



*www.solano.edu*

*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  
4000 Suisun Valley Road  
Fairfield, California 94534-3197  
(707) 864-7000*

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**2004-2005 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.

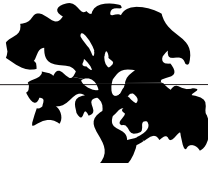
Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations. Courses as described in this Catalog are subject to change without notice, and some listed courses are not offered each year. The College reserves the right to adjust fees, conditions 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 preference, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the Director of Human Resources (707) 864-7122.



*please  
recycle  
responsibly*



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# Welcome to Solano Community College

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## ACCREDITATION AND APPROVALS

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

## MEMBERSHIPS

- American Association of Community Colleges
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Research and Planning Group of California Community Colleges
- Solano Economic Development Corporation (Solano EDC)
- Solano University and Community College Educational Support Services (SUCCESS)
- Solano, Napa and Partners (SNAP) Library Consortium

# Academic Calendars

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## SUMMER 2004

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SESSION	INSTRUCTION BEGINS	INSTRUCTION ENDS
6 weeks	June 21	July 29
8 weeks	June 21	August 12

*Final examinations are on the last meeting day of class.*

## FALL 2004

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### August 23, 2004 (Monday)

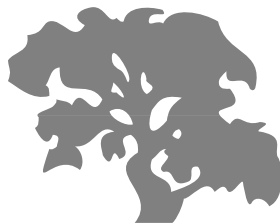
September 6, 2004

November 11, 2004

November 24, 25, 26, 2004

December 16-22, 2004

December 13-17, 2004



### INSTRUCTION BEGINS

Labor Day, no classes

Veterans Day, no classes

Thanksgiving Holiday, no classes

Day final examinations

Evening final examinations

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## SPRING 2005

### January 19, 2005 (Wednesday)

February 18, 2005

February 21, 2005

March 28-April 1, 2005

May 19-25, 2005

May 17-23, 2005

May 25, 2005

May 30, 2005

### INSTRUCTION BEGINS

Lincoln's Birthday, no classes

President's Day, no classes

Spring vacation

Day final examinations

Evening final examinations

Commencement

Memorial Day, no classes

# General Information

## Welcome



Welcome to Solano Community College! Our tradition of excellence will provide a stimulating learning environment to meet or exceed all your expectations. You will find faculty dedicated to your learning and staff willing to assist you in your success. Solano Community College stands ready to serve your educational needs with current curriculum. Whether you are preparing for transfer to a college or university, seeking an occupational degree or certificate, engaged in professional development or personal improvement, or training as part of local business and industry, we are pleased that you have chosen Solano Community College.

Join us in sharing the spirit and excitement of learning, teaching, scholarship and community at Solano Community College. We are proud of our current and former students, the College and of our 59 years of service to the community. Please accept my personal best wishes for your success while attending Solano Community College as well as in future years.

Paulette J. Perfumo, Ph.D.,  
Superintendent-President

## Solano Community College

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

Solano College is part of California's public community college system of 108 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Winters, as well as Travis Air Force Base and a portion of Napa 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 on and off the campus, via television, online, home study and travel study. Short-term classes, open-entry/open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

With the current student population of over 11,000 almost evenly divided between day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.



*Innovative Education for the 21st Century*

# Mission and Goals

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## VISION STATEMENT

Solano Community College will be a premier educational institution for academic development, workforce preparation and lifelong learning. To achieve our vision, Solano Community College is committed to excellence, innovative teaching and learning, and student success through the unified efforts of the campus community.

## CORE VALUES

Solano Community College is committed to excellence. The College has adopted the following Core Values to guide our policies, procedures, and daily practices:

**Focus on students.** We exist to meet the educational needs of our students. Everything we do contributes to and promotes the quality of their access, learning and success.

**Accountability.** We are individually and collectively responsible for achieving the highest level of performance in fulfilling our mission. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

**Quality.** We share a commitment to excellence and continuous improvement. We emphasize the best in teaching and learning, student achievement, the use of technology, and the delivery of support services.

