, programs and services: [www.solano.edu](http://www.solano.edu).

## SAFETY FOR THE COLLEGE COMMUNITY

**The following information is published in accordance with Public Law 101.542 (§201), as amended by Public Law 102.26, the Crime Awareness and Campus Security Act of 1990.**

**Crime Reporting Procedures:** Working together, safety at Solano Community College is everybody’s business. No community, or campus, can be totally risk-free in today’s society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Solano Community College maintains a police department. The department is located in Room 1109. A person may report any criminal action or other emergency by calling extension 4355 or 911. The non-emergency number is extension 4369 or (707) 864-7131. Off campus dial 911 to report any emergency.

**College Property:** Solano Community College property may **not** be removed from the campus without the expressed, written permission from the division dean or area supervisor. Unauthorized removal of College property from the campus is a violation of the law and may be prosecuted by the College.

**Police Department:** It is the policy of the Solano Community College Board of Trustees to protect the members of the total College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Chief of Police, the Police Department shall ensure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and process of the institution.

The college’s police officers, have full peace officer authority, pursuant to California Penal Code (§830.32A) and Education Code (§72330). They have peace-officer training, as prescribed by the California Commission on Peace Officer Standards and Training. They have the same authority throughout the State of California as a municipal police officer or a county deputy sheriff. The Police Department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime. Drivers should be aware that police officers are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

# General Campus Information

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The Campus Crime Statistics Report is published annually and is available in the Solano Community College Police Department.

**Sexual Assaults:** Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the Police Department immediately. Police can be contacted in Room 1109 or emergency phone extension 4355. The non-emergency number for campus police is extension 4369 or (707) 864-7131. If the crime occurred off campus, call the 911 police emergency number.

If you are a victim of a sexual assault, do not touch or change anything at the scene. Do not wash, take a shower, or change your clothing, you may destroy important evidence. Sexual assault victims will be transported to the nearest hospital for examination and collection of important evidence by trained medical personnel.

Services available on campus include a police officer trained in sexual assault investigation. During the fall and spring semesters, a nurse and an abuse counselor are located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 422-RAPE or (707) 644-RAPE.

Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion. All criminal investigations are conducted independently of college rules of conduct inquiries.

**Crime Prevention:** One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Solano Community College to inform students and staff, in a timely manner, of any criminal activity or security problems that may pose a reasonable threat to their physical safety. Another critical element of a campus safety program is training. The Police Department, the ASSC and the Office of Student Services sponsor on-going training programs on various topics, ranging from sexual assault awareness to the prevention of substance abuse.

Finally, all effective crime prevention programs include some measure of people watching out for one another.

All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED**. Call the Solano College Police, via the college emergency extension 4355, whenever you see suspicious behavior or activity.

**Off-Campus Crime:** The local police departments have been requested to provide Solano Community College with crime data for the areas surrounding the facilities operated by the College. When a safety problem arises, the Campus Police will notify persons using these facilities.

## SMOKE-FREE CAMPUS/WORKPLACE

For reasons of health and safety, Solano Community College District does **not** permit smoking in any campus building; smoking is only permitted outside and more than 20 feet from building entrances. (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. (This policy does **not** supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

## STUDENT RIGHTS

**Academic Freedom - Students:** Every student is guaranteed the right of full expression and advocacy, consistent with established District policy and regulations (Board Policy §5580). To this end, a "Hyde Park" location has been designated near the Student Center (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups **must** be sponsored by a campus organization, faculty member or administrator.

The "Hyde Park" area is available five days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area **must** be done through the Office of Student Development **prior** to the activity.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College, including classroom instruction, registration procedures, public programs and athletic events. The expression of obscene, libelous or slanderous statements, according to current legal standards, or statements which so incite students as to create a clear and present danger of the commission of unlawful acts on campus premises or the violation of College regulations or the substantial disruption of the orderly operation of the College are prohibited.

# General Campus Information

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**Privacy Act:** Students at Solano College are guaranteed certain rights regarding their school records and information which they provide to the College. (Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93-380). These rights include:

1. The right to inspect and review official college records.
2. The right to challenge the correctness of the records.
3. The right of controlled access and release of information.

These rights are designed to protect the privacy of all students. A photo identification is required before releasing information. Official college records are kept in Admissions and Records. The Dean of Admissions and Records has been designated "Records Officer," as required by the Act.

**Release of Student Information:** Student information cannot be released without the written consent of the student as provided for in the *Family Educational Rights and Privacy Act of 1974*.

**Rights to Privacy:** While the College does not provide general directory services, it may (by law under special circumstances) release the following information about you: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If you do not wish such information to be released about your participation or status, you should notify Admissions and Records in writing.

Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to Admissions and Records.

The college is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the college is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the Hope and Opportunity for Post-secondary Education Act of 1997.

**Student Equity:** The mission of the California Community Colleges is to serve the educational needs of all residents of the State, regardless of the educational or socioeconomic background, ethnic or cultural heritage of students seeking higher education opportunities. The Solano Community College District is committed to the principle that all students equally achieve their educational goals.

## CIVIL RIGHTS/TITLE IX

**Open Access & Non-Discrimination** is the policy of the Solano Community College District, based on California Title 5 regulations, that no person, on the basis of ethnic group identification, national origin, religion, sexual orientation, age, sex, race, color, or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with state law, will not tolerate behavior by students or staff which insults, degrades, threatens, stereotypes or otherwise discriminates on the basis of marital status, pregnancy, sexual orientation, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified another form of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status. Complaints should be filed with the Director of Human Resources, building 600. No one shall retaliate against anyone who files a discrimination complaint or participates in an investigation, or against anyone who is a representative of an alleged victim or an alleged offender.

**"Title IX" of the Education Amendment of 1972** guarantees the right of students to be free of sex discrimination. This applies to the following: access to courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance and work experience. Student inquiries concerning "Title IX" complaints should be directed to the Director of Human Resources, building 600.

**The Americans with Disabilities Act of 1990** provides individuals with disabilities equal educational opportunities, programs and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with the Director of Human Resources, building 600.

# General Campus Information

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**Sexual Harassment** is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone from or in the work place or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

## **Examples of Sexual Harassment:**

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.
  - a. Verbal: Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendoes of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.
  - b. Physical: Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.
  - c. Written: Sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.
  - d. Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is

permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.
4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

## **Obligations of All District Employees and Students**

All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee, student, or other persons. If the immediate supervisor is the alleged harasser, contact the Director of Human Resources. Immediately following notification to the supervisor or school official, the party shall notify the Director of Human Resources and provide all information relevant to the complaint.

Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to the Director of Human Resources immediately.

# *General Campus Information*

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All employees and students shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

No employee or student of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

The District will respond to any conduct which may constitute unlawful/prohibited discrimination as it deems appropriate, including but not limited to an internal investigation of reported conduct, and will take appropriate disciplinary action up to and including discharge, expulsion, or termination of contract if such is justified.

## **STUDENT RIGHT-TO-KNOW INFORMATION**

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

In conformance with the "Student Right-to-Know Act" of 1990, completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp> or are available in the offices of the Vice Presidents of Academic Affairs and Student Services, and the office of the Associated Students of Solano College. Additional information is also available on the College's web site in the Research and Planning area under the title "Student Information and Statistics."



# Student Services

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## ADMISSIONS AND RECORDS (A&R)

The Admissions and Records office is located in the Student Services building.

Registration dates, times, and locations for each term and the summer session are printed in the Schedule of Classes and are available on our web site at [www.solano.edu](http://www.solano.edu). For more information or for questions, problems or appeals, email [admissions@solano.edu](mailto:admissions@solano.edu) or call (707) 864-7171.

## ASSOCIATED STUDENTS OF SOLANO COMMUNITY COLLEGE (A.S.S.C.)

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (Room 1425) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in Room 1421 in the Student Center. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff and faculty) who are working to make the student experience at Solano Community College a successful one.

## CALWORKS

Your Path to Success begins with Solano College's CalWORKs program. We offer programs designed to prepare CalWORKs students for entry-level jobs and career opportunities combined with extensive coordinated services to assist in the transition from welfare to long-term self-sufficiency. Solano's CalWORKs program can help you access:

- Childcare
- Financial aid
- Counseling
- Assistance with transportation
- Work readiness skills
- Workstudy
- Assistance with job search and placement

Solano College's CalWORKs training programs are approved by the Solano County Department of Health & Social Services. To begin your journey to success call (707) 864-7000, ext. 4645 or 7252, or stop by Room 426 on campus.

## CHILDREN'S PROGRAMS

The Solano Community College Children's Programs provide child development and childcare services for children of student parents and from the neighboring community. The program is also the early childhood education laboratory school for students studying early childhood education.

We are open for child care from 7:45-3:30 Monday through Friday, serving children between the ages of 1 and 5 in part day and full day programs.

To place your child on the subsidized or non-subsidized wait list, you may come to the 200 building on the Fairfield campus to complete an application. As openings occur, we enroll from the wait list. The majority of the enrollment spaces are state or federally subsidized with no- or low-cost child care available to low income families. The fees for non-subsidized child care vary according to the child's age and hours enrolled in care.

The children's days and hours of enrollment are based upon the parents' school schedules and/or work house. To support the consistency and structure that children need, we emphasize a consistent enrollment schedule for each child. We do not provide drop in child care services

High quality, developmentally appropriate services are provided daily by well-qualified, dedicated teachers. Early childhood education students learning to be teachers of young children work in the classrooms as well. The children receive one-on-one support through a curriculum designed to meet their developmental needs.

Stop by to visit the Children's Programs in building 200 on the Fairfield campus. The office staff is available to assist you Monday – Friday from 8:00 – 4:00. You may also call 864-7182 for more information.

# Student Services

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## CARE PROGRAM

### (Cooperative Agency Resources for Education)

The CARE Program provides additional support services to EOPS students. To be eligible you must be an EOPS student and receiving the Pell grant, at least 18 years of age and a single parent head-of-household, a current recipient of TANF/CalWORKs cash aid or their dependent child/ children are currently receiving cash aid, have at least one child under 14, and be enrolled full-time at Solano Community College.

Support services include: reimbursement with child care expenses, textbooks and supplies, and transportation costs; meal reimbursement, academic counseling, and personal development activities and workshops. Amount of assistance depends on the level of State funding to SCC.

For more information, contact the EOPS Office in Room 426, or call (707) 864-7000, ext. 4444; from Vallejo/Benicia call (707) 552-4330, ext. 4444.

## COUNSELING

The Counseling Center provides career, educational and personal counseling services. The counselors work with students to help them understand their interests, abilities and achievements. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are advised to consult with a counselor prior to each registration period.

All new students are expected to meet with a counselor prior to enrolling in classes if they are new non-exempt students (see Exemption criteria listed under "Matriculation"), choosing one of the following educational goals at the time of application:

- Transfer to a 4-year college with Associate Degree
- Transfer to a 4-year college without Associate Degree
- Associate Degree, Vocational, without transfer
- Associate Degree, without transfer
- Vocational Certificate
- Job skills - to prepare for a new job
- Undeclared goal
- Discover/formulate career interests, plans, goals
- Improve basic skills in English, reading or math

In addition, students on academic or progress probation, along with students petitioning for readmission after being academically disqualified must meet with a counselor prior to enrolling in classes.

## How to make a counseling appointment

1. In person
2. Online at [http://www.solano.edu/counseling/counseling\\_services.htm](http://www.solano.edu/counseling/counseling_services.htm)
3. Call the campus where you would like to make the appointment.

Main Campus (707) 864-7101

Vallejo Center (707) 642-8188

Vacaville Center (707) 863-7872

Travis Air Force Base (707) 863-7878

## ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in Room 130 of the Library/Student Services Building to provide listening comprehension and pronunciation practice for second language learners. Students may also work on grammar and elementary word processing while carrying .5 to 1 unit per semester up to a maximum of 3 units.

## EOPS PROGRAM

### (Extended Opportunity Programs & Services)

The EOPS Program is a state funded categorical program that offers "over and above" services to eligible EOPS students who are both economically and educationally disadvantaged. Additional eligibility criteria for the EOPS Program includes:

1. Be a California resident.
2. Be enrolled in 12.0 semester units at Solano College.
3. Qualify and receiving the BOGFW A or B.
4. Be educationally disadvantaged according to State defined Title V Education Regulations.

Services offered to eligible students: academic, career, and personal counseling; develop a roadmap for students to achieve their educational goals on-and-off campus; referrals; assistance in preparing to transfer to four-year colleges and universities; EOPS newsletter; EOPS orientation; priority registration; registration assistance; progress reports; year end celebration; workshops; and EOPS book voucher during the fall and spring semester.

For more information, contact the EOPS Office, in Room 426; or call (707) 864-7000 ext. 4444, or go online at [www.solano.edu](http://www.solano.edu) and click on Financial Aid.

# Student Services

## FINANCIAL AID PROGRAMS AND ELIGIBILITY

Basic types of financial aid:

- **Grants** – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of semester.
- **Work-Study** - Money earned monthly through part-time work.
- **Loans** - Money borrowed which must be repaid with accrued interest.
- **Scholarships** – Institutional, foundation, non-profit and private gift aid that does not have to be repaid.

**How to Apply for Financial Aid:** Apply online at [www.fafsa.gov](http://www.fafsa.gov) with the FAFSA (Free Application for Federal Student Aid) annually beginning January 1 using the **Solano Community College Title IV School Code 001292**. Students are encouraged to submit the FAFSA by the annual March 2 priority and state deadline, however, the FAFSA may be submitted late through the end of the spring term of the following academic year.

Be aware that application processing may take up to 10 weeks after completing and submitting additional “Student Requirements” (forms and documentation) to the Financial Aid Office. Students are encouraged to log into their MySolano web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to [www.solano.edu](http://www.solano.edu), click “Financial Aid.”

**The BOG Fee Waiver (BOG FW)** is a state financial assistance program offered through the California Community College system. Enrollment fee(s) for qualifying students who are California residents will be waived who meet BOG FW eligibility requirements in one (1) of the three (3) ways:

### BOG Fee Waiver A:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the BOG Fee Waiver application. Refer to [www.solano.edu](http://www.solano.edu), click “Financial Aid” for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.

- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt of CalWORKS/TANF, SSI/SSP, or General Assistance/General Relief and the amount of the grant.

