

Student Services

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

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (room 1409) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in room 1404 in the Student Center. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff and faculty) who are working to make the student experience at Solano Community College a successful one.

CALWORKS (FORMERLY AFDC)

Solano College offers programs designed to prepare CalWORKs students for entry-level jobs and career opportunities combined with extensive coordinated services to assist in the transition from welfare to long-term self-sufficiency. Solano's CalWORKs program provides access for students to the following services:

- Childcare
- Financial aid
- Career counseling
- Assistance with transportation
- Work readiness skills
- Internships and workstudy
- Assistance with job search and placement

Solano College's job training programs are approved by the Solano County Department of Health & Social Services. For more information, contact the CalWORKs Coordinator/Counselor at (707) 864-7000, ext. 645 or 252, or stop by the CalWORKs office in room 1106 (Bldg. 1100).

CAREER INFORMATION CENTER

The Career Information Center, located in room 130, houses information and resources on occupations, including employment outlooks, education and training requirements, prospective employers, and current salaries. The Center offers EUREKA, computerized career information system, as well as a full collection of college catalogs. For more information or appointments, call the Career Center at (707) 864-7000, ext. 480.

CHILDREN'S PROGRAMS

The Solano Community College Children's Programs include full and part-day programs for children from four months-of-age to kindergarten entrance, as well as morning and afternoon preschool programs for three- and four-year-old children. The Children's Programs are sponsored by the Early Childhood Education Department and are designed to provide a high quality, developmentally appropriate educational experience for the children, while providing safe, reliable child care for student parents. Early Childhood Education students learning to be teachers of young children complete their student teaching "practicum" requirement in the Children's Programs and add their enthusiasm and creativity to the programs. The programs for each age group are interesting and varied, with art, science, math, music, cooking, manipulatives, story time, and outdoor activities offered daily in the preschool programs. Programs for the younger age groups focus on self-help skills, language development, and interpersonal social skill development.

The Children's Programs are housed in Building 200, the newest building on campus, and one carefully designed and beautifully equipped to meet the needs of the children and teachers in the programs. The Children's Programs are open from 7:45 a.m. to 5:00 p.m. during the school year. Children are placed in the infant, toddler, two-year-old, or preschool group based on their age and maturity, and may attend for full or part-day.

Student parents are assigned a schedule in the center based on their college class schedule. Monday-Wednesday-Friday, Tuesday-Thursday, or five-days-per week schedules are available.

The Children's Programs are open to the students, faculty, and staff of Solano College. Community children may attend on a space-available basis. Fees vary according to the parent's income and the child's age. A majority of our openings are state or federally subsidized with free or low-cost child care available to low income parents. Student parents enrolled in six units or more have priority for enrollment. Both school year and summer school programs are available.

Parents may place their child(ren) on the waiting list for either subsidized or non-subsidized enrollment by visiting the Children's Programs Office in Building 200. For more information, call the Children's Programs at (707) 864-7182.

COOPERATIVE AGENCY RESOURCES FOR EDUCATION (C.A.R.E.) PROGRAM

The CARE Program provides additional support services to EOPS students. Eligibility criteria for the CARE Program: must be an EOPS student, at least 18 years of age and a single parent head-of-household, a current recipient of AFDC/TANF/CalWORKs, have one child under 14 years of age, and be enrolled full-time at Solano College. Support services provided to CARE students include: assistance with child care expenses, textbooks-supplies, and transportation costs; counseling and advisement, personal development activities; and help from peer counselors who are often single parents. For more information, contact the EOPS Office at (707) 864-7000 ext. 444.

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; they assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are advised to consult with a counselor prior to each registration period. Counselors are available on a same day appointment basis. For specific times of services or more information, please contact the Counseling Center located in the Library/Students Services Building (Bldg. 100) or call (707) 864-7101. For recorded information, call (707) 864-7000 ext. 5200.