**Innovation.** The College encourages and supports creativity, collaboration, and risk-taking. We foster and promote innovation in the design, development, support, delivery and management of all programs and services.

**Diversity.** We are a multicultural and diverse organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering the diversity of our staff, faculty and student body. We recognize the worth of each individual and his or her ideas, and treat each other and those we serve fairly, with compassion, and with respect.

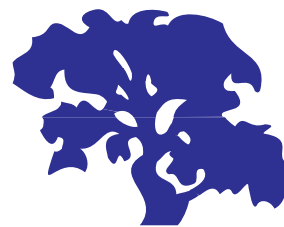
## MISSION STATEMENT

The mission of Solano Community College is to provide the highest quality academic, occupational, cultural, developmental, and continuing education programs that are responsive to the learning needs of our community. In doing so we are dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in the 21st century.

**Respect.** We demonstrate a commitment to the value of each individual through trust, cooperation and teamwork. We seek active participation, open communication and exchange of ideas, and collaborative decision-making.

**Responsiveness to the Community.** We recognize that our students and our community deserve our best efforts and are committed to understanding and serving their educational needs. We seek to initiate and cultivate working partnerships with business, industry, government and other institutions.

**Pro-active Leadership.** We continually set aggressive goals and commit ourselves to their achievement. We recognize the importance of learning in people's lives and understand our responsibility to provide educational leadership that responds to the current and future needs of our communities.



# Glossary

**Academic Renewal** - A process that allows students to petition for the elimination of clearly substandard coursework (grades D or F) in the calculation of their GPA.

**Academic Year** - Consists of the summer session and fall semester of one year and the spring semester of the following year.

**Accredited Institution** - A college or university which has been accredited by an institutional accrediting body which is recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

**Add** - Officially enrolling in a course.

**ASSIST** - A computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. The ASSIST web site is: [www.assist.org](http://www.assist.org).

**Assessment/Placement Tests** - Tests given prior to registration in classes. The results are used to determine the student's placement at the most appropriate class level.

**Associate Degree (A.A. or A.S.)** - A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student's satisfactory completion of an organized program of study of at least 60 units, including the major and general education requirements.

**Bachelor's Degree (B.A., A.B., or B.S.)** - A degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of at least 120 semester units.

**CalWORKs** - California Work Opportunities and Responsibility to Kids program is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job training skills. Effective with the 1998-99 academic year TANF/CalWORKs will be consolidated.

**CAN** - The California Articulation Number (CAN) System provides a cross-reference course identification number for transferable courses. Identically numbered CAN courses are acceptable "in lieu" of each other. The CAN web site is: [www.cansystem.org](http://www.cansystem.org).

**CARE** - Cooperative Agency Resources for Education provides educational support services to Extended Opportunity Programs and Services (EOPS) students who are CALWORKS-dependent, single parents with preschool-aged children.

**Certificate of Achievement** - A certificate granted by a community college which recognizes a student's satisfactory completion of an organized program of vocational study in the major.

**Class Section** - This is identified in the class schedule by a specific registration number.

**College Work Study (CWS)** - A program of federal aid which provides funds for student jobs.

**Community Services Course** - Fee-based, noncredit courses offered through the College Community Service Office.

**Concurrent Enrollment** - Taking one course at a CSU or UC campus while also enrolled as a Solano College student.

**Co-Requisite** - There are two types of co-requisites. The first is a course or equivalent preparation that must be taken concurrently with another course. The second is a course or equivalent preparation that may be completed before OR taken concurrently with another course. Both types of co-requisites are listed under "Prerequisites," but the second type is followed by the parenthetical phrase "may be taken concurrently." A student's enrollment in a course with a co-requisite is blocked until the requirements of the co-requisite are satisfied.

**Course** - A particular portion of a subject selected for study. This is identified by a course number, for example, Psychology 6.