### BOG Fee Waiver B:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the BOG Fee Waiver application. Refer to [www.solano.edu](http://www.solano.edu), click “Financial Aid” for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Meet the following 2012-2013 Income Standards:

Family Size (Number in household including self)	2011 Income
1 .....	\$16,335
2 .....	\$22,065
3 .....	\$27,795
4 .....	\$33,525
5 .....	\$39,255
6 .....	\$44,985
7 .....	\$50,715
8 .....	\$56,445
Each Additional Family Member .....	\$ 5,730

- These 2012-2013 Income Standards are based upon the federal guidelines, as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Education Code of Regulations, the student or the student’s family must have a total income in the prior year (in this case 2011) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based upon family size.
- The U.S. Department of Health and Human Services published the 2011 Poverty Guidelines in January 2011 (Federal Register/Vol. 76, No. 13/Thursday, January 20, 2011/Notices).
- These income standards are for the 2012-2013 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2012.

# Student Services

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## **BOG Fee Waiver C:**

- Be a California resident.
- Apply with the 2012-2013 FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.gov](http://www.fafsa.gov).
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The “minimum need” threshold will be established annually by the California Community College Chancellor’s Office. The minimum need threshold shall be in effect beginning Summer 2012—Spring 2013 term.

CCCApply online BOG Fee Waiver application is coming soon for **BOG Fee Waiver A & B!** Refer to [www.solano.edu](http://www.solano.edu), click “Financial Aid” for the paper application or for the latest information about the CCCApply online BOG fee waiver application coming soon!

## **AB-540 Students-**

The California Dream Act of 2011 (AB130/131) provides undocumented and documented students who meet certain provisions to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131). Effective January 2013 (Spring 2013), the BOG fee waiver application will become available. Find out more details at [www.solano.edu](http://www.solano.edu), click “Financial Aid,” then “Fee Waiver,” or “Scholarships” after November 2012.

Financial Aid assistance is available through the federal and state government, as well as scholarships offered by the institution, private and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through Solano Community College:

## **Title IV Federal Student Aid Programs—School Code 001292**

Grants (free money for college)

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

Work-Study (cash earned while you learn)

Loans (borrowing requires repayment)

- Direct Loan Program
  - Subsidized
  - Unsubsidized

## **California State Aid**

- Cal Grant B, C, Transfer
- Chafee Grant for Foster Youth

## **California Community Colleges**

- BOG Fee Waiver (CA residents)
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)

## **Scholarships**

- Private foundations and non-profit organizations
- Institutional (colleges/universities)

**Eligibility for financial aid is based on financial need and on several other factors.** To be eligible to receive financial aid assistance, students must:

- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service (males age 18-25). Students may use the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) to register, or may register at [www.sss.gov](http://www.sss.gov), or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain Satisfactory Academic Progress (SAP).
- Not in default on a federal student loan and do not owe money on a federal student grant.

## **Satisfactory Academic Progress (SAP)**

Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length). Solano Community College Financial Aid Office evaluates all three standards along with specific institutional policies to determine a student’s eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester.

# Student Services

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## Satisfactory Academic Progress (SAP) Standards

- Grade Point Average (GPA)
- Pace of Progression
- Maximum Time Frame
- Institutional Policies

## Qualitative-Grade Point Average (GPA):

- Students must have a cumulative GPA of 2.0 at each SAP evaluation.
- Grades for remedial and ESL courses count in the GPA calculation.

## Quantitative-Pace of Progression:

- Students must complete at least 67% of the cumulative number of units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of units completed by the total number of units attempted.
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

## Quantitative-Maximum Time Frame

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled.
- For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- Requires that the student be enrolled in a Title IV eligible program leading to degree, certificate or transfer (basic financial aid requirement).
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

## Institutional Policies:

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations.
- All units attempted are considered in the evaluation process, this includes incompletes and withdrawals.
- Major Changes: A maximum of two major changes are allowed.

## Warning

- Students not making SAP will be automatically placed on one term of "Warning" status.
- Students may receive financial aid during the warning period.
- Students not making SAP at the end of the warning period are determined to be ineligible for federal and state financial aid until they meet SAP standards.

## Re-establishing Eligibility

- Students may reestablish their eligibility by meeting the Pace of Progression- 67% completion rate stan-

dard along with a minimum cumulative GPA of 2.0.

- Sitting out one semester or longer will not reestablish eligibility.

## Student Appeals for Extenuating Circumstance

- Should include an explanation of why the student failed to meet SAP.
- Should explain what has changed that will allow the student to make SAP.
- Additional documentation required; see appeals form.
- Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory.
- Progress Report may be required prior to final determination.
- **Effective 2011-12 academic year. Students may be granted only one (1) appeal.**
- **Remedial Courses:** Remedial courses are eligible for funding only if recommended on a student's educational plan by an academic counselor. A maximum of 30 remedial course units will be eligible for financial aid funding.

## Probation

- Approved appeals result in the student being placed on SAP probation.,
- Students may receive financial aid during terms of probation.
- Students can regain eligibility by making SAP at the end of one term of probation.
- Students must complete 75% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students must follow their academic plan while on probation.
- The institution will verify each term that the student is following the academic plan and/or meeting terms of probation; if not, the student becomes ineligible for federal and state student aid until SAP standards are met.

## Scholarships

The Financial Aid Office serves as an information center for students interested in scholarships and grants. Solano College offers a number of scholarships from awards provided by a variety of social and professional organizations. Qualifications vary according to conditions stipulated by the donors of the funds. Recipients are usually selected on the basis of academic ability, promise for continued scholarly achievement, special talents and/or leadership abilities. The following scholarships are usually offered on an annual basis at Solano Community College:

- Alpha Gamma Sigma Scholarship Society
- Allison Rael Banks Memorial
- Frank Buck Scholarship
- Chancellor's Office Real Estate Scholarship



# Student Services

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- Delta Kappa Gamma Delta, XI Chapter
- Doris M. Higgins Scholarship
- Fairfield-Suisun Rotary “Most Deserving” Scholarship
- Bill Gates Millennium Scholarship
- Golden Gate University Scholarship
- Vallejo Business & Professional Women’s Club
- Malcolm X Scholarship
- Nursing-La Societe Des Quarante-Hommes et Huit Chevaux (40 & 8)
- Re-Entry Scholarship
- Solano Association of Realtors
- Solano Republican Women Federated Scholarship
- Soroptimist International of Vacaville
- The Sparkettes
- Bill Thurston Ethnic Studies Scholarship
- Vallejo Federated Women’s Club Scholarship
- John Webster Scholarship

Students interested in applying for these scholarships should refer to [www.solano.edu](http://www.solano.edu), click “Financial Aid” or contact the Financial Aid Office, Student Services Building 400, Fairfield Main Campus, (707) 864-7103 for additional information.

(Refer to **SCC Scholarship Foundation** for updated information)

## HEALTH CENTER FOR STUDENTS

The Student Health Center is available for all full-and part-time students during the fall and spring semesters. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, Room 1409, and is open Monday through Thursday, 8 a.m. to 7 p.m., and on Friday, 8:30 a.m. to 3 p.m.

## INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community Colleges Athletics Association. Solano College is a member of the Bay Valley Conference and participates in a number of men’s and women’s intercollegiate sports.

To practice and participate, student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12 units during the semester of competition. For the second year of competition, the student athlete must have completed

24 units between seasons of competition with a minimum 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Intercollegiate athletic sports offered are:

### MEN

ATHL 015 Intercollegiate Baseball (Spring)

ATHL \*016A/016B Intercollegiate Basketball (F/S)

### WOMEN

ATHL 001 Intercollegiate Volleyball (Fall)

ATHL \*002A/002B Intercollegiate Basketball (F/S)

ATHL 003 Intercollegiate Softball (Spring)

### MEN AND WOMEN

ATHL 010 Intercollegiate Swimming/Diving (S)

ATHL 020 Intercollegiate Water Polo (Fall)

\*One unit, nine week courses only.

## LIBRARY

The Library offers services at the Vallejo Center, the Vacaville Center, and on the Fairfield campus. On the Fairfield campus (in Building 100) the Library offers access to over one million items through SNAP, a consortium of public and community college libraries in Solano and Napa counties. Patrons also have access to a variety of online, full text magazines, journals, newspapers, e-books, and other digital resources. The Library provides free, daily delivery of SNAP materials located at other SNAP libraries.

The Library houses a reserve collection of class-related materials, media, as well as a wide variety of materials for basic research. The Library also houses an Information Commons with sixty PC’s, providing students with access to the Library’s online catalog, databases, word processing packages, Excel, PowerPoint, and the Web. It also contains a Bibliographic Instruction Classroom accommodating students in library orientations and workshops as well as Information Competency, Research and Web Searching courses. Independent and group study/work spaces are available as well.

The Library is open Monday through Friday, both day and evening hours when classes are in session, and is closed on all school holidays and breaks between sessions. The Library’s Web site (<http://www.solano.edu/library>) posts current hours of operations.

# Student Services

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## **MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)**

The MESA program offers a wide range of support for students planning to transfer to a university in math, science or engineering. This program assists economically and educationally disadvantaged students by helping them overcome educational barriers through strong academic assistance, and by making students aware of the many opportunities in math-related fields.

Academic services offered by MESA include: academic excellence workshops, MESA tutoring, MESA study, and computer center. Counseling services offered by MESA include: Transfer/advising information, individual education plans, career counseling and personal counseling. MESA student activities include: Summer research, science and leadership conferences, university tours, scholarships, and student support. For more information about the MESA Program, please contact the MESA office at (707) 864-7000, ext. 4498, or log on to [www.solano.edu/mesa](http://www.solano.edu/mesa).

## **OCCUPATIONAL WORK EXPERIENCE**

Occupational and General Work Experience opportunities and credit are provided for eligible students. Requirements for participation are found under Occupational Education in the course listing section of this catalog. A maximum of 8 units per semester and 16 units of total credit is available through this program (not all unit options are available every semester. Please check current course schedule for unit offerings). Occupational and General Work Experience may not be taken concurrently. For information and assistance, contact the Work Experience Office, Room 1811, or telephone (707) 864-7139, or e-mail [debra.berrett@solano.edu](mailto:debra.berrett@solano.edu). Additional information may be found at: <http://www.sccworkexperience.com>.

## **PUENTE PROJECT**

Solano Community College is one of 75 community colleges participating in the Puente Project, a one-year writing, counseling and mentoring program open to all students. Puente's main objective is to empower students to access four-year colleges and universities. The Puente Program has three main components:

- 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
- 2) Focused counseling services, COUN 007-College Study Techniques and COUN 050-Career/Life Planning. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference.
- 3) Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic and career experiences, and provide a window into a “real life” work environment. For more information, please contact the Counseling Office at (707) 864-7000, ext. 7101.

## **READING LAB**

### **THE READING IMPROVEMENT LAB (English 320)**

The Reading Improvement Lab (English 320) is an open-entry, open-exit class offering individualized instruction for students who want to improve their reading skills on an independent basis. The Lab is designed to serve all Solano College students, especially including students not enrolled in any other English classes. Any Solano College student may enroll in this class. This class focuses on reading foundation skills with individualized instruction providing an opportunity to address specific reading needs.

### **THE WRITING SKILLS LAB (English 310)**

The Writing Skills Lab (English 310) is an open-entry, open-exit class offering individualized instruction in writing skills. The Lab is especially designed to serve independent students not enrolled in any other English classes. The Lab is designed to serve all Solano College students, especially including students not enrolled in any other English classes. Assignments are based on individual needs and will vary for each student.

# Student Services

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## SCHOLARSHIP FOUNDATION

The Solano College Scholarship Foundation is a non-profit corporation that awards scholarships to students at Solano Community College on the basis of their academic achievement and demonstrated potential for excellence. The Foundation is administered by a Board of Directors with representatives from the communities of Solano County.

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years. In the fall of 2009 over 60 awards were presented and over \$25,000 was distributed to Solano students. The goal of the Scholarship Foundation is to promote academic excellence among Solano students by recognizing and rewarding outstanding students. Almost all of the scholarships require students to have completed 24 graded units of coursework at Solano with a cumulative GPA of at least 3.30.

The Foundation administers two scholarship programs, the General Scholastic Achievement Program and the Memorial and Special Endowments Program. Each of these scholarships has been established to honor and commemorate specific individuals or purposes. Most have designated majors and/or other specific qualifying requirements that determine eligibility for consideration.

*Academic Senate Distinguished Scholar Award*

*ASSC Academic Scholarship*

*ASSC Leadership Scholarship*

*Chloe Beavers Tribute (Cosmetology)*

*Dr. Marge Blaha Memorial*

(Re-entry, female, transfer major)

*California Teachers Association Scholarship*

(Education, interest in teaching)

*Jean Chapman Scholarship (Science)*

*Naomi "Chris" Christensen Memorial (Music)*

*Joe Clevenger Tribute Scholarship (Business Administration)*

*James "Jim" Cooper Memorial (Business)*

*John and Carol DeKloe Biotechnology Scholarship*

*Ray O. Duey Memorial (Registered Nursing)*

*Eddie Edwards Memorial (Re-entry)*

*Fairfield-Suisun Twilight Rotary Club (Business or related major)*

*Jane H. Ford Memorial (English)*

*Robert D. Ford Memorial (Science)*

*Gilbert Memorial (Re-entry, history)*

*Rachel Goodwin Memorial*

*Chuck Gray Memorial (Photography)*

*Harry Gray Memorial (History or Political Science)*

*Phillip Moses Gray Memorial (Re-entry, male, Human Services)*

*Dr. Carolyn Anne Green Memorial (Registered Nursing)*

*Richard E. Green Nursing Award*

*Peggy Gross Memorial (Wildlife interests, Audubon Society)*

*Bob Hamilton Memorial (Science)*

*Ralph Hanson Memorial (Language Arts)*

*Buelah Hawkins Memorial (Re-entry, female, essay required)*

*James "Doc" Hollister Memorial (Athlete who plans to transfer)*

*Hosley Family Scholarship (Academic Excellence/Transfer)*

*Margaret Lee Jenkins Memorial (Cosmetology)*

*Math and Science Instructors' Scholarship*

*Carmen Camille Cook Johnson Memorial*

(Re-entry, ECE, Social Science, Education)

*Kirkorian Family Memorial (Education)*

*Phuong Le Memorial Scholarship for Nursing*

*Clyde Low Scholarship (History, Library Science)*

*William Michaels Memorial (History or Vocational Education)*

*Jim Mills Scholarship (Biotechnology)*

*Martin Mini Memorial*

*Diana Muir Memorial (Re-entry, English)*

*Mary C. and Henry A. Ornellas Memorial*

(Fashion Design, Music, or Cinematography)

*Dr. Delphine Palm Memorial (Biological Science or Medical Field)*

*Robert (Bob) Pokorny Memorial (Education)*

*Henry Power Memorial (Aeronautics)*

*Dr. Sally Ralph Memorial (Psychology/Counseling)*

*Clarence Rose Memorial (Computer Science, Math, Engineering)*

*Steve Ryder Memorial (Nature Appreciation)*

*SCC Cosmetology Scholarship*

*Art and Myrna Satterlie Scholarship (Math, Engineering, Science)*

*Bob Scott Mathematics Scholarship*

*Don Seigel Journalism/English Scholarship*

(Journalism major or Tempest staff member)

*Sierra Club, Solano Group, Scholarship (Environmental Concerns)*

*Dennis Stevens Memorial*

*Taylor Memorial (Re-entry)*

*Dr. Jane M. Thompson Memorial (Business or Computer Science)*

*Mac Tilley Memorial (Electronics)*

*Malcolm Henry Tipp Memorial Scholarship*

(Business, Computer Science)

*Charlotte Waggy Memorial*

*Lawrence "Jack" Wheeler Memorial (Counseling)*

*Bill and Jean Wilson Memorial (Leadership/Service, Athletics)*

*Morgan "Porky" Wood Memorial (Athletics)*

For additional information, please visit the Solano College website at [http://www.solano.edu/president/scholarship\\_foundation.html](http://www.solano.edu/president/scholarship_foundation.html), contact the Scholarship Foundation, at PO Box 2208, Fairfield, CA 94533 or phone (707) 425-4590.

## SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Solano Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 1,800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Solano College recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

# Student Services

## STUDENT ACTIVITIES TRANSCRIPT

The Activities Transcript is an opportunity for SCC students to document college sponsored involvement, service, and volunteerism beyond the classroom. This transcript, bearing the official College seal, is offered free to students. For more information, please contact the Director of Student Development at (707) 864-7168, or pick up a packet from Room 1425/1426.

## STUDENT CLUBS

A wide range of clubs and organizations reflecting cultural, social, ethnic and academic interests are active on the campus. Announcements of meetings and activities are available from the Student Development Office, Room 1426, or call (707) 864-7000 ext. 4367.

## STUDENT COMPLAINTS AND GRIEVANCES

When students believe their individual rights, or rights to due process (as provided for by College policies, state laws, and/or federal laws) have been denied, they may seek redress through the formal complaint or grievance procedure.

**Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)-** In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Director of Human Resources, Room 616, ext. 7122. The Director of Human Resources also serves as the Staff Diversity Officer, Title IX Coordinator and the Section 504/ADA Coordinator.

At any time the student may submit his/her complaint to any of the following agencies: California Department of Fair Employment and Housing at 800/884-1684; U.S. Department of Education, Office of Civil Rights at 415/556-4275; California Community College Chancellor's Office at 916/445-8752, and Equal Employment Opportunity Commission at 415/356-5100.

**Student Grievances: Non-Civil Rights (§5350) -** A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her educational rights. It may arise when a student believes he/she has been denied educational rights provided by college, state and federal policies, rules, regulations.

Copies of Solano College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Student Development Office (Room 1426), the Vice President of Student Services (Room 433), and the Counseling Office (Student Services Building). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

*\*\*At time of printing, this policy and procedures were under review and it was anticipated there would be changes. See web site for current policy and procedures, or contact the VP of Student Services Office, Bldg. 400, Fairfield Campus.*

## STUDENT CONDUCT & DISCIPLINE POLICY (§5300) \*\*

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn. Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

**Grounds for Disciplinary Action:** Student conduct at Solano Community College and in the activities of the College **must** conform to and be compatible with the College's function as an educational institution. College-related misconduct for which students may be expelled, suspended, placed on social probation or given a lesser sanction may come within, but is **not** limited to, one or more of the following categories:

- Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.
- Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place or manner of public expression, distribution of leaflets, pamphlets or other materials.
- Academic dishonesty, such as cheating or plagiarism.
- Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification or knowingly furnishing false information to the District or College or its officers or employees.
- Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of

# Student Services

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headsets, MP3 players, cellular telephones or pagers in the classroom.

- Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.
- Engaging in disorderly conduct, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.
- The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College controlled property or at any District or College sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.
- Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community, or theft of software by copying. Unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.
- Illegal operation of a motor vehicle on the Solano Community College campus.
- Possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.
- Violation of any order of the Superintendent/President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspapers, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any other provision of this Section.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- Littering on campus property including grounds, facilities and parking lots.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction.

**Types of Disciplinary Action:** There are several types/levels of discipline that may be imposed for violations of the policies or the Rules and Regulations of the District or College:

- Official Warning
- Reprimand
- Social Probation
- Restitution
- Suspension by Teacher
- Emergency/Summary Suspension
- Disciplinary Suspension
- Disciplinary Probation
- Expulsion

The definition, process and implication of each of these are detailed in the District's procedures on "Student Conduct and Discipline (§5300)," available in the Student Development Office (Room 1425/1426), the Vice President of Student Services Office (Room 433), and the Counseling Office (Building 400).

**Student Disciplinary Procedures:** The Vice President of Student Services administers the disciplinary procedures and is authorized to take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required in the current District policies and procedures. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending, or completed civil or criminal proceedings arising out of the same act or event.

Copies of the District's current procedures on "Student Conduct and Discipline (§5300)" are available free, upon request, from the Vice President of Student Services Office (Room 443).

## STUDENT DEVELOPMENT OFFICE

The Student Development Office, located in Room 1425/1426 of the Student Center, provides students with information about campus activities, special events, resources, and policies. Also, the College's Lost and Found department is located in this office. The Student Development Office supports an active student government program and encourages students to use the many services provided by the College.

The Student Development Office is a focal point for service and student leadership development. A wide variety of programs, services and clubs are available to students. Students and the student government play an important role in developing and supporting these activities. Students are involved in decision making and policy determination through their representation on many college committees. For information call (707) 864-7000, extension 4367.



# Student Services

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## DISABILITY SERVICES PROGRAM (DSP)

This program offers supportive service for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology, audio books, notetakers, specialized equipment, and faculty and community liaison. An adapted physical education program, which is individualized to the student's needs, is also offered.

The College campus is ideal for the student with physical disabilities. All rooms are on the ground level with many accessible restrooms and ramps. The DSP maintains a working relationship with the Department of Rehabilitation, Mental Health, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies. For further information call (707) 864-7136, or come to Building 400, Room 407, Fairfield campus.

**Learning Disability Center:** Solano College offers thorough testing to determine learning strengths and weaknesses for a student with a possible learning disability. This leads to a comprehensive evaluation for services, Learning Skills classes, and to help with college success. Classes focus on learning strategies and all services stress access to the college experience. For more information contact the Learning Disability Specialist, (707) 864-7234.

## TECHNOLOGY SERVICE & SUPPORT

Technology Services and Support is located in the Library Building (Bldg. 100). Technology Services & Support is responsible for all matters related to information technology services, strategic technology planning, and local data/telephone network planning and implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephony, network infrastructure, local and wide area networks, media, and videoconferencing. The office is open Monday through Friday, 8 a.m. to 5:00 p.m., and closed on weekends, all school holidays and breaks between sessions.

## TRANSCRIPTS-SOLANO COMMUNITY COLLEGE

Please visit our website [www.solano.edu](http://www.solano.edu) for transcript information. Click on the Admissions and Records Link, and then click on transcripts. For additional help, email us at [admissions@solano.edu](mailto:admissions@solano.edu). You may also visit or call our office during business hours (707) 864-7171.

## TRANSPORTATION

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Development Office, Room 1425/1426. Also, bus schedules are available on the college Web site at [www.solano.edu](http://www.solano.edu).

## TUTORING

Students may receive free tutoring in most subjects offered at Solano College. Students interested in being hired as paid tutors, or students desiring assistance with their study load, should contact the Tutoring Center, located Bldg. 400, or call (707) 864-7230.

## VERIFICATION OF ENROLLMENT

Solano College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse Web site at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There is a \$2.50 cost for this express service. Please visit our website for additional information at [www.solano.edu](http://www.solano.edu) then click on the Admissions link.

## VETERANS AFFAIRS

Solano Community College is an approved educational institution by the CA Department of Consumer Affairs Bureau for Private & Vocational Education, under Title 38, United States Code. The Veterans Affairs Center (VAC) provides assistance to veterans, reservists and eligible dependents of veterans in their pursuit of an education and in obtaining their Veterans Educational Benefits. US DVA also offers additional allowances through a work-study program for those who are receiving Veterans Educational Benefits. For specific information regarding eligibility of Veterans Education Benefits, please visit our office located in Building 400, Room 429, or call: (707) 864-7105.

## WRITING SKILLS LAB

The English Department operates the Writing Skills Lab in Room 130 of the Library building to assist students with problems in basic grammar, sentence structure, spelling, punctuation, and vocabulary. Any student can enroll in English 310, Writing Skills Lab, and earn .5 to 1.5 units per semester to a maximum of 3 units of credit depending on learning modules completed. Students may also register for English 64, Writing the Research Paper, and earn from .5 to 1.5 units.

# Admission and Registration

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## MATRICULATION

Matriculation is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going Matriculation Program, Solano Community College provides a full range of easily used services, including:

- Admission to the College
- Testing in Writing and Reading
- Orientation to the College
- Assessment of abilities and interests
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding matriculation services:

- Express a general educational goal at the time of admission
- Meet with a counselor to discuss academic choices and to develop an educational plan
- Identify a specific educational goal by the completion of 15 semester units of degree-applicable, credit coursework
- Attend classes and complete assigned course work
- Maintain progress toward the specified educational goal

The College has the following responsibilities:

- Use multiple sources of information, in addition to test results, as the basis of assessment for counseling/advisement
- Provide special accommodations for ethnic and language minority students and students with learning or physical disabilities
- Provide a mechanism for changing a specified educational goal
- Inform students of their responsibilities and rights regarding matriculation services
- Upon request, provide students with written District procedures concerning challenges, complaints or appeals of matriculation services

The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services.

**Exemptions.** The following students are exempt from matriculation:

- Students who have completed an Associate Degree or higher
- Students who seek to enroll only in non-credit courses
- Students indicating an educational goal of:
  - Job Skills – to maintain current job
  - Personal Interest – not for employment
  - Complete credits for High School
  - Maintain a Certificate or License (for example, in Nursing, Real Estate)

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## ADMISSION TO THE COLLEGE

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older, and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to the Solano Community College Admissions and Records Office, 4000 Suisun Valley Road, Fairfield, CA 94534.

## APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available on the college Web site at: [www.solano.edu](http://www.solano.edu).

An application must be submitted if a student is:

1. A new student entering Solano Community College for the first time, or
2. A returning (former) student who did not attend Solano for the prior semester, or
3. An international student, or
4. A student in grades K-12 enrolled in a public or private school seeking special admission.
5. All students should apply online at [www.solano.edu/mysolano](http://www.solano.edu/mysolano).

## SPECIAL ADMISSION (K-12)

Solano College may permit the admission of K-12 students who, in the opinion of the Superintendent/President, or designee, can benefit from instruction. Approval of the student's principal, and parent or guardian is required. The intent of this program is to provide educational enrichment opportunity for a limited number of eligible students who fulfill special admission standards.

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At the time of printing, the Special Admission process was under review with changes expected to happen in 2012-13. Please visit the A&R website for current information, <http://www.solano.edu/oar/>

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# Admission and Registration

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The College reserves the right to exclude or limit enrollment in courses or programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.

Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.

Students under grade 9 must attend an interview with a College official, along with the parent or guardian.

Please visit our website for additional information at [www.solano.edu](http://www.solano.edu) then click on the Admissions link.

## INTERNATIONAL STUDENT ADMISSION\*

Solano College admits international students each year. We accept applications year round. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 61 on the internet-based test is required for admission (subject to change) and from the IELTS test a score of 7.0.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$189 per unit plus the \$46.00 per unit enrollment fee for the 2012-12 school year. All fees are subject to change by the Board of Governors.

Email to [international@solano.edu](mailto:international@solano.edu) for additional information.

## RESIDENCY

The California residency requirement has two parts, Act and Intent. To claim residency a student must have lived and shown intent to reside in California by: a) paying California income taxes; b) possessing a valid California driver's license; c) registering and voting in the state; d) owning and registering a car in California, and/or the absence of these ties with another state. The payment of California state income taxes is an important act of intent. Concurrent with these acts of intent, physical presence in the state for one year and one day prior to the first day of classes is needed to establish California residency. Because the residency requirement is complicated, students with questions should contact the Residency Assistant in the Admissions and Records office.

## SCCID (SOLANO COLLEGE IDENTIFICATION NUMBER)

All students admitted to Solano College will be issued a SCCID upon receipt of their application for admission. The SCCID is your primary identification number. The SCCID provides an added layer of protection to combat the ever-increasing occurrences of identity theft.

## TRANSCRIPTS FOR ADMISSION

The following students are **required** to submit official transcripts from all accredited institutions:

1. Applicants for the Nursing Program.
2. Veterans.
3. Students enrolling in English and mathematics courses.
4. International students.
5. Students receiving financial assistance.
6. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
7. Participants in intercollegiate athletics.

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Admissions and Records office. Please visit our website [www.solano.edu](http://www.solano.edu) for transcript information. Click on the Admission, Registration & Records link, then click on Transcript for additional help, or email us at [admissions@solano.edu](mailto:admissions@solano.edu).

\*Subject to change

# Admission and Registration

## Transfer of Credit From Other Colleges

Only those courses from accredited colleges may be accepted for transfer to a degree or certificate program.

## REGISTRATION ASSESSMENT/ ORIENTATION PROGRAM

All new, non-exempt students (see Exemption criteria listed under "Matriculation") should complete the matriculation process prior to registering for classes. Assessment, Orientation and Counseling are part of this matriculation process.

In addition, all students enrolling for the first time in any English, English as a Second Language, or reading class must complete the appropriate testing to meet department requirements. Students who take the standard English placement tests also will be required to take a mathematics test.

