

Admission and Registration

Matriculation

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

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

Each student has the following responsibilities regarding matriculation services:

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

The College has the following responsibilities:

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

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

Exemptions. The following students are exempt from matriculation:

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

Admission to the College

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

APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available from the Office of Admissions and Records (OAR) and are available on the college website at : www.solano.edu. An application must be submitted if a student is:

1. A new student entering Solano College for the first time, or
2. A returning (former) student who did not attend Solano for the prior semester, or
3. An international student, or
4. A student in grades K-12 enrolled in a public or private school seeking special admission.

SPECIAL ADMISSION (K-12)

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

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

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

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

Students that are concurrently enrolled in K-12 can make up no more than 10% enrollment of any P.E. course (*California State Education Code Section 76002*). The authorized enrollees are determined by their enrollment "time and date." The first 10% to enroll are authorized enrollment in each course.

INTERNATIONAL STUDENT ADMISSION

Solano College admits a limited number of international students each year. All documents must be on file in the Office of Admissions and Records no later than June 1 for the fall semester, and November 1 for the spring semester. Applicants are not considered for summer session. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 173 on the computer-based test is required for admission.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.

5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Advisor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. Non-resident tuition is \$151 per unit for the 2005-2006 school year. All fees are subject to change by the Board of Governors. Contact the Counseling and Guidance Office for an appointment.

RESIDENCY

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

TRANSCRIPTS FOR ADMISSION

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

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

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Office of Admissions and Records.

Registration

ASSESSMENT/ORIENTATION PROGRAM

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

In addition, all students enrolling for the first time in any English, English as a Second Language, or reading class must complete the appropriate testing to meet department requirements. Students who take the standard English placement tests also will be asked to take a mathematics test. This request from the Mathematics faculty is to gather data that will lead to a future math placement process, which will assist students in choosing appropriate math courses.

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

- 1) **First:** complete and file an "Application for Admission" with the SCC Office of Admission & Records (OAR) [Note: this can be done online at the College's website.]
- 2) **Next:** attend a scheduled test session and take the reading and writing tests (contact a counselor if you think you might be eligible for a testing waiver)
- 3) **Also:** complete an on-line orientation session, found on the College's website under "Counseling" (www.solano.edu/counseling) or enroll in COUN 101-Orientation for College Success (1 unit)
- 4) **Then:** meet with a counselor
- 5) **Finally:** register for classes

Additional information may be obtained from the Counseling Center or at the Office of Admissions and Records. The Assessment Center schedules all matriculation tests. The Center is located in room 1635, Building 1600. The schedule for testing is published each semester in the Schedule of Classes. After the start of a semester, the monthly schedule of additional testing sessions is posted in the Counseling Center and at the Assessment Center Office.

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

COUNSELING PROGRAM

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

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

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

DEBTS

- Most debts for the current semester that are associated with RSVP and Web registration can be paid online. If you do not have Internet access or your debt involves special circumstances, you must submit payment to the Office of Admissions and Records (Building 100).
- Outstanding debts associated with RSVP and Web registration from previous semesters must be paid at the Office of Admissions and Records (Building 100).
- Returned checks are turned over to a collection agency. There is a \$15 service charge for each returned check. This debt is payable at the Credit Bureau of Fairfield, 460 Union Avenue, Fairfield.
- All other debts must be paid to the Cashier in Fiscal Services (Building 600).

Students are advised to keep receipts as proof of payment.

OFF-CAMPUS CLASSES

Classes are offered at three off-campus centers in Vallejo, Travis Air Force Base, and Vacaville. The Vallejo Center is located at 505 Santa Clara Street, Vallejo, (707) 642-8188. Travis University Center is located at 530 Hickam, Travis AFB, (707) 424-2431. The Vacaville Center is located at 1990 Akerly Drive, Vacaville, (707) 446-2900.

Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished through the R.S.V.P. telephone system, online at the College website, or in-person on campus. Counseling services are generally held at three off-campus locations, the Vallejo Center, Travis University Center, and the Vacaville Center. Further information is available in the Schedule of Classes, on the College website at: www.solano.edu, or by calling the Office of Admissions and Records (707) 864-7171. It is advised that for classes offered at the Travis University Center students should view the Solano Community College website to meet the security requirements for Travis Air Force Base.

PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is required of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services, home-study and television courses. The card is to be carried by the student at all times while on campus. The fee of \$5.00 is payable at registration and allows the bearer to use the card during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. There is no charge for the validation. Student ID cards may be obtained in the Student Development Office, room 1409 (Bldg. 1400).

SCHEDULE OF CLASSES

The Solano College Schedule of Classes, published prior to each semester and the summer sessions, includes registration procedures and all necessary forms, calendar dates, program and general information, and course offerings with brief descriptions. Detailed information on programs and courses may be found in this catalog. Schedules are available at the Office of Admissions and Records, the Bookstore and in the Administration Building. A searchable class schedule is online at www.solano.edu.

REGISTRATION PROCEDURES

Preparation: Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Office of Admissions and Records (OAR). The Office of Admissions and Records is a convenient place to ask questions about College procedures or visit our website at www.solano.edu.

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

1. Registration Services Via Phone (R.S.V.P.): Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes or online at www.solano.edu.

The Schedule of Classes contains an Application for Admission, registration information and instructions, and a telephone registration worksheet. Registration by telephone is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes. Students may pay their fees by mail. Registration payments must be received within 10 working days. The College is not responsible for lost or delayed mail. Registration receipts are sent once payments are received and processed.

2. Registration on the College website at: www.solano.edu.

3. Registration in person: The dates and schedule are included in the academic calendar and in the Schedule of Classes. Registration by proxy is permissible. Fees are due and payable at the time of in-person registration.

LATE REGISTRATION

During the first week of each semester, students may register for additional courses if class space is available. (See academic calendar for all deadlines.)

Adding Classes and/or Late Registration:

1. Students go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course via RSVP telephone registration or online via the College website.
2. All enrollment fees must be submitted on or before the last day to register or add classes (see academic calendar for specific dates).

Dropping Classes:

1. Students may drop classes by telephone or online at *www.solano.edu* up to the 62.5% date of the course. Students wishing to drop classes in person should complete and turn in a drop card.
2. Students may be dropped from class by the instructor if they do not attend the first class meeting. Students are required to drop classes by telephone, online or submit a drop card to OAR if no further attendance is contemplated.

FEES

Fees are due and payable within 10 days of registration when using RSVP or online registration. All debts to the College must be cleared before students may register for classes.

NON-RESIDENT TUITION

Non-residents (out-of-state and international students) must pay tuition fees at the time of registration. The tuition fee for the 2005-2006 academic year, effective the first day of the summer session, 2005, is \$151 per unit. All non-resident students are also required to pay enrollment fees.

ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$26 per unit. There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes. **NOTE:** This fee may increase. See note under "Fees."
- Parking fee for on-campus students: A \$20 fee per vehicle.
- Student record fee (Transcript): \$2 (first two are free); \$7.50 Express service; \$1 unofficial transcript.
- Student record fee (Enrollment Verification): \$1 (first two are free).
- Student Records fee: \$.50
- Telephone Registration: \$1
- Health fee: Fall/Spring-\$13.00; Summer-\$1.00
- General College Catalog: \$5.00 (\$7.00 by mail)
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per credit hour, up to a maximum of \$10 per student fiscal year (July 1-June 30).

- Library fines: 25 cents per day, per overdue book or other materials.
- Parking citations: \$20 (for regular parking citations); \$275 (for handicapped parking citations).
- Diploma mailing fee: \$3
- Certificate of Achievement mailing fee: \$1
- Instructional and required materials fees: See the Schedule of Classes.
- Duplicate fee receipt or unofficial transcript:\$1
- Returned checks: \$15

* The State of California has mandated this fee for credit courses through Section 72252 of the *California State Education Code*. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWorks program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid Office. There is no fee for apprenticeship students enrolled in apprenticeship classes.

Solano College Office of Financial Aid will waive the enrollment fee for qualifying students who apply. A Financial Assistance Program provides three ways to help low-income students pay the enrollment fee. Students eligible in one of the three following areas should visit the Financial Aid Office, Room 162, Library Building, before registering for classes and complete an enrollment fee waiver form.

—A—

To be eligible a student must:

- Be a California resident
- At the time of enrollment 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.
- Apply for an enrollment fee waiver.
- Sign a statement, under penalty of perjury, that they are a program recipient.
- Provide documentation, such as Medi-Cal card, CalWORKS or SSI check or Untaxed Income Verification Form to prove that they are receiving benefits.

—B—

To be eligible a student must:

- Be a California resident.
- Meet these 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

—C—

To be eligible a student must:

- Be a California resident.
- File a free application for Federal Student Aid (FAFSA) and show financial need.
- Provide the Student Aid Report based on filing the Free Application for Federal Student Aid (FAFSA).

Contact the Financial Aid Office for complete details on the Fee Waiver Program or go online at www.solano.edu and click on Financial Aid.