**Course Advisory** - A course or equivalent preparation that will broaden or deepen a student's learning experience in a subsequent course. A student's enrollment in a course with an advisory is not blocked for lack of the advisory skills.

**Course Description** - Brief statement about the content of a particular course.

**Credit** - Refers to the units earned by completing a class.

**Credit by Examination** - Course or unit credit granted for demonstrated proficiency in a given area as determined by an examination.

**Credit/No Credit** - A grading system by which units of credit may be earned but no letter grade is assigned. Such units are not used in computing the grade point average. The credit/no-credit grading option should not be confused with noncredit courses defined below.

**CSU** - California State University System. The CSU web site is: [www.calstate.edu](http://www.calstate.edu).

**Degrees** - A diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are: 1) A.A.— Associate of Arts; 2) A.S.— Associate of Science; 3) B.A.— Bachelor of Arts; 4) B.S.— Bachelor of Science; 5) M.A.—Master of Arts; 6) Ph.D.—Doctor of Philosophy; and 7) Ed.D.—Doctor of Education.

**Disqualification** - A situation caused by low academic or progress performance, in which the disqualified student may not continue at the college without approval for readmission. See Catalog section on Academic Regulations.

**Drop** - Selectively withdrawing from a course, but remaining enrolled in college.

**Drop Dates** - 1) Last day to drop a class with no course or grade recorded (at the 30% point of the class); 2) Last date to drop a class with "W" grade recorded (at the 62.5% point of the class).

**DSP** - Disability Services Program offers supportive services for students with physical, communication, learning disabilities, psychological disabilities or other medical problems.

**Elective** - Courses which are not required for the major or general education but are acceptable for credit. An elective course may be in the student's major area of study or any department of a college.

**EOPS** - Extended Opportunity Programs and Services is a program that provides financially and educationally disadvantaged students with support services that include counseling, financial assistance, tutoring referrals, and assistance towards the purchase of their required textbooks.

**EUREKA** - A computerized career information system available to students in the College Career Center.

**Fast-Track** - Courses or programs offered in an accelerated mode. Fast-track courses can be completed in less than a semester. Fast-track programs can be completed in less time than normally offered programs.

**Full-time Student** - A student taking twelve or more class units in a regular semester. Note: For enrollment fee purposes, the State considers 6 units as full-time.

**General Education Requirements** - Courses covering the broad area of thought and experience common to every person. There are two types of general education or breadth requirements, one for the associate degree and one for a bachelor's degree.

**Good Standing** - Indicates that a student's grade point average in the previous semester and cumulative grade point average is C (2.0) or better.

**Grade Points** - The numerical value of a college letter grade, A-4, B-3, C-2, D-1, others-0.

**Grade Point Average** - Grade point average (G.P.A.) indicates an overall level of academic achievement. It is an important measure used in making decisions on probation and disqualification, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

A-4 grade points per unit  
B-3 grade points per unit  
C-2 grade points per unit  
D-1 grade point per unit  
F-0 grade points per unit

The G.P.A. is calculated by dividing the total number of grade points received by the number of units attempted.

**Honors** - There are two types of Honors courses. 1) A series of independent studies courses in which a student works one-on-one with an instructor on a project in a particular discipline. These courses are designated with the course number "49" or "99" in the discipline in which they are offered. 2) A series of transferable liberal arts courses designed to provide high achieving, highly motivated students with an enriched educational experience. These courses are designated with the letter "H" following the number of the course; i.e., HIST 17H. Some of these courses are also independent studies. These honors courses satisfy requirements of the Liberal Arts Honors program major. (For more information, see the Liberal Arts Honors program description in the "Announcement of Courses and Course Numbers" section of the catalog.)

**Hour** - Same as credit, credit unit, unit (See Credit).

**Hybrid course** - A class presented using a combination of instructional formats. Both in-class and online instruction, assignments, and activities are included in hybrid courses.

**IGETC** - Intersegmental General Education Transfer Curriculum. Completion of the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. (See counselor for exceptions).