**Procedures:** To gain the most from this College service, you should plan on completing the matriculation process in the following sequence:

- 1) Complete and file an "Application for Admission" with the SCC Admission & Records office (A&R) [Note: this can be done online at the SCC Web site: [www.solano.edu](http://www.solano.edu)]
- 2) Attend a scheduled test session and take the math, reading and writing tests (contact a counselor if you think you might be eligible for a testing waiver)
- 3) Complete an on-line orientation session, found on the College's Web site under "Counseling" ([www.solano.edu/counseling](http://www.solano.edu/counseling)) or enroll in COUN 101-Orientation for College Success (1 unit)
- 4) Meet with a counselor to complete an education plan
- 5) Register for classes

Additional information may be obtained from the Counseling Center or at the Admissions and Records office. The Assessment Center schedules all matriculation tests. The Center is located in Building 400, Room 442. The schedule for testing is Mon/Tue/Thur/Fri 9 am or 1 pm, Wed 1 pm or 5 pm. Schedule your test on line at <http://www.solano.edu/counseling/assessment.html>, and at the Assessment Center Office. Students may also phone (707) 864-7000, ext. 4525 for more information.

**Waivers:** Students who have completed testing or coursework in English at another college or who have had equivalent educational experiences in high school may be eligible to receive a waiver for matriculation testing or orientation. Contact a counselor for detailed information.

## DEBTS

- Most debts for the current semester that are associated with registration can be paid online. If you do not have internet access or your debt involves special circumstances, please contact Admissions and Records.

Students are advised to keep receipts as proof of payment if you pay on the web. Print a copy of the confirmation page for your records.

Debts left unpaid may be subject to collections and/or holds on student's records

## OFF-CAMPUS CLASSES

Classes are offered at three off-campus centers in Vallejo, Travis Air Force Base, and Vacaville. The Vallejo Center is located at 545 Columbus Parkway, Vallejo, Vallejo, (707) 642-8188. Travis University Center is located at 530 Hickam, Travis AFB, (707) 863-7878. The Vacaville Center is located at 2001 Akerly Drive, Vacaville, (707) 863-7872.

In addition to the sites listed above, each semester there are classes offered at many other locations. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished online at the College Web site. Counseling services are generally held at three off-campus locations, the Vallejo Center, Travis University Center, and the Vacaville Center. Further information is available in the Schedule of Classes, on the College Web site at: [www.solano.edu](http://www.solano.edu), or by calling the Admissions and Records office (707) 864-7171. It is advised that for classes offered at the Travis University Center students should view the Solano Community College Web site to meet the security requirements for Travis Air Force Base.

## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is required of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services. The card is to be carried by the student at all times while on campus. The fee of \$5.00 is payable at registration and allows the bearer to use the card during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. There is no charge for the validation. Student ID cards may be obtained in the Student Development Office, Room 1425/1426 (Bldg. 1400).

# Admission and Registration

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## SCHEDULE OF CLASSES

A searchable class schedule is online at [www.solano.edu](http://www.solano.edu).

## REGISTRATION PROCEDURES

**Preparation:** Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Admissions and Records office (A&R). The Admissions and Records office is a convenient place to ask questions about College procedures or visit our Web site at [www.solano.edu/oar](http://www.solano.edu/oar).

The following registration procedures apply to students enrolling in day, evening, on-campus, and off-campus classes. All debts to the College must be cleared before students may register for classes.

**Registration:** Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes or online at [www.solano.edu/oar](http://www.solano.edu/oar).

The Schedule of Classes contains registration information and instructions. Registration is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes and online approximately 2 weeks prior to the start of the registration period. Payment is due upon registration.

## LATE REGISTRATION

During the first week of each semester, students may register for additional courses if class space is available. (See academic calendar at [www.solano.edu](http://www.solano.edu) for all deadlines.)

### Adding Classes and/or Late Registration:

1. Students go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course online via the College web site.
2. All enrollment fees must be submitted upon registration.

### Dropping Classes:

1. Students must drop classes online at [www.solano.edu](http://www.solano.edu)
2. Students *may* be dropped from class by the instructor.
3. Students should check their Schedule Bill for course deadlines.

## FEES

Fees are due and payable at the time of registration. All debts to the College must be cleared before students may register for classes.

Students are responsible for officially dropping their courses before established deadlines. Non-attendance or non-payment of fees will not remove you from a course nor alleviate your responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. Students should drop courses online.

## NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 11-12 academic year, effective the first day of the summer session, 2011, is \$197 per unit. All non-resident students are also required to pay enrollment fees.

## ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$46 per unit.\* There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.
- Parking fee for on-campus students: A \$20 fee per vehicle.
- Student transcript record fee: \$2 (first two are free); \$7.50 Express service; \$1 unofficial transcript.
- Student enrollment verification record fee: \$2.50 (first two are free). Express service through the National Student Clearinghouse: \$2.50.
- Health fee: Fall/Spring-\$13.00; Summer-\$5.00\*\*
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).

# Admission and Registration

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- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.
- Duplicate fee receipt or unofficial transcript: \$1

\* The State of California has mandated this fee for credit courses through Section 72252 of the California State Education Code. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWORKS program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid Office. The enrollment fee is subject to change by the State Legislature.

Refer to Financial Aid Programs & Eligibility on page 20 for BOG Fee Waiver (BOG FW) information

## APPLYING FOR REFUNDS

Classes dropped by appropriate deadlines are automatically refunded. Any outstanding debts are deducted from refunds. Fees are refunded by check 2-4 weeks after classes are dropped.

### California Community Colleges Enrollment and NonResident Tuition Fee

#### Fall and Spring Semesters – Full Term Classes

Through refund deadline, 100% of the California Community College Enrollment Fee will be refunded.

#### Summer Session and Short-Term Courses

Through 10% of the course, 100% of the California Community College Enrollment Fee will be refunded.

### Non-Resident Tuition

Refunds must be requested at Admissions & Records.

#### Photo I.D.

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Admissions and Records office by the end of the second week of instruction or 10% of the class for short-term courses.

### Health and Student Center Fees

The Health and Student Center fees are only refundable if all classes are dropped prior to the beginning of the semester.

### \*\*Health Fee Exemptions

Since the provision of health services is very expensive and the California Community College system does not have sufficient funds to subsidize student health services, the State Legislature mandates that the burden of supporting a student health center will be shared by all Solano Community College students through a general fee, regardless of whether they utilize the health center or have their own insurance.

The following students are exempt from paying the mandatory health fee:

- (1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- (2) Students who are attending a community college under an approved apprenticeship training program.

Students who fall within any one of the two grounds for exemption may apply for a fee waiver by submitting a written request to the Office of Student Development.

# Academic Regulations

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## ACADEMIC COUNCIL

The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

1. The Academic Council consists of the following membership: Vice President of Academic and Student Affairs (Chairperson), Academic Dean, Director of Admissions and Records, one counselor, two faculty members (appointed by the Academic Senate), and one classified staff member from Student Services. In the event that the Vice President of Academic and Student Affairs is unavailable, an additional Academic or Student Services Dean will be appointed to serve in his/her place.
2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the office of Admissions and Records, Counseling Department, the Vallejo and Vacaville Centers or online.
5. Students shall submit their completed form(s) to the Office of Admissions and Records.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Vice President of Academic and Student Affairs may vote to break the tie.
7. The Academic Council meets to review disqualification and other petitions for the upcoming term and on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission. The counselor may be asked to present a student petition to the Council. Students may be required to provide medical/legal or other documentation to support their petition.
9. Each student who petitions the Academic Council is notified in writing, by the Director of Admissions & Records or the Vice President of Academic and Student Affairs concerning the action taken by the Academic Council on his/her petition.
10. As this is an appeal process, all decisions of the Academic Council are final and may not be appealed to the Superintendent/President or the Governing Board.
11. The office of Admissions and Records is notified, and maintains a record of all Academic Council decisions. Coordinators of special programs (e.g. EOPS, DSP, etc.) will be notified of Academic

Council decisions regarding students who are participants in a special program.

12. The Academic Council Petition for each student is filed in his/her permanent electronic academic records file with a copy of the Academic Council's action.

(Reference: Student Services Policy and Procedures 5200)

## STANDARDS FOR PROBATION AND DISQUALIFICATION

This policy and procedure is currently under review and likely to change during the 2012-13 academic year. Please see Admissions & Records or Counseling for most up to date information. Email [admissions@solano.edu](mailto:admissions@solano.edu).

Students failing to maintain an acceptable standard of academic achievement shall be placed on academic probation, progress probation, or be disqualified. (Reference: Student Services Policy and Procedures 5100) For purposes of probation and dismissal, semesters shall be considered consecutive, not in their calendar order of succession, but in the order in which a student enrolls in them. The semester in which performance causes one to be placed on probation is the first probationary semester.

This policy is currently being revised. For most current information contact Admissions and Records at [admissions@solano.edu](mailto:admissions@solano.edu).

### Academic Probation

#### A. Placement on Academic Probation

A student shall be placed on academic probation for one (1) or more of the following reasons:

1. A student has attempted at least 12 total semester units and has achieved a cumulative grade point average of less than 2.0.
2. A student is readmitted to college after academic disqualification.

#### B. Removal from Academic Probation

A student on academic probation is removed when his/her cumulative GPA is 2.0 or higher.

### Progress Probation

#### A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has enrolled in a total of at least 12 semester units and received transcript entries of "W", "I", or "NC" for 50% or more of all units attempted.

#### B. Removal from Progress Probation

1. A student will be removed from progress probation when the student has received transcript entries of "W", "I", or "NP" for less than 50% of all units attempted.



# Academic Regulations

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## **Academic Disqualification**

Academic Disqualification may result in dismissal.

Dismissal prohibits the student from enrolling until one academic semester has passed.

### **A. Placement on Academic Disqualification**

A student will be academically disqualified for one or more of the following reasons:

1. A probationary student's cumulative grade point average at Solano Community College remains below 2.0 for three consecutive semesters.
2. A probationary student receives 50% or more of transcript entries as W, I, or NP for three consecutive semesters.
3. A student achieves a semester grade point average of less than 2.0 for three consecutive semesters.

### **B. Removal from Academic Disqualification**

A student will be removed from academic disqualification for any of the following reasons (unless any condition in A. above continues to exist):

#### **1. Satisfactory Progress After Disqualification**

A student who meets the requirements for readmission after disqualification and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.00 or greater, shall remain on academic probation until the cumulative GPA is 2.00 or better. (This condition only overrides A.1. above.)

2. A student's cumulative GPA is 2.0 or better.
3. A student's transcript entries of W, I, or NP are less than 50% of all units attempted.

## **PROBATION AND DISQUALIFICATION PROCEDURES**

1. Students will be placed on Academic Probation when the total units in which grades of A, B, C, D and F were received at Solano Community College is 12 or more and the calculated grade point average is less than 2.0 for either the semester or cumulative GPA.
2. Students will be placed on Progress Probation when the total units enrolled is 12 or more and for which entries of I, W, or NP equals or exceeds 50%. (For purposes of Progress Probation, transcript entries of A, B, C, D, F, W, I, P and NP are counted for units enrolled.)
3. Students placed on probation will be notified on the student grade report. Students that are disqualified will be notified by the Admissions and Records office.
4. The student on probation should see a counselor to review academic standards for maintaining satisfactory progress.

5. Students who are dismissed for poor academic achievements must petition the Academic Council for readmission. A petition may be filed if extenuating circumstances exist which caused the substandard grades, or the student must remain out of school for one semester excluding a summer session.
6. A Counselor will review academic standards with the student and recommend readmission after disqualification. The petition for readmission must contain written comments from the Counselor prior to review by the director of Admissions & Records. The Academic Council will hear appeals and recommend conditions of readmission or denial of readmission.
7. Students that have been readmitted after disqualification and achieve a semester GPA of 2.25 or greater with no transcript entries of W, I or NP and whose cumulative G.P.A. remains under 2.0, will be automatically readmitted for the ensuing term.
8. For purposes of progress probation, the total units enrolled will begin to accumulate with the Summer 1996 term.

## **ACADEMIC RENEWAL**

Pursuant to regulations established by the Board of Governors of the California Community Colleges, students may petition for the elimination of past substandard coursework (D, F, or NP) up to 30 units in the calculation of their cumulative grade point average. (Reference: *Student Services Policy and Procedures 5110*)

## **ACADEMIC RENEWAL – STUDENT SERVICES PROCEDURES 5110**

Pursuant to regulations established by the Board of Governors of the California Community Colleges (*Title 5, Section 55764*), students may, under the provisions outlined below, petition for the elimination of past substandard coursework in the calculation of the student's grade point average (GPA.)

1. Coursework eligible for consideration under this regulation shall be:
  - a) No more than thirty (30) units;
  - b) Clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Pass;
  - c) Courses taken at Solano Community College and
  - d) Courses taken three or more semesters (not including summer session) prior to petitioning.
2. Students are not eligible for relief under the academic renewal policy until they have:
  - a) Completed at least fifteen (15) units, with a grade of "C" or better at an accredited post-secondary

# Academic Regulations

institution subsequent to the coursework to be alleviated;

- b) Met the three semester (not including summer session) time requirements; and
- c) Filed an Academic Renewal Petition with the Admissions and Records office.
3. Courses eliminated under this policy may not be applied toward any degree or certificate requirement.
4. If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain eligible.
5. Solano Community College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano College.

## PETITION PROCESS

Any student who has a problem regarding their academic performance, enrollment status or registration/withdrawal procedures should contact the Admissions and Records office at [admissions@solano.edu](mailto:admissions@solano.edu).

## AUDITING

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. A list of courses that have been designated for auditing is available in the Admissions and Records office.

Auditing conditions are as follows: 1) Student participation in the course is subject to instructor discretion; 2) no grades or credit shall be awarded and no transcript of record maintained; 3) auditors may not change their status in the course from auditor to credit student or the reverse; and 4) audit fees shall not be refunded.

The auditing fee is \$15 per semester unit. NOTE: This is the fee at the time of publication; however, it is possible that the fee may be increased by the State Legislature and Governor at a later date. For up-to-date fee information, go to: [www.solano.edu](http://www.solano.edu). One may apply to audit a designated course after the second meeting when class size has been established for regular students.

## FINAL EXAMINATIONS

A final examination is required in all classes. For full semester day sections, final examinations will be given during the scheduled final examination period (finals week) at the end of each semester. For full-semester evening sections, short-term sections which end prior to finals week, and summer sessions the final examination will be given during the last class meeting. For short-term sections which end during the finals week period, the final examination will be given in accordance with the finals week schedule.