1. California Community Colleges Enrollment Fee

Fall and Spring Semesters

Through the second week of instruction, 100% of the California Community Colleges Enrollment Fee will be refunded less a \$10 processing fee.

Refunds will not be approved if courses are dropped after the second week of instruction.

Summer Session and Short-Term Courses

Through the second day of instruction (day of instruction refers to the day in the session, not the individual class meetings), 100% of the California Community College Enrollment Fee will be refunded less a \$10 processing fee.

Refunds will not be approved after the second day of instruction.

2. Non-Resident Tuition

Non-resident tuition and international students tuition are refunded when the Request for Refund form is received in the Office of Admissions and Records or postmarked by the deadline date according to the refund schedule below and under the following conditions:

- The tuition was collected in error or as a result of a reduction of the educational program at Solano College.

- As a result of a student's withdrawal from a class, or classes, according to the date the Request for Refund form is received in the Office of Admissions and Records.
- Students will be charged a \$20 processing fee for tuition refunds. This processing fee is in addition to the processing fee charged for enroll fees.

TUITION REFUND SCHEDULE

Fall and Spring Semesters

Before instruction begins	100%
During the 1st week of instruction	75%
During the 2nd week of instruction	50%
During the 3rd week of instruction	25%
After the 3rd week of instruction	0%

Summer Session and Short-Term Courses

Before the 1st day of instruction	**100%
The 1st day of instruction	**75%
The 2nd day of instruction	**50%
The 3rd day of instruction	**25%
After the 3rd day of instruction	**0%

* Less \$20 processing fee.

** Days of instruction refer to the number of days in the session, not to the number of individual class meetings.

3. Parking Fee

The parking fee is refundable if the Request for Refund form and the original receipt and decal are received in the Office of Admissions and Records by the end of the second week of instruction.

4. Photo I.D.

The Photo I.D. fee is refundable if the I.D. has **not** been issued to the student, and the Request for Refund form with the original receipt is received in the Office of Admissions and Records by the end of the second week of instruction.

5. Health and Student Center Fees

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

6. Student Records Fee

The Student Records fee is only refundable if the student has no official grade of record for the semester.

7. Telephone Registration Access Fee

The fee to register by telephone is nonrefundable.

APPLYING FOR REFUNDS

Fees are not automatically refunded. A student must file a Request for Refund form, available at the Office of Admissions and Records, by the deadline dates outlined in the Academic Calendar. A processing fee and any debts are deducted from refunds. Fees are refunded by check, four to six weeks after late registration ends.

Academic Regulations

ACADEMIC COUNCIL PETITIONS

Any student who has a problem regarding their academic performance, enrollment status or registration/withdrawal procedures may petition the Academic Council. Petition forms are available from the Office of Admissions and Records, the Counseling Division Office, the Office of the Vice President of Student Services, or on the web. Petitions to the Academic Council can relate to any of the following issues and circumstances:

- **Dropping a class after the deadline has passed:** Due to extenuating circumstances, specifically, illness, accident or conflict with hours of employment [a physician's statement on letterhead stationary is required to support medical reasons; an employer's statement on letterhead stationary is required to support the change of hours as a condition of continuing (**not new**) employment];
- **Adding a class after the deadline has passed:** Only due to extenuating circumstances.
- **Repeating a course previously completed successfully (with a grade of "C/CR" or better):** Due to extenuating circumstances that affected the previous grade [three or more years must have passed since the course was completed and there **must** be a compelling reason why a grade higher than a "C/CR" is required in the course].
- **Receiving a refund of fees after the deadline has passed:** Only under extenuating circumstances.
- **Being readmitted after academic disqualification:** The petition **must** be reviewed and signed by a counselor before the Academic Council will consider the request.
- **Requesting Academic Renewal or substitution/waiver of graduation requirements or requirements in a major:** Either the "Academic Renewal" (request to disregard previous work) form or the "Substitution and/or Waiver of Graduation or Major Requirements" form must also be submitted with the petition.

Every student who petitions the Academic Council is notified by the Vice President of Student Services, in writing, concerning the action taken by the Council and his/her petition.

Any student who is dissatisfied the Council action may request a second "petition review" by the Council or an opportunity to meet with the Council in order to discuss the petition. Such requests should be made to the Vice President of Student Services.

ACADEMIC PROBATION

A. Placement on Academic Probation

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

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

B. Removal from Academic Probation

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

PROGRESS PROBATION

A. Placement on Progress Probation

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

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

B. Removal from Progress Probation

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

ACADEMIC DISQUALIFICATION

Academic Disqualification may result in dismissal. Dismissal prohibits the student from enrolling until one academic semester has passed.

A. Placement on Academic Disqualification

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

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

B. Removal from Academic Disqualification

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

1. Satisfactory Progress After Disqualification

A student who meets the requirements for readmission after disqualification and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

2. A student's cumulative GPA is 2.0 or better.

3. A student's transcript entries of W, I, or NC are less than 50% of all units attempted.

ACADEMIC RENEWAL

The open-door policy of the community college provides students of diverse abilities and aspirations with an opportunity to achieve success. Some students find that their early attempts at college have not been successful. It is not uncommon for students to return to college later and perform in a very satisfactory manner.

The academic renewal policy provides for the alleviation of previously recorded, substandard academic work (grades of D, F or NC) not reflective of a student's current scholastic ability. A student may petition to eliminate up to 30 units of substandard course work, provided the courses were completed at least three semesters prior to the petition, and the student has completed at least fifteen (15) units with a grade of C or better at an accredited post-secondary institution subsequent to the course work to be alleviated. The permanent academic record will be coded to indicate that the original grades will **not** be reflected in the grade point average; however, the courses will remain on the permanent record.

Final approval/disapproval for renewal will be granted by the Academic Council. Courses eliminated may not be applied toward any degree or certificate requirement. Solano College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.

AUDITING

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

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

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

FINAL EXAMINATIONS

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

GRADES

GRADING SYSTEM

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

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

*Substandard grades (Title V 55761)

Non-Evaluative Grades

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

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

CREDIT/NO-CREDIT OPTION

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

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

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

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

GRADE REPORTS

Grade reports will be mailed to students approximately four weeks after the semester ends. Grades are available at the College website under *Online Services*.

INCOMPLETE GRADES

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

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. If the instructor of the course is no longer on campus, the manager will make arrangements to change the incomplete grade. **Students may not re-enroll in a course where they have an Incomplete Grade.** Students who do not complete the contract will be assigned a grade at the end of one calendar year.

CHANGE OF GRADES

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

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

Important Note: Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the *California Education Code (Section 76224)*: ". . .when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

HONORS

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

Dean's: The Dean's Honor List recognizes those students who earn academic honors each semester. The Dean's List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed.

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications are available in Room 1403B in the Student Center. For detailed membership information contact one of the AGS advisors: Dorothy Hawkes at (707) 864-7202 or Diane White at (707) 864-7285.

Phi Theta Kappa: Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Development Office, Room 1409. For detailed membership eligibility information, contact (707) 864-7000, ext. 367.

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

REPEATABILITY OF COURSES

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

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

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

STUDENT CLASSIFICATION

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

Freshman: A student who has earned from 0 to 29 1/2 semester units of college credit.

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

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

Part-time: A student enrolled in 11 1/2 or fewer semester units.

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

STUDENT LOAD

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

Permission to carry an excess load of 20 1/2 or more units may be granted to individuals depending on the excellence of their academic work. This permission is granted by the Academic Council. Petitions are available at the Office of Admissions and Records.

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

Suggested Time Plan

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

STUDENT RESPONSIBILITIES

Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be withdrawn from class rolls.

Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

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

Students have the responsibility for verifying their enrollment status. If students withdraw from classes, it is their responsibility to make sure that drop cards have been submitted to the Office of Admissions and Records or that they have completed the withdrawal via RSVP telephone or online services.

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

Attendance and Progress of Veterans

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

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

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

Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Office of Admissions and Records or complete the drop process by using the RSVP telephone system or web online services.

A student may withdraw from a class during the first four weeks of instruction by filing a drop card with the Office of Admissions and Records or complete the drop process by using the RSVP telephone system or web online services. Courses dropped by the end of the first four weeks of instruction will not appear on the student's record.

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

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

The student must petition the Academic Council and provide documentation to verify cases of accidents, illnesses, or other circumstances beyond the control of the student.