ENGLISH AS A SECOND LANGUAGE (ESL) LAB

The English as a Second Language Department operates an ESL Lab in room 130 of the Library/Student Services Building to provide listening comprehension and pronunciation practice for second language learners. Students may also work on grammar and elementary word processing while carrying 1/2 to 1 unit per semester up to a maximum of 3 units.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS offers services to students who are both financially and educationally disadvantaged. Additional eligibility criteria for the EOPS Program includes:

- Be a legal resident of California
- Be enrolled in 12.0 semester units at Solano College

- Qualify for Fee Waiver A or B and
- Be educationally disadvantaged according to state defined *Title V* Education Code

Services include assistance in transferring to four-year colleges and universities; academic, career and personal counseling; book services; priority registration and EOPS grants for those who qualify. For more information, contact the EOPS Office, in room 1104, in the portable buildings; or call (707) 864-7000, ext. 444, or go online at www.solano.edu and click on Financial Aid.

FINANCIAL AID PROGRAMS AND ELIGIBILITY

Introduction: **There are three basic types of financial aid:**

- Grants - Awards that a student does not have to repay, unless the student drops all classes before completing 60% of the semester.
- Federal Work-Study - Part-time work earned monthly.
- Loans - Money that a student can borrow and must repay with interest.

How to Apply for Financial Aid: All students are encouraged to apply for the array of Federal and State Financial Aid programs offered at Solano Community College. By completing the Free Application For Federal Student Aid (FAFSA) or Renewal FAFSA, students will automatically be considered for most federal and state programs.

The FAFSA is typically available in December of each year and should be completed and mailed to the United States Department of Education processing center between January 1 and no later than March 2 to meet the Solano Community College priority filing date. Students must reapply each year. Students are encouraged to apply over the internet at www.fafsa.ed.gov. For more information, go online to www.solano.edu and click on Financial Aid.

Fee Waiver Program: All California residents are encouraged to apply for a state funded Board of Governors (BOGG) Fee Waiver to meet the California Community College mandatory enrollment fee. By completing a one page application at least 24 hours before registration, students may be considered for one of the fee waivers as follows:

BOGG-A: You or your family are receiving public assistance from CalWORKs/Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or General Assistance/General Relief or have certification from the California Department of Veterans Affairs. Verification is required.

BOGG-B: You meet the following income standards:

<i>Family Size</i>	<i>2003 Income</i>
1	\$13,470
2	\$18,180
3	\$22,890
4	\$27,600
5	\$32,310
6	\$37,020
7	\$41,730
8	\$46,440
Each additional family member	\$ 4,710

BOGG-C: You have completed the Free Application for Federal Student Aid (FAFSA), and have “financial need” based on the Student Aid Report.

Other federal and state financial aid programs available at Solano College include (all programs have a March 2 filing deadline):

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Extended Opportunity Programs and Services/Grant (EOPS) - State funded
- Federal Stafford Loan
- CAL Grant A,B,C
- California Community College Transfer Entitlement Awards
- CAL Grant A and B Competitive Awards

Special Note on Financial Aid Eligibility Requirements:

- All applicants must be a U.S. citizen or eligible noncitizen.
- Students attending both high school and Solano Community College are not eligible to receive Financial Aid.
- Because the U.S. Department of Education requires a degree or certificate program to be at least six months in length, students in Fire Technology (formally known as Fire Science Academy), Emergency Medical Technician, Special Manicuring Program, and Esthetics Program do not qualify for federal student aid.
- All applicants who do not have a high school diploma, a GED, or who have not passed the high school proficiency test must pass the SCC Ability To Benefit test.

- Students under the age of 18 who possess a high school diploma, GED, or who have passed the high school proficiency test will be required to meet with the Dean of Special Services and the Dean of Counseling.
- All male students 18 years or older must be registered with the selective service or must be on active duty to satisfy this requirement.
- A student cannot be in default on a federal student loan or in repayment for a federal Pell Grant or SEOG.

I. Satisfactory Academic Progress

Continuation on financial aid programs is based on financial eligibility and the student maintaining satisfactory academic progress. Federal regulations require Solano College to establish Standards of Satisfactory Academic Progress for students receiving financial aid. A student not meeting this standard will lose his/her eligibility until that time that the student meets the required academic conditions.