## GRADES

### GRADING SYSTEM

Solano Community College uses the following letter grade system for evaluating the quality of students' work:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D*	Passing, less than satisfactory	1
F*	Failing	0
P	Pass (at least satisfactory)	0
NP*	No Pass (less than satisfactory or failing)	0

\*Substandard grades (Title V 55761)

### NON-EVALUATIVE GRADES

I	Incomplete	0
RD	Report delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/no-credit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

# Academic Regulations

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## PASS/NO-PASS OPTION

The purpose of the pass/no-pass option is to encourage students to take challenging courses for electives outside the major area while avoiding undue concern for grades in competition with students who may be better prepared.

The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a pass/no-pass grade, and a pass/no-pass grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NP has been earned may be repeated once for a P or letter grade. Some courses are offered only on a P/NP grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

Students may request P/NP grades in any regular graded class offered by the College but they are limited to a total of 15 semester units under the P/NP option while attending Solano Community College. In order to exercise this option, a petition must be filed with the Admissions and Records office at the time of registration, or by the fifth week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first thirty per cent of the course.

Students should be aware that other colleges and universities may be reluctant to accept P/NP grades. Students should not take the P/NP grade option in their major fields of study.

## GRADE REPORTS

Grades are available online via *MySolano*. Contact [admissions@solano.edu](mailto:admissions@solano.edu) for assistance.

## INCOMPLETE GRADES

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year.

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. Students who do not complete the contract will be assigned a grade at the end of one calendar year.

## CHANGE OF GRADES

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed 3 years after the completion of the course.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available, the request should be submitted through the appropriate Division Dean; however, only the faculty member that assigned the original grade or designee may authorize a change of grade.

**Important Note:** Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the California Education Code (*Section 76224*): ". . .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, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

## HONORS

**President's:** The President's Honor List recognizes those students who earn academic honors each semester.

The President's List includes those students who have earned a grade point average of 3.85 or higher with at least 39 grade points in not fewer than 12 units of work completed.

**Deans':** The Deans' Honor List recognizes those students who earn academic honors each semester. The Deans' List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed. A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/nocredit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

**Alpha Gamma Sigma:** Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications are available in Room 1425/1426 in the Student Center. For detailed membership information contact one of the AGS advisors: Dorothy Hawkes at (707) 864-7202 or Diane White at (707) 864-7285.

# Academic Regulations

**Phi Theta Kappa:** Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Development Office, Room 1425/1426, Fairfield campus. For detailed membership eligibility information, contact PTK Advisor: Dr. Shirley Lewis, (707) 864-7237.

**Honors at Graduation:** A student who achieves a cumulative grade point average of 3.50 to 3.74 will be graduated with honors; and 3.75 and above with high honors.

## REPEATABILITY OF COURSES\*\*

*\*\*At the time of print, the college was in the process of reviewing changes in the Education Code about repeatability - there are anticipated changes to these policies and procedures. See Title 5 for current information or contact the Admissions and Records office.*

**For additional credit:** Certain courses may be repeated if the course content differs each time it is offered and if the student is gaining an expanded educational experience. For information on repeatability for a specific course, consult the Course Descriptions section of the Catalog.

**Special Circumstances:** A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must meet with a counselor and obtain approval from the Academic Council prior to enrolling in the course. Grades awarded for courses repeated under these circumstances shall not be counted in calculating a student's grade point average. Students planning to transfer to a four-year institution should check that institution's policy on repeated courses.

**To improve a grade:** Students receiving a grade of D, F or NP may repeat the course immediately except for courses in impacted programs. When a course is repeated to improve a grade, the subsequent grade is used in determining the student's grade point average.

## STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the units in which they are currently enrolled.

**Freshman:** A student who has earned from 0 to 29.5 semester units of college credit.

**Sophomore:** A student who has earned from 30 to 60 semester units of college credit.

**Full-time:** A student enrolled in 12 or more semester units.

**Part-time:** A student enrolled in 11.5 or fewer semester units.

**Post Associate Degree:** A student who has been awarded an A.A., A.S. or higher degree.

## STUDENT LOAD

A student load is defined as the total subjects and units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units constitutes minimum full-time enrollment. In some cases, a semester program may require more than fifteen units for a student to complete a major in the normal two-year period.

Permission to carry an excess load of 20.5 or more units may be granted to individuals depending on the excellence of their academic work. This permission is granted by the **Academic Council**. Petitions are available at the Admissions and Records office.

The California State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class. The following schedule is suggested for students who attend college and also work.

### Suggested Time Plan

IF YOU WORK (Hrs./Wk)	AND ENROLL IN (Lecture Hrs.)	AND STUDY (Recom- mended)	YOUR TOTAL LOAD IS (Hrs./Wk)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

## STUDENT RESPONSIBILITIES

### Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be withdrawn from class rolls. Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano Community College. This includes regular

# Academic Regulations

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attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5 percent of a full-term class, short-term class, or summer session.

Students have the responsibility for verifying their enrollment status. If students withdraw from classes, it is their responsibility to make sure that drop cards have been submitted to the Admissions and Records office or that they have completed the withdrawal online at *MySolano*.

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Admissions and Records office.

## Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Office on campus. After classes begin, students are required to notify the Veterans' Affairs Office promptly of any change in their unit loads or changes of address.

Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits.

A veteran who is academically disqualified must contact a Veterans' Affairs Office staff member for specific details concerning readmission.

## Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Admissions and Records office or complete the drop process using the web online services. Non-attendance or non-payment of fees is not a guarantee of removal from a

course and does not alleviate responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. Courses should be dropped online.

Courses dropped after 30% of instruction through the end of 62.5% of instruction will be recorded as a "W" on the student's record. A student must petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation shall be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 30% of the class will not appear on the student's record. Courses dropped 31% to 62.5% of the term/session will be recorded as a "W" on the student's record.

Students should refer to their Schedule Bill for course specific deadlines.

## Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Admissions and Records office or withdraw using the web online services. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed to the College before leaving the College. Failure to withdraw properly could result in a failing grade and a student debt.

## ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with Academic Integrity and therefore with the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense. Examples of Academic Dishonesty include:

### Plagiarism:

Plagiarism consists of taking the exact words or the specific substance, structure or ideas of another and passing these words or ideas off as one's own in any academic exercise. The following examples are some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This includes extended paraphrasing of another's work or research. This is a flagrant instance of plagiarism.

# Academic Regulations

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2. Failure to give appropriate credit for ideas, statements of facts, conclusions, or exact words derived by another either in the text or as a footnote.
3. Failure to use quotation marks or appropriate indents when using the exact words of another, whether it be a paragraph, a sentence or even a portion thereof.
4. Usage of any electronic media without providing proper citations, including the Internet, email, copied postings, or any other source of information available electronically.
5. The citing of a source which does not reasonably conform to these expectations, such as another plagiarized or otherwise undocumented paper or other resource.

Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member or a Solano Community College faculty librarian.

## **Cheating:**

Cheating is the usage of unacknowledged or unauthorized notes, materials, information, calculators, electronic devices, or study aids in any academic exercise. Cheating also includes: using information from another student or student's paper; altering a graded work after it has been returned then submitting the work for re-grading without instructor permission; submitting another's work under one's own name. Students must not request others (including commercial term paper companies) to conduct research for them. Students may be restricted from leaving the classroom during an exam period.

## **Fabrication:**

Fabrication is the falsification of any information or citation in an academic exercise. Fabrication includes presenting data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data or failing to include an accurate account of the method by which the data were generated or collected. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

## **Facilitating Academic Dishonesty:**

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid another student in violating Academic Integrity are

guilty of Academic Dishonesty even though they may not benefit directly from the violation. Facilitating Academic Dishonesty includes making one's research, notes, essays or other work available for other students to access such as uploading one's work to the Internet or making it otherwise available.

## **Denying Others Access to Information:**

It is a violation of Academic Integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

## **Forgery, Alteration or Misuse of Campus Documents, Records, or Identification or Knowingly Furnishing False or Incomplete Information to a Campus:**

It is a violation of Academic Integrity to alter documents affecting academic records. It is also a violation to forge a signature of authorization or to falsify information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

## **Sanctions:**

All violations of Academic Integrity are subject to an appropriate penalty. Violations at Solano Community College are classified into three levels according to the severity of the infraction and the discretion of the instructor and/or Vice President of Student Services. For each level of violation, a corresponding set of sanctions is recommended. These sanctions are intended as general guidelines as culpability may be assessed differentially for those with more and less experience as members of the academic community. Examples are cited below for each level of violation. These examples are illustrations and are not meant to be considered all-inclusive. Any violation of Academic Integrity which occurs within the classroom or the context of a particular class may incur Level One or Level Two sanctions at the discretion of the instructor. The instructor may also choose to refer the student to the Office of the Vice President of Student Services for possible further action at the discretion of the Vice President of Student Services, including Level Three sanctions. To refer students to the Office of the Vice President of Student Services, faculty may contact the Office of the Vice President of Student Services directly or use the Solano Community College Academic Dishonesty Report Form.

# Academic Regulations

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## Level One Violations

Level One violations may occur due to inexperience or lack of knowledge of principles of Academic Integrity.

These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Such infractions might include:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

**Recommended sanctions for Level One violations may include one or more of the following:**

1. Requiring the student to complete additional academic assignments which may be at a more difficult level than the original assignment.
2. Awarding a failing grade for the assignment.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or the Vice President of Student Services.

Records of students who commit Level One offenses will be maintained in the Office of the Vice President of Student Services.

## Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or which affects a more significant aspect or portion of the course work. Examples of Level Two violations might include:

1. Quoting directly or paraphrasing to a limited extent without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

**Recommended sanctions for Level Two violations may include one or more of the following:**

1. Awarding a failing grade for the assignment.
2. Awarding a failing grade for the course if the assignment was valued at more than 1/2 the course evaluation.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or Vice President of Student Services.

Records of students who commit Level Two offenses will be maintained in the Office of the Vice President of Student Services.

## Level Three Violations

Level Three violations are those that go beyond Level One or Two which, in the opinion of the Office of Student Services, require sanctions that go beyond the measure of a single classroom. Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. Level Three violations represent the most serious breaches of intellectual honesty. Examples might include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using materials prohibited by the instructor, e.g., books, notes, calculators or the like during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using a purchased or otherwise acquired term paper or other materials.
10. Removing posted or reserved material, or preventing other students to its access.
11. Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.)
12. Using unethical or improper means of acquiring data.
13. Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript or changing other records of work accomplished) .
14. Having a substitute take an examination or taking an examination for someone else.
15. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

Sanctions for Level Three violations are imposed by the Office of the Vice President of Student Affairs in accordance with the established disciplinary procedures as



# Academic Regulations

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set forth in *Solano Community College Board Policy 5300*. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if the student is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

## **Additional Consequences of Violating the Academic Integrity Policy**

Students committing acts of academic dishonesty not only face university censure but run a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Many scholarship opportunities, awards and memberships to academic societies, such as honor societies or discipline-specific associations, also rely heavily on recommendations. College faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. Moreover, in all cases in which a grade of "F" is assigned for disciplinary reasons, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved. Lastly, many other institutions and professional environments impose a no tolerance policy on dishonesty which may result in the student being expelled or fired. Solano Community College students are therefore obligated to develop educational habits befitting their scholastic and career goals.

## **SOLANO COMMUNITY COLLEGE HONOR CODE**

At Solano Community College, we believe that Academic Integrity is fundamental in an institution dedicated to personal development through learning, free inquiry, and the exchange of ideas. Honest work is an integral part of the learning process: it builds self-esteem, knowledge, and skills. It is the responsibility of every Solano Community College student to represent work truthfully and engage honestly in all assignments. We believe that any instance of academic dishonesty hurts the entire college community. Solano Community College defines academic dishonesty as:

- Plagiarism or knowingly or unknowingly using someone else's ideas, words, or thoughts without giving credit to the source
- Receiving or providing unauthorized assistance on assignments and/or exams
- Using unauthorized materials during an exam
- Fabrication of data or references
- Denying others access to information
- Forgery, alteration, or misuse of documents, records, or identification

Solano Community College will not tolerate Academic Dishonesty.

# Non-Traditional Learning

Solano Community College awards non-traditional credit for CLEP (College Level Examination Program), Credit by-Examination, Advanced Standing, USAFI/DANTES, formal military service schools, and military service. The maximum credit for all non-traditional credit accepted by Solano Community College may not exceed twenty-four (24) semester units.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Solano Community College may not be acceptable for transfer. Students should check with prospective transfer colleges regarding their policies on non-traditional credit.

## ADVANCED STANDING

Students may apply for advanced academic standing through waiver of certain courses as identified by academic divisions. To receive course waivers, the student must demonstrate knowledge of the subject to be waived through examination, previous study, or related work experience. Units are not awarded. Students who receive course waivers must complete the minimum number of units for the major and Associate Degree as required by the California Code of Regulations.

## CLEP EXAMINATIONS APPROVED AT SOLANO COMMUNITY COLLEGE

Students who receive satisfactory scores on the CLEP (College Level Entrance Program) tests listed below will be awarded college credits for SCC equivalent courses. For more information contact the Office of Admissions and Records.

EXAMINATION	Credit SCORE	COURSE
<b>GENERAL EXAMINATIONS:</b>		
English Comp (with essay)	3 units	ENGL 001 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (49)
Natural Sciences	5 units	Elective Credit (49)
Social Sciences & History	3 units	Elective Credit (47)
<b>SUBJECT EXAMINATIONS:</b>		
Pre-Calculus	3 units	MATH 320 (50)
American Government	3 units	PLSC 001 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 017 (50)
History of the United States II: 1865 to the Present	3 units	HIST 018 (46)
American Literature	6 units	ENGL 030, 031 (46)
Analyzing & Interpreting Literature	3 units	ENGL 002 (47)
English Literature	6 units	ENGL 030, 031 (46)
College Composition	3 units	ENGL 001 (50)
General Biology	5 units	BIO 002 (49)
Calculus with Elementary Functions	4 units	MATH 020 (50)
General Chemistry	5 units	CHEM 001 or 002 (48)
Introductory Psychology	3 units	PSYC 001 (47)
Human Growth/Development	3 units	HUDV 038 (47)
Principles of Accounting	3 units	ACCT 001 (50)
Principles of Macroeconomics	3 units	ECON 001 (48)
Principles of Microeconomics	3 units	ECON 002 (48)
Introduction to Business Law	3 units	BUS 018 (50)
Information Syst & Computer Appl.	3 units	CIS 001 (50)
Principles of Marketing	3 units	MKT 171 (48)
Introductory Sociology	3 units	SOC 001 (46)

## COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

### College Board Advanced Placement (AP)

#### Examination Credit

Students who receive a score of 3,4, or 5 on Advance Placement (AP) examinations are awarded college units for equivalent courses as indicated below. For more information you may contact the Office of Admissions and Records.

