



**SOLANO**  
COMMUNITY COLLEGE



2016-2017  
**CATALOG**  
solano.edu  
707.864.7171



**SOLANO**  
COMMUNITY COLLEGE

# 2016-2017 General Catalog

This catalog encompasses Summer semester (June-August 2016);  
Fall semester (August-December 2016); and Spring semester (January-May 2017).  
Catalog Revised 7/15/2016

*[www.solano.edu](http://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) 863-7836

**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) 424-2431

# *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 Human Resources: (707) 864-7128.

**ALTERNATIVE MEDIA** – This document can be made available in alternate formats for persons with disabilities. To request an alternate format for this document please contact the Alternate Media Office at (707) 864-7000 ext. 4466 or [altmedia@solano.edu](mailto:altmedia@solano.edu).

*Please recycle responsibly.*

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# Accreditation, Governance, and Memberships

## Accreditation and Approvals

- Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, California 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org).
- The Nursing program is accredited by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Barbering and Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA) in accordance with CFR14, 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 (USCIS).

## 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 seven-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 four-year terms. Solano Community College is under the direction of its Superintendent/President, who, with faculty and staff, administers the college and oversees the implementation of Board policies.

## Memberships

- 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)
- National Association of Veterans Program Administrators (NAVPA)
- North Bay Cooperative Library System (NBCLS)
- Research and Planning Group of California Community Colleges
- Servicemembers Opportunity Colleges (SOC)
- Solano County Economic Development Corporation (Solano EDC)
- Solano, Napa and Partners (SNAP) Library Consortium
- Western Association of Veteran Education Specialists (WAVES)

# Welcome!

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On behalf of the faculty and staff at Solano Community College (SCC), I want to welcome you. SCC has three campuses conveniently located near you: Our Fairfield campus, the Vallejo Center, and the Vacaville Center. We also offer classes at Travis Air Force Base and

many classes are also available online. Your decision to pursue a college education, whether it's a degree, a certificate, or transfer to a four-year college, is an important goal and we are here to help you succeed.

This catalog includes information on the college's many programs, degrees and certificates, and general information regarding support services. We offer over 80 degrees, more than 50 certificates as well as Associate's Degree for Transfer (ADT) programs that require 60 units and guarantee acceptance into the California State University (CSU) system. You will find course descriptions and requirements for completing your degree or certificate in this catalog, as well as information on our comprehensive student

services, including assessment, counseling, tutoring, and financial aid.

We are committed to providing a dynamic, supportive learning environment for the students and community we serve. Our centers and the main campus offer day and evening classes, a variety of support services, and co-curricular activities (clubs, job fairs, etc.). Our Vallejo Center offers the opportunity to complete a Bachelor's Degree in Liberal Arts from Sonoma State University and our Vacaville Center will soon offer a Bachelor's Degree in Biotechnology.

It's time to experience all that SCC has to offer. Take advantage of our programs and services to advance lifelong learning, to upgrade your job skills, or to complete a degree, certificate, or to transfer. I wish you the best in your journey and thank you for choosing SCC.

Sincerely,



Celia Esposito-Noy, Ed.D.  
Superintendent/President  
Solano Community College

## *Solano Community College*

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**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 Community College is part of California's public community college system of 113 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 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 14,000 taking classes during both day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.

# Mission, Vision, Core Values, and Ethics

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## MISSION

*Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and life-long-learning opportunities.*

*The mission shall be evaluated and revised on a regular basis.*

## VISION

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

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## 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

## CODE OF ETHICS 4100

### POLICY

The code of Ethics serves to articulate values that the college embodies and promotes:

- Act with uncompromising integrity, dignity, respect, and fairness, and promote a spirit of collegiality campus-wide.
- Recognize and work to meet the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Maintain and support transparency, communication, and equity in governance of the College, and in relationship to the community.
- Commit to the advancement and protection of academic freedom for all members of the institution.

*Solano Community College*  
**Strategic Goals**  
*The Goals and Objectives Have a Foundation in  
Equity and Integrity in Action*

**Foster Excellence in Learning**

- Obj. 1.1 — Create an environment that is conducive to student learning.
- Obj. 1.2 — Create an environment that supports quality teaching.
- Obj. 1.3 — Optimize student performance on Institutional Learning Outcomes.

**Maximize Student Access & Success**

- Obj. 2.1 — Identify and provide appropriate support for underprepared students.
- Obj. 2.2 — Update and strengthen career / technical curricula.
- Obj. 2.3 — Identify and provide appropriate support for transfer students.
- Obj. 2.4 — Improve student access to college facilities and services for students.
- Obj. 2.5 — Develop and implement an effective Enrollment Management Plan.

**Strengthen Community Connections**

- Obj. 3.1 — Respond to community needs.
- Obj. 3.2 — Expand ties to the community.

**Optimize Resources**

- Obj. 4.1 — Develop and manage resources to support institutional effectiveness.
- Obj. 4.2 — Maximize organizational efficiency and effectiveness.
- Obj. 4.3 — Maintain up-to-date technology to support the curriculum and business function.



# *Institutional Learning Outcomes (ILOs)*

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Given the diversity of educational goals of our students and the length of their study, they will be proficient in the following areas to the extent required of their courses and/or program of study. These outcomes are neither course nor program specific but are meant to be applicable to all students.

## **1. Communication**

Students will develop their reading, writing, listening, and speaking skills.

## **2. Critical Thinking and Problem Solving**

Students will apply knowledge and skills in novel ways to discipline-specific situations.

## **3. Personal Responsibility and Workplace Skills**

Students will obtain professional skills applicable to the classroom, workplace, and/or community at large.

## **4. Global Awareness**

Students will increase knowledge of social, economic, and environmental trends from local to global perspectives.

# *General Education Outcomes (GELOs)*

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*Upon completion of Solano Community College's General Education program, a student will demonstrate competency in the following areas:*

## **I. Communication**

### **A. Reading:**

- Comprehend and interpret various types of written information.

### **B. Writing:**

- Communicate ideas and information in writing using conventions appropriate to academic and professional settings.

### **C. Comprehension:**

- Understand and respond appropriately to verbal as well as non-verbal messages.

### **D. Communicating:**

- Organize ideas and communicate clearly and appropriately using verbal and non-verbal messages in appropriate media.

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

### **A. Information Competency:**

- Converse in the vocabulary and concepts of the discipline;
- Use discipline-appropriate tools to locate and retrieve relevant information efficiently; and
- Demonstrate understanding of academic and ethical integrity.

### **B. Analysis:**

- Discover and apply information/rules to problem solving processes;
- Draw logical conclusions based on verifiable facts or contextualized knowledge; and
- Differentiate among facts, influences, opinions, assumptions, and conclusions.

### **C. Computation:**

- Solve problems using appropriate mathematical and/or statistical techniques; and
- Create and/or use tables, graphs, charts, and/or diagrams to explain concepts.

### **D. Problem Solving:**

- Identify possible problems and their components; and
- Create a response to and/or resolve the issue appropriately.

# *General Education Outcomes (GELOs)*

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## E. Scientific Complexities:

- Apply the scientific method in natural and social sciences in both controlled and observational situations.

## III. Global Awareness

### A. Social Diversity and Civics:

- Demonstrate an understanding of how cultural beliefs and practices impact behavior; and
- Recognize important social, economic, and political elements locally and globally.

### B. Artistic Variety:

- Engage in creative endeavors; and/or
- Critique one or more visual or performing arts.

## IV. Personal Responsibility & Professional Development/Workplace Skills

### A. Self-Management and Self-Awareness:

- Accurately assess his/her own knowledge, skills, and abilities;
- Understand the importance of self-reflection;
- Motivate self;
- Respond appropriately to challenging situations; and
- Demonstrate professional behaviors including goal setting, dependability, and accountability.

### B. Social and Physical Wellness:

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

# 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.

## 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 selection of reference books, study aids, gifts, school and art supplies, and Solano Community 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:** Students may also choose a rental, used book, or digital option on selected textbooks, which may result in cost savings.

**Book Buyback:** Students may sell textbooks if they are being used in the upcoming term. You can sell your books back to the bookstore 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, Building 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 during the Fall and Spring semesters 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 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 Community 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 or visit the online site at <http://www.collegecentral.com/solano>.

*Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual orientation, race, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career Center adheres to all laws governing equal*

# General Campus Information

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*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 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) and [www.eventbrite.com](http://www.eventbrite.com). Look for *Vistas* in August and January, for classes, fees, and class dates and times.

Call our office at (707) 864-7149, 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), or register at [www.eventbrite.com](http://www.eventbrite.com).

Community Education also arranges for use of campus facilities. For campus facility rentals and fees, call (707) 864-7000, ext. 4400.

## SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The Small Business Development Center (SBDC) connects small business owners with Business Advisors who work hands-on with clients to address challenges, seize opportunities and grow their bottom line through expert no-cost counseling and top-notch low cost seminars. The SBDC works side by side with entrepreneurs to help them realize their business dreams.

Business Advisors can help with:

- Business planning
- Marketing strategies and planning
- Sales
- Access to capital, including bank finance, SBA loans, and asset financing
- Venture funding
- Government contracting
- Strategic technology acquisition and practical, hands-on application
- Financial projections & budgeting
- Operating challenges
- And more...

To request services register at [www.solanosbdc.org](http://www.solanosbdc.org). Register for workshops at [www.solanosbdc.org](http://www.solanosbdc.org) under events, or at [www.eventbrite.com](http://www.eventbrite.com).

The Business Starter Packet can be accessed on our website at <http://solanosbdc.org/node/2404>. The SBDC is located in Rooms 168-169 in Building 100. The phone number for the SBDC is (707) 864-3382.

## WORKFORCE DEVELOPMENT

Solano Community College's Workforce Development offers a wide range of educational services to local businesses and organizations. We offer semester-long, credit courses that lead to a certificate or degree and customized, short, on-site, non-credit training classes (both live and online). In addition, Workforce Development has the capacity to provide academic testing and advisement along with employee assessment and interest surveys to determine the needs of individual employees. We conduct management and employee focus groups to determine the productivity improvement training and/or engagement programs needed.

Workforce Development also arranges training to be held at various locations, including campus facilities, as well as at a client's location.