**Independent Study** - Opportunity to do individual study in areas not covered in a regular course.

**Job-Direct Certificate** - A certificate granted by Solano College which recognizes a student's satisfactory completion of a fast-track program of study specifically designed to prepare students for employment in the identified field.

**Learning Community** - A class where students work together with a team of instructors from different subject areas to study a theme or question. Learning community classes involve less traditional lecture and more seminar, discussion, and group activities.

**Learning Disability Program** - This program offers specialized services and instruction to students that have been identified as learning disabled.

**Lower Division** - Courses at the freshmen and sophomore level of college.

**Major** - An organized program of courses leading to an Associate Degree or Occupational Certificate.

**Matriculation** - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A primary part of matriculation is the assessment, orientation, and counseling of new non-exempt students. The following students are exempted from the matriculation process: 1) Students who have completed an Associate degree or higher; 2) students who seek to enroll in noncredit courses only; 3) students indicating an education goal of job skills (to maintain current job), personal interest (not for employment), complete credits for high school, or maintain certificate or license (i.e., nursing, real estate).

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**Minor** - The subject field of study which a student chooses for secondary emphasis.

**Noncredit course** - Courses numbered 500-799 which grant no college credit or student grades. A noncredit course should not be confused with the credit/no-credit grading option defined above.

**Online courses** - A means of delivering virtual courses through use of the World Wide Web (WWW) and email.

**Open Entry** - Courses which may be added to a program of study throughout the semester.

**Open Exit** - Courses which may be completed upon fulfillment of course requirements at any time during the semester.

**Prerequisite** - A course or equivalent preparation that must be completed before enrolling in another course. A student's enrollment in a course with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

**Probation** - A trial period in which a student must improve scholastic achievement.

**Program Changes** - Adding or dropping classes after the original program.

**Program of Study** - A planned series of courses and activities.

**Registration** - The process of selecting and enrolling in classes and paying the required fees.

**R.S.V.P.** - Registration Services Via Phone.

**SCC Minimum English Standard** - Eligibility for enrollment in English 370.

**SCC Minimum Mathematics Standard** - Eligibility for enrollment in Math 102 .

**Schedule of Classes** - A booklet used during registration giving the subject, course number, course title, units, time, instructor, and location of all classes offered in a semester.

**Semester** - A subdivision of the academic year into two sessions, usually fall and spring, each lasting approximately seventeen weeks.

**Smart Classroom** - A classroom in which the instructional methods used may include a variety of multimedia technologies such as computers, CD Rom, VCR, Laser Disk, Internet and presentation software programs.

**SOLANOnline** - A means of delivering virtual courses through use of the World Wide Web (WWW) and email. Courses are structured around a teacher's weekly assignments. Students participate in class by sharing thoughts and ideas through message boards and other electronic means. There is no set time when students must be at their computers. The weekly structure keeps the class on track and focused on the same educational goals while allowing an escape from the scheduling demands and conflicts of traditional college courses.

**Student Load** - The number of class units which a student takes in any given semester. A full student load is twelve or more units. A normal full-time class load is fifteen units.

**Substandard Grades** - A grade of D, F, or NC. (*Title V 55761*).

**TAA** - Transfer Admission Agreements.

**TANF** - Transitional Assistance to Needy Families is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job training skills.

**TBA** - To be announced (TBA) is noted in the Schedule of Classes when the room or time of a course was not known at time of schedule printing. Lists are posted at registration time to provide information to replace TBA.

**Tech Prep** - A seamless vocational curriculum partnership between participating high schools and Solano College which leads to technical proficiency / certification and job placement.

**Transcript** - A list of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

**Transfer** - Changing from one college to another after meeting the requirements for admission to the second institution.

**Transfer Course** - A course acceptable for credit at another college.

**Travel Study** - A course which combines traditional class study with the non-traditional learning experience of travel to an off-campus site relevant to the course subject matter.

**Units** - The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Units Attempted (UA)** - Total number of units in the courses for which a student has enrolled and received a grade of A, B, C, D or F.