EXAMINATION	SCORE	Credit AWARDED	SCC Equivalent COURSE
<b>English</b>			
Language & Comp	3,4,5	3 units	ENGL 001
Lit & Composition	3	3 units	ENGL 001
Lit & Composition	4,5	6 units	ENGL 001, 002
<b>FOREIGN LANGUAGES</b>			
French Lang	3,4,5	5 or 3 units	FREN 003 or 011
French Lit	3,4,5	5 units	FREN 004
German Lang	4,5	5 units	GRMN 004
German Lang	3	5 or 3 units	GRMN 003 or 011
Latin (Virgil & Catullus/Horace)	3,4,5	3 units	LATN 003
Spanish Lang	4,5	5 or 3 units	SPAN 003 or 011
Spanish Lang	3	5 units	SPAN 002
Spanish Lit	4,5	5 units	SPAN 004
<b>HUMANITIES</b>			
Studio Art	5	6 units	ART 001 - 048
Studio Art	3,4	3 units	ART 001 - 048
Studio Art (Draw)	5	6 units	ART 001 - 048
Studio Art (Draw)	3,4	3 units	ART 001 - 048
Art History	5	6 units	ART 001, 002
Art History	3,4	3 units	ART 001 or 002
U.S. History	3,4,5	6 units	HIST 017, 018
Eur History	3,4,5	6 units	HIST 004,005
Music Theory	3,4,5	3 units	Elective
<b>NATURAL SCIENCE</b>			
Biology	3,4,5	4 units	BIO 015
Chemistry*	4,5	5 units	CHEM 001
Computer Sc AB	3,4,5	3 units	CIS 022
Calculus AB	4,5	4 units	MATH 020
Calculus BC	4,5	8 units	MATH 020, 021
	or	6 units	MATH 030, 031
Physics B*	4,5	8 units	PHYS 002, 004
Physics C*	4,5	4 units	CHEM 006
<b>SOCIAL SCIENCE</b>			
Gov't & Pol of US	3,4,5	3 units	PLSC 001
Econ (Micro)	3,4,5	3 units	ECON 002
Econ (Macro)	3,4,5	3 units	ECON 001

\* Continuing Course: Determined by consultation with Division Dean and Division Faculty Member.

## CREDIT-BY-EXAMINATION

Credit-by-examination is available for some courses that are not remedial or normally taught at or below the secondary education level. Courses eligible for credit-by-examination have been identified by the appropriate academic division. The amount of credit granted may not exceed the amount listed for the specific course in the college catalog.

To be eligible, the student must be enrolled currently at the College in at least one (1) graded course other than those being taken for credit-by-examination, be in good standing (overall 2.0 GPA) and have completed a minimum of 12 units in residence or will have completed a minimum of 12 semester units by the end of the current semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by

# Non-Traditional Learning

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the Division Dean before a student takes an examination for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Office of Admissions and Records no later than the fourth week of the semester.

If the petition for credit-by-examination is approved by the Division Dean, the student returns the petition to the Office of Admissions and Records. Eligibility will be checked and payment of a fee for preparation and administration of the examination in the amount of \$20 per course unit to a maximum of \$120.

Students may obtain a copy of the policy and the credit-by-examination petition form from the Information Window at the Office of Admissions and Records.

## FORMAL MILITARY SERVICE SCHOOLS

Elective college units may be allowed for the successful completion of college-level training in formal service schools as recommended by *The Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

## MILITARY SERVICE

Solano Community College will grant six (6) elective units for military service if the person has a) spent at least one year in active service, and b) has received an honorable discharge. Active duty personnel should submit a copy of DD295 (veterans submit DD214) to the Office of Admissions and Records for evaluation. These units do not meet the health and physical education requirements for graduation.

## ONLINE AND HYBRID CLASSES

Solano Community College offers two types of Internet classes for credit: online and hybrid classes. Online classes are taught over the Internet and hybrid classes are taught partly over the Internet and partly in the classroom. These classes have regular assignment schedules and reading material and the same learning requirements as traditional classes.

Participation in online sections and hybrid sections require that students have a computer with Internet access and a web browser. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used. You might also have to come to campus for a required in-person exam or orientation.

**ONLINE:** These classes utilize the Internet to create an educational experience that can be partly independent of time and place. Students still purchase textbook(s) and take tests and meet due dates, but they do the majority of the class work at any computer connected to the Internet. They work according to their own schedule, at

home, in the office, or on open access computers on campus in the library. Course materials, the syllabus, assignments, tests, and links to other Web resources, are contained on the course site. Students communicate with their instructor, and each other, by sending and receiving email and by participating in "threaded discussions."

These are discussions that continue over time where students drop in to read the comments and to add their own. While online classes may not be for everyone, they are well-suited to students who are self-motivated, who have access to a computer, who may have busy daytime schedules and who may not be able to travel to campus for classes with specific meeting times.

**HYBRID:** These classes use a combination of the face-to-face and online formats. Some activities will be conducted in a group (traditional class) format and some activities are conducted (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with a traditional class meeting and face to face instruction.

## STUDY ABROAD PROGRAM

At Solano Community College, the opportunity to study abroad is available for all students. Students of various language skills have the opportunity to participate in study abroad programs all over the world. Students can elect a program where the language of instruction is a foreign language or alternately may choose a program where the language of instruction is English. Solano Community College also has information on a wide variety of exciting opportunities such as volunteering abroad, exchange programs, internship abroad or work abroad programs.

Solano Community College has joined with other California Community Colleges and the American Institute for Foreign Study (AIFS) to offer students the opportunity to study abroad. In addition to being eligible for any California Community College Program, students may prepare for study abroad via California State University's Study Abroad Program, University of California's Education Abroad Program, or numerous higher education institutions and private programs.

Solano Community College students may participate in semester, year long, or summer programs all over the world. Many locations are available, including places such as: Australia, England, France, Mexico, Northern Europe, South America, Spain, Italy, Holland, Austria, Czech Republic, Ireland, Russia, Poland, South Africa, China and Japan. The world can be your classroom through study abroad. To be eligible to study abroad via Solano and other Community College Programs, a student must have completed 12 units of post secondary college work at Solano or another regionally accredited institution, be at least 18 years of age, and have a

# *Non-Traditional Learning*

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cumulative GPA of 2.0 or higher, depending on the program. For programs that require language skills, students typically need 1-2 years of successful work in the language. In addition, students also have the option of beginning their junior year at a CSU or UC as a study abroad student. The deadline for these academic year programs generally is in early spring. Courses offered through study abroad programs are usually transferable to accredited colleges and universities.

The FAFSA (Free Application for Federal Student Aid) program offers funding for students wishing to study abroad. Solano Community College is also affiliated with the National Security Education Program, which offers scholarships for study abroad. Additional private scholarships may be available.

Students who would like additional information on study abroad should see a counselor early in their academic program to be well prepared. Appointments can be made in the Counseling Center, Building 400, Room 407, Fairfield Campus.

# Graduation Requirements

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Associate Degrees and Certificates of Achievement are awarded at the close of each semester, fall, spring and summer.

It is the responsibility of the student who expects to receive a degree or certificate to file a petition with the Office of Admissions and Records. See the Office of Admissions and Records Academic Calendar for deadline dates.

## Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. It is required that students complete each course within the program with a grade point of 2.0 (C) or better or a P if the course is taken on a pass-no pass basis.

Certificates of Achievement programs differ from degree programs in that students are not required to complete the general education requirements and in the total number of units required. All credits earned in a certificate program may be counted toward the A.A./A.S. Degree and, in some instances, credit for certificate courses may be transferred to four-year colleges.

To be eligible for a Certificate of Achievement, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

Students may be awarded a Certificate of Achievement based on the requirements in this Catalog, or the Catalog in effect at the time of first enrollment, or when the certificate was first offered.

## Associate Degrees

Solano College offers two degrees, Associate in Art and Associate in Science. A degree may be granted upon successful completion of requirements in a major field of study, appropriate general education courses, and electives to total of at least 60 semester units. Students must petition for degrees as described above. Students may apply for multiple degrees.

## Catalog Rights

Graduation requirements are determined according to the Catalog in effect at the time of first enrollment. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the Catalog in effect at the time of first enrollment.

Students enrolled at another accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights.

When a break in enrollment occurs, graduation requirements are determined according to the Catalog in effect at the time of re-entry into continuous enrollment.

Leaves of absence must be requested and approved in advance of the term for which absence is anticipated. Leaves of absence must be approved by the Academic Council.

Students may choose to graduate under the Catalog in effect at the time of the petition to graduate.

Each new catalog year begins with the summer session. Students may not complete general education requirements under one catalog and major requirements under another catalog.

## Transfer of Credit From Other Colleges

Only those courses from accredited colleges may be accepted for transfer to a degree or certificate program.

## Total Units

A degree requires a minimum of 60 degree-applicable semester units. At least 12 semester units must be completed at Solano Community College. The student must have a 2.0 overall grade point average at the time of graduation.

## Major and Area of Emphasis

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs. All courses in the major or area of emphasis must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis.

## General Education Philosophy and Criteria Statements

General education represents the breadth component of a liberal arts education as compared with the in-depth study required for a major. The purpose of this requirement is to give students the opportunity to become acquainted with intellectual, social and aesthetic perspectives that can form the basis of an expanded plan for lifelong learning and enjoyment. In addition, it is designed to assist students in achieving an expanded context within which to explore their majors so as to enrich these specialized viewpoints. This philosophy is intrinsic to the development of the following basic educational abilities and skills:

- To improve the essential communication skills of speaking, writing, reading, and listening.

# Graduation Requirements

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- To understand the heritage and culture of one's own society and the society of others.
- To provide opportunities to gain information which could aid students in making realistic career decisions.
- To provide the opportunity for students to achieve competence in mathematics and analytical thinking appropriate to their needs.
- To provide educational experiences for students to gain understanding and appreciation in the basic areas of knowledge: the social and behavioral sciences, the natural sciences, and the humanities which will provide an opportunity for cultural, intellectual and personal growth.
- To develop insight and knowledge in the area of self-understanding.
- To develop the knowledge and understanding of the rights, responsibilities and privileges involved in becoming a participating citizen in a democratic society.
- To develop an understanding of technological developments and the effects these will have on society today and in the future.
- View your Schedule Bill for course specific P/NP deadlines

## Cross-Cultural Studies Requirement

The general education requirement for an Associate Degree from Solano Community College includes a 3 unit Cross-Cultural Studies course. Courses that satisfy this requirement are listed under "Area E."

Additional courses will be developed and added to the curriculum in the future; however, any Cross-Cultural Studies course, either current or future, may be used by students to satisfy this requirement even if that course first appears in a Catalog subsequent to the beginning of the student's course of study.

## General Education Structure

There are three options available for completing the General Education requirements for the Associate Degree. Requirements for Option A, Option B and Option C are as follows:

### Option A

See page 48

### Option B

To satisfy the general education requirements for the Associate Degree, completion of Intersegmental General Education Transfer Curriculum (IGETC) requirements may be used in lieu of the Solano College requirements listed in Option A.

Please see the IGETC requirements listed on the pages entitled Transfer to Four-Year Colleges and Universities.

## Cross-Cultural Studies Requirement

At least one of the following cross-cultural courses must be completed in order to use this option to fulfill the Solano Community College general education requirement:

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

### Option C

To satisfy the general education requirements for the Associate Degree, completion of the California State University (CSU) general education 39-unit breadth pattern may be used in lieu of the requirements listed in Option A or B. In order to use this option, these courses must be completed with the grades required for admission to the CSU campuses. Please see a counselor for further information.

Please see the CSU GE requirements listed on the pages entitled Transfer to Four-Year Colleges and Universities.

## Cross-Cultural Studies Requirement

At least one of the following cross-cultural courses must be completed in order to use this option to fulfill the Solano Community College general education requirement:

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.



# General Education - Option A

## 2012- 2013

In using this option to complete the Solano College general education (GE) requirement, students should note:

1. Students must complete at least 21 units with a minimum of 3 units from each Area A, B-1, C, D-1, D-3 and E, as well as the local District Health and Physical Education requirement.
2. After meeting the minimum units required for each area, a student may select remaining units from all courses listed under the above areas or from Area B-2 or D-4. If two courses are selected from the same GE area, they must have a different course prefix for both to be used in satisfying GE requirements. Exceptions: English and math.
3. The Area D-2 reading requirement may be met by an exam or an approved reading course.
4. Courses with the same prefix as the student's major may not be used to fulfill general education requirements. Exceptions: English 1 (Area D-1), English 62 (Area D-2) and mathematics (Area D-3).
5. Courses used to satisfy the English (Area D-1), reading (Area D-2) and mathematics (Area D-3) requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a pass-no pass basis.