The Workforce Development office is located at the Solano Community College, 4000 Suisun Valley Road, Rooms 168 and 169. Registration is available online at [www.solano.edu/vistas](http://www.solano.edu/vistas) or at [www.eventbrite.com](http://www.eventbrite.com). For more information, call (707) 864-7149. Solano Community College's Workforce Development is prepared to meet with your management team to assist you.

## 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 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 semester in Building 1600, Room 1610. All work is done by students, with instructor supervision. Clients' complimentary parking passes for Cosmetology parking are issued by the reception desk and must be placed on the dash of the client's vehicle. An allergy test must be on file

# General Campus Information

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with the Cosmetology Department if the client wishes to have chemical services performed. Appointments are appreciated but not required.

## **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 (CLERY ACT)**

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990 (Clery Act). 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 College's campus Sheriff's Department web site. An updated statistics list is available online at <http://ope.ed.gov/security>.

## **DRUG- AND SMOKE-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 Standards of (§5300) prohibit, on college property, or at any college-sponsored event:

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

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 (§1120), 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 reasons of health and safety, the Solano Community College District has instituted a Tobacco-Free policy. Tobacco use is prohibited on all District-owned property, including buildings, grounds, and parking lots. (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. SCC will follow discipline procedures for those reported to be violators. (This policy does not supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

For more detailed information and a listing of assistance contact:

- Student Health Center - Room 1409
- Counseling Department - Building 400
- Disability Services - Building 400

## **EDUCATIONAL FOUNDATION**

The Solano Community 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 Community 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.

# General Campus Information

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To donate online and/or for more information, go to our website at <http://foundation.solano.edu/> - Call our office at (707) 864-7177 to talk to Curt Johnston, Executive Director, or Judie Burtenshaw, Administrative Assistant.

## 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 ENFORCEMENT

Permit parking is not enforced in student/general parking lots during the first week of the fall and spring semesters, and summer session offered (e.g. if a 10-week session is offered, the first week of that session will have a grace period. Any session beginning after the 10-week session will not have a grace period). Reserved areas, such as RideShare, Visitors, Faculty and Staff, Disabled parking, etc. do not have a grace period for permit parking. Thereafter, permit parking is enforced Monday-Friday, 7:00 am-10:00 pm. 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. Parking for students is provided in clearly designated areas. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, handicapped persons, and rideshare.

**General Information:** Parking permits are valid for all Solano Community College campuses. Permits must be placed as indicated on the permit directions. Parking fees are subject to change. An appeal process is 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 [parkingservices@solano.edu](mailto:parkingservices@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 bi-monthly bulletin, the *ASSC Newsletter*, and a campus newspaper, *The Tempest*. The College also maintains a

web site with current information on classes, policies, 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:** 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.

All law enforcement services are provided by the Solano County Sheriff's Office under a Memorandum of Agreement with Solano Community College District. The department is located in Bldg. 1800B. When on campus report any criminal action or other emergency by calling (707) 580-6526 or 911. The non-emergency number is (707) 864-7131. Off campus dial 911 to report an emergency.

**College Property:** Solano Community College property may **not** be removed from the campus without the expressed, written permission from the school 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.

**Sheriff's Department:** It is the policy of the Solano Community College Board of Trustees to protect all members of the College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Service Area Manager assigned by the Sheriff's Office, the campus Sheriff's 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.

Deputies 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. Drivers should be aware that Deputies are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

The Campus Crime Statistics Report is published annually and is available in the Solano Community

# General Campus Information

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College Sheriff's Department and on the college's website at <http://www.solano.edu/police/statistics.php>.

**Sexual Assaults:** Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the campus Sheriff's Department immediately. Deputies can be contacted in Bldg. 1800B or by calling (707) 580-6526. The non-emergency number for campus Sheriff's Department is (707) 864-7131.

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 deputy trained in sexual assault investigation. During the fall and spring semesters, a nurse is located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 258-9404. 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 Sheriff's 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.**

Report suspicious behavior or activity to the Solano Community College Sheriff's Department at (707) 864-7131 or (707) 580-6526.

**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 Sheriff's Department will notify persons using these facilities.

## 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 Life (Room 1425) **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.

**Privacy Act:** Students at Solano Community 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 accuracy of the records.
3. The right of controlled access and release of information.

# General Campus Information

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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 Director 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 a student: 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 a student does not wish such information to be released, 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 College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to

ensure that all students have an equal opportunity for academic success.

## 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 Human Resources. 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** provides that starting point that guarantees the right of students, faculty, staff, and administration to be free of sexual discrimination and harassment. These guarantees apply to access to educational opportunities and courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance, the educational environment and work experience. Any inquiries related to "Title IX" concerns of sexual discrimination or harassment should be reported directly to the Title IX Administration of the Solano Community College District, through Human Resources.

**The Americans with Disabilities Act of 1990** provides individuals with disabilities equal educational opportunities, programs, and services. To



# General Campus Information

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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 Human Resources.

**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.

# General Campus Information

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## **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 Human Resources. Immediately following notification to the supervisor or school official, the party shall notify 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 Human Resources immediately.

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 DISCLOSURE**

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.

Compliance with the Student Right-to-Know and Campus Security Act of 1990 completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp>.

# Student Services

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## **ACADEMIC SUCCESS AND TUTORING CENTER (ASTC)**

Academic Success and Tutoring Center (ASTC) serves as a center to encourage and facilitate academic success through academic support services for students. The ASTC provides information about other important campus support resources; a quiet study space; use of laptop computers and printer; academic success workshops (i.e. study skills, exam preparation, time management, research and writing papers). The Academic Success and Tutoring Center is located inside the Library on the Main Campus in Fairfield, in room 137 at the Vacaville Center, and Room 124 at the Vallejo Center.

## **ADMISSIONS AND RECORDS (A&R)**

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

Registration information is printed in the Schedule of Classes and is available on our web site at [www.solano.edu](http://www.solano.edu). For more information, 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 Life Office (Room 1425) concerning requirements for holding a student government office. The A.S.S.C. meets at 12:30 p.m. on Tuesdays during the Spring and Fall semester 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 Life 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**

Solano Community College (SCC) is dedicated to long-term self-sufficiency and success. Our program provides comprehensive services to our CalWORKS students while assisting them in achieving success. Students may earn a Certificate of Achievement, Associate Degree or transfer to a 4-year college. We offer support, advocacy, counseling, and work-study. Our office is part of the college Student

Services team and we are a partner to the Solano County CalWORKS Program.

To begin your path to success, please visit our office on the Fairfield Campus:

Student Services Building 400, Room 407

Phone: (707) 864-7000, ext. 4645, Fax: (707) 646-2058

## **EARLY LEARNING CENTER**

The Solano Community College Early Learning Center provides child care and development services for children of student parents and from the community. The program is also the early childhood education laboratory school for students studying child development and family studies.

We are open for child care from 7:45 a.m. – 3:30 p.m. Monday through Friday, serving young children under age 5 in part-day and full-day programs. We also offer an afternoon preschool program from 1:00 – 4:00 p.m. each week day.

To place your child on the subsidized or non-subsidized child care 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 hours. 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. Child Development and Family Studies (CDFS) 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.

**Visit the Children's Programs between 8:00 a.m. and 4:00 p.m. or call (707) 864-7182 for more information.**

**Department of Social Services Community Care  
Licensing numbers: 480111003 & 483000791**

# Student Services

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## CARE PROGRAM

### (Cooperative Agency Resources for Education)

The CARE Program was established by the State of California to help welfare recipients become convinced that they and their children are important, that they are capable, and that with proper support they can break the welfare dependency cycle through education and job training.

CARE is a supplemental component of EOPS that specifically assists EOPS students, who are single heads of welfare households with young children, by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventual self-sufficiency for their families. Every CARE student is an EOPS student who must meet the eligibility criteria for both programs.

Eligibility requirements for the CARE Program includes:

- An EOPS student currently receiving the Pell Grant.
- Enrolled full-time at Solano Community College.
- A current recipient of Tribal TANF/TANF/CalWORKS cash aid, or at least one dependent child currently receiving cash aid.
- At least 18 years of age.
- Single parent head-of-household.
- The parent of at least one child under 14.

CARE provides support services and CARE Grant reimbursement for child care expenses, textbooks and supplies, and transportation costs; meal tickets, academic counseling, and personal development activities and workshops.

For more information, contact the EOPS Office in room 426, or call (707) 864-7000 ext. 4444, or online at [www.solano.edu](http://www.solano.edu).

## 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 encouraged to consult with a counselor prior to registration. New students should plan to meet with a counselor well before the start of their term.

Counseling services are available in person at the main campus and college centers, as well as online through e-counseling at [www.solano.edu/counseling/ecounseling.php](http://www.solano.edu/counseling/ecounseling.php).

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>
3. By phone:
  - Main Campus (707) 864-7101
  - Vallejo Center (707) 642-8188
  - Vacaville Center (707) 863-7836
  - Travis Air Force Base (707) 424-2431

## ENGLISH LABS

### DROP-IN WRITING LAB

The English department offers a drop-in writing lab on the Fairfield Campus (Room 130). The lab is available to help students work on essays for any course at SCC, not just English courses. Students can drop in for immediate writing assistance if space is available. However, if the lab is busy, students have the option of signing up for drop-in sessions up to two weeks in advance. The lab is a place to help students develop the skills needed to improve their abilities in reading and writing. This means they will be introduced to strategies associated with active reading, brainstorming, organizing, revising and proofreading.

### ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in building 100 (Library) to provide listening comprehension, pronunciation, and note-taking 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 1.5 units.

# Student Services

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## THE READING IMPROVEMENT LAB (ENGL 320)

The Reading Improvement Lab (ENGL 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 Community College students, especially those not enrolled in any other English classes. This class focuses on reading foundation skills with individualized instruction providing an opportunity to address specific reading needs.

## THE WRITING SKILLS LAB (ENGL 310)

The Writing Skills Lab (ENGL 310) is an open-entry, open-exit class offering individualized instruction in writing skills. The Lab is especially designed to serve independent students, especially those not enrolled in any other English classes. Assignments are based on individual needs and will vary for each student, but focus on process and fundamentals such as development, grammar, and mechanics.

## EOPS PROGRAM

### (Extended Opportunity Programs & Services)

What is EOPS?

The EOPS program's primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic and educational circumstances, and to facilitate the successful completion of these goals and objectives in college. EOPS offers academic and support counseling, financial aid and other support services.