**Units Completed (UC)** - Total number of units in the courses for which a student has received a grade of A, B, C, D, F, or CREDIT.

**U.C.** - The University of California System. The UC web site is: [www.ucop.edu](http://www.ucop.edu).

**Upper Division** - Courses or classes intended for the junior and senior years of college.

**Variable Units** - The range of units which may be earned in a given course.

**Withdrawal** - Dropping all classes.

# General Campus Information

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## 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 and cash is issued in increments of \$5.00. Bank fees may apply.

## BOOKSTORE

The Bookstore is owned and operated by the Solano Community College District and located in the Student Center, Building 1400. It is responsible for providing textbooks and instructional materials at a reasonable cost. The Bookstore also carries a wide selection of general reading and reference books, study aids, greeting cards, gifts, school and art supplies, and Solano College imprinted clothing. Currently registered students and staff may purchase selected computer software at educational prices. **The Bookstore is open to the public all year, except campus holidays**, and accepts Master Card, Visa, American Express, Discover, and personal checks.

The Bookstore buys many textbooks back during finals and between semesters. Some books not needed or used on this campus may be bought at a nationally established price. For further details about book buyback, refunds, and other policies, please contact the bookstore or check our web site.

Call the Bookstore direct, (707) 864-7111, for more information and hours of operation. Textbook information, hours of operation, products, services, online ordering, and policies are available on the Bookstore's web site ([www.solano.edu/bookstore](http://www.solano.edu/bookstore)).

## CAFETERIA

The Fresh & Natural Cafe at Solano College is located in the Student Center, Bldg. 1400. The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages. To complete this well-rounded fare, there is an Espresso Cart. The cafeteria hours of operation are Monday through Thursday, 7:30 am to 9:00 pm, and Fridays from 7:30 am to 3:00 pm.

## COMMUNITY SERVICES

The Community Service Office offers a wide range of noncredit, fee-based classes and workshops open to the public as well as continuing education courses for those in the professions. Community Service courses and workshops do not receive tax or state support, but rely entirely on

participant fees to cover instructional costs, class materials and facilities. A free bulletin of courses and workshops, *Vistas*, is distributed each semester (fall and spring), and is online: [www.solano.edu/communityservices](http://www.solano.edu/communityservices). Community Services also arranges for community use of campus facilities, distributes the Schedule of Classes, Catalog, and brochures, and provides general College information.

## CONTACTING STUDENTS - EMERGENCY ONLY

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the College staff) on campus by calling the Office of 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 daily from 9:00 a.m. to 2:00 p.m. in Building 1600, room 1610. *All work is done by students only.* Appointments are appreciated but not required. For more information, please call (707) 864-7180.

## CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

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

## EDUCATIONAL FOUNDATION

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

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

## HOUSING

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

## PARKING

**Parking Permits:** Semester parking permits can be purchased at the office of Admissions and Records, Library/Student Services Building (Bldg. 100): \$20 for vehicles. Summer session fees are \$6 for autos. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell or loan your parking decal to another person. *Parking permits are required each semester and during summer sessions.* Faculty/staff parking is enforced 7 days a week, 24 hours a day. *All permits (semester and daily) must be clearly displayed with numbers visible to be valid.*

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

**Parking Enforcement:** During the first two weeks of the fall/spring semester and during the first week of summer session, parking is not enforced in student lots 1-6. Thereafter, parking is enforced Monday-Friday, 8 am - 10 pm. *You must have a valid permit.*

**Suisun Valley Road Campus:** Parking for students is provided in clearly designated areas of the campus. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for handicapped persons. Student parking is provided in Lots 1, 2, 3, 4, 5 and 6. *California Vehicle Code* and District parking regulations are enforced by the Solano Community College Police Department.

**Vacaville Center:** A parking permit is required to park at the Vacaville Center. Semester parking fees are \$20. Summer session fees are \$6 for autos. Daily permits may be purchased at the Vacaville site. The permit dispensers take 4 quarters only. Daily permits are not interchangeable between the main campus and the Vacaville site.