Withdrawal from College

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

Academic Honesty

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the college community. Such instances of dishonesty include:

Plagiarism: Although difficult to define, plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

Cheating: Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication: Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and abetting dishonesty: Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus: Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Sanctions: Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President of Student Services for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy 5300. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

Non-Traditional Learning

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

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

ADVANCED STANDING

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

CLEP EXAMINATIONS APPROVED AT SOLANO COLLEGE

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

EXAMINATION	SCC CREDIT AWARDED	EQUIVALENT COURSE & (SCORE)
<u>General Examinations:</u>		
English Comp (with essay)	3 units	ENGL 1 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (49)
Natural Sciences	5 units	Elective Credit (49)
Social Sciences & History	3 units	Elective Credit (47)
<u>Subject Examinations:</u>		
College Algebra & Trigonometry	5 units	MATH 4 (48)
American Government	3 units	POLSC 1 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 17 (50)
History of the United States II: 1865 to the Present	3 units	HIST 18 (46)
American Literature	6 units	ENGL 30, 31 (46)
Analyzing & Interpreting Literature	3 units	ENGL 2 (47)
English Literature	6 units	ENGL 30, 31 (46)
College Composition	3 units	ENGL 1 (50)
General Biology	5 units	BIOSC 2 (49)
Calculus with Elementary Functions	4 units	MATH 20 (50)
General Chemistry	5 units	CHEM 1 or 2 (48)
Introductory Psychology	3 units	PSYCH 1 (47)
Human Growth/Development	3 units	HU DV 38 (47)
Principles of Accounting	3 units	ACCT 1 (50)
Principles of Macroeconomics	3 units	ECON 1 (48)
Principles of Microeconomics	3 units	ECON 2 (48)
Introduction to Business Law	3 units	BUS 18 (50)
Information Syst & Computer Appl.	3 units	CIS 1 (50)
Principles of Marketing	3 units	MKT 171 (48)
Introductory Sociology	3 units	SOCIO 1 (46)

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

College Board Advanced Placement (AP) Examination Credit

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

Equivalent Examination	Score	Awarded	Credit Course	SCC
<u>English</u>				
Language & Comp Lit & Composition	3,4,5	3 units	ENGL 1	
Lit & Composition	3	3 units	ENGL 1	
Lit & Composition	4,5	6 units	ENGL 1, 2	
<u>Foreign Languages</u>				
French Lang	3,4,5	5 or 3	FRNCH 3 or 11	
French Lit	3,4,5	5 units	FRNCH 4	
German Lang	4,5	5 units	GERMN 4	
German Lang	3	5 or 3	GERMN 3 or 11	
Latin (Vergil & Caltilus/Horace)	3,4,5	3 units	LATIN 3	
Spanish Lang	4,5	5 or 3	SPAN 3 or 11	
Spanish Lang	3	5 units	SPAN 2	
Spanish Lit	4,5	5 units	SPAN 4	
<u>Humanities</u>				
Studio Art	5	6 units	ART 1 - 48	
Studio Art	3,4	3 units	ART 1 - 48	
Studio Art (Draw)	5	6 units	ART 1 - 48	
Studio Art (Draw)	3,4	3 units	ART 1 - 48	
Art History	5	6 units	ART 1, 2	
Art History	3,4	3 units	ART 1 or 2	
U.S. History	3,4,5	6 units	HIST 17, 18	
Eur History	3,4,5	6 units	HIST 4,5	
Music Theory	3,4,5	3 units	Elective	
<u>Natural Science</u>				
Biology	3,4,5	4 units	BIOSC 15	
Chemistry*	3,4,5	5 units	CHEM 1	
Computer Sc AB	3,4,5	3 units	CIS 22	
Calculus AB	3,4,5	4 units	MATH 20	
Calculus BC	3,4,5	8 units	MATH 20, 21	
		6 units	MATH 30, 31	
Physics B*	3,4,5	4 units	PHYS 2 and	
		1 unit	PHYS 3	
Physics C*	3,4,5	4 units	PHYS 6	
<u>Social Science</u>				
Gov't & Pol of US	3,4,5	3 units	POLSC 1	
Econ (Micro)	3,4,5	3 units	ECON 2	
Econ (Macro)	3,4,5	3 units	ECON 1	

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

CREDIT-BY-EXAMINATION

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

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

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

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

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

FORMAL MILITARY SERVICE SCHOOLS

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

MILITARY SERVICE

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

ONLINE AND ONLINE/HYBRID CLASSES

Solano College offers two types of internet classes for credit: Online and online/hybrid classes. These classes are taught either entirely over the internet (online sections) or partly over the internet and partly in the classroom (online/hybrid sections). Also, these classes have regular assignment schedules and reading material and the same learning requirements as traditional classes. Only the delivery formats differ.

Participation in online sections and online/hybrid sections require that students have a computer with internet access and a browser (Internet Explorer or Netscape) and an e-mail address that is on file with Solano College. To file your e-mail address, from Solano College's web page, go to "Online Services" and log in to the *Student Information* area. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used.

Online: These classes utilize the internet and e-mail to create an educational experience that is completely independent of time and place. Students still purchase textbook(s) and take tests, but they do the majority of the class work at a computer connected to the internet. They work according to their own schedule, at home, in the office, or on general access computers on campus. All course materials, the syllabus, assignments, tests, and links to other web resources, are contained on the course site. Students communicate with their instructor (and each other) by sending and receiving e-mail and by

participating in "threaded discussions" (discussions that continue over time where students drop in to read the comments and to add their own). While online classes may not be for everyone, they are well suited to students who have busy schedules, who do not or cannot travel to campus, who have access to a computer, and who like the idea of going to class when it is convenient for them.

Online/hybrid: These classes use a combination of the face-to-face and online formats. Typically, the class will meet as a group once a week, and the remaining time is spent online. Some activities will be conducted in a group (traditional class) format and some activities are conducted individually (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with the traditional class meeting.

STUDY ABROAD PROGRAM

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

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

Solano College students may participate in semester, year long, or summer programs all over the world. Many locations are available, including places such as: Australia, England, France, Mexico, Northern Europe, South America, Spain, Italy, Holland, Austria, Czech Republic, Ireland, Russia, Poland, South Africa, China and Japan. The world can be your classroom through study abroad.

To be eligible to study abroad via Solano and other Community College Programs, a student must have completed 12 units of post secondary college work at Solano or another regionally accredited institution, be at least 18 years of age, and have a cumulative GPA of 2.5 or higher, depending on the program. For programs that require language skills, students should complete two years of successful work in the language. In addition, students also have the option of beginning their junior year at a CSU or UC as a study abroad student. The deadline for these academic year programs generally is in early spring. Courses offered through study abroad programs are usually transferable to accredited colleges and universities.

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

Students who would like additional information on study abroad should see a counselor early in their academic program to be well prepared. Appointments can be made in the Counseling Center, building 100.

Graduation Requirements

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

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

Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. For most certificate programs, students who complete the series of courses with a **cumulative** grade point average of 2.0 or higher are eligible to apply for the Certificate of Achievement. Some programs, however, require that students complete **each** course within the program with a grade point of 2.0 (C) or better.

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

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

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

Associate Degrees

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

Catalog Rights

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

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

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

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

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

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

Total Units

A degree requires a minimum of 60 semester units of course work including 21 semester units of general education requirements. At least 12 semester units must be completed at Solano Community College. The student must maintain a cumulative grade point average of 2.0 (C) in all courses attempted.

Major

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs.

General Education Philosophy and Criteria Statements

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

This philosophy is intrinsic to the development of the following basic educational abilities and skills:

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

Cross-Cultural Studies Requirement

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

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

General Education Structure

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

Option A

(Minimum 21 units)

A minimum of 3 units is required from Areas A, B-1, C, D-1, D-3 and E. The remaining required 3 units may be selected from all courses listed under Areas A, B-1, B-2, C, D-3, or E. The area D-2 reading requirement may be met by an exam or an approved reading course.

Courses with the same prefix as the student's major may not be used to fulfill general education requirements. Exceptions: Electronics (Area D-3), English 1 (Area D-1), and Mathematics (Area D-3).

If two courses are selected from the same General Education Area, they must have a different prefix for both to be used in satisfying general education requirements. Exceptions: English and Mathematics (Area D).

The same course can only be used in one area in satisfying general education requirements.

Area A - Natural Sciences

(Minimum 3 units)

Physical Science: ASTR 10; CHEM 1, 2, 3, 4, 5, 10, 11, 160; ENGR 30; GEOL 1, 2, 3, 4, 5; METER 10; PHYS 12; PHYS 2, 4, 6, 7, 8, 10.

Biological Sciences: BIOSC 1, 2, 5, 6, 10, 12, 12L, 14, 15, 16, 18, 19.

Other courses that may be used in satisfying this requirement: ANTH 1; NUTRI 10; GEOG 1; OHORT 50.

Area B - Social and Behavioral Studies

(Minimum 3 units)

1. AMST 1, 2; HIST 17, 17H, 18, 18H, 28, 29, 37; POLSC 1, 1H, 5; SOCIO 2.

The following courses do not fulfill the Area B requirement but may be used to fulfill the minimum 21-unit general education requirement:

2. ANTH 2, 7; COUN 50, 55, 83; CRIMJ 1; ECON 1, 2; GEOG 2, 4; HIST 10, 25, 30, 31, 32; HU DV 38, 39, 40, 50, 53, 58, 70; JOURN 11; POLSC 2, 3, 6, 16, 19; PSYCH 1, 1H, 2, 4, 5, 10, 20, 24, 30; SOCSC 22, 23, 25, 26, 27, 28; SOCIO 1, 23.