Eligibility criteria for the EOPS Program include:

1. Resident of California.
2. Enrollment in 12.0 semester units at Solano Community College.
3. Qualification and receipt of the BOG Fee Waiver A, B or C with a zero EFC.
4. Status of educationally disadvantaged according to State defined Title V Guidelines.

EOPS support services include:

- Program review - orientation
- Academic, career, and personal counseling
- Testing and career assessment
- Bus tours to four-year colleges and universities
- EOPS Lab (study room for EOPS students)
- EOPS Book Library

- EOPS Grant (based on funding)
- EOPS Book Lending Library
- EOPS Transportation Grant (based on funding)
- Student Education Plan (SEP) development
- Basic Skills Math tutoring or referrals
- Fee waiver assistance for university applications
- Newsletter or bulletin
- Priority registration and registration assistance
- Progress reports
- Workshops
- Book voucher program for fall and spring semesters

For more information, contact the EOPS Office, in room 426; or call (707) 864-7000 ext. 4444, or online at [www.solano.edu/eops](http://www.solano.edu/eops).

## 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) 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.

**NOTE:** Application processing may take up to 10 weeks after completing and submitting additional required forms and documentation (see "Student Requirements" on the MySolano Financial Aid Tab.)

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."

# Student Services

## IMPORTANT FALL 2016 BOG FEE WAIVER

**CHANGES:** Once a student qualifies for the BOG Fee Waiver, it is important that the student ensures that he/she is meeting the ACADEMIC and PROGRESS STANDARDS in order to avoid losing the BOG Waiver:

- **ACADEMIC:** the student must sustain a GPA of 2.0 or higher. If cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall/Spring semesters), the student may lose BOG Fee Waiver eligibility.
- **PROGRESS:** a student must complete more than 50% of coursework. If the cumulative number of units completed is not more than 50% in two (2) consecutive primary terms (Fall/Spring semesters), the student may lose BOG Fee Waiver eligibility.
- **COMBINATION of ACADEMIC and PROGRESS STANDARDS:** any combination of two (2) consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in the loss of BOG Fee Waiver eligibility.

**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 income 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.
- 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.
- Meet the following 2016-2017 Income Standards:

Family Size	2015 Income
1 .....	\$17,655
2 .....	\$23,895
3 .....	\$30,135
4 .....	\$36,375
5 .....	\$42,615
6 .....	\$48,855
7 .....	\$55,095
8 .....	\$61,335
Each Additional Family Member .....	\$ 6,240

- These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or the student's family must have a total income in the prior year (in this case 2015) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.
- The U.S. Department of Health and Human Services published the 2015 Poverty Guidelines in January 2015 (additional information will be posted after the guidelines are published).
- These income standards are for the 2016-2017 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2016.

# Student Services

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## **BOG Fee Waiver C:**

- Be a California resident.
- Apply with the 2016-2017 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 for 2016-2017.

CCCApply online BOG Fee Waiver application is available 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 CCCApply online BOG fee waiver application.

## **AB-540 Students**

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131), effective January 2013. Apply with the CA Dream Application at <https://dream.csac.ca.gov/>

**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)
- Full-Time Students Success Grant (FTSSG) for Cal Grant B recipients
- 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 Federal Title IV 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 or Alien Registration Number (ARN).
- 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.
- Maintain Satisfactory Academic Progress (SAP).
- Not be in default on a federal student loan and do not owe money on a federal student grant.

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

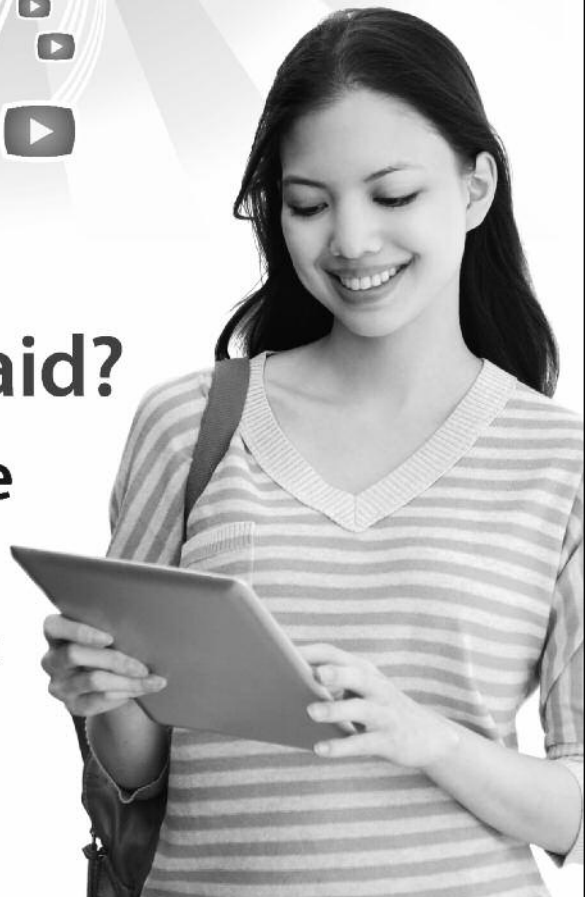
Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (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).



**Have questions  
about financial aid?**

**Check out our online  
video answers!**

[solano.financialaidtv.com/m](http://solano.financialaidtv.com/m)



**SOLANO**





# Student Services

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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. Each SAP evaluation includes both the semester and cumulative GPA and pace of progression completion rate.

## 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 semester and 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 semester and 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 standard 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.

# Student Services

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- Students must complete 67% 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 Community 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 may be 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
- 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" then "Scholarship" 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

A Public Health Nurse and Health Assistant are ready to help you with your health needs at the Student Health Center, Monday through Thursday, 8:00 am- 7:00 pm, and Friday, 8:30 am- 3:00 pm (fall and spring semesters only).

Our services include:

- Nursing assessment and management of minor health problems
- Treatment of minor acute illnesses and referrals
- First-aid and emergency care
- Band-Aids, aspirin, Tylenol, etc. for self care
- Pregnancy testing and birth control information
- Nutritional information
- Information on sexually transmitted infections and referrals
- Immunizations
- Tuberculosis skin tests and referrals
- Hearing and vision screening
- Blood pressure screening
- Strep throat test
- Blood glucose screen test

Student Health is located in the Student Union, Building 1400 in Room 1409. The Public Health Nurse also visits the Vallejo Center and Vacaville Center for most services. Contact the Student Health Center for times/hours of nurse visits to Centers. Students are welcome to drop-in for care or make an appointment by calling (707) 864-7163. Information is available at our website at [www.solano.edu](http://www.solano.edu) (select "Campus Life" and then "Health Center").

Current schedules of activities sponsored by the Health Center can also be found in the ASSC Newsletter, published twice/month and posted online at [www.solano.edu](http://www.solano.edu).

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## INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community College Athletics Association. Solano Community 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 Community 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)  
ATHL 004 Intercollegiate Soccer (Fall)

### MEN AND WOMEN

ATHL 010 Intercollegiate Swimming/Diving (S)  
ATHL 048 Intercollegiate Tennis (S)

## LIBRARY

The Library houses a reserve collection of class-related materials and 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.

## MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)

The MESA/MCCCP program is a statewide academic program that supports economically and educationally disadvantaged students to excel in math, science or engineering related majors so students can transfer to four year universities.

The MESA model for success includes a variety of services that results in a high rate of academic achievement.

The main components include:

- **Student Study and Computer Lab Center**  
A dedicated multipurpose space for quiet study, workshops, computer related activities, and information sharing.
- **Academic Excellence Workshops**  
Students are scheduled in math and science core classes and taught to maintain high academic outcomes through facilitated group study.
- **Mandatory Information Session**  
That teacher college survival skills to incoming students majoring in math, engineering and science.
- **MESA Counselor**  
A dedicated MESA counselor is provided to assist students with their educational planning and goals.
- **Assistance in the transfer process**  
Including field trips to universities, workshops on applications and counseling.
- **Career advising**  
To introduce work options to students. Field trips, job fair information, job shadowing exercises and industry mentors are available to students.

All students who are interested in participating in MESA/MCCCP must meet the academic and economically disadvantaged criteria—contact our office for details.

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For additional information please visit our MESA Center in Room 434, Building 400. Our office hours are Monday through Thursday, 9:00am-5:00pm, Friday, 9:00am-3:00pm, (707) 864-7000 ext. 7164. You can also check out our MESA website: [www.solano.edu/mesa](http://www.solano.edu/mesa)

## **OCCUPATIONAL EDUCATION— WORK EXPERIENCE**

Earn 1 to 6 transferable units per semester for working in a paid or unpaid part-time or full-time position with a licensed business or 1.5 units to brush up on soft skills or create a career portfolio - no job required. We offer three courses:

### **OCED 070: Occupational Soft Skills**

No job or volunteer work required. This 8- week 1.5-unit course will provide students the necessary skills to become valuable employees and get started on the path to an internship or job.

### **OCED 090: Occupational Work Experience.**

For those students working or volunteering in positions which are directly related to their declared major. Students can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester – up to 6 units per semester to a total of 16 units over multiple semesters. We offer full-semester, 12-week and 8-week sections. For a breakdown of how many hours students need to work, visit our website at <http://www.sccworkexperience.com/>.

### **OCED 091: General Work Experience**

For those working or volunteering in jobs not related to their major. Students can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester – up to 6 units per semester to a total of 6 units over multiple semesters. We offer full-semester, 12-week and 8- week sections. For a breakdown of how many hours students need to work, go to <http://www.sccworkexperience.com/>.

## **PUEENTE PROJECT**

The Puente Program has won accolades for its approach to helping more than 400,000 underserved students thrive academically – by holding high expectations, valuing cultural and social capital, and ensuring that students and their families have critical college-going information and guidance. Puente's mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. The Puente Program has three main components:

- 1) A rigorous one-year writing program, ENGL 370/370L English Fundamentals and ENGL 001 - College Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
- 2) Focused counseling services. Students take one semester of COUN 007: College Study Techniques. 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 Rebecca LaCount at (707) 864-7000, ext. 5779.