A student meeting the financial aid satisfactory academic progress standard is one who maintains a minimum semester grade point average of 2.0 (C) and completes at least 2/3 (66.6%) of all units attempted in an academic year. The performance of all students will be reviewed at the end of each semester and the overall academic progress will be determined once each year at the end of the spring semester. Students will be notified if their eligibility may be in jeopardy.

II. Probation

If the above conditions are not met during a given semester, the student will be placed on Financial Aid Probation for the following semester of attendance. The student will be allowed to receive financial aid during the probationary semester. However, if the student fails to meet the satisfactory academic progress standard during the probationary period, the student will be disqualified from financial aid assistance.

III. Disqualification

Students may be disqualified from receiving financial aid if they have:

- 1) Completed less than 2/3 (66.6%) of the total cumulative units attempted for the academic year; or
- 2) Completed the equivalent of 6 full-time semesters; or
- 3) Completed 90 units (30 remedial units will be deducted from this maximum).

IV. **Grade Interpretation**

- 1) Grade symbols of A, B, C, D, and CR will be considered acceptable for satisfactorily completed courses.
- 2) Grade symbols of F (failing), NC (no credit), W (withdrawal), I (incomplete), IP (in progress), and RD (report delayed) grades will not be considered as completed or contributing to satisfactory academic progress. NOTE: These units will be counted as contributing to the 90 units limit. The student is responsible for reporting changes in I, IP, and RD grade standings or any units completed outside the academic year or any further unit completion outside the academic year to the Office of Financial Aid for reconsideration of satisfactory progress.

V. **Appeal Process**

A student who is disqualified may have eligibility reinstated once the required minimum units and grade point average are completed. A student may also appeal if there were unusual or mitigating circumstances that affected the student's ability to make progress. Documented considerations to reinstate financial aid eligibility may include:

- 1) Serious illness;
- 2) death in immediate family;
- 3) Reason beyond the control of the student.

VI. **Program Disqualification and Ineligibility**

Financial aid disqualification described above applies to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study and Stafford Loans, and Parent Loan for Undergraduate Students (PLUS).

HEALTH CENTER FOR STUDENTS

The Student Health Center is available for all full- and part-time students. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, room 1407, and is open Monday through Thursday, 8 a.m. to 7:00 p.m., and on Friday, 8:30 a.m. to 3 p.m.

INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community Colleges Commission on Athletics. Solano College is a member of the Bay Valley Conference and Nor Cal Football Conference and participates in a number of men's and women's intercollegiate sports.

To practice and participate, student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12 units during the semester of competition. For the second year of competition, the student athlete must have completed 24 units between seasons of competition with a minimum 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Intercollegiate athletic sports offered are:

Men

ATHL 15 Intercollegiate Baseball (Spring)
ATHL *16.1/16.2 Intercollegiate Basketball (F/S)
ATHL 17 Intercollegiate Football (Fall)

Women

ATHL 1 Intercollegiate Volleyball (Fall)
ATHL *2.1/2.2 Intercollegiate Basketball (F/S)
ATHL 3 Intercollegiate Softball (Spring)
ATHL 4 Intercollegiate Soccer (Fall)

Men and Women

ATHL 10 Intercollegiate Swimming/Diving (S)
ATHL 20 Intercollegiate Water Polo (Fall)

*One unit, nine week courses only.

LIBRARY

The Library, located in the Library/Student Services Building (Bldg. 100), offers an online catalog which provides access to over one million volumes of print and non-print materials via SNAP, a consortium of public and community college libraries in Solano and Napa counties. Patrons also have access to a variety of online, full text and digital serials. The Library provides free, daily delivery of SNAP materials located at other SNAP libraries. A valid SNAP Library card is required to access library services. The Library houses a reserve collection of class-related materials, videotapes that supplement distance-learning classes, 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, Information Competency and Web Searching courses.

The Library is open Monday through Friday, both day and evening hours when classes are in session, and closed on all school holidays and breaks between sessions. Check in the Library/Student Services Building atrium for the current, posted hours of operations.

MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)

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

Academic services offered by MESA include : Academic excellence workshops, MESA tutoring, MESA study center, and MESA computer center. Counseling services offered by MESA include: Transfer /advising information, individual education plans, career counseling and personal counseling. MESA student activities include: Summer research, science and leadership conferences, university tours, scholarships, and student support. For more information about the MESA Program, please contact (707) 864-7000, ext. 498, or log on to www.solanomesa.org.

OCCUPATIONAL WORK EXPERIENCE

Occupational and General Work Experience opportunities and credit are provided for eligible students. Requirements for participation are found under Occupational Education in the course listing section of this catalog. A maximum of 4 units per semester and 12 units of total credit is available through this program. For information and assistance, contact the Work Experience Office, room 1811, or telephone (707) 864-7139, or e-mail by logging onto www.solano.edu.

OFFICE OF ADMISSIONS AND RECORDS (OAR)

The Office of Admissions and Records is located in the Library/Student Services building. The office is open to assist students from 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Registration dates, times, and locations for each term and the summer session are printed in the Academic Calendar and the Schedule of Classes and are available on our web site at www.solano.edu. Students may take advantage of telephone, in-person, or Web registration.

PUENTE PROJECT

Solano Community College is one of 56 community colleges participating in the Puente Project, a one-year writing, counseling and mentoring program open to all students. Puente's main objective is to empower students to access four-year colleges and universities. The Puente Program has three main components: 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills. 2) Focused counseling services, COUN 83-Applied Psychology and COUN 50-Career/Life Planning. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference. 3) Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic and career experiences, and provide a window into a "real life" work environment. For more information, please contact the Puente Office at (707) 864-7000, ext. 241.

READING LAB

The English Department operates the Reading Lab in room 130 of the Library building to assist students with problems in reading and research. Any student can enroll in English 320, Reading Lab, and earn from 1/2 to 3 units of credit depending on learning modules completed.

RE-ENTRY STUDENTS

Re-entry students are usually over 25 years of age and are coming back to school in order to change their lives in some way. Many Re-entry students believe they have been forced into a new life via divorce, death of a loved one, a career change or other circumstances. Financial, emotional and/or skill level problems may be considerations of the Re-entry student. Specific Re-entry classes like Counseling 60-Re-entry Strategies are offered.

The Re-entry section of the Schedule of Classes provides guidance in the type of courses beginning Re-entry students might want to take.

The Re-entry Resource Center is a place for students to "touch base" with other Re-entry students. Located in the Student Center building, the Re-entry Center also has information regarding special events for Re-entry students as well as computer access. For more information, please contact the Center at (707) 864-7000, ext. 168.

SCHOLARSHIPS

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

Alpha Gamma Sigma Scholarship Society
Allison Rael Banks Memorial
Jim Bracy Scholarship
Frank Buck Scholarship
Cal Grant A, B, & C
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 Chevaus (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 contact the Financial Aid Office, room 162, for additional information.

SCHOLARSHIP FOUNDATION

The Solano College Scholarship Foundation is a non-profit corporation which awards scholarships to continuing students at the College on the basis of academic achievement and demonstrated potential for excellence. The Foundation is administered by a Board of Directors providing representation from communities of Solano County.

Beginning in 1974, there were three awards presented to students. In 2003 the program awarded scholarships to 62 students. The goal of the Foundation is the promotion of scholastic excellence by providing a program that will identify, recognize and reward outstanding scholars attending Solano Community College.

The Scholarship Foundation administers the following two programs:

The Scholastic Achievement Program:

The primary criteria in judging is scholastic excellence for full-time continuing students. Qualified potential candidates are identified during the summer from the current Dean's Honor Roll.