**Area C -
Humanities**

(Minimum 3 units)

AM STUDIES 1, 2; ART 1, 2, 10, 11, 12; CINMA10, 11; ENGL 2, 2H, 12, 13, 14, 16, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 58; FRLNG 1-4, 11, 31-34; HIST 2, 2H, 3, 3H, 4, 4H, 5, 5H; HUMN 1, 2, 3; MUSIC 5, 7, 8, 9, 10, 11, 13, 14, 15, 17, 20, 21, 24, 25, 26; PHLOS 3, 4, 5, 31, 32; PHOTO 35; SPAN 1S, 2S, 25, SPEECH 15; THEA 6, 10, 11, 13; TV 50.

**Area D -
Language and Rationality**

(Minimum 6 units)

All three sections (D1, 2, & 3) must be satisfied including one course selected from 1 and 3 below:

1. Writing: ENGL 1 OR *ENGL 51 (English requirement).

* English 51 may be used in some vocational programs. See the "Programs" section of this catalog.

2. Reading: This requirement may be satisfied by any of the options listed below:

a) Achieve a college level score of 95 or better on the reading comprehension section of the assessment test.

OR

b) Achieve a grade of "C" or better in a college-level reading class: ENGL 62, or a special program of study in the Reading Improvement Lab developed for students scoring between 87-94 on the reading comprehension section of the assessment test.

OR

c) Present proof of one of the following:
1) An Associate degree or higher from an accredited institution.
2) A grade of "C" or better in a college-level reading course from another community college.
3) College-level reading test scores from another college, or a score of 500 or better on the verbal section of the SAT, or a score of 23 or better on the English section of the ACT.

3. Communication and Analytical Thinking (mathematics requirement). This requirement may be satisfied by any of the options listed below:

a) Three units of any course offered by the Mathematics Department except MATH 304, 310, 320.

OR

b) ECTRN 132 and 133, or 134 and 135, or 140, or 141 when required by a two year electronics major; or #IT 151.

#IT 151 may be used in some vocational programs. See the "Programs" section of this catalog.

OR

c) A qualifying score on a designated achievement test AND a minimum of 3 units from the courses listed below.

CIS 1, 10, 20, 22, 23, 25

ENGL 4, 4H, 62

MATH 2, 4, 11, 12, 15, 20, 21, 22, 23, 30, 31, 40, 51, 52, 103, 104

PHLOS 1

SPEECH 1, 1H, 2, 6, 10, 60

**Area E -
Cross-Cultural Studies**

(Minimum 3 units)

ART 12, CINMA 11, COUN 55, ENGL 12, ENGL 36, HIST 37, HU DV 53, HUMN 3, MUSIC 13, POLSC 5, SOCSC 22, THEA 13.

**Local District Requirement
Health/Physical Education**

Two Physical Education activity courses (P.E. 1.1 through P.E. 9.30) or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures.

OR

One Health Education course (H ED 2, or 3) and one Physical Education activity course (P.E. 1.1 through P.E. 9.30) or one Intercollegiate Athletic sport.

Exemption: Students with a certified medical excuse.

Option B

To satisfy the general education requirements for the Associate Degree, completion of IGETC requirements may be used in lieu of the Solano College requirements listed in Option A.

By completing a total of 60 units including IGETC, a student will qualify for a Liberal Arts degree. Students may qualify for additional degrees if they have completed major requirements listed elsewhere in this Catalog.

Cross Cultural Requirement

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

ART 12, CINMA 11, COUN 55, ENGL 12, ENGL 36, HIST 37, HUDV 53, HUMN 3, MUSIC 13, POLSC 5, SOCS 22, THEA 13.

The IGETC requirements and the Solano College courses which satisfy the requirements.

Solano College 2005-2006 IGETC Courses - All courses must be completed with a "C" or better.

Area 1 - English Communications

CSU—3 courses required, one from each group below.

UC—2 courses required, one each from Group A and B.

Group A: English Composition (1 course, 3 semester or 4-5 quarter units): ENGL 1

Group B: Critical Thinking (1 course, 3 semester or 4-5 quarter units): ENGL 2*, 2H*, 4*, 4H*; PHLOS 5

Group C: Oral Communications (CSU requirement only) (1 course, 3 semester or 4-5 quarter units): SPEECH 1*, 1H*, 2, 6

Area 2 -

Mathematical Concepts and Quantitative Reasoning

(1 course, 3 semester or 4-5 quarter units)

MATH 2*, 4*, 11, 12, 15, 20*, 21*, 22*, 23, 30*, 31*, 40.

Area 3 - Arts and Humanities

(At least 3 courses, with at least one from the Arts and one from the Humanities; 9 semester or 12-15 quarter units.)

Arts

ART 1, 2, 10, 11, 12; CINMA 10, 11; MUSIC 5*, 7, 8, 13; PHOTO 35; THEA 6, 10, 11, 13.

Humanities

AMST 1, 2; ENGL 12, 13, 14, 16, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44; FRNCH 2, 3, 4, 33*, 34*; GERMN 2, 3, 4, 33*, 34*; HIST 2*, 2H*, 3*, 3H*, 4*, 4H*, 5*, 5H*, 10, 17*, 17H*, 18, 25, 28, 29, 30, 31, 32, 37; HUMN 1, 2, 3; PHLOS 3, 4, 31, 32; SPAN 2*, 3, 4, 25, 33*, 34*.

Area 4 - Social and Behavioral Sciences

(At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester or 12-15 quarter units.)

4A Anthropology and Archaeology

ANTH 2, 7

4B Economics

ECON 1, 2

4C Ethnic Studies

POLSC 5; SOCS 22, 23, 25, 26

4D Gender Studies

POLSC 19

4E Geography

GEOG 2, 4

4G Interdisciplinary, Social & Behavioral Science

HU DV 38, 39; JOURN 11; SOCS 25, 26, 27, 28

4H Political Science, Gov. & Legal Institutions

POLSC 1*, 1H*, 2, 3, 5, 6, 16, 19

4I Psychology

Psych 1*, 1H*, 2, 4, 5, 10, 20, 24, 30 (Socio 30), 34; Socio 30 (Psych 30)

4J Sociology & Criminology

PSYCH 30 (SOCIO 30); SOCIO 1, 2, 23, 30 (PSYCH 30), 40

Area 5 - Physical and Biological Sciences

(At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester or 9-12 quarter units.)

Physical Science

ASTR 10; CHEM 1(L), 2(L), 3(L)*, 4(L)*, 5(L), 10(L)*, 11(L)*; GEOG 1; GEOL 1, 2(L), 3, 4(L), 5; METER 10; PHYS 2(L)*, 4(L)*; 6(L)*, 7(L)*, 8(L)*, 10*; PHYSC 12(L)*.

Biological Sciences

ANTH 1; BIOSC 1(L), 2(L)*, 5(L)*, 6(L)*, 10(L)*, 12, 12 (L)*, 14, 15(L)*, 16*, 18, 19(L).

Language Other Than English (UC Requirement

Only) Proficiency equivalent to two years of high school study in the same language. Solano College courses that fulfill this requirement are:

ENGL 46; FRNCH 1, 31* & 32*; GERMN 1, 31* & 32*; ITAL 31* & 32*; LATIN 2*; SPAN 1, 31* & 32*.

*Indicates that transfer credit may be limited by either UC or CSU or both.

Option C

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

By completing a total of 60 units including the 39-unit CSU GE Breadth pattern, a student will qualify for a Liberal Arts degree. Students may qualify for additional degrees if they have completed major requirements listed elsewhere in this Catalog.

Cross Cultural Requirement

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

ART 12, CINMA 11, COUN 55, ENGL 12, ENGL 36, HIST 37, HUDV 53, HUMN 3, MUSIC 13, POLSC 5, SOCS 22, THEA 13.

The CSU GE Breadth requirements and the Solano College courses which satisfy the requirements are as follows:

General Education Breadth Requirements

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

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

D. A minimum of 12 semester units dealing with human social, political, and economic institutions and behavior and their historical background.

E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

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

Solano Community College 2005-2006 CSU General Education Breadth Requirements

Area A - Communication in the English Language *(Minimum of 9 units)*

One course required from each of A1, A2, and A3.

A-1 Oral Communication SPEECH 1, 1H

A-2 Written Communication ENGL 1

A-3 Critical Thinking PHLOS 1, 5; ENGL 2, 2H, 4, 4H; SPEECH 6

Area B - Physical Universe and Life Forms *(Minimum of 12 units, 9 at SCC)*

Select one physical science and one life science (one lab required) and one mathematics course.

B-1 Physical Science

ASTR 10; CHEM 1*, 2*, 3*, 4*, 5*, 10*, 11*; ENGR 30; GEOG 1; GEOL 2*, 4*, 5; METER 10; PHYS 2*, 4*, 6*, 7*, 8*, 10; PHYSC 12*.

B-2 Life Science

ANTH 1; BIOSC 1*, 2*, 5*, 6*, 10*, 12, 14*, 15*, 16, 19*.