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## SCHOLARSHIP FOUNDATION

The Solano Community College Scholarship Foundation is a non-profit corporation that awards scholarships to Solano Community College students on the basis of academic achievement and demonstrated potential for excellence. The Scholarship Foundation is administered by a Board of Directors providing representation 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 2014, awards totaling almost \$34,000 were presented to 56 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 Scholarship Foundation administers two scholarship programs: the General Scholastic Achievement Program and the Memorial and Special Endowment Programs. These scholarships have been established to honor and commemorate specific individuals and purposes. Most have designated majors and / or other specific qualifying requirements that determine eligibility for consideration.

### *The Memorial and Special Endowments Scholarships*

- *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)*
- *Richard and Billie Chabolla Award (Business or Music)*
- *Jean Chapman Scholarship (Science)*
- *Amy L. Chun Scholarship (Science, Math, Technology)*
- *Naomi "Chris" Christensen Memorial (Music)*
- *Joe Clevenger Tribute Scholarship (Business Administration)*
- *James "Jim" Cooper Memorial (Business)*
- *George and Nancy Daugavietis Scholarship*
- *John and Carol DeKloe Biotechnology Scholarship*
- *Christine G. Ducoing Scholarship (Female, Engineering, Physics, Chemistry)*
- *Ray O. Duey Memorial (Registered Nursing)*
- *Eddie Edwards Memorial (Re-entry)*
- *Evelyn Elson Scholarship (ECE, re-entry preferred)*

- *Fairfield-Suisun Twilight Rotary Club (Business or related major)*
- *Jane H. Ford Memorial (English)*
- *Robert D. Ford Memorial (Science)*
- *David Froehlich Scholarship in Music*
- *Nick Gentile Memorial (Business)*
- *Gilbert Scholarship (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 Award for Individual Perseverance*
- *Peggy and Vernon 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*
- *Hosley Family Scholarship (Academic Excellence/Transfer)*
- *Margaret Lee Jenkins Memorial (Cosmetology)*
- *Gerald Korte Scholarship in History*
- *Howard Love Memorial Scholarship (Applicant has intent to apply for medical, dental, veterinary or pharmacy schools)*
- *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)*
- *Materials Science Scholarship*
- *William Michaels Memorial (History or Vocational Education)*
- *Jim Mills Scholarship (Biotechnology)*
- *Martin Mini Memorial*
- *Math and Science Faculty Scholarship*
- *Mooy-Durkin memorial Scholarship (Interest in Teaching)*
- *Diana Muir Memorial (Re-entry, English)*
- *Napa/Solano Psychological Association (Psychology, Counseling)*
- *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*

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- *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 Scholarship, Solano Group (Environmental Concerns)*
- *Charlene Snow Memorial Scholarship (Re-entry Woman)*
- *Solano District Scout House Scholarship (Eagle Scout)*
- *Alvin E. and Jeanne E Soliday Scholarship (Environmental Science)*
- *Dennis Stevens Memorial (Fire Science)*
- *Taylor Scholarship (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*
- *Gloria Green Wellington Award (Nursing)*
- *Lawrence "Jack" Wheeler Memorial (Counseling)*
- *Willis Jepson Chapter, California Native Plant Society (Native Plant Biology, Biology, Horticulture)*
- *Bill and Jean Wilson Memorial (Leadership/Service, Athletics)*
- *Morgan "Porky" Wood Memorial (Athletics)*

For additional information, please visit the Solano Community College website at [www.solano.edu/scholarship\\_foundation/](http://www.solano.edu/scholarship_foundation/).

## **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 Community College recognizes the unique nature of the military lifestyle 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 CLUBS**

A wide range of clubs and organizations reflecting cultural, social, ethnic, and academic interests are active on the campus. The Inter-Club Council is the governing body for clubs on campus and each club can have one voting member at the meetings. Inter-Club Council meetings are held the first and third Thursday of the month in room 1421 from 12:30 – 1:30 p.m. during the Fall and Spring semesters. Announcements of meetings and activities are available from the Student Life Office, Room 1425, 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 Human Resources Department, (707) 864-7128.

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 for Civil Rights at (800) 872-5327; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

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**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 Community College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Vice President, Student Services, or designee (Room 433, Student Services Building) or on the College's website: [http://www.solano.edu/district\\_policies/series5300\\_student\\_rights.php](http://www.solano.edu/district_policies/series5300_student_rights.php). 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.

## STANDARDS OF STUDENT CONDUCT 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, or given a lesser sanction may come within, but is not limited to, one or more of the following categories:

### 1. Academic Violations:

- a. Violation of the Academic Honesty Policy includes but is not limited to cheating or plagiarism
- b. An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.
- c. Violation of class assignments, examination

rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.

- d. 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, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

### 2. General College Violations:

- a. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c. Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.
- d. Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
- e. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
- f. Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- g. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.
- h. Causing or attempting to cause damage to district property or to private property on campus.

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- i. Littering on campus property, including grounds, facilities, and parking lots.

### **3. Computer Usage Violations: Students are to conduct themselves in accordance with Governing Board Policy 2067 and Human Resources Procedures 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:**

- a. Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another person's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f. Use of computing facilities to interfere with normal operation of the college computing system.
- g. Use of computing facilities for student's personal financial gain or for solicitation of any kind.

### **4. Behavior Violations**

- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
- b. Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d. Gambling on District property.
- e. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f. Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.

- g. Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel.
- h. Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i. Committing or attempting to commit robbery or extortion.
- j. Committing sexual harassment as defined by law or by college policies and procedures.
- k. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

### **5. Substance Violations**

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

### **6. Weapons Violations**

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the college Superintendent/President.
- b. Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

### **7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.**



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**Types of Disciplinary Action:** Sanctions may be imposed for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure is administered by the Vice President, Student Services, or designee. Previous violations of Student Conduct Code will be considered when determining appropriate sanctions for violations.

## **Non-Appealable Sanctions**

1. Official Warning
2. Reprimand
3. Temporary Suspension by Instructor
4. Administrative Withdrawal from Class
5. Disciplinary Probation
6. Short-Term Suspension
7. Restitution
8. Campus Community Service
9. Withdrawal of Consent to Remain on Campus / Short-Term Suspension
10. Mental Health Clearance

## **Appealable Sanctions**

1. Suspension
2. Expulsion

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

**Student Disciplinary Procedures:** The Vice President, Student Services, or designee 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 "Standards of Student Conduct (§5300)" are available free, upon request, from the office of the Vice President, Student Services (Room 443, Building 400).

## **STUDENT LIFE OFFICE**

The Student Life 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 Life Office supports an active student government program and encourages students to use the many services provided by the College.

The Student Life 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.

## **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 / alternate media, volunteer notetakers, specialized equipment, mobility services, and community agency liaisons. Also, adapted educational programs in Horticulture and Kinesiology (Physical Education) are offered.

The College campus is ideal for the student with physical disabilities. Most rooms are on the ground level with many accessible restrooms and ramps, and second floor classrooms are accessible by elevator. The DSP maintains a working relationship with the Solano County Office of Education 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.

## **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

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implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephone, network infrastructure, local and wide area networks, media, and videoconferencing. The office is open Monday through Friday, 8 a.m. to 4:30 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 Community 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 Life Office, Room 1425/1426. Also, bus schedules are available on the College web site at [www.solano.edu/student\\_development/carpool\\_bus.php](http://www.solano.edu/student_development/carpool_bus.php)

## TUTORING

Students may receive free tutoring in most subjects offered at Solano Community College. Students desiring assistance with their study load, should contact the Academic Success and Tutoring Center, located Bldg. 100, or call (707) 864-7230.

## VERIFICATION OF ENROLLMENT

Solano Community 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 website at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There is a cost for this service. Please visit our website for additional information at [www.solano.edu](http://www.solano.edu) then click on the Admissions and Records link.

\*Fees are subject to change. Visit the Clearinghouse website for current fees.

## VETERANS AFFAIRS

Veterans & Dependents: The Veterans Center offers assistance with applying for education benefits, coordinating the VA work study program, and processing tutorial assistance paperwork. The

following educational benefits are available to veterans and dependents:

- Chapter 30 (Montgomery GI Bill —Active Duty)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 32 (Veterans Educational Assistance Program – VEAP)
- Chapter 33 (Post-9/11 GI Bill)
- Chapter 1606 (Montgomery GI Bill —Reservists)
- Chapter 1607 (Reserve Educational Assistance Program – REAP)
- Chapter 35 (Dependents Educational Assistance)
- California Veterans Fee Waiver Program (Dependents of Veterans with a Service-Connected Disability)

Note that in order to receive benefits while attending SCC, the student must be a regularly matriculated student and all classes taken must be required for the educational objective selected.

**Active Duty:** After receiving approval for Tuition Assistance, please submit a copy of the authorization to the Veterans Affairs Center or by fax.

- \*\*Air Force Personnel must apply via internet at <https://www.my.af.mil/faf/EAF/fafHome.jsp>
- Army Personnel must apply via internet at [www.earmy.com](http://www.earmy.com)
- Coast Guard Personnel must fill out the Coast Guard Tuition Assistance Form (CG-4147). Submit completed form to CGI-PF-Tuition\_Assistance@uscg.mil
- Marine Corps Personnel must complete form NETPDTC 1560 & turn in form to your nearest Marine Corps location.
- Navy Personnel must complete form NETPDTC 1560 & turn in form to your nearest Marine Corps location.
- National Guard – Contact your unit regarding Apply for Tuition Assistance.

\*\*Note: individuals approved for Air Force TA do not need to submit their authorizations to Solano Community College. SCC will process all TA through the AI Portal regularly. For question or inquires please contact the Solano Community College Travis Air-force Base Center.

For specific information regarding eligibility of Veterans Education Benefits, please visit our office located in Building 400, Room 429, or call: (707) 864-7105.

# Admission and Registration

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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, 4000 Suisun Valley Road, Fairfield, CA 94534, (707) 864-7171, [www.solano.edu/ar/](http://www.solano.edu/ar/).

## 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 during the prior semester, or
3. An international student ([www.solano.edu/international/apply.php](http://www.solano.edu/international/apply.php)), or
4. A student in grades K-12 enrolled in a public or private school seeking special admission [www.solano.edu/ar/k12admission](http://www.solano.edu/ar/k12admission).
5. All students should apply online at [www.solano.edu](http://www.solano.edu) click "MySolano."

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## STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

SSSP 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 SSSP, Solano Community College provides a full range of 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 SSSP 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 SSSP services

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

**Exemptions.** The following students may be exempt from assessment, orientation, and education planning:

- 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)

# Admission and Registration

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## SPECIAL ADMISSION (K-12)

Solano Community 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.