**JFK Library/Vallejo:** Parking is free at the JFK Library/Vallejo site, however, there is a three-hour limit.

**Daily Parking Permits:** If students prefer not to purchase a semester permit, they must purchase daily parking permits from the red dispensers located in each student lot at a cost of \$1 per day (4 quarters only). New daily permits must be purchased each day students park on campus. If the permit dispensers malfunction, notify the Police in Room 1109 immediately. If a dispenser is covered, you must purchase a permit in an adjacent lot. *Daily parking permits are valid in lots 1-6 and are not interchangeable between the main campus and the Vacaville site.*

**Handicap Parking:** If all the handicap stalls are full, you may park in faculty/staff lots. You must have a handicap placard or plates AND a current parking permit to park in faculty/staff parking. *Your placard and permit must be clearly displayed.*

**Rideshare Permits:** Rideshare permits are issued by the Student Development Office in room 1409 (across from the Bookstore). Vehicles displaying valid rideshare permits may park only in the spaces reserved for rideshare participants and not in any other lots. If you do not have a rideshare permit, you cannot park in the rideshare spaces. Rideshare permits are not valid at the Vacaville Center. Rideshare vehicles must contain 3 or more students for the permit to be valid.

**Visitor Parking:** Limited 30-minute visitor parking spaces are available at the campus in lot #1. They are marked "Visitors Parking" and are located along the white curb line. For visits longer than 30 minutes, purchase a daily permit from the red dispensers located in lots 1-5 and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. The visitors parking area is not to be used by faculty, staff or students.

**General Information:** Parking decals are good for all campuses. Permits must be located as indicated on the permit directions. Parking fees are subject to change.

Parking brochures are available at the Police Department, Student Center (Bldg. 1400), Switchboard (Bldg. 600), and at the Office of Admissions and Records (Bldg. 100). An Amnesty Program and an appeal process are available for parking citations. If you have any questions, please drop by the Police Department in Room 1109 (portable buildings) or call (707) 864-7131.

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## PUBLICATIONS

Solano Community College publishes a general Catalog annually, a Schedule of Classes prior to each semester (fall, spring, summer), a Community Services Bulletin, *Vistas*, twice a year (fall, spring), and a variety of brochures on specific areas of study and student services. Students publish a weekly bulletin, the *ASSC Newsletter*, and a weekly campus newspaper, *The Tempest*. The College also maintains a web site with current information on classes, programs and services: [www.solano.edu](http://www.solano.edu).

## STUDENT PLACEMENT SERVICES

The Student Placement Service offers free employment assistance to all Solano College students and alumni in obtaining full or part-time employment on and off campus. Aside from up-to-date listings of current employment opportunities, students can benefit from a variety of placement services that will help match their skills, interests and needs with an appropriate job. For further information, please stop by the Student Placement office located in the portables, room 1106, across from the Campus Police Office. The office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m.

## STUDENT RIGHTS

**Free Speech** - Every student is guaranteed the right of full expression and advocacy (*Board Policy §5570*), 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.

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.

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

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

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

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

**Release of Student Information** - Student information cannot be released without the written consent of the student as provided for in the [Family Educational Rights and Privacy Act of 1974](#).

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

**Your Rights To Privacy** - While the College does not provide general directory services, it may (by law under special circumstances) release the following information about you: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school of attendance. If you do not wish such information to be released about your participation or status, you should notify in writing, the Office of Admissions and Records at the beginning of each semester or session of attendance.

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## CIVIL RIGHTS/TITLE IX:--

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

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with state law, will not tolerate behavior by students or staff, which insults, degrades, threatens, stereotypes or otherwise discriminates on the basis of marital status, pregnancy, sexual orientation, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified another form of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status. Complaints should be filed with the Director of Human Resources, building 600.

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

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

**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.

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The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

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

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

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

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

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

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

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

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

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

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