The Memorial/Special Endowment Programs

With the first memorial program starting in 1975, there are currently 44 programs established in commemoration of specific individuals or purposes. Each program has a designated major or qualifying special requirement to determine eligibility for consideration. **Available programs include:**
Academic Senate Scholarship - Distinguished Scholar
Associated Students Solano College Scholarship Award
Associated Students Distinguished Leadership / Service Recognition Award
Chloe Beavers Tribute - Cosmetology
Dr. Marge Blaha Memorial - Re-entry, female, various transfer majors
California Teachers' Association - Education / Teaching
Jean Chapman Scholarship - Science
Naomi "Chris" Christensen Memorial - Music
Joe Clevenger Tribute Scholarship -Business Administration
James "Jim" Cooper Memorial - Business
Ray O. Duey Memorial - Registered Nursing
Eddie Edwards Memorial - Re-entry
Jane H. Ford Memorial - English, Education / Teaching
Robert (Bob) Ford Memorial - Science
Gilbert Memorial - Re-entry; History major preference
Rachel Goodwin Memorial
Chuck Gray Memorial - Photography

Phillip Moses Gray Memorial - Re-entry Male
 Dr. Carolyn Anne Green Memorial - Registered
 Nursing, 2nd year
 Peggy Gross Memorial - Audubon, wildlife
 interest/concerns
 Bob Hamilton Memorial - Science
 Ralph Hanson Memorial - Language Arts
 Beulah Hawkins Memorial - Re-entry, female, art
 commentary on "I Can Have My Career and a
 Family"
 Margaret Lee Jenkins Memorial - Cosmetology
 Carmen Camille Cook Johnson Memorial - Re-
 entry, ECE, Social Science, Education
 Kirkorian Family Memorial - Education
 Clyde Low Scholarship
 Jim Mills - Biotechnology Scholarship
 Martin Mini Memorial Scholarship
 Mary C. and Henry A. Ornellas Memorial - Fashion
 Design, Music or Cinematography
 Dr. Delphine Palm Memorial - Biological Science/
 Medical field
 Robert "Bob" Pokorny Memorial - Education/
 Teaching
 Henry Power Memorial - Aeronautics
 Dr. Sally Ralph Memorial - Psychology/
 Counseling
 Clarence Rose Memorial - Engineering/
 Mathematics
 Steve Ryder Memorial - Nature awareness/
 appreciation
 Art and Myrna Satterlie Scholarship - Engineering/
 Mathematics/Computer Science
 Sierra Club, Solano Group - Environmental
 concerns/awareness
 Taylor Memorial - Re-entry
 Mac Tilley Memorial - Electronics
 Lawrence "Jack" Wheeler Memorial - Counseling
 William "Bill" Wilson Memorial - Leadership/
 Service with preference in Athletics
 Morgan "Porky" Wood Memorial - Athletics

A brochure on the Scholarship Foundation Program is available at the Student Services Office or the Financial Aid Office. For any inquiry and further information, please contact: SCC Scholarship Foundation; P.O. Box 2208; Fairfield, CA; 94533; or phone (707) 864-7102.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Solano Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Solano College recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

STUDENT ACTIVITIES TRANSCRIPT

The Activities Transcript is an opportunity for SCC students to document college sponsored involvement, service, and volunteerism beyond the classroom. This transcript, bearing the official College seal, is offered free to students. For more information, please contact the Director of Student Development at 864-7168, or pick up a packet from room 1409.

STUDENT CLUBS

A wide range of clubs and organizations reflecting cultural, social, ethnic and academic interests are active on the campus. Announcements of meetings and activities are available from the Student Development Office, room 1409, or call ext. 367.

STUDENT COMPLAINTS AND GRIEVANCES

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

Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)

- In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Director of Human Resources, room 616, ext. 122. The Director of Human Resources also serves as the Staff Diversity Officer, Title IX Coordinator and the Section 504/ADA Coordinator.

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

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

Copies of Solano College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are

available free, upon request, from the Student Development Office (room 1409), the Vice President of Student Services (room 144), and the Counseling Office (Library/Student Services Building). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

STUDENT DEVELOPMENT OFFICE

The Student Development Office, located in room 1409 of the Student Center, provides students with information about campus activities, special events, resources, and policies. Also, the College's Lost and Found department is located in this office. The Student Development Office supports an active student government program and encourages students to use the many services provided by the College.