- 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 Community College admits international students each semester. 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 Academic Counselor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. An email address is provided to all students and is the primary means used by the college to communicate with students. Students should activate and check their email regularly. Non-resident tuition is \$211.00 per unit plus \$46.00 per unit enrollment fee plus \$5.00 per unit nonresidential capital outlay fee. All fees are subject to change by the State legislature.

Email to [international@solano.edu](mailto:international@solano.edu) for additional information, or visit [www.solano.edu/international/index.php](http://www.solano.edu/international/index.php).

## 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 COMMUNITY COLLEGE IDENTIFICATION NUMBER)

All students admitted to Solano Community College will be issued an 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 ever-increasing occurrences of identity theft.

## TRANSCRIPTS FOR ADMISSION

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

1. Applicants for the Nursing Program.
2. Veterans.
3. Students enrolling in English and mathematics courses.
4. International students.

# Admission and Registration

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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 incoming transcript information. Click on the Admissions and Records link, then click on Transcript for additional help, or email us at [admissions@solano.edu](mailto:admissions@solano.edu).

## TRANSFER OF CREDIT FROM OTHER COLLEGES

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

## REGISTRATION ASSESSMENT/ ORIENTATION PROGRAM

All new, non-exempt students should complete the assessment process prior to registering for classes. Assessment, Orientation and Counseling are part of this process. See exemption criteria under SSSP.

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 these services, students should plan on completing the matriculation process in the following sequence:

- 1) Complete and file an "Application for Admission" with the Admission & Records office (A&R) [Note: this can be done online at the Web site: [www.solano.edu](http://www.solano.edu)].
- 2) Attend a scheduled test session and take the math, reading and writing tests.
- 3) Complete an on-line orientation session, found on the College's Website under "Counseling" ([www.solano.edu/counseling](http://www.solano.edu/counseling)) or complete an in-person orientation. See website for dates.
- 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. Students should schedule an assessment test online at [www.solano.edu/assessment](http://www.solano.edu/assessment). The Assessment Center is located in Building 400, Room 442. Students may also phone (707) 864-7000, ext. 4525 for more information.

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 for an exemption in assessment 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. Print a copy of the confirmation page for your records. Save a screen shot on your phone or tablet.

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 and other locations throughout Solano County.

*\*Parking permit required at the centers listed below.*

### Vacaville Center \*

2001 N. Village Parkway, Vacaville  
Counseling services available

### Vacaville Annex

2000 North Village Parkway, Vacaville

### Vallejo Center \*

545 Columbus Parkway, Vallejo  
Counseling services available

### Travis Airforce Base (TAFB)\*

Travis University Center  
Building 249 at 530 Hickman, Travis AFB, Counseling services available. Please visit SCC web site for TAFB security requirements prior to registering for classes. Students must be enrolled in classes at TAFB in order to receive SCC services on Base.

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## Other Locations

### Vallejo Automotive Technology

1301 Georgia Street, Vallejo

### Nut Tree Airport (Aeronautics)

275 County Airport Road, Vacaville

### Various high school locations throughout the region, California State Prison (CSPS) and California Correctional Medical Facility (CMF), Vacaville

(classes at CSPS and CMF are currently not open to the general public)

### 360 Campus Lane (2nd Floor)

Fairfield

For specific locations and times, registration, and other information, please see the Schedule of Classes at the SCC *website* [www.solano.edu](http://www.solano.edu) or contact the Office of Admissions at (707) 864-7171.

## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is recommended for all students, except students who enroll in fee-based courses offered by Community Services. Students should carry their card while on campus. The fee of \$5.00 is payable at registration. Once purchased, students may have photos taken and an ID will be created on the spot in the Student Life Office (SLO). The card may be used during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. Students with a validated ID card are eligible for off-campus student discounts. There is no charge for the validation. Student ID cards may be obtained in the Student Life Office, Room 1425/1426 (Bldg. 1400).

## 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](http://www.solano.edu). 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](http://www.solano.edu).

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.

## WAITLIST

A waitlist allows students to show their interest in a course where the seat capacity has been reached. When a seat becomes available, the next student on the waitlist will receive a notification email which is sent to the student's Solano Community College email account. It is the student's responsibility to check their email account. If students choose to have their student email forwarded to their personal email, it is the student's responsibility to ensure that the forwarded address is correct and that the [donotreplya&r@solano.edu](mailto:donotreplya&r@solano.edu) is not blocked by the external email provider's spam filters. Students have 48 hours to register in the waitlisted course from the time the notification email is sent. Failure to register within the 48 hour notification window will result in the student being expired from the waitlist which opens the opportunity for the next student to register.

## 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.

Students are responsible for officially dropping

# Admission and Registration

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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.

## 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.

## NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. At the time of publication of this catalog, fees are \$211.00 per unit. All non-resident students are also required to pay a \$46.00 per unit enrollment fee a \$5.00 per unit nonresidential capital outlay fee. Fees are subject to change.

## GENERAL 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 permits are required for students parking their vehicles at the Fairfield campus, Vallejo and Vacaville Centers - \$20 fee per vehicle.
- Student transcript fee: \$4.00; Rush service \$7.50; \$1.00 unofficial transcript.
- Student on-campus enrollment verification fee: \$1.00; Verification service through the National Student Clearinghouse: Visit the Clearing House web site for current fees.
- 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 unit, up to a maximum of \$10 per student fiscal year (July 1-June 30).
- Library fines: See website for fees.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Instructional and required materials fees: See the Schedule of Classes.

\*\* 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 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 NON-RESIDENT 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.

## 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.

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.

\*Subject to change

# Academic Regulations

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- (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 Student Life Office.

## 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, Student Services or designee (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, Student Services, or designee, 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.
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, Student Services, may vote to break the tie.
7. The Academic Council meets 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.
9. Each student who petitions the Academic Council is notified in writing, by the Student Services Office, concerning the action taken by the Academic Council on his/her petition.

10. Any student who is not satisfied with the Academic Council action taken on his/her petition may request a second petition review by the Academic Council or an opportunity to meet with the Academic Council in order to discuss his/her petition. Requests for a second review or a personal meeting are directed to the Vice President, Student Services.
11. The Office of Admissions and Records is notified, by the Student Services Office, of all Academic Council decisions. The Disabled Student Program and Services (DSP&S) Extended Opportunity Programs and Services, (EOPS) and the Counseling Division are notified about special counseling needs for students.
12. The Academic Council Petition for each student is filed in his/her permanent cumulative folder along with a copy of the Academic Council's action.

## STANDARDS FOR PROBATION AND DISQUALIFICATION

This policy and procedure is currently under review and likely to change during the 2016-17 academic year. Please see Admissions & Records or Counseling for the most up-to-date information or email at [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, academic dismissal or progress dismissal. (*Reference: Student Services Policy and Procedures 5100*) For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes him/her to be placed on probation is the first probationary semester. Summer is not a primary semester. 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 the following reasons:

A student has attempted at least 12 total semester units and has achieved a cumulative grade point average (GPA) of less than 2.0.

#### B. Removal from Academic Probation

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

(*Reference: Student Services Policy and Procedures 5200*)



# Academic Regulations

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## *Progress Probation*

### **A. Placement on Progress Probation**

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

1. A student has attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 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.

## *Dismissal*

Dismissal prohibits the student from enrolling until one primary semester has passed and the student has met with a counselor and/or attended a probation/dismissal workshop.

### **A. Placement on Dismissal**

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

1. A student achieves a cumulative GPA of less than 2.0 for three consecutive primary semesters.
2. A student received 50% or more of transcript entries as "W", "I", or "NP" for three consecutive, primary semesters.

### **B. Removal from Dismissal**

A student will be removed from Dismissal for any of the following reasons:

1. A student's cumulative GPA is 2.0 or better and a Student's transcript entries of "W", "I", or "NP" are less than 50% of all units attempted.
2. Satisfactory Progress After Dismissal:  
A student who meets the requirements for readmissions after dismissal and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

If semester GPA falls below 2.25 and/or student qualifies for Progress Probation, student will be academically and/or progress dismissed.

## *Appeals*

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Vice President, Student Services, or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the Readmit After Dismissal petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

## **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 a regionally accredited post-secondary 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 legible.
5. Solano Community College may honor the Academic Renewal Policy of other regionally accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano Community College.

# Academic Regulations

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## 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 audit 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.)

### 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

# Academic Regulations

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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.

## UNOFFICIAL TRANSCRIPTS

Unofficial transcripts of grades are available online via *MySolano* Student tab. 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" form to the School 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 School 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 Pass/No Pass 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 and information are available in Room 1425/1426 in the Student Center.

**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 Life Office, Room 1425/1426, Fairfield campus. For detailed membership eligibility information, contact the PTK Advisor, c/o Student Services Office, Room 433.

# Academic Regulations

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**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

Repetition of courses must be conducted by all California community colleges in compliance with California Title V Regulations, Sections 55040 through 55046.

### Course repetition to improve a sub-standard grade:

A course may be taken once and repeated a maximum of two times for which a grade notation of D, F, NP, (No Pass), or W (Withdrawal) was earned. Solano Community College requires students to petition to repeat prior to the second attempt. A W will count as an attempt.

### REPEATABLE COURSES:

An earned grade of C or better cannot be repeated. However, there are specialized courses that are designated as repeatable and are noted in the course description. Types of courses in this category include:

- Transfer level courses that may be taken more than once to meet the major requirement for transfer to a California State University (CSU) campus or to other universities with a similar transfer requirement.
- Variable unit courses that are open entry / exit such as math, reading and writing laboratory courses; these courses may be repeated up to the total maximum units allowed.
- Work Experience courses, which can be taken again when there is new or expanded learning on the job for a maximum of sixteen units.
- Interscholastic sports and their related conditioning courses may be repeated to meet requirements for CCCAA eligibility.
- Intercollegiate academic or vocational competition courses with the primary purpose to prepare students for competition.

### PETITION FOR AN EXCEPTION- NON-REPEATABLE COURSES:

Some special circumstances allow students complete the Course Repetition petition process when the request does not meet the criteria cited in the section above:

- A student may repeat a course because there has been a significant lapse of time (defined as at least three years) since the student previously took the course and there is a properly estab-

lished recency prerequisite for a course or program at Solano Community College or at another institution of higher learning. In cases where a transfer university requires a community college course to be taken as a university prerequisite more recently than three years ago, a college may alter the three-year rule with documentation provided by the student. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average. This is a one-time exception. Documentation from the college or university catalog must be submitted with the petition.