B-3 Lab Course

BIOSC 12L; GEOL 1, 3; any course in groups B-1 or B-2 with an asterisk.

B-4 Mathematics

MATH 2, 4, 11, 12, 15, 20, 21, 22, 23, 30, 31, 40, 51.

**Area C -
The Arts, Literature, Philosophy and Foreign Languages**
(Minimum of 12 units, 9 at SCC)

Select at least one course in each of the two categories, arts and humanities.

C-1 Arts

ART 1, 2, 10, 11, 12; CINMA 10, 11; MUSIC 5, 7, 8, 13; PHOTO 35; THEA 1, 2, 5, 6, 10, 11, 13.

C-2 Humanities

AMST +1#, +2#; ENGL 6, 7, 12, 13, 14, 16, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 46, 47, 58; FRLNG 1, 2, 3, 4, 11, 31, 32, 33, 34; HUMN 1, 2, 3; PHLOS 3, 4, 31, 32; SPAN 1S, 2S, 25.

**Area D -
Social, Political and Economic Institutions**
(Minimum of 12 units, 9 at SCC)

Select courses from at least two different course prefixes.

D-1 Anthropology and Archaeology

ANTH 2, 7.

D-2 Economics

ECON 1, 2.

D-3 Ethnic Studies

COUN 55; HIST 25, 28#, 29#, 31; POLSC 5#; PSYCH 24; SOCSC 22, 23, 25, 26, 27; SOCIO 23.

D-4 Gender Studies

HIST 37#; POLSC 19; PSYCH 10.

D-5 Geography

GEOG 2, 4.

D-6 History

HIST 2, 2H, 3, 3H, 4, 4H, 5, 5H, 10, 17#, 17H# 18#, 28#, 29#, 30, 31, 32, 37#.

D-7 Interdisciplinary Social or Behavioral Science

AMST +1#, +2#; JOURN 11; PSYCH 30 (SOCIO 30); SOCSC 28; SOCIO 30 (PSYCH 30); TV 50.

D-8 Political Science, Government & Legal Institutions

CRIMJ 1; POLSC 1#, 1H#, 2, 3, 5#, 6, 16, 19.

D-9 Psychology

PSYCH 1, 1H, 2, 4, 5, 10, 24.

D-0 Sociology and Criminology

SOCIO 1, 2, 23, 40.

**Area E -
Lifelong Understanding and Self-Development**
(Minimum of 3 units)

BIOSC 18; BUS 58 (COUN 58, HU DV 58); COUN 58 (BUS 58, HU DV 58), 83; H ED2; HU DV 40, 50, 58 (BUS 58, COUN 58), 70; NUTRI 10; PSYCH 20, 34.

No more than 30 semester units may be certified from Areas B, C, and D combined.

A student may take a maximum of 39 of the 48 units at Solano Community College toward meeting the general education requirement. The remaining 9 units must be completed in upper division at the California State University.

* Lab Course

+ May be used in only one area

Meets American Institutions requirement

American History and Institutions Requirement

Every student must demonstrate a knowledge of American history and institutions to graduate from a California State University. The requirement can be completed at Solano College by taking POLSC 1, 1H or 5 and either HIST 17 or 17H or 18 or 28 or 29 or 37, or AMST 1 or 2.

**Transfer of Credit From
Other Colleges**

Only those courses designated as lower division courses by accredited colleges may be accepted for transfer to a degree or certificate program.

Transfer to Four-Year Colleges & Universities

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

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

Transfer Programs

Solano College works closely with the UC, CSU, and independent colleges to create a seamless transition from SCC to the university. While Solano students may apply to any university, the college has particular guaranteed transfer admission programs with some universities. To participate in these programs students must meet specific G.P.A. and course requirements often times associated with their major.

Concurrent Enrollment

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

Aerospace Studies (Air Force ROTC)

Air Force Reserve Officer Training Corps (AFROTC) is available to Solano Community College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers two-, three-, or four-year programs leading to a commission in the United States Air Force. All coursework (12 or 16 semester units) is completed on the CSUS campus. Drills and courses are normally offered on Tuesdays, Wednesdays and Thursdays. Field Training is conducted during part of the summer at an active Air Force base, normally between the student's sophomore and junior years.

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty. Graduates who are qualified and are selected may enter pilot or navigator training after graduation, or serve in a specialty consistent with their academic major, individual goals, and existing Air Force needs. Graduates may request a delay of entry on

active duty to continue their education or may apply for Air Force sponsored graduate study to begin immediately upon entry on active duty. Due to firm scheduling requirements for the AFROTC program, students are encouraged to work closely with their academic advisors in planning this academic program.

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

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

Cooperative Admissions Program (CAP)

CAP is an admissions program for high school seniors interested in guaranteed admission to UC Berkeley. Interested UC eligible students should apply for freshman admission to UC in November of their senior year. If denied, the CAP alternative will be offered. CAP students will be honored guaranteed admission to UC in their junior year if they complete 60-70 transferable units at Solano, fulfill transfer requirements and achieve at least a 3.5 GPA. This program is offered to Letters & Science applicants and a selected number of College of Engineering applicants.

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements.

IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. (There are a few exceptions to this statement. See a Counselor for more information.)

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

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

Solano College 2005-2006 IGETC Courses - All courses must be completed with a "C" or better.

**Area 1 -
English Communications**

CSU—3 courses required, one from each group below.
UC—2 courses required, one each from Group A and B.

Group A: English Composition (1 course, 3 semester or 4-5 quarter units): ENGL 1

Group B: Critical Thinking (1 course, 3 semester or 4-5 quarter units): ENGL 2*, 2H*, 4*, 4H*; PHLOS 5

Group C: Oral Communications (CSU requirement only) (1 course, 3 semester or 4-5 quarter units): SPEECH 1*, 1H*, 2, 6

**Area 2 -
Mathematical Concepts and Quantitative Reasoning**

(1 course, 3 semester or 4-5 quarter units)
MATH 2*, 4*, 11, 12, 15, 20*, 21*, 22*, 23, 30*, 31*, 40.

**Area 3 -
Arts and Humanities**

(At least 3 courses, with at least one from the Arts and one from the Humanities; 9 semester or 12-15 quarter units.)

Arts

ART 1, 2, 10, 11, 12; CINMA 10, 11; MUSIC 5*, 7, 8, 13; PHOTO 35; THEA 6, 10, 11, 13.

Humanities

AMST 1, 2; ENGL 12, 13, 14, 16, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44; FRNCH 2, 3, 4, 33*, 34*; GERMN 2, 3, 4, 33*, 34*; HIST 2*, 2H*, 3*, 3H*, 4*, 4H*, 5*, 5H*, 10, 17*, 17H*, 18, 25, 28, 29, 30, 31, 32, 37; HUMN 1, 2, 3; PHLOS 3, 4, 31, 32; SPAN 2*, 3, 4, 25, 33*, 34*.

**Area 4 -
Social and Behavioral Sciences**

(At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester or 12-15 quarter units.)

4A Anthropology and Archaeology

ANTH 2, 7

4B Economics

ECON 1, 2

4C Ethnic Studies

POLSC 5; SOCSC 22, 23, 25, 26

4D Gender Studies

POLSC 19

4E Geography

GEOG 2, 4

4G Interdisciplinary, Social & Behavioral Science

HU DV 38, 39; JOURN 11; SOCSC 25, 26, 27, 28

4H Political Science, Gov. & Legal Institutions

POLSC 1*, 1H*, 2, 3, 5, 6, 16, 19

4I Psychology

Psych 1*, 1H*, 2, 4, 5, 10, 20, 24, 30 (Socio 30), 34; Socio 30 (Psych 30)

4J Sociology & Criminology

PSYCH 30 (SOCIO 30); SOCIO 1, 2, 23, 30 (PSYCH 30), 40

**Area 5 -
Physical and Biological Sciences**

(At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester or 9-12 quarter units.)

Physical Science

ASTR 10; CHEM 1(L), 2(L), 3(L)*, 4(L)*, 5(L), 10(L)*, 11(L)*; GEOG 1; GEOL 1, 2(L), 3, 4(L), 5; METER 10; PHYS 2(L)*, 4(L)*; 6(L)*, 7(L)*, 8(L)*, 10*; PHYSC 12(L)*.

Biological Sciences

ANTH 1; BIOSC 1(L), 2(L)*, 5(L)*, 6(L)*, 10(L)*, 12, 12 (L)*, 14, 15(L)*, 16*, 18, 19(L).

Language Other Than English (UC Requirement Only)

Proficiency equivalent to two years of high school study in the same language. Solano College courses that fulfill this requirement are:

ENGL 46; FRNCH 1, 31* & 32*; GERMN 1, 31* & 32*; ITAL 31* & 32*; LATIN 2*; SPAN 1, 31* & 32*.

