



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*

2005-2006 Catalog

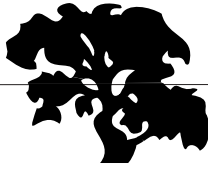
ABOUT THIS CATALOG - Students are expected to be familiar with the information in the Catalog, *Schedule of Classes* and other publications relating to student attendance and conduct. Since this Catalog is prepared in advance of the period of time it covers, changes may occur in some programs and regulations.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

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

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



*please
recycle
responsibly*



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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 (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)
- North Bay Cooperative Library System (NBCLS)
- Research and Planning Group of California Community Colleges
- Solano County Economic Development Corporation (Solano EDC)
- Solano, Napa and Partners (SNAP) Library Consortium
- Solano University and Community College Educational Support Services (SUCCESS)

Academic Calendars

SUMMER 2005

SESSION	INSTRUCTION BEGINS	INSTRUCTION ENDS
6 weeks	June 20	July 28
8 weeks	June 20	August 11

Final examinations are on the last meeting day of class.

FALL 2005

August 22, 2005 (Monday)

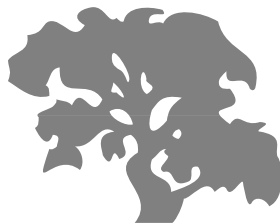
September 5, 2005

November 11, 2005

November 24, 25, 26, 2005

December 14-20, 2005

December 12-16, 2005



INSTRUCTION BEGINS

Labor Day, no classes

Veterans Day, no classes

Thanksgiving Holiday, no classes

Day final examinations

Evening final examinations

SPRING 2006

January 18, 2006 (Wednesday)

February 17, 2006

February 20, 2006

April 10-15, 2006

May 18-24, 2006

May 16-22, 2006

May 24, 2006

May 29, 2006

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 60 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 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 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 12,000 almost evenly divided between day and evening, the Solano College campus is alive at all hours offering academic study and occupational training to all area residents.



Innovative Education for the 21st Century

Mission and Goals

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.

MISSION STATEMENT

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

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.

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 County 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 College is under the direction of its Superintendent-President who, with faculty and staff, administers the college and oversees the implementation of Board policies.

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.

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.

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.

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.

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).

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.

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

ACADEMIC FREEDOM - FACULTY

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

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

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

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

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

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).

CAFETERIA

The cafeteria 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 a.m. to 9:00 p.m., and Fridays from 7:30 a.m. to 3:00 p.m.

CAREER & EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano College students and alumni in obtaining full or part-time employment on and off campus. Students can research information and resources on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, on-line 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 864-7124.

Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual preference, color, religious creed, national origin, marital status, medical condition, or age (over 40). The Solano Community College District is subject to laws governing affirmative action and equal opportunity, 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 SERVICES

The Community Service Office offers a wide range of noncredit, fee-based classes and workshops open to the public as well as some 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. 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 Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 2:00 p.m. in Building 1600, room 1610. *All work is done by students only with instructor supervision.* Appointments are appreciated but not required. For more information, please call (707) 864-7180.

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://ope.ed.gov/security>.

A DRUG-FREE CAMPUS

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

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

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

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

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

Student Health Center - Room 1407
Counseling Department - Building 100
Enabling Services - Room 1105
Re-Entry Program - Room 1403B

EDUCATIONAL FOUNDATION

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

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

HOUSING

The College does not maintain dormitories. Students may obtain information on off-campus housing from the bulletin board in the Student Center 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, permit parking is enforced Monday-Friday, 7 a.m. - 10 p.m. You must have a valid permit. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

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.

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 website with current information on classes, programs and services: www.solano.edu.

SAFETY FOR THE COLLEGE COMMUNITY

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

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

Solano County Community College maintains a police department. The department is located in building 1109. A person may report any criminal action or other emergency by calling extension 355. The non-emergency number is extension 369 or (707) 864-7131. Off campus dial 911 to report any emergency.

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

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

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

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

Sexual Assaults: Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the Police Department immediately. Police can be contacted in room 1109 or emergency phone extension 355. The non-emergency number for campus police is extension 369 or (707) 864-7131. If the crime occurred off campus, call the 911 police emergency number.

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

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

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

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

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED**. Call the Campus Police, via the college emergency extension 355, whenever you see suspicious behavior or activity.

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

SMOKE-FREE CAMPUS/WORKPLACE

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

STUDENT RIGHTS

Academic Freedom - Students: Every student is guaranteed the right of full expression and advocacy (*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.

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

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

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.

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.

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

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

CIVIL RIGHTS/TITLE IX

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

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

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

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

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.

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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.
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.

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.
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.

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.

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 in the Research and Planning area under the title "Student Information and Statistics."

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

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).

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 3:30 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. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are advised to consult with a counselor prior to each registration period. Counselors are available on a same day appointment basis on the main campus. Vacaville, Vallejo and Travis centers have limited same day appointments. 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
- 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>2004 Income</i>
1	\$13,965
2	\$18,735
3	\$23,505
4	\$28,275
5	\$33,045
6	\$37,815
7	\$42,585
8	\$47,355
Each additional family member	\$ 4,770

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
- California Chafee Grant for Foster Youth

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 during the fall and spring semesters. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, room 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. Occupational and General Work Experience may not be taken concurrently. For information and assistance, contact the Work Experience Office, room 1811, or telephone (707) 864-7139, or e-mail debra.berrett@solano.edu.

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 75 community colleges participating in the Puente Project, a one-year writing, counseling and mentoring program open to all students. Puente's main objective is to empower students to access four-year colleges and universities. The Puente Program has three main components: 1) A rigorous one-year writing program, ENGL 370-English Fundamentals and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills. 2) Focused counseling services, COUN 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
Mooy - Durkin Memorial 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 2004 the program awarded scholarships to 65 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 47 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"
 Hosley Family Scholarship
 Margaret Lee Jenkins Memorial - Cosmetology
 Carmen Camille Cook Johnson Memorial - Re-entry, ECE, Social Science, Education
 Kirkorian Family Memorial - Education
 Clyde Low Scholarship - Library Science or History
 Jim Mills - Biotechnology Scholarship
 Martin Mini Memorial Scholarship
 Diana Muir Memorial - English
 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
 Malcolm Tipp Memorial - Business
 Charlotte Waggy Memorial
 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) 864-7202.

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 CONDUCT & DISCIPLINE

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

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

- Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.
- Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place or manner of public expression, distribution of leaflets, pamphlets or other materials.
- Academic dishonesty, such as cheating or plagiarism.
- Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification or knowingly furnishing false information to the District or College or its officers or employees.
- Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.
- Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.
- Engaging in disorderly conduct, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.
- The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College controlled property or at any District or College sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.
- Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community, or theft of software by copying. Unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.
- Illegal operation of a motor vehicle on the Solano Community College campus.
- Possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

- Violation of any order of the Superintendent/President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspapers, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any other provision of this Section.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- Littering on campus property including grounds, facilities and parking lots.

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

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

The definition, process and implication of each of these are detailed in the District's procedures on "Student Conduct and Discipline (§5300)", available in the Student Development Office (Room 1409), the Vice President of Student Services Office (Room 144), and the Counseling Office (Building 100).

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

Copies of the District's current procedures on "Student Conduct and Discipline (§5300)" are available free, upon request, from the Vice President of Student Services Office (Room 144).

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. For information call (707) 864-7000, extension 367.

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) 693-2004/2006.

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) 693-2006/2004.

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 teleconferencing. The Center's office is open Monday through Friday, 8 a.m. to 4:30 p.m., 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 seven 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.