- Courses where students need to meet a legally mandated or licensure training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college's verification of established legal mandates. Documentation may include an expired CPR Certification, the job announcement or job description, coupled with a certification by the student that he or she needs the course for employment.
- A special course that can be repeatable by petition so that a particular student can be approved to repeat it as a disability-related accommodation.
- The college finds that the student's most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. This is a one-time exception.

### LIMITATIONS ON ACTIVE PARTICIPATORY COURSES:

Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. These include kinesiology (formerly physical education or PE) active participatory courses, as well as visual and performing arts active participatory courses (theatre arts, music and art). Some courses in these categories are related in content and have been placed in groups that Solano Community College is calling Course Families. Course Families allow for skill development beyond an introductory level.

Students are limited to taking a maximum of four courses in any one family. A Course Family may include more than four.

# Academic Regulations

If a student gets a sub-standard grade (a notation of D, F, NP, (No Pass), or W (Withdrawal) in any course within a family, the sub-standard grade counts as one attempt of the four course limitations in the family. Please consult with a counselor for more information.

## 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 college student who has earned from 0 to 29.5 semester units of college credit.

**Sophomore:** A college 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 constitute 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. Petition for "Carry Excess Load" must be completed with a counselor. 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 dropped from class rosters. Regular attendance, completion of examinations, assignments, participation in class activities and discussion is expected. 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 stop attending, it is their responsibility to make sure the drop card has been submitted to the Admissions and Records office or that they have completed the drop 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.

# Academic Regulations

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## Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Center on campus. After classes begin, students are required to notify the Veterans' Affairs Center 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 Center 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 20% 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 20% of the class will not appear on the student's record. Courses dropped 21% 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 drop within published deadlines. It is important to clear any debts owed to the College before leaving the College. Failure to drop properly could result in failing grades and a student debt.

It is advised to speak with faculty members and a counselor before deciding to withdraw.

Access your *MySolano* account to drop or do so in person at any of our Admissions & Records campus locations.

## 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: Academic Honesty Policy

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the College community. Violation of the Academic Honesty Policy includes but is not limited to:

1. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work.

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. “F”) grade, or numerical equivalent, for the assignment or examination.

2. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student’s exam, etc.

# Academic Regulations

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3. 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, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

## **SANCTIONS FOR ACADEMIC DISHONESTY**

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination. Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President, Student Services, for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy, §5300. Following procedures consonant with due process, a student may be expelled, suspended, or given a lesser sanction if he or she 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 educa-

tional 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.

# Non-Traditional Learning

Solano Community College awards non-traditional credit for CLEP (College Level Examination Program), Credit by-Examination, 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 schools. 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	5 units	MATH 004 (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	5 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	CDFS 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 & Cattulus/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
<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 school. 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 mini-



# Non-Traditional Learning

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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 the School 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 School Dean, the student returns the petition to 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 online or at Admissions and Records service counters.

## MILITARY TRANSCRIPT EVALUATION

Solano Community College under the DoD Voluntary Education Partnership Memorandum of Understanding recognizes Servicemembers Military Training for College credit based on American Council on Education recommendations. Veterans who submit transcripts from either Community College of the Air Force or Joint Services Transcript (Army, Marine Corps, Navy, and Coast Guard) will be granted up to 24 units of college elective credit. (\*\*Specialized training may be used to meet degree major requirements by submitting an SCC Substitution Petition. A description of the course/training received is required).

## 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 Member 4 or Copy 2 or Copy 7) to Admissions and Records for evaluation. These units meet the health and physical education requirements for graduation.

Military Service credit is given towards California State University General Option C transfer for Area E with the submission of DD214 Member 4 or Copy 2 or Copy 7.

## 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 requires 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. A student may 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.

# Graduation Requirements

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Associate Degrees and Certificates of Achievement are awarded within 2-3 months 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 Admissions and Records. See the Admissions and Records calendar for deadline dates.

## **Program Length**

Most degree programs at Solano Community College can be completed in two years, assuming students take an average of 15 units per term. Certificate programs vary in length; most certificate programs require less than two years of full-time study to complete and many programs may be completed on a part-time basis. Students are advised to meet with a counselor to develop an educational plan as not all courses are offered every term.

## **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. Students are required to complete each course within the program with a grade of 'C' or better or P if the course is taken on a pass/no-pass basis and a grade point average of 2.0 in program coursework. Certificate of Achievement programs differ from degree programs in that students are only required to complete the courses in the programs. All credits earned in a certificate program may be counted toward the A.A./A.S./ADT 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 6 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 Community 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.

## **Associate Degrees for Transfer (AD-T)**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements.

## **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 regionally accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights. In order to maintain catalog rights, enrollment must begin with Solano Community College.

## **Transfer of Credit From Other Colleges**

Only those courses from regionally accredited colleges may be accepted for general education and 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.

# Graduation Requirements

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## 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.
- 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.

## 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 next page

### 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 Community 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, CDFS 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, CDFS 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.



# General Education      2016-2017

## Option A

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, B1, C, D1, D3 and E, as well as the local District Health and Kinesiology 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 B2 or D4. 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 mathematics.
3. The Area D2 reading requirement may be met by passing the SCC Reading Comprehension 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: ENGL 001 (Area D1), ENGL 062 (Area D2) and mathematics (Area D3).
5. Courses used to satisfy the English (Area D1), reading (Area D2) and mathematics (Area D3) 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.

**21** GE Units (from this sheet) + **\_\_\_** Major Units (see SCC Degrees/Certificates) + **\_\_\_** Electives (any class 001-199) = **60** Units for AA/AS Degree

AREA A – Natural Science			
(minimum of 3 units)			
	C	IP	P
<b>Physical Science</b> ASTR 010, 030, 040; CHEM 001, 002, 003, 004, 010, 011, 051, 160; ENGR 030; GEOG 001; GEOL 001, 005; PHSC 012; PHYS 002, 004, 006, 007, 008, 010.			
<b>Biological Science</b> ANTH 001, 001L; 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			
(minimum of 3 units from Area B1)			
	C	IP	P
<b>B1.</b> HIST 017, 018, 028, 029, 037*; IR 001; PLSC 001, 004, 005*; SOC 002.			
<b>B2. The following courses do not fulfill the Area B requirement, but may be used if additional units are needed to meet the minimum 21 unit GE requirement</b> ANTH 002, 007; CDFS 038, 040, 050, 053*, 054, 070; COUN 050, 055*, 058, 083; CJ 001; ECON 001, 002; GEOG 002, 004, 006; HIST 010, 031; JOUR 011; PLSC 002, 003, 006, 016, 019; PSYC 001, 002, 004, 005, 010, 020, 030; SOC 001, 023; SOCS 022*, 023, 025, 027, 028, 030.			

AREA C – Humanities			
(minimum of 3 units)			
	C	IP	P
ART 001, 002, 003A, 003B, 010, 011, 012*, 030B; CINA 010, 011*; COMM 015; ENGL 002, 012*, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 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; PHOT 035; SPAN 001S, 002S, 025, 026; THEA 006, 010, 011, 013*; TV 050.			

Updated: 02/18/16    C = Completed    IP = In Progress    P = Planned    (\*) = May be used in only one Area

<b>AREA D – Language and Rationality</b>			
<b>(minimum of 6 units)</b>			
<b>All three sections (D1, D2, &amp; D3) must be satisfied, including one course selected from D1 and D3 below</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>D1. Writing</b> ENGL 001 (course must be completed with a “C” or better or “P” if taken on a Pass/No Pass basis)			
<b>D2. Reading</b> This requirement may be satisfied by any <b>one</b> of the options listed below: a. Achieve a college level score of 95 or better on the SCC reading comprehension section of the assessment test. b. Achieve a grade of “C” or better in a college–level reading class ENGL 062. 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 more on the Critical Reading (CrRdg) section of the SAT, or a score of 23 or better on the English section of the ACT.			
<b>D3. Communication and Analytical Thinking</b> This requirement may be satisfied by any <b>one</b> 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. <b>MATH 104, 112, 114</b> b. A minimum of three units of a transfer level math course. <b>MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051</b>			
<b>D4. The following courses do not fulfill the Area D requirement, but may be used if additional units are needed to meet the minimum 21-unit GE requirement. COMM 001, 002, 006, 010, 060; CIS 001, 020, 023; ENGL 004; LR 010; PHIL 001</b>			

<b>AREA E – Cross-Cultural Studies</b>			
<b>(Minimum of 3 units)</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>ART 012*; CDFS 053*; CINA 011*; COMM 012; COUN 055*; ENGL 012*, 036; HIST 037*; HUMN 003*; MUSC 013*; PLSC 005*; PSYC 007; THEA 013*; SOCS 022*</b>			

<b>Local District Requirements – Health and Physical Education</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
Two Kinesiology activity courses or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures.			
<b>HED 002 or 003</b> may be substituted for one of the above mentioned activity courses.			

Updated: 02/18/16    C = Completed    IP = In Progress    P = Planned    (\*) = May be used in only one Area

# 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 regularly 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 reviewed by Admissions and Records and students are notified of the outcome 2-3 months after the term ends. Email [admissions@solano.edu](mailto:admissions@solano.edu) if you have questions.

## **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 Life Office.

Students should direct additional questions regarding the graduation ceremony participation to the Student Life Office. For more information, please visit [www.solano.edu/graduation](http://www.solano.edu/graduation).

## **Questions? Problems?**

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

## **Associate Degrees for Transfer (ADT)**

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an A.A.-T or A.S.-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 A.A.-T or A.S.-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester units 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). For additional information on Associate Degrees for Transfer, visit <http://adegreewithaguarantee.com/>.

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.

Students expecting to complete an ADT degree should be sure to have indicated that with the CSU Mentor website if planning to transfer to a California State University. Students must petition for the degree at Solano Community College Admissions & Records by February 15 for the Fall term and September 15 for the Spring term. If the date falls on a weekend/holiday, then the deadline is the next business day.

# *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 higher education institutions to create a seamless transition from SCC to the higher education 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, UC Los Angeles and UC San Diego.