CSU Graduation Requirement in U.S. History, Constitution and American Ideals (Not part of IGETC; may be completed prior to transfer.) 6 units, one course from Group 1 and one course from Group 2 below:

Group 1 - POLSC 1, 5.

Group 2 - AMST 1, 2; HIST 17, 18, 28, 29, 37.

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

*Indicates that transfer credit may be limited by either UC or CSU or both.

California Articulation Number (CAN)

The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught on California college campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. It is expected that most campuses throughout the state will qualify courses to use the California Articulation Numbers.

The following list of CAN courses was effective as of the publication of this catalog; however, changes in CAN course listings occur periodically. To obtain the current listings of Solano's CAN courses, visit the CAN web site at www.can.csus.edu. The CAN web site also has the CAN information for all other California community colleges, California State Universities, and some independent colleges. Students can also check with counseling offices, transfer centers, academic advising offices, or articulation officers for current listings of CAN courses and campuses participating in the CAN System.

Solano College CAN Courses

SCC Course

ACCT 1
ACCT 2
ACCT 1+2
ANTH 1
ANTH 2
ANTH 7
ART 1
ART 2
ART 1+2
ART 4
ART 6
ART 7
ART 15
ART 17
ART 23
ART 31
ART 39
BIOSC 2
BIOSC 1+2
BIOSC 5
BIOSC 6
BIOSC 5+6
BIOSC 14
BUS 18
CHEM 1
CHEM 2
CHEM 1+2
CHEM 5
CHEM 10
CHEM 11
CHEM 10+11

CAN Number

CAN BUS 2
CAN BUS 4
CAN BUS SEQ A
CAN ANTH 2
CAN ANTH 4
CAN ANTH 6
CAN ART 2
CAN ART 4
CAN ART SEQ A
CAN ART 24
CAN ART 14
CAN ART 22
CAN ART 8
CAN ART 10
CAN ART 6
CAN ART 12
CAN ART 20
CAN BIOL 2
CAN BIOL SEQ A
CAN BIOL 12
CAN BIOL 10
CAN BIOL SEQ B
CAN BIOL 14
CAN BUS 12
CAN CHEM 2
CAN CHEM 4
CAN CHEM SEQ A
CAN CHEM 12
CAN CHEM 6
CAN CHEM 8
CAN CHEM SEQ B

CIS 1
CIS 20
CIS 25
CRIMJ 1
CRIMJ 2
CRIMJ 51
CRIMJ 53
ECON 1
ECON 2
ENGL 1
ENGL 2
ENGL 1+2
ENGL 6
ENGL 21
ENGL 23
ENGL 25
ENGL 30
ENGL 31
ENGL 30+31
ENGL 40
ENGL 41
ENGL 40+41
ENGR 30
ENGR 45
FASHD 31
FRNCH 1
FRNCH 2
FRNCH 1+2
FRNCH 3
FRNCH 4
FRNCH 3+4
GEOG 1
GEOG 2
GEOL 1
GEOL 1+2
GEOL 3
GEOL 3+4
GERMN 1
GERMN 2
GERMN 1+2
GERMN 3
GERMN 4
GERMN 3+4
HIST 2
HIST 3
HIST 4
HIST 5
HIST 4+5
HIST 17
HIST 18
HIST 17+18
HU DV 38+39
ITAL 31+32
ITAL 33+34
JOURN 1
JOURN 11
MATH 2
MATH 4
MATH 11
MATH 12
MATH 15
MATH 20
MATH 21
MATH 20+21
MATH 22
MATH 20+21+22
MATH 23
MATH 30
MATH 31
MATH 30+31
MATH 40
MATH 51
MUSIC 8

CAN BUS 6
CAN CSCI 10
CAN CSCI 4
CAN AJ 2
CAN AJ 4
CAN AJ 8
CAN AJ 6
CAN ECON 2
CAN ECON 4
CAN ENGL 2
CAN ENGL 4
CAN ENGL SEQ A
CAN ENGL 6
CAN ENGL 20
CAN ENGL 18
CAN ENGL 22
CAN ENGL 14
CAN ENGL 16
CAN ENGL SEQ C
CAN ENGL 8
CAN ENGL 10
CAN ENGL SEQ B
CAN ENGR 8
CAN ENGR 4
CAN FCS 6
CAN FREN 2
CAN FREN 4
CAN FREN SEQ A
CAN FREN 8
CAN FREN 10
CAN FREN SEQ B
CAN GEOG 2
CAN GEOG 4
CAN GEOL 6
CAN GEOL 2
CAN GEOL 8
CAN GEOL 4
CAN GERM 2
CAN GERM 4
CAN GERM 4
CAN GERM SEQ A
CAN GERM 8
CAN GERM 10
CAN GERM SEQ B
CAN HIST 14
CAN HIST 16
CAN HIST 2
CAN HIST 4
CAN HIST SEQ A
CAN HIST 8
CAN HIST 10
CAN HIST SEQ B
CAN FCS 14
CAN ITAL 2
CAN ITAL 4
CAN JOUR 2
CAN JOUR 4
CAN MATH 10
CAN MATH 16
CAN STAT 2
CAN MATH 2
CAN MATH 12
CAN MATH 18
CAN MATH 20
CAN MATH SEQ B
CAN MATH 22
CAN MATH SEQ C
CAN MATH 24
CAN MATH 30
CAN MATH 32
CAN MATH SEQ D
CAN MATH 26
CAN MATH 8
CAN MUS 8

NUTRI 10	CAN FCS 2
PE 20.1	CAN KINE/PE 2
PE 20.3	CAN KINE/PE 8
PHLOS 3	CAN PHIL 2
PHLOS 4	CAN PHIL 4
PHOTO 30	CAN ART 18
PHYS 2	CAN PHYS 2
PHYS 4	CAN PHYS 4
PHYS 2+4	CAN PHYS SEQ A
PHYS 6	CAN PHYS 8
PHYS 7	CAN PHYS 12
POLSC 1	CAN GOVT 2
PSYCH 2	CAN PSY 2
SOCIO 1	CAN SOC 2
SOCIO 2	CAN SOC 4
SPAN 1	CAN SPAN 2
SPAN 2	CAN SPAN 4
SPAN 1+2	CAN SPAN SEQ A
SPAN 3	CAN SPAN 8
SPAN 4	CAN SPAN 10
SPAN 3+4	CAN SPAN SEQ B
SPEECH 1	CAN SPCH 4
SPEECH 6	CAN SPCH 6
SPEECH 10	CAN SPCH 8
THEA 1	CAN DRAM 8
THEA 3	CAN DRAM 12
THEA 6	CAN DRAM 18
THEA 8	CAN DRAM 14
THEA 20	CAN DRAM 10

California State Universities (CSU) Undergraduate Transfer Admission Requirement

Lower Division Transfer Admission Requirements*—
Students are eligible for admission if they:

- Have completed 55 or fewer transferable semester college units (83 quarter units).
- Have a college grade point average of 2.00 or better in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e. they are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies they had in high school if they did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman.

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

Upper Division Transfer Admission Requirements*—
Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units (90 quarter units).
- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

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

Online application, instructions, and other information are available at: www.csumentor.edu.

Identification of Baccalaureate Level Courses-California State Universities

1. Courses numbered 1 through 99 transfer for entrance and elective credit to all California State Universities.
2. Vocational courses designated for two-year programs are transferable for the Bachelor of Vocational Education (BVE) or other directly related four-year programs. For additional information about four-year vocational degree programs, contact a counselor.

General Education Breadth Requirements

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

- A. A minimum of nine semester units in communication in the English language, to include both oral communication and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.

- B. A minimum of 12 semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and in math concepts and quantitative reasoning and their applications.
- C. A minimum of 12 semester units from the arts, literature, philosophy, and foreign languages.
- D. A minimum of 12 semester units dealing with human social, political, and economic institutions and behavior and their historical background.
- E. A minimum of three semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

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

Solano Community College 2 005-2006 CSU General Education Breadth Requirements

**Area A -
Communication in the English Language**
(Minimum of 9 units)

One course required from each of A1, A2, and A3.

A-1 Oral Communication

SPEECH 1, 1H

A-2 Written Communication

ENGL 1

A-3 Critical Thinking

PHLOS 1, 5; ENGL 2, 2H, 4, 4H; SPEECH 6

**Area B -
Physical Universe and Life Forms**
(Minimum of 12 units, 9 at SCC)

Select one physical science and one life science (one lab required) and one mathematics course.

B-1 Physical Science

ASTR 10; CHEM 1*, 2*, 3*, 4*, 5*, 10*, 11*; ENGR 30; GEOG 1; GEOL 2*, 4*, 5; METER 10; PHYS 2*, 4*, 6*, 7*, 8*, 10; PHYSC 12*.

B-2 Life Science

ANTH 1; BIOSC 1*, 2*, 5*, 6*, 10*, 12, 14*, 15*, 16, 19*.

B-3 Lab Course

BIOSC 12L; GEOL 1, 3; any course in groups B-1 or B-2 with an asterisk.