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

STUDENTS WITH DISABILITIES

Disability Services Program (DSP) - This program offers supportive service for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology, audio books, notetakers, specialized equipment, and faculty and community liaison. An adapted physical education program, which is individualized to the student's needs, is also offered. The College campus is ideal for the student with physical disabilities. All rooms are on the ground level with many accessible restrooms and ramps. The DSP maintains a working relationship with the Department of Rehabilitation, Mental Health, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies. For further information call (707) 864-7000, extension 305, or come to room 1105.

Learning Disability Center - Solano College offers thorough testing to determine learning strengths and weaknesses for a student with a possible learning disability. This leads to a comprehensive evaluation for services, Learning Skills classes, and

to help with college success. Classes focus on learning strategies and all services stress access to the college experience. For more information contact the Learning Disability Specialist, (707) 864-7234.

SUCCESS CONSORTIUM

STAP (Student Transfer Assistance Program)

STAP serves students who come from groups with historically low college eligibility and attendance rates. The services include informational and motivational workshops or one-to-one advisement designed to assist students in completing their Solano studies successfully and in preparing to transfer to four-year institutions, including assistance in completing admissions and financial aid applications, free trips to four-year campuses, opportunities to talk with professionals from numerous career fields, and free informational materials. For more information, contact the SUCCESS office at (707) 693-2006.

SUCCESS in the Schools

In addition to STAP, the SUCCESS program hires Solano students to work in 30 public schools and after-school programs throughout Solano, Yolo and Napa Counties. Through the school year, as many as 50 student employees offer advisement and tutoring support for over 2,500 students in the 4th to 12th grade program.

Student employees work part time from 4-20 hours per week at off-campus sites, scheduling their hours of work around their class schedules. To request an application for employment, contact the SUCCESS office by calling (707) 693-2006.

TECHNOLOGY & LEARNING RESOURCES CENTER

The Technology & Learning Resources Center Office is located in the Library/Student Services Building (Bldg. 100). The Center is responsible for all matters related to data processing services, strategic technology planning, library automation, distance learning and state and local data/telephone network planning and implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephone switching equipment, network infrastructure, local and wide area networks, media, library and television services. The Center's office is open Monday through Friday, 8 am to 4:30 pm, and closed on all school holidays and breaks between sessions.

TRANSCRIPTS-SOLANO COMMUNITY COLLEGE

Upon written request, two official transcripts of record, bearing the signature of the Dean of Admissions and Records, will be mailed without charge. Additional copies are \$2 each, payable in advance. Unofficial copies are accessible on the college web site at: *www.solano.edu*. A minimum of five to ten working days should be allowed for processing transcript requests. Express service (one hour maximum) is available. The cost is \$7.50 per transcript. Test scores and transcripts from other colleges are not a part of the Solano College transcript and must be requested from the appropriate testing company or college.

TRANSPORTATION

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Development Office, room 1409. Also, bus schedules are available on the college website at *www.solano.edu*.

TUTORING

Students may receive free tutoring in most subjects offered at Solano College. Students interested in being hired as paid tutors, or students desiring assistance with their study load, should contact the Tutoring Center, located in the portables, room 1102, or call (707) 864-7230.

VERIFICATION OF ENROLLMENT

Upon written request, two verifications of enrollment will be provided, free of charge, by the Office of Admissions and Records. A \$1 fee will be charged for each verification of enrollment thereafter. Please allow five to ten working days for processing.

VETERANS AFFAIRS

The Veterans Affairs Office is located in room 101 of the Library/Student Services Building (Bldg. 100). The staff will assist the veteran, or qualified dependents, in applying for and receiving education benefits for the six G. I. Bill's now in effect and the Cal Vet Fee Waiver Program. Academic counseling and liaison services are also available. The VA offers additional allowances through the work-study program. Apply in the Veterans Affairs Office. For information on office hours, call (707) 864-7105.

WRITING SKILLS LAB

The English Department operates the Writing Skills Lab in room 130 of the Library building to assist students with problems in basic grammar, sentence structure, spelling, punctuation, and vocabulary. Any student can enroll in English 310, Writing Skills Lab, and earn from 1/2 to 3 units of credit depending on learning modules completed. Students may also register for English 64, Writing the Research Paper, and earn from 1/2 to 1 1/2 units.