## **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.



# Intersegmental General Transfer Curriculum (IGETC) - Option B      2016-2017

The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern of courses that allows community college transfer students to fulfill lower-division general education requirements either at the UC or the CSU system. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is generally required for admission. IGETC is not appropriate for some majors. Students should request certification from Admission and Records prior to transfer. Please see a counselor for additional information and guidance.

**Note:** All courses used for IGETC must be completed with a "C" grade or better and must be IGETC approved at the time the course is completed.

\_\_ **GE Units** (this sheet) + \_\_ **Major Units** (see [www.assist.org](http://www.assist.org)) + \_\_ **Elective** (classes 001-049 UC, classes 001-099 CSU) = **60 Units required**

<b>AREA 1 – English Composition</b>			
<b>CSU – 3 courses required one each from Group 1A, 1B, and 1C. UC – 2 courses required, one each from Group 1A and 1B</b>			
	C	IP	P
<b>Group A – English Composition</b> (1 course, 3 semester/4-5 quarter units) <b>ENGL 001</b>  Course from another college _____ Advanced Placement Exam _____			
<b>Group B – Critical Thinking – English Composition</b> (1 course, 3 semester/4-5 quarter units) <b>ENGL 002+, 004, PHIL 005.</b>  Course from another college _____			
<b>Group C – Oral Communication (CSU Requirement Only)</b> <b>COMM 001, 002, 006.</b>  Course from another college _____ Advanced Placement Exam _____			

<b>AREA 2 – Mathematical Concepts and Quantitative Reasoning</b>			
<b>1 course with at least 3 semester units or 4-5 quarter units</b>			
<b>MATH 002+, 004+, 011, 012, 020+, 021+, 022+, 023, 030+, 031+, 040.</b>  Course from another college _____ Advanced Placement Exam _____			

<b>AREA 3 – Arts and Humanities</b>			
<b>At least 3 courses with at least one course from the Arts and at least one course from the Humanities. 9 semester units or 12-15 quarter units</b>			
<b>3A – Arts</b>  <b>ART 001, 002, 003, 003A, 003B, 010, 011, 012; CINA 010, 011; MUSC 005+, 007, 008, 013; PHOT 035; THEA 006, 009, 010, 011, 013, 048A.</b>  Course from another college _____ Advanced Placement Exam _____			
<b>3B – Humanities</b>  <b>ENGL 012, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 036, 038, 040, 041, 044; HIST 002*, 003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 031*, 037*;            HUMN 001, 002, 003; PHIL 003, 004;            GRMN 002, 003, 004, 011, 033, 034; SPAN 002+, 003, 004, 025, 026, 033+, 034+;            FREN 002, 003, 004;</b>  Course from another college _____ Advanced Placement Exam _____			

C = Completed      IP = In Progress      P = In Planning      (L) Lab course      Updated: 2/18/2016  
 (\*) May be used in only one area.  
 (+) Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details



### AREA 4 – Social and Behavioral Sciences

**3 courses from at least 2 disciplines/7-9 semester units or 12-15 quarter units**

	C	IP	P
<b>4A – Anthropology &amp; Archaeology:</b> ANTH 002, 007 <b>4B – Economics:</b> ECON 001, 002, 010 <b>4C – Ethnic Studies:</b> PLSC 005; PSYC 007; SOCS 022, 023, 025, 028 <b>4D – Gender Studies:</b> PLSC 019 <b>4E – Geography:</b> GEOG 002, 004, 006 <b>4F – History:</b> HIST 002*, 003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 031*, 037* <b>4G – Interdisciplinary, Social &amp; Behavioral Sciences:</b> CDFS 038; COMM 012; JOUR 011; PLSC 048G; SOCS 025, 027, 028, 030 <b>4H – Political Science, Government &amp; Legal Institutions:</b> CJ 001; IR 001; PHIL 006; PLSC 001+, 002, 003, 004, 005, 006, 016, 019 <b>4I – Psych:</b> CDFS 038; PSYC 001+, 002, 004, 005, 006, 007, 010, 020, 030, 034; SOC 030 <b>4J – Sociology &amp; Criminology:</b> SOC 001, 002, 023, 030, 040, 045  Course from another college _____ Advanced Placement Exam _____			

### AREA 5 – Physical and Biological Sciences

**At least 2 courses; one Physical Science course and one Biological Science course; at least one must include a laboratory.  
7-9 semester units or 9-12 quarter units**

<b>5A – Physical Science</b> ASTR 010, 030+, 040+; CHEM 001(L), 002(L), 003(L), 004(L), 010(L)+, 011(L)+; GEOG 001; GEOL 001, 005; PHYS 002(L)+, 004(L)+, 006(L)+, 007(L)+, 008(L)+, 010+; PHSC 012(L)+ Course from another 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) Course from another college _____ Advanced Placement Exam _____			
<b>5C – Laboratory Requirement (Select one laboratory unless met in 5A or 5B)</b> ANTH 001L; ASTR 020; BIO 012L+; BIO 016L+; GEOG 001L; GEOL 002			

### Area 6 – Language Other Than English (UC Requirement Only)

**Proficiency equivalent to two years of high school study in the same language.**

Solano College courses that fulfill this requirement are: ASL 046, 047; FREN 001, 002, 003, 004, 032; GRMN 001, 002, 003, 004, 032, 033, 034; ITAL 032, 033, 034; LATN 002, 003; SPAN 001, 001S, 002+, 002S+, 003, 004, 032, 033+, 034+ Completed in high school _____ Course from another college _____ Advanced Placement Exam _____			
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### SCC Graduation Requirement

**To meet the Solano Community College graduation requirement using Option B General Education, select one of the following cross-cultural courses below, which may be used in one other Area as well. (Please note that if you are earning an AA-T or AS-T, you are exempt from this requirement.)**

ART 012; CINA 011; COMM 012; ENGL 012, 036; HIST 037; HUMN 003; MUSC 013; PLSC 005; SOCS 022; THEA 013 NOTE: CDFS 053 and COUN 055 also meet this requirement but are not UC transferable.			
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### CSU Graduation Requirement

**CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet American Institution requirement may also be used to satisfy any other Area.**

<b>American Institutions (Group 1)</b> PLSC 001, 005			
<b>American Institutions (Group 2)</b> HIST 017, 018, 028, 029, 037			

C = Completed

IP = In Progress

P = In Planning

(L) Lab course

Updated: 2/18/2016

(\*) May be used in only one area.

(+) Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details



# CSU General Education Option C

## 2016-2017

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 in each subject area (A-E) minimum. Partial certification is also available for students missing one or more courses. Students should request certification from Admissions and Records Office prior to transfer. Please see a counselor for additional information and academic guidance.

     GE (this sheet) +      Major Units (www.assist.org) +      Elective Units (any class 001-099 CSU) = **60 Units required**

<b>AREA A – English Language Communication and Critical Thinking</b>			
(minimum of 9 units) Select one course from Group A1, Group A2, and Group A3			
	C	IP	P
<b>A1 – Oral Communication</b> COMM 001, 002*, 006*  Course from another college _____ Advanced Placement Exam _____			
<b>A2 – Writing Communication</b> ENGL 001  Course from another college _____ Advanced Placement Exam _____			
<b>A3 – Critical Thinking</b> COMM 002*, 006*; ENGL 002, 004; PHIL 001, 005  Course from another college _____			
<b>AREA B – Scientific Inquiry and Quantitative Reasoning</b>			
(minimum of 9 units) Select one Physical Science, one Life Science (one lab required) and one Mathematics course			
<b>B1 – Physical Science</b> ASTR 010, 030, 040; CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L), 051(L); ENGR 030; GEOG 001; GEOL 001, 005; PHYS 002(L), 004(L), 006(L), 007(L), 008(L), 010; PHSC 012(L)  Course from another college _____ Advanced Placement Exam _____			
<b>B2 – Life Science</b> ANTH 001; BIO 002(L), 003(L), 004(L), 005(L), 012, 014(L), 015(L), 016, 018*, 019(L)  Course from another college _____ Advanced Placement Exam _____			
<b>B3 – Laboratory Courses (Select one laboratory unless met in area B1 or B2)</b> ANTH 001L; ASTR 020; BIO 012L, 016L; GEOG 001L; GEOL 002			
<b>B4 – Mathematics</b> MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051  Course from another college _____ Advanced Placement Exam _____			
<b>AREA C – Arts and Humanities</b>			
(minimum of 9 units) Select at least one course in each of the two categories, Arts and Humanities.			
<b>C1 – Arts</b> ART 001, 002, 003A, 003B, 010, 011, 012, 030B; CINA 010, 011; MUSC 005, 007, 008, 013; PHOT 035; THEA 001, 002, 005, 006, 009, 010, 011, 013, 048A  Course from another college _____ Advanced Placement Exam _____			
<b>C2 – Humanities</b> ASL 046, 047; ENGL 006, 007, 012, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 036, 038, 040, 041, 044, 058; HIST 002*, 003*, 004*, 005*, 010*, 017*#, 018*#, 028*#, 029*#, 031*, 037*#; HUMN 001, 002, 003; PHIL 003, 004; FREN 001, 002, 003, 004, 011, 012, 031, 032; GRMN 001, 002, 003, 004, 011, 012, 031, 032, 033, 034; ITAL 031, 032, 033, 034; LATN 001, 002, 003; SPAN 001, 001S, 002, 002S, 003, 004, 011, 012, 025, 026, 031, 032, 033, 034.  Course from another college _____ Advanced Placement Exam _____			

C = Completed      IP = In Progress      P = In Planning      (L) Lab course      Updated: 2/18/2016  
 \* May be used in only one area. # Meets American Institution requirement.