B-4 Mathematics

MATH 2, 4, 11, 12, 15, 20, 21, 22, 23, 30, 31, 40, 51.

**Area C -
The Arts, Literature, Philosophy and Foreign Languages**
(Minimum of 12 units, 9 at SCC)

Select at least one course in each of the two categories, arts and humanities.

C-1 Arts

ART 1, 2, 10, 11, 12; CINMA 10, 11; MUSIC 5, 7, 8, 13; PHOTO 35; THEA 1, 2, 5, 6, 10, 11, 13.

C-2 Humanities

AMST +1#, +2#; ENGL 6, 7, 12, 13, 14, 16, 18, 21, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 41, 44, 46, 47, 58; FRLNG 1, 2, 3, 4, 11, 31, 32, 33, 34; HUMN 1, 2, 3; PHLOS 3, 4, 31, 32; SPAN 1S, 2S, 25.

**Area D -
Social, Political and Economic Institutions**
(Minimum of 12 units, 9 at SCC)

Select courses from at least two different course prefixes.

D-1 Anthropology and Archaeology

ANTH 2, 7.

D-2 Economics

ECON 1, 2.

D-3 Ethnic Studies

COUN 55; HIST 25, 28#, 29#, 31; POLSC 5#; PSYCH 24; SOCSC 22, 23, 25, 26, 27; SOCIO 23.

D-4 Gender Studies

HIST 37#; POLSC 19; PSYCH 10.

D-5 Geography

GEOG 2, 4.

D-6 History

HIST 2, 2H, 3, 3H, 4, 4H, 5, 5H, 10, 17#, 17H# 18#, 28#, 29#, 30, 31, 32, 37#.

D-7 Interdisciplinary Social or Behavioral Science

AMST +1#, +2#; JOURN 11; PSYCH 30 (SOCIO 30); SOCSC 28; SOCIO 30 (PSYCH 30); TV 50.

D-8 Political Science, Government & Legal Institutions

CRIMJ 1; POLSC 1#, 1H#, 2, 3, 5#, 6, 16, 19.

D-9 Psychology

PSYCH 1, 1H, 2, 4, 5, 10, 24.

D-0 Sociology and Criminology

SOCIO 1, 2, 23, 40.

**Area E -
Lifelong Understanding and Self-Development**
(Minimum of 3 units)

BIOSC 18; BUS 58 (COUN 58, HU DV 58); COUN 58 (BUS 58, HU DV 58), 83; H ED2; HU DV 40, 50, 58 (BUS 58, COUN 58), 70; NUTRI 10; PSYCH 20, 34.

No more than 30 semester units may be certified from Areas B, C, and D combined.

A student may take a maximum of 39 of the 48 units at Solano Community College toward meeting the general education requirement. The remaining 9 units must be completed in upper division at the California State University.

- * Lab Course
- + May be used in only one area
- # Meets American Institutions requirement

American History and Institutions Requirement

Every student must demonstrate a knowledge of American history and institutions to graduate from a California State University. The requirement can be completed at Solano College by taking POLSC 1, 1H or 5 and either HIST 17 or 17H or 18 or 28 or 29 or 37, or AMST 1 or 2.

University of California

Planning to Transfer

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

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

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

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

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

California Residents

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

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

Nonresidents

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

Courses Acceptable at University of California

Solano College courses number 1 through 49 transfer to the University of California. A limited number of units are allowed for certain transfer courses in specific areas. Courses which have an asterisk (*) following the course name and number in the Course Descriptions section of this Catalog have been submitted to the UC system for approval as transferable courses. The transferability of these courses is pending UC approval. Not all Special Topics courses are transferable. Please contact a counselor for specific information.

University of California (Breadth) General Education Requirements

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

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

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

Solano College counselors, the Career Center, and the Transfer Center have lists of courses which are acceptable for credit at all UC campuses, as well as those which meet the breadth requirements for specific UC colleges and schools. Students should study the list of undergraduate colleges, schools, and majors available at each campus to determine which campuses will best satisfy their educational needs. Contact a counselor for specific information.

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

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

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

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

Contact a counselor and visit the ASSIST web site at www.assist.org for details and information on specific courses to satisfy the College of Letters and Science breadth and major requirements.

University of California, Davis

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

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

Students should place highest priority on achieving minimum transfer eligibility and on completing courses for their majors. Major preparation gives students the best opportunity to begin upper-level courses as soon as they transfer. Additionally, some majors require that students complete specific courses before they may transfer. These majors are: all majors in the College of Engineering, all majors in the Division of Biological Sciences, Biotechnology, Communications, Computer Science, Fermentation Science, International Relations, Landscape Architecture, Pre-Design, Pre-Managerial Economics, Psychology, and Viticulture and Enology.

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

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

Workforce Development Education

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

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

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

Short-Term Courses

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

Degree and Certificate Programs

Solano College offers a wide variety of programs in technical fields in which a student can be certified in a year or less. See the listing under each major for specific information, or see www.solano.edu.

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

Accounting
Aeronautics
Automotive Body and Fender
Automotive Technician
Avionics
Banking and Finance, Bank Operation
Biotechnology Production Technician
Business – General (Transfer)
Computer and Information Science
Cosmetology
Criminal Justice, Corrections
Criminal Justice, Law Enforcement
Drafting Technician
Early Childhood Education
Electronics Technology
Fashion Design
Fire Technology
Home Economics
Human Services
Industrial Management, Safety

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

Associate Degree only is offered in the following programs:

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

Certificate of Achievement only is offered in the following program:

Hazardous Substance & Waste Handling Technician

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

Account Clerk (see Accounting major)
Certified Nursing Assistant (see Nursing/Health Occupations major)
Computer Applications Specialist (see Computer & Information Science major)
Computer Investigations (see Electronics major)
Computer Servicing Technician (see Electronics major)
Drafting Technology (see Drafting major)
Electronic Security and Surveillance Technician (see Electronics major)
Emergency Medical Technician I (see Health Occupations major)
Fitness Professional (see Physical Education / Athletics major)
Floral Worker (see Ornamental Horticulture major)
General Office Assistant (see Office Technology major)
Hazmat Worker (see Fire Technology major)
Home-Based Computer Processor (see Computer & Information Science major)
Home Technology Integrator (see Electronics major)
Landscape Worker (see Ornamental Horticulture major)
Legal Office Assistant (see Office Technology major)
Manufacturing Technology (see Industrial Education major)
Medical Office Assistant (see Office Technology major)
Nail Technician (see Cosmetology major)
Retail Clerk (see Office Technology major)
Web Developer (see Computer & Information Science major)
Welding Equipment Operator (see Welding major)

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

Programs

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

A number of Certificate of Achievement programs are offered for students seeking specialized training in specific fields. For most certificate programs, students who complete the series of courses with a *cumulative* grade point average of 2.0 or higher are eligible to apply for the Certificate of Achievement. Some programs, however, require that students complete *each* course within the program with a grade point of 2.0 (C) or better. All credits earned in certificate programs may be counted toward the A.S./A.A. degree and in some instances credit for certificate courses may be transferable to four-year colleges. To be eligible for

a certificate, at least six semester units in the field or a closely related subject must be completed at Solano Community College.

A number of Job-Direct certificate programs are also offered. These fast-track programs are specifically designed to prepare students for employment in the identified field. Not all credits earned in the Job-Direct certificate programs may be counted toward the A.S./A.A. degree or the Certificate of Achievement.

Students planning to transfer to four-year institutions should consult the catalog of the college to which they intend to transfer. This is the best way to insure that the program taken at Solano College satisfies lower division requirements of the transfer institution.

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

Guide to Catalog Course Listings

Individual courses are listed under the programs of the same name (i.e., Accounting courses under "Accounting" and Business courses under "Business") except for the following:

<u>Courses</u>	<u>Listed Under</u>	<u>Courses</u>	<u>Listed Under</u>
Air Conditioning & Refrig (ACR)	Industrial Education	Physical Science (PHYSC)	Science, General
American Studies (AMST)	Liberal Arts	Portuguese (PORT)	Foreign Languages
Anthropology (ANTH)	Science, General	Sociology (SOCIO)	Social Sciences
Astronomy (ASTRO)	Science, General	Spanish (SPAN)	Foreign Languages
Athletics (ATHL)	Physical Education/Athletics	Speech (SPEECH)	Communications Studies
Cinematography (CINMA)	Film & Television	Tagalog (TAG)	Foreign Languages
Education (EDUC)	Liberal Arts	Television (TV)	Film & Television
Emergency Medical Technician (EMT)	Health Occupations	Tutoring (TUTOR)	Counseling
English as a Second Language (ESL)	English		
French (FRNCH)	Foreign Languages	<u>Other Categories</u>	<u>Listed Under</u>
Geography (GEOG)	Science, General	Computer Servicing Tech.	Electronics major
Geology (GEOL)	Science, General	Graphic Design & Illustration major	Art major
German (GERMN)	Foreign Languages	Reading courses	English major
Health Education (H ED)	Physical Education/Athletics	Sports Med./Fitness Sci major	P.E./Athletics
Human Development (HU DV)	Home Economics		
Humanities (HUMN)	Liberal Arts		
Industrial Management (INDMG)	Industrial Education		
Industrial Technology (IT)	Industrial Education		
Italian (ITAL)	Foreign Languages		
Japanese (JAPAN)	Foreign Languages		
Latin (LATIN)	Foreign Languages		
Learning Resources (LR)	Liberal Arts		
Learning Skills (LS)	Counseling		
Maintenance Technician (MT)	Industrial Education		
Meteorology (METER)	Science, General		
Nursing (NURSE)	Health Occupations		
Nutrition (NUTRI)	Home Economics		