Area A - Natural Sciences		C	IP	P
<b>(Minimum of 3 units)</b>				
<b>Physical Science</b>				
ASTR 010, 030, 040				
CHEM 001, 002, 003, 004, 010, 011, 051, 160				
ENGR 030				
GEOG 001				
GEOL 001, 005				
METR 010				
PHYS 002, 004, 006, 007, 008, 010				
PHSC 012				
<b>Biological Science</b>				
ANTH 001				
BIO 002, 003, 004, 005, 012, 014, 015, 016, 018, 019				
<b>Other courses that may be used to satisfy this requirement</b>				
HORT 050				
NUTR 010				
Area B - Social and Behavioral Studies		C	IP	P
<b>(Minimum of 3 units from Area B-1)</b>				
1. AMST 001, 002				
HIST 017, 018, 028, 029, 037				
IR 001				
PLSC 001, 005				
SOC 002				
2. The following courses may be used to fulfill the minimum 21 unit GE requirement but <b>do not</b> fulfill the Area B subject requirement.				
ANTH 002, 007				
COUN 050, 055, 083				
CJ 001				
ECON 001, 002				
GEOG 002, 004, 006				
HIST 010, 025, 030, 031, 032				
HUDV 038, 039, 040, 050, 053, 058, 070				
JOUR 011				
LR 012				
PLSC 002, 006, 016, 019				
PSYC 001, 002, 004, 005, 010, 020, 024, 030				
SOCS 022, 023, 025, 026, 027, 028, 030				
SOC 001, 023				

06/13/12

C = Completed

IP = In Progress

P = Planned

(see reverse)



Area C - Humanities			C	IP	P
<b>(Minimum of 3 units)</b> AMST 001, 002 ART 001, 002, 003, 010, 011, 012 CINA 010, 011 ENGL 002, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 058 FLNG 001-004, 011, 031-034 HIST 002, 003, 004, 005 HUMN 001, 002, 003 MUSC 005, 007, 008, 009, 010, 011, 013, 014, 015, 017, 020, 021, 024, 025, 026 PHIL 003, 004, 005, 031, 032 PHOT 035 SPAN 001S, 002S, 025 SPCH 015 THEA 006, 010, 011, 013 TV 050					
Area D - Language and Rationality			C	IP	P
<b>(Minimum of 6 units)</b> <b>All three sections (D1, 2, &amp; 3) must be satisfied including one course selected from 1 and 3 below.</b> <b>1. Writing</b> ENGL 001 (course must be completed with a "C" or better or "P" if taken on a pass-no pass basis. <b>2. Reading</b> This requirement may be satisfied by any <u>one</u> of the options listed below: a. Achieve a college level score of 95 or better on the Solano College reading comprehension section of the assessment test. b. Achieve a grade of "C" or better in a college-level reading class: ENGL 062 or a special program of study in the Reading Improvement Lab for students scoring 87-94 on the reading comprehension test. c. Proof of one of the following: 1. An associate degree or higher from an accredited institution. 2. A grade of "C" or better in a college-level reading course from another community college. 3. College-level reading test scores from another college, or a score of 500 or better on the verbal section of the SAT, or a score of 23 or better on the English section of the ACT. <b>3. Communication and Analytical Thinking.</b> This requirement may be satisfied by any <u>one</u> of the options listed below. Courses used to fulfill this requirement must be completed with a grade of "C" or better or a "P" if taken on a pass-no pass basis. a. A minimum of three units of an Intermediate Algebra level math course. MATH 104, 112, 114, 118 b. A minimum of three units of a transfer level math course. MATH 002, 004, 011, 012, 020, 021, 022, 023, 030 031, 040, 051 <b>4. The following courses may be used to fulfill the minimum 21 unit GE requirement but <i>do not</i> fulfill the Area D subject requirement.</b> CIS 001, 020, 023, 025, 115                      PHIL 001 ENGL 004    SPCH 001, 002, 006, 010, 060					
Area E - Cross-Cultural Studies			C	IP	P
<b>(Minimum 3 units)</b> ART 012                      HUDV 053                      SPCH 012 CINA 011                      HUMN 003                      THEA 013 COUN 055                      MUSC 013 ENGL 012, 036                      PLSC 005 HIST 037                      SOCS 022					
Local District Requirement - Health and Physical Education			C	IP	P
Two Physical Education activity courses or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures. HED 002 or 003 may be substituted for one of the above mentioned activity courses.					

06/13/12

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P = Planned

(see reverse)

# Graduation Requirements

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## **Petitioning for a Degree or Certificate**

In order to receive a Degree and/or Certificate from Solano Community College you must file a completed Petition for Degree or Certificate with the Office of Admissions and Records during the appropriate time frame. It is recommended that you meet with your counselor each term that you are in attendance at SCC to ensure that you are meeting the necessary requirements.

In your last semester of attendance, you should submit your completed Petition for Degree or Certificate to the Office of Admissions and Records. Petitions are accepted beginning the first day of each term through a date that is set and published for each term. **NO PETITIONS ARE ACCEPTED AFTER THE DEADLINE.** Please check Dates and Deadlines in *MySolano* for the deadline.

Petitions are typically reviewed by Admissions and Records and students are notified of the outcome 3-6 months after the term ends.

Email us at [admissions@solano.edu](mailto:admissions@solano.edu) if you have questions or problems.

## **Graduation Ceremony**

SCC holds a graduation ceremony once a year at the end of the spring term. Students who were awarded degrees and/or certificates in the previous summer and fall and who petitioned in spring are encouraged to walk in the graduation ceremony.

Students who were awarded degrees and/or certificates in the prior summer or fall and who petitioned in spring will be sent information regarding graduation ceremony participation mid-way through the spring term from the Student Development Office.

Students should direct additional questions regarding graduation ceremony participation to the Student Development Office.

## **Questions? Problems?**

Email us at [admissions@solano.edu](mailto:admissions@solano.edu)

## **Associate Degrees for Transfer**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA/T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semesters or 90 quarter units.

To view the most current list of Solano Community College Associate Degrees for Transfer go to [www.solano.edu](http://www.solano.edu) and to find out which CSU campuses accept each degree, please go to <http://sb1440.org/>. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

# *Transfer to Four-Year Colleges & Universities*

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Solano Community College has a long history of preparing students for successful transfer to colleges throughout California and the United States. While it is ultimately the student's responsibility to adhere to transfer admissions requirements and application deadlines, Solano Community College counselors can help students keep up-to-date with the complex array of transfer requirements. To ensure transfer admission, particularly into competitive majors, students should see a counselor early in their educational experience in order to develop an education plan that includes transfer prerequisites. In addition, students are urged to study the catalogs of the transfer institutions and, if possible, to visit those campuses. Catalogs and detailed transfer information are available in the Counseling, Career, and Transfer Centers. Information regarding general education requirements for the California State University system and the University of California system are summarized in this catalog, but students are still urged to see a counselor to discuss general education for their major and transfer school.

**Obtaining regular counselor assistance with transfer education planning is essential for successful transition to four-year universities and colleges.**

## **Transfer Programs**

Solano Community College works closely with the UC, CSU, and independent institutions to create a seamless transition from SCC to the university. While Solano students may apply to any university, the college has particular guaranteed transfer admission programs with some universities. To participate in these programs students must meet specific G.P.A. and course requirements often times associated with their major. The University of California offers a Transfer Admission Guarantee (TAG) to all UC campuses with the exception of UC Berkeley and UCLA.

## **Concurrent Enrollment**

Students may enroll in one course at the UC or CSU at no additional cost while concurrently enrolled at Solano Community College. G.P.A. and unit requirements are enforced and students must be enrolled full-time. Contact the Office of Admissions and Records or a counselor for additional information and application.

## **Aerospace Studies (Air Force ROTC)**

Air Force Reserve Officer Training Corps (AFROTC) is available to Solano Community College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs leading to a commission in the United States Air Force. All coursework (12 or 16 semester units) is completed on the

CSUS campus. Drills and courses are normally offered on Tuesdays, Wednesdays and Thursdays. Field Training is conducted during part of the summer at an active Air Force base, normally between the student's sophomore and junior years.

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty.

Graduates who are qualified and are selected may enter pilot or navigator training after graduation, or serve in a specialty consistent with their academic major, individual goals, and existing Air Force needs. Graduates may request a delay of entry on active duty to continue their education or may apply for Air Force sponsored graduate study to begin immediately upon entry on active duty. Due to firm scheduling requirements for the AFROTC program, students are encouraged to work closely with their academic advisors in planning this academic program.

AFROTC offers 3-year and 2-year scholarships to qualified students. Applications are accepted in any academic discipline; however, particular emphasis is usually given to applicants in the fields of engineering, computer science, mathematics, and physics.

Application to the AFROTC program should normally be no later than during the first semester of a student's sophomore year. Juniors, seniors and graduate students may also apply under certain conditions. Contact the Unit Admissions Officer in the Aerospace Studies Department at CSUS, telephone (916) 278-7315, for information on the program or the entry process.

## **GENERAL EDUCATION FOR THE UC AND CSU SYSTEMS**

In addition to preparing for their transfer major, students are encouraged to complete the lower division portions of their general education (GE) program as well. These requirements may be met using one of two course patterns. The first course pattern is known as the Intersegmental General Education Transfer Curriculum (IGETC) and the other is the California State University General Education pattern (CSU GE).

The IGETC pattern is accepted at both the UC and the CSU to meet lower division GE requirements. All courses used for IGETC must be completed with a "C" or better.

The CSU GE pattern is accepted for lower division general education at the CSU only.

Completion of either of these patterns will permit students to transfer to the universities with all of their lower division GE completed.



# CSU General Education - Option C

## 2012 - 2013

The CSU GE pattern is a set of courses approved to meet lower division general education requirements at the California State University system. For full certification, a student must complete 39 units and each subject area (A-E) minimum. Partial certification is also available for students missing one or more courses. Students should request certification from the Office of Admissions and Records prior to transfer. Please see a counselor for additional information and guidance.

### Items to Note

1. For admission purposes, students must complete the "Golden Four" courses (AREA A1, A2, A3, and B4) with a "C" or better.
2. To meet the Solano Community College GE requirement under option C, at least one of the following cross-cultural courses must be included: ART 012, CINA 011, COUN 055, ENGL 012, 036, HIST 037, HUMN 003, MUSC 013, PLSC 005, SPCH 012, SOCS 022 or THEA 013.

Area A - English Language Communication and Critical Thinking		C	IP	P
<b>(Minimum of 9 units)</b>				
<b>A1 - Oral Communication</b> SPCH 001 Course from other college _____ Advanced Placement Exam _____				
<b>A-2 - Written Communication</b> ENGL 001 Course from other college _____ Advanced Placement Exam _____				
<b>A-3 - Critical Thinking</b> ENGL 002, 004 PHIL 001, 005 SPCH 006 Course from other college _____ Advanced Placement Exam _____				

Area B - Scientific Inquiry and Quantitative Reasoning		C	IP	P
<b>(Minimum of 12 units, 9 at SCC)</b>				
<b>Select one physical science and one life science (one lab required) and one mathematics course.</b>				
<b>B-1 - Physical Science</b> ASTR 010, 030, 040 CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L), 051(L) ENGR 030 GEOL 001, 005 METR 010 PHYS 002(L), 004(L), 006(L), 007(L), 008(L), 010 PHSC 012(L) GEOG 001 Course from other college _____ Advanced Placement Exam _____				
<b>B-2 - Life Science</b> ANTH 001 BIO 002(L), 003(L), 004(L), 005(L), 012, 014(L), 015(L), 016, 019(L) Course from other college _____ Advanced Placement Exam _____				
<b>B-3 - Laboratory Courses (One unit unless met in area B-1 or B-2)</b> ASTR 020(L)      GEOL 002(L) BIO 012L(L) GEOG 001L(L) And any course in B1 or B2 with a lab indicated by (L). Course from other college _____ Advanced Placement Exam _____				
<b>B-4 - Mathematics</b> MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051 Course from other college _____ Advanced Placement Exam _____				

(L) Lab Course      + May be used in only one area.      # Meets American Institutions requirement.

06/13/12

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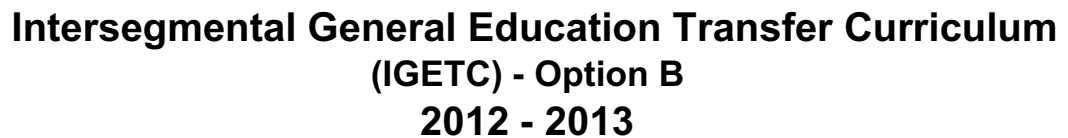
C	IP	P

C	IP	P

C	IP	P

C	IP	P

P = Planned



### Items to Note

- | <b>Area 1 - English Composition</b>  |  |  |  |  |  | <b>C</b> | <b>IP</b> | <b>P</b> |
|--|--|--|--|--|--|----------|-----------|----------|
| <b>CSU - 3 courses required, one each from Group 1A, 1B and 1C.</b><br><b>UC - 2 courses required, one each from Group 1A and 1B.</b>  |  |  |  |  |  |          |           |          |
| <b>Group A - English Composition</b> (1 course, 3 semester/4-5 quarter units)<br>ENGL 001<br>Course from other college_____Advanced Placement Exam_____  |  |  |  |  |  |          |           |          |
| <b>Group B - Critical Thinking - English Composition</b> (1 course, 3 semester/4-5 quarter units)<br>ENGL 002, 004<br>PHIL 005<br>Course from other college_____   |  |  |  |  |  |          |           |          |
| <b>Group C - Oral Communication (<i>CSU Requirement Only</i>)</b> (1 course, 3 semester/4-5 quarter units)<br>SPCH 001*, 002, 006<br>Course(s) from other college_____Advanced Placement Exam_____   |  |  |  |  |  |          |           |          |
| <b>Area 2 - Mathematical Concepts and Quantitative Reasoning</b>   |  |  |  |  |  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>1 course, 3 semester/4-5 quarter units</b><br>MATH 002*, 004*, 011, 012, 020*, 021*, 022*, 023, 030*, 031*, 040<br>Course from other college_____Advanced Placement Exam_____   |  |  |  |  |  |          |           |          |
| <b>Area 3 - Arts and Humanities</b>  |  |  |  |  |  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</b><br><b>9 semester/12-15 quarter units</b>   |  |  |  |  |  |          |           |          |
| <b>3A - Arts</b><br><br><div style="display: flex; justify-content: space-between;"> <span>ART 001, 002, 003, 010, 011, 012</span> <span>PHOT 035</span> </div> <div style="display: flex; justify-content: space-between;"> <span>CINA 010, 011</span> <span>THEA 006, 010, 011, 013, 048A</span> </div> <div style="display: flex; justify-content: space-between;"> <span>MUSC 005*, 007, 008, 013</span> <span></span> </div> Course(s) from other college_____Advanced Placement Exam_____  |  |  |  |  |  |          |           |          |
| <b>3B - Humanities</b><br><br><div style="display: flex; justify-content: space-between;"> <span>AMST +001, +002</span> <span>HIST +002, +003, +004,</span> </div> <div style="display: flex; justify-content: space-between;"> <span>ENGL 012, 013, 014, 016, 018, 021,</span> <span>+005, +010, +017, +018, +028</span> </div> <div style="display: flex; justify-content: space-between;"> <span>023, 024, 025, 030, 031, 032,</span> <span>+029, +030, +031, +032, +037</span> </div> <div style="display: flex; justify-content: space-between;"> <span>033, 034, 035, 036, 037, 038,</span> <span>HUMN 001, 002, 003</span> </div> <div style="display: flex; justify-content: space-between;"> <span>040, 041, 044</span> <span>PHIL 003, 004, 031, 032</span> </div> <div style="display: flex; justify-content: space-between;"> <span>FREN 002*, 003, 004, 033*, 034*</span> <span>SPAN 002*, 003 , 004, 025, 033*, 034*, 048A</span> </div> <div style="display: flex; justify-content: space-between;"> <span>GRMN 002*, 003, 004, 011, 033*, 034*</span> <span></span> </div> Course(s) from other college_____Advanced Placement Exam_____ |  |  |  |  |  |          |           |          |