<b>AREA D – Social Sciences</b>			
<b>(minimum of 9 units) Select courses from at least two different course disciplines.</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>D0 – Sociology &amp; Criminology</b> SOC 001, 002, 023, 040, 045, 075			
<b>D1 – Anthropology &amp; Archaeology</b> ANTH 002, 007			
<b>D2 – Economics</b> ECON 001, 002, 010			
<b>D3 – Ethnic Studies</b> COMM 012; COUN 055; HIST 028*#, 029*#, 031*; PLSC 005#; PSYC 007; SOC 023; SOCS 022, 023, 025, 027, 028,			
<b>D4 – Gender Studies</b> HIST 037*#; PLSC 019; PSYC 010			
<b>D5 – Geography</b> GEOG 002, 004, 006			
<b>D6 – History</b> HIST 002*, 003*, 004*, 005*, 010*, 017*#, 018*#, 028*#, 029*#, 031*, 037*#			
<b>D7 – Interdisciplinary, Social &amp; Behavioral Sciences</b> CDFS 038* 053, JOUR 011; COMM 012; PLSC 048G; PSYC 030; SOC 030; SOCS 028, 030; TV 050			
<b>D8 – Political Science, Government &amp; Legal Institutions</b> CJ 001; IR 001; PHIL 006; PLSC 001#, 002, 003, 004, 005#, 006, 016, 019			
<b>D9 – Psychology</b> CDFS 038*; PSYC 001, 002, 004, 005, 006, 007, 010,			
Course from another college _____ Advanced Placement Exam _____			

<b>AREA E – Lifelong Learning and Self Development</b>			
<b>(minimum of 3 units)</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>BIO 018*</b> ; <b>CDFS 038*</b> , 040, 050, 054, 070; <b>COUN 007</b> , 050, 058, 083, 098; <b>HED 002</b> , 003; <b>NUTR 010</b> , 054; <b>PSYC 006</b> , 020, 034, 040; <b>^KINE 005Q</b> , 005R, 006G (^Limitation on Area Credit)			
Course from another college _____ Advanced Placement Exam _____			

<b>CSU Graduation Requirement</b>			
<b>CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet this requirement may also be used in Area C or D.</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>American Institutions (Group 1)</b> PLSC 001, 005			
<b>American Institutions (Group 2)</b> HIST 017, 018, 028, 029, 037			

<b>SCC Graduation Requirement</b>			
<b>To meet the Solano Community College graduation requirement using Option C General Education, select one of the following cross-cultural courses below, which may be used in one other area as well. (Please note that if you are earning the AA-T or AS-T, you are exempt from this requirement.)</b>			
	<b>C</b>	<b>IP</b>	<b>P</b>
<b>ART 012</b> ; <b>CINA 011</b> ; <b>COMM 012</b> ; <b>COUN 055</b> ; <b>ENGL 012</b> , 036; <b>HIST 037</b> ; <b>HUMN 003</b> ; <b>MUSC 013</b> ; <b>PLSC 005</b> ; <b>SOCS 022</b> or <b>THEA 013</b>			

C = Completed      IP = In Progress      P = In Planning      (L) Lab course      Updated: 2/18/2016  
 \* May be used in only one area. # Meets American Institution requirement.

# Transfer to Four-Year Colleges & Universities

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## 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 patterns. The first pattern is known as the Intersegmental General Education Transfer Curriculum (IGETC) and the other is the California State University General Education Breath pattern (CSU GEB). 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 minimum grade of "C" or better.

The CSU GEB 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 courses completed.

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 may be verified 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

Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units.
- Have a minimum cumulative grade point average of 2.00 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.)

# Transfer to Four-Year Colleges & Universities

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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 39 semester units in the following categories:

- A. A minimum of 9 semester units in communication in the English language, to include both oral communication and written communication, and critical thinking.
- B. A minimum of 9 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.
- C. A minimum of 9 semester units from the arts, literature, philosophy, and foreign languages.
- D. A minimum of 9 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.

# Transfer to Four-Year Colleges & Universities

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## 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.)

## 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 IGETC Option B page for the specific Solano Community College courses.

## 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

# Transfer to Four-Year Colleges & Universities

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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.

# CTE Degree & Certificate Programs

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## **Workforce Development**

Solano Community 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.

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 occupational training through our career technical education (CTE) programs is provided for all students regardless of race, handicap, national origin, age or gender. Solano Community College career technical education (CTE) programs encourage women and men to enter non-traditional fields for their gender.

## **Short-Term Courses**

Solano Community 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**

Solano Community College offers a wide variety of programs and courses leading to the Associate in Arts or Associate in Science degrees. These courses are also available to students who wish to develop personal and technical competence in an occupational area or in an academic discipline. Some programs offer specific areas of concentration within a degree.

A number of Certificate of Achievement programs are offered for students seeking specialized training in specific fields. All courses for the Certificate must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis. All credits

earned in certificate programs may be counted toward the Associate in Arts or Associate in Science (A.A./A.S.) degree, and in some instances credit for certificate courses may be transferable to four-year colleges. To be eligible for a certificate, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

Many Job-Direct certificate programs are also offered. These programs are specifically designed to prepare students for employment in the identified field.

Not all credits earned in the Job-Direct certificate programs may be counted toward the A.A./A.S. degree or the Certificate of Achievement.

Students planning to transfer to four-year institutions should consult the catalog of the college to which they intend to transfer. Also, they should meet with a counselor to coordinate their A.A./A.S. courses with transfer requirements. This is the best way to ensure that the program taken at Solano Community College satisfies lower division requirements of the transfer institution.

Requirements for all programs leading to the Associate in Arts or Associate in Science degrees, Certificates of Achievement, and Job-Direct Certificates appear on the following pages.

## **Gainful Employment Programs**

Gainful Employment programs include all programs at public and not-for-profit institutions that do not lead to a degree, that are not fully transferable to a bachelor's degree program or that are not considered to be basic skills or preparatory course work for enrollment in an eligible program.

Recognized Occupations are those identified by a federal Standard Occupational Classification (SOC) code established by the Office of Management and Budget, by an Occupational Network (O\*NET-SOC) code established by the U.S. Department of Labor, or those determined by the U.S. Secretary of Education in consultation with the U.S. Secretary of Labor.



# Program Degrees and Certificates

	CTE	Assoc. Degree	Certificate		CTE	Assoc. Degree	Certificate
<b>Accounting</b>	•	•	•	<b>International Relations</b>			•
<b>Aeronautics</b>				<b>Journalism</b>	•	•	
Airframe & Powerplant				<b>Kinesiology</b>			•
Maintenance Technician	•	•	•	Physical Education			•
Airframe Maintenance Technician	•	•	•	Sports Medicine/Fitness			
Powerplant Maintenance Technician	•	•	•	Science Transfer			•
<b>Art</b>		•		<b>Language</b>			
Art History		•		Foreign Language, General		•	
Graphic Design & Illustration	•	•		French		•	
Three-Dimensional		•		German		•	
Two-Dimensional		•		Spanish		•	
<b>Automotive</b>				<b>Management</b>			
Body & Repair	•	•	•	Management	•	•	•
Technician	•	•	•	Retail Management: WAFC	•	•	•
<b>Biology</b>		•		Small Business Management	•	•	•
<b>Biotechnology</b>				<b>Marketing</b>	•	•	•
Applied Biotechnology	•		•	<b>Mathematics</b>		•	
Industrial Biotechnology	•	•	•	<b>Mechatronics</b>	•	•	•
<b>Business</b>				<b>Music</b>			
Business Insurance: Property				Instrumental		•	
& Casualty	•	•	•	Theory-Composition		•	
Business, General: Transfer			•	Vocal		•	
<b>Chemistry</b>		•		<b>Nursing, Registered</b>	•	•	
<b>Child Development and</b>				<b>Office Technology</b>			
<b>Family Studies</b>	•	•	•	Administrative Assistant	•	•	•
<b>Computer &amp; Information Science</b>				Medical Front Office Clerk	•		•
Computer Programming	•	•	•	Medical Office and Coding			
Microcomputer Applications	•	•	•	Specialist	•	•	•
Web Development & Administration	•	•	•	<b>Photography, Professional</b>	•	•	•
<b>Cosmetology</b>	•	•	•	<b>Physics</b>			•
<b>Criminal Justice</b>				<b>Psychology</b>			•
Computer Forensics	•	•	•	<b>Real Estate</b>	•	•	•
Corrections	•	•	•	<b>Science, General</b>			•
Law Enforcement	•	•	•	<b>Social Sciences</b>			•
<b>Drafting</b>				<b>Sociology</b>			•
Drafting Technician	•	•	•	<b>Theatre Arts</b>			•
Survey Technician /				<b>Television (Film and Television)</b>			•
Civil Drafting Technician	•	•	•	<b>University Studies</b>			
<b>English</b>		•		Arts & Humanities		•	
<b>Ethnic Studies</b>		•		Communication		•	
<b>Film (Film and Television)</b>		•		Liberal Studies for Elementary			
<b>Fire Technology</b>	•	•	•	Teacher Preparation		•	
<b>Horticulture and Plant Science</b>	•	•	•	Science & Quantitative Reasoning		•	
<b>Human Services</b>	•	•	•	Social Science		•	
<b>Interdisciplinary Studies</b>				<b>Water &amp; Wastewater Technology</b>	•	•	•
Arts & Humanities		•		<b>Welding</b>			
Communication		•		Industrial Technician	•	•	•
Science & Quantitative Reasoning		•		Technician	•	•	
Social Science		•					
Wellness & Self Development		•					

\*Communications Studies formerly Speech; Child Development and Family Studies formerly Human Development and Early Childhood Education; Kinesiology formerly Physical Education

# Job Direct Certificates

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## Job Direct Certificates

Awarded in the following fields to students who satisfactorily complete a fast-track program to prepare them for employment:

<b>Accounting</b>	Account Clerk
<b>Business</b>	Insurance Specialist
<b>Computer Information Science</b>	Computer Applications Specialist Database Specialist Microsoft Office Master Microsoft Office Specialist Web Developer Web Programmer
<b>Drafting</b>	Computer Aided Drafting (CAD) Technician
<b>Horticulture</b>	Landscape Worker
<b>Kinesiology</b>	Fitness Professional
<b>Nursing</b>	Certified Nursing Assistant Emergency Medical Technician I
<b>Occupational Education</b>	Soft Skills for Technicians
<b>Welding</b>	Welding Equipment Operator

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.

# Associate Degree for Transfer (ADT)

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The Student Transfer Achievement Reform Act of 2010 (SB 1440 - Padilla) enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student's community college major. For more information, see the California Chancellor's Office website on SB 1440 Associate Degrees for Transfer <http://www.sb1440.org/>

ADT Programs	A.A.-T	A.S.-T
Administration of Justice		•
Anthropology	•	
Art History	•	
Business Administration		•
Communication Studies	•	
Early Childhood Education		•
English	•	
Geography	•	
History	•	
Journalism	•	
Kinesiology	•	
Mathematics		•
Physics		•
Political Science	•	
Psychology	•	
Sociology	•	
Spanish	•	
Studio Arts	•	
Theatre Arts	•	