Area 4 - Social and Behavioral Sciences		C	IP	P
<b>At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.</b> <b>9 semester/12-15 quarter units</b>				
<b>4A - Anthropology and Archaeology</b> ANTH 002, 007	<b>4F - HISTORY</b> HIST +002, +003, +004, +005, +010, +017 +018, +028, +029, +030, +031, +032, +037			
<b>4B - Economics</b> ECON 001, 002, 010	<b>4G - Interdisciplinary, Social &amp; Behavioral Sciences</b> HUDV 038, 039 JOUR 011 PLSC 048G			
<b>4C - Ethnic Studies</b> HIST +028, +029, +031 PLSC 005 SOCS 022, 023, 025, 026	<b>4H - Political Science, Government &amp; Legal Institutions</b> IR 001 PLSC 001, 002, 005, 006, 016, 019			
<b>4D - Gender Studies</b> PLSC 019 HIST +037	<b>4I - Psychology</b> PSYC 001*, 002, 004, 005, 006, 010, 020, 024, 030, 034 HUDV 038, HUDV 039			
<b>4E - Geography</b> GEOG 002, 004, 006 Course(s) from other college _____	Advanced Placement Exam _____			

Area 5 - Physical and Biological Sciences		C	IP	P
<b>At least 2 courses, one Physical Science course and one Biological Science course;</b> <b>at least one must include a laboratory.</b> <b>7-9 semester/9-12 quarter units</b> Courses marked with an "L" in parentheses - (L), contain a laboratory component.				
<b>5A - Physical Science</b> ASTR 010, 30*, 40* CHEM 001(L), 002(L), 003(L)*, 004(L)*, 010(L)*, 0011(L)*, GEOG 001 GEOL 001, 002(L), 005 Course(s) from other college _____ Advanced Placement Exam _____				
<b>5B - Biological Science</b> ANTH 001 BIO 002(L)*, 003(L), 004(L), 005(L)*, 012, 014(L), 015(L)*, 016*, 018, 019(L),				
<b>5C - Laboratory Requirement (Unless met in 5A or 5B)</b> ASTR 020(L), GEOG 001(L), GEOL 002(L), BIO 012(L)* Course(s) from other college _____ Advanced Placement Exam _____				

Area 6 - Language Other Than English (UC Requirement Only)		C	IP	P
<b>Proficiency equivalent to two years of high school study in the same language.</b> <b>Solano College courses that fulfill this requirement are:</b> ENGL 046 FREN 001, 032* GRMN 001, 032* Completed at high school _____ Course(s) from other college _____				
ITAL 032 LATN 002 SPAN 001, 032* Advanced Placement Exam _____				

CSU Graduation Requirement		C	IP	P
<b>CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet the American Institutions requirement may also be used to satisfy any other area.</b>				
<u>American Institutions (Group 1)</u> PLSC 001, 005	<u>American Institutions (Group 2)</u> AMST 001, 002 HIST 017, 018, 028, 029, 037			

\* Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details.

+ May be used in only one area.

(L) Indicates course has a lab.

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# Transfer to Four-Year Colleges & Universities

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Students may also elect to follow the specific general education requirements for the college to which they plan to transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Upon completion of IGETC, a student must request certification. IGETC certification is initiated with a counselor who will confirm that all requirements have been met.

To see a list of the courses that meet the IGETC and CSU GE requirements see the forms on the preceding pages. These forms are used by counselors and students to identify appropriate course selection. This does not substitute for counseling advice which includes consideration of many other variables. **Please see a counselor to plan your course selection.**

## California State Universities (CSU) Undergraduate Transfer Admission Requirement

### Lower Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 59.5 or fewer transferable semester college units (88.5 quarter units).
- Have a college grade point average of 2.00 or better in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies they had in high school if they did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman which requires SAT or ACT test scores.

Some campuses may require completion of English composition and general education math. Students should contact the campus to which they plan to submit an application to determine whether there are limits on admission as a lower division transfer. (Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.)

### Upper Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units (90 quarter units).
- Have a college grade point average of 2.00 or better

(2.40 for non-California residents) in all transferable college units attempted.

- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) in transfer level mathematics.

Transfer applicants are required to submit final college transcripts prior to attendance in CSU classes. A final review will be done to verify successful completion of the courses. If the student did not complete the courses, the CSU campus may delay or cancel the student's admission or enrollment until the student successfully completes the required courses. (NOTE: Some CSU campuses will admit transfer students based on courses "in progress," and some will not. Students should contact the specific campus(es) or obtain their published or electronic materials for specific campus information.)

Online application, instructions, and other information are available at [www.csumentor.edu](http://www.csumentor.edu).

### Identification of Baccalaureate Level Courses—California State Universities

1. Courses numbered 001 through 099 transfer for entrance and elective credit to all California State Universities.
2. Vocational courses designated for two-year programs are transferable for the Bachelor of Vocational Education (BVE) or other directly related four-year programs.

For additional information, contact a counselor.

### General Education Breadth Requirements

Requirements for graduation from California State Universities include the completion of specific courses in general education. The requirements may be met by completing a total of 48 semester units in the following categories:

- A. A minimum of nine semester units in communication in the English language, to include both oral communication and written communication, and in critical thinking.
- B. A minimum of 12 semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and in math concepts and quantitative reasoning and their applications.



# Transfer to Four-Year Colleges & Universities

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- C. A minimum of 12 semester units from the arts, literature, philosophy, and foreign languages.
- D. A minimum of 12 semester units dealing with human social, political, and economic institutions and behavior and their historical background.
- E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Thirty-nine units of general education requirements that are completed at Solano Community College may be certified on the student's transcript. The remaining nine units must be upper division courses taken at the California State University from which the student will receive his/her Baccalaureate Degree.

Please see the CSU GE requirements listed in the section entitled "Transfer to Four-Year Colleges and Universities."

## University of California Undergraduate Transfer Admission Requirement

Transfer students need to plan their coursework carefully. Courses they take should, first, help them meet the minimum admission requirements for transfer. In addition, students should select community college courses that partially or completely fulfill a variety of other University requirements. All courses students take to meet University requirements must be transferable to UC.

Students increase their chances for admission and success after transferring if they develop and follow a pre-transfer plan of college coursework. Many prospective transfer students know which UC campus and program they wish to attend and have a general knowledge of University requirements; however, this is not enough to ensure a successful transfer. It is essential that students research the specific requirements of their intended major and campus and the community college courses that are approved to meet those requirements.

Knowing what the requirements are, and planning their community college program around them will maximize students' chances for admission to their first-choice campuses and programs. Meeting requirements in advance will give students more freedom when selecting courses once they enroll in the University. They may also be able to complete their undergraduate education within four years, without having to attend additional terms to meet requirements or take prerequisites.

Information to assist in the transfer process is available online at <http://www.ucop.edu/pathways> and in a variety of UC publications, including *Answers for Transfers* and the campus General Catalog. Solano Community College's UC Transferable Course Agreement and the articulation agreements with UC campuses are available online at [www.assist.org](http://www.assist.org).

Contact a counselor for details and specific information on UC transfer requirements.

## California Residents

There are several ways to meet the University's minimum admission requirements for transfer students as described below. The path used by the student depends upon the degree to which the student has satisfied the UC's minimum eligibility requirements for freshmen at the time of graduation from high school. In all cases, applicants must have at least a C (2.0) average in all transferable coursework:

1. Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination requirements or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a C (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the missing subjects, earning a grade of C or better in each of these required courses, and earn an overall C (2.0) average in all transferable coursework to be eligible to transfer.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
  - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade-point average of at least 2.4, and;
  - b. Complete the following course pattern, earning a grade of "C" or better in each course:
    - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
    - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
    - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the IGETC prior to transferring to UC will satisfy Option 3b of the transfer admission requirements.)

# Transfer to Four-Year Colleges & Universities

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## Nonresidents

The minimum admission requirements for nonresident transfer applicants are very similar to those for residents. Please consult with the Admissions Office at one of the University campuses for details. In all cases, however, nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

## University of California (Breadth) General Education Requirements

The general education or breadth requirements are designed to give UC undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses students must take or credit hours they must accumulate in each area.

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning, the student can meet many of the requirements while attending community college. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

Transfer applicants may satisfy lower division general education requirements at any UC campus by completing the Intersegmental General Education Transfer Curriculum (IGETC).

However, some majors and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See page 54 for the specific Solano Community College courses that satisfy IGETC.

## University of California, Berkeley (College of Letters and Science)

Transfer students with 60 or more semester units are expected to have satisfied the reading and composition breadth requirement, the quantitative reasoning breadth requirement, and the foreign language requirement of the College by the end of the spring term prior to transfer.

Transfer students who apply from California community colleges also have the option of fulfilling lower division breadth requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). This program specifies a series of subject areas and types of courses that, if completed before transfer, will satisfy the lower division breadth and general education requirements at any general campus of UC.

NOTE: In recent years, all major programs have turned away qualified applicants because of space limitations. Transfer applicants should be aware that admission to most majors in the College of Letters and Science is competitive and should endeavor to complete as much of the lower division preparation for their major as possible before transferring.

Contact a counselor and visit the ASSIST Web site at [www.assist.org](http://www.assist.org) for details and information on specific courses to satisfy the College of Letters and Science breadth and major requirements.

## University of California, Davis

There are three parts to preparing to transfer to UC Davis:

1. Minimum Transfer Admissions Eligibility: courses and grades that prepare a student to be minimally eligible to transfer, regardless of the major.
2. Major Preparation: courses that prepare a student to complete a major after transferring.
3. General Education (GE): courses that satisfy the GE requirement for graduation from UC Davis.

Students should place highest priority on achieving minimum transfer eligibility and on completing courses for their majors. Major preparation gives students the best opportunity to begin upper-level courses as soon as they transfer. Additionally, some majors require that students complete specific courses before they may transfer.

These majors are: all majors in the College of Engineering, all majors in the Division of Biological Sciences, Biotechnology, Communications, Computer Science, Fermentation Science, International Relations, Landscape Architecture, Pre-Design, Pre-Managerial Economics, Psychology, and Viticulture and Enology.

After students have planned their courses for major preparation, they can think about General Education. GE is not required for admission; it is required for graduation from UC Davis. There are two ways to complete GE. Students pursuing majors with few courses for major preparation will want to consider completing the Intersegmental General Education Transfer Curriculum (IGETC). Students pursuing majors that have many preparatory courses should work on UC Davis GE rather than IGETC.

Students should work with a Solano Community College Counselor and a UC Davis Advisor to know how to prepare for their majors. This consultation also will help students decide which version of GE to choose.

# Workforce Development Education

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Solano College staff work closely with local business, industry, and advisory groups to design occupational programs that meet the needs of employers and residents in Solano County, one of the fastest growing counties in California.

Experienced workers can upgrade skills and knowledge or enter a new field. In some areas, it is possible to enter a new field and get a certificate in a year or less. An associate degree can take two years or longer depending upon the field and the student's prior education. Many courses and programs are transferable to four-year institutions. For more details, refer to the "Transfer to Four-Year Colleges and Universities" section of this catalog.

Equal access in vocational programs is provided for all students regardless of race, handicap, national origin, age or gender. Solano College vocational programs encourage women and men to enter non-traditional fields for their gender.

## Short-Term Courses

Solano College offers short-term courses with flexible schedules which enable students to continue to work while they upgrade skills and obtain the knowledge needed to qualify for career advancement or change.

## Degree and Certificate Programs

Please see Program Degrees and Certificates list on the following pages and see each major for more specific information.

Both an **Associate Degree** and a **Certificate of Achievement** are available in the following vocational programs:

- Accounting
- Aeronautics
- Automotive Body and Repair
- Automotive Technician
- Avionics Technician
- Banking and Finance, Bank Operation
- Biotechnology Production Technician
- Business – General (Transfer)
- Business – Insurance Property & Casualty
- Computer and Information Science
- Cosmetology
- Criminal Justice, Corrections
- Criminal Justice, Law Enforcement
- Drafting Technician
- Early Childhood Education
- Electronics Technology
- Fire Technology
- Human Services
- Industrial Management, Safety
- Interior Design

- Life Management
- Maintenance Technician
- Management
- Marketing
- Office Technology
- Ornamental Horticulture
- Professional Photography
- Real Estate
- Retail Management
- Small Business Management
- Water and Wastewater Technology
- Welding, Industrial Technician
- Welding Technician

**Associate Degree** only is offered in the following programs:

- Graphic Design and Illustration
- Journalism
- Nursing, Registered
- Sports Medicine/Fitness Science

**Certificate of Achievement** only is offered in the following program:

- Hazardous Substance & Waste Handling Technician

**Job Direct Certificates** are awarded in the following fields to students who satisfactorily complete a fast-track program to prepare them for employment:

- Account Clerk
  - (see Accounting major)
- Certified Nursing Assistant
  - (see Nursing/Health Occupations major)
- Computer Applications Specialist
  - (see Computer & Information Science major)
- Computer Information Security
  - (see Electronics major)
- Computer Investigations
  - (see Electronics major)
- Database Specialist
  - (see Computer & Information Science major)
- Drafting Technology
  - (see Drafting major)
- Electronic Security and Surveillance Technician
  - (see Electronics major)
- Emergency Medical Technician I
  - (see Health Occupations major)
- Fitness Professional
  - (see Physical Education/Athletics major)
- General Office Assistant
  - (see Office Technology major)
- Hazmat Worker
  - (see Fire Technology major)

# *Workforce Development Education*

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Home-Based Computer Processor  
(see Computer & Information Science major)

Home Technology Integrator  
(see Electronics major)

Insurance Specialist  
(see Business-Insurance: Property  
& Casualty major)

Landscape Worker  
(see Ornamental Horticulture major)

Legal Office Assistant  
(see Office Technology major)

Manufacturing Technology  
(see Industrial Education major)

Medical Front Office Clerk  
(see Office Technology major)

Microsoft Office Master  
(see Computer & Information Science major)

Microsoft Office Specialist  
(see Computer & Information Science major)

Nail Technician  
(see Cosmetology major)

Pre-Fire Technician  
(see Fire Technology)

Retail Clerk  
(see Office Technology major)

Web Developer  
(see Computer & Information Science major)

Web Programmer  
(see Computer & Information Science major)

Welding Equipment Operator  
(see Welding major)

Wildland Fire Technology  
(see Fire Technology major)

Counselors, faculty, and administrators are glad to answer any questions about these programs. Requirements for the above courses and programs are listed in the following section of this catalog.