Program Degrees and Certificates

	Assoc Degree	Certificate		Assoc Degree	Certificate
# Accounting	•	•	Liberal Arts	•	
*# Aeronautics			# Life Management	•	•
Airframe Maintenance Technician	•	•	*# Maintenance Technician	•	•
Powerplant Maintenance Technician	•	•	# Management	•	•
Airframe & Powerplant Maintenance Technician	•	•	# Small Business Management	•	•
Avionics Technician	•	•	Retail Management	•	•
Art			# Marketing	•	•
Two Dimensional	•		Mathematics	•	
Three Dimensional	•		Music		
Graphic Design & Illustration	•		Instrumental	•	
*# Automotive			Theory-Composition	•	
Body & Repair Technician	•	•	Vocal	•	
*# Banking & Finance, Bank Operation	•	•	Nursing, Registered	•	
Biology	•		# Office Technology		
Biotechnology Production Technician	•	•	Administrative Assistant	•	•
# Business, General (Transfer)	•	•	Legal Specialist	•	•
Chemistry	•		Medical Office Specialist	•	•
Communication Studies	•		Medical Transcription Specialist	•	•
# Computer & Information Science			*# Ornamental Horticulture		
Computer Programming	•	•	Commercial Floral Practices	•	•
Microcomputer Applications	•	•	Horticulture Science	•	•
Web Administration	•	•	Landscape Maintenance	•	•
*# Cosmetology	•	•	Landscape Practices	•	•
# Criminal Justice			Nursery Production	•	•
Corrections	•	•	Turf Management	•	•
Law Enforcement	•	•	*# Photography, Professional	•	•
*# Drafting Technician	•	•	Physical Education	•	
# Early Childhood Education	•	•	Physics	•	
* Electronic/Compnr Serv. Technology	•	•	Political Science	•	
English	•		Psychology	•	
Ethnic Studies			# Real Estate	•	•
African-American Studies	•		Science, General	•	
Asian-American Studies	•		Social Science	•	
Ethnic Studies Combination	•		Sports Medicine/Fitness Science		
Latino Studies	•		Transfer	•	
Native American Studies	•		Occupational-Aerobics	•	
# Fashion Design	•	•	Occupational-Personal Trainer	•	
# Fashion Merchandising	•	•	Theatre Arts	•	
Film and Television	•		*# Water & Wastewater Technology	•	•
Fine Arts	•		*# Welding		
*# Fire Technology	•	•	Industrial Technician	•	•
Hazardous Substance and Waste Handling Technician		•	Technician	•	•
Foreign Languages, General	•				
French	•				
German	•				
Spanish	•				
History	•				
# Home Economics	•	•			
# Human Services	•	•			
*# Industrial Management, Safety	•	•			
# Interior Design	•	•			
International Relations	•				
Journalism	•				

* Students in these programs may satisfy the English portion of the general education requirement for the Associate Degree by taking either ENGL 1 or ENGL 51.

Students in these programs may satisfy the mathematics portion of the general education requirement for the Associate Degree by taking either MATH 102 or IT 151.

Announcement of Courses & Course Numbers

Courses

Credit Courses: Courses numbered 1-399 are graded courses authorized by the Governing Board of Solano Community College. All courses are not offered every year. A coding directly below the title of some courses indicates when the course is usually offered. "F" indicates fall semester and "S" indicates spring semester. If no coding appears for a course, however, it does not mean the course is offered every semester, day and night. Courses offered depend on prospective enrollment, the availability of instructors and physical facilities. Prospective students should consult the current Schedule of Classes for information on course offerings for a specific semester.

Noncredit Courses: The courses numbered 500-599 are offered on a noncredit basis. Regular attendance and participation are required. No grades or college credit are issued. Contact the Office of Admissions and Records or see the Schedule of Classes for current offerings.

Community Services Courses: The College also offers a variety of Community Service courses that are designed to meet the needs of community residents and businesses. These courses are fee-based, noncredit courses that do not receive any tax support and no student records are kept by the Office of Admissions and Records. Community Service courses are not listed in this Catalog but in a separate bulletin, *Vistas*, published each semester (fall, spring). Contact the Community Service Office for course schedules and details about registration at (707) 864-7115 and online: www.solano.edu/communityservices.

Co/Prerequisites and Advisories

It is the intent of Solano College to guide students into courses in which they will have the best opportunity for academic success. Therefore, many courses have co-requisite, prerequisites or advisories indicated in their descriptions.

Co-requisite details: 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 as such 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.

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.

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.

Co/Prerequisites. Course co-requisites and prerequisites ensure that the student has the minimum level of knowledge and/or skills to be successful in the specific course or program. The skills, concepts, and proficiencies learned in the prerequisite are not taught in the subsequent course. Co-requisite and prerequisite information for a course, if any, appears in the "Prerequisite" area of the catalog description. For registration purposes, if a student is currently enrolled in a prerequisite course, that student may enroll in a subsequent course **contingent** on successful completion of the prerequisite. If the student is unsuccessful in the prerequisite, he/she will be **dropped** automatically from the subsequent course.

Advisories. Advisories are recommendations made to enhance or deepen the student's learning experience in a course. While the advisory skills and proficiencies are not required in order for a student to be successful in the course, advisories should be taken seriously. For specific information, students should consult their counselor or faculty advisor. Solano College has established recommended minimum English and math standards for Associate-Degree level courses across the disciplines to advise students of the levels of writing, reading, and math skills they should have in order to have the most beneficial learning experience. Advisory information for a course appears in the "Course Advisory" area of the catalog description.

The recommended **minimum** skill level in English in an Associate-Degree level course (SCC minimum English standard) is eligibility for enrollment in English 370. The recommended **minimum** skill level in mathematics in an Associate-Degree level course (SCC minimum math standard) is eligibility for enrollment in Math 102.

Verification of a Co/Prerequisite. Students desiring to enroll in a course or program that specifies a co/prerequisite course and who have completed such a course at an institution other than

Solano College must submit documentation to verify this completion. This documentation must be presented to a counselor, faculty advisor, or division dean. Or a student may file a "Petition to Verify a Course Pre/Co-requisite" form, available at the Office of Admissions and Records. (Refer to the form for more detailed information on the requirements and procedures for processing this petition.)

Challenging a Co/Prerequisite. A student has the right to challenge a course co/prerequisite based on the following grounds: the co/prerequisite has not been established in accordance with the District's process for establishing co/prerequisites; the co/prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the prerequisite course has not been made "reasonably available" and the required completion of it will cause a delay of one or more terms in attaining the goal specified in the student's authorized Individualize Education Plan (IEP); or the student has the knowledge or ability to succeed in the course or program despite not meeting the co/prerequisite. In the challenge process, **the burden of proof is on the student.** In order to file a challenge, students must submit a "Petition to Challenge a Course Pre/Co-requisite," available at the Office of Admissions and Records. If the challenge is upheld, the student will be allowed to enroll, contingent on the availability of space in the course; if denied, the student will not be allowed to enroll or, if already enrolled, will be dropped automatically from the class. Refer to the form for more detailed information on the requirements and procedures for processing this petition.

Course Numbering System

Solano College certifies the general or limited transferability of each course to the California State Universities. The following numbering system indicates transferability, credit or noncredit status and other related information. For specific transfer information, students should consult a counselor and refer to the catalog of the prospective transfer institutions.

Course Numbers

1- 49 Qualify for the AA/AS Degree; transfer to the University of California system and the California State Universities.

NOTE: Courses with an asterisk (*) following the course number have been submitted to the University of California system-wide Articulation Office for approval as transferable courses. UC approval of these courses as transferable is pending.

50- 99 Qualify for the AA/AS Degree and transfer to the California State Universities.

100-199 Qualify for the AA/AS Degree but, generally, do not transfer to four-year institutions. Some courses may be used to meet requirements in certain majors at some four-year institutions.

200-299 Vocational, credit courses which DO NOT apply to the AA/AS Degree and do not transfer to four-year institutions.

300-399 Credit courses which DO NOT apply to the AA/AS Degree. **Exception:** One English course below English 1 which may be applied to the Associate Degree as an elective. Do not transfer to four-year institutions.

500-599 Noncredit courses.

600-799 Community Service courses. These courses are noncredit and usually charge a fee.

Some sequentially-numbered courses continue through two or more semesters and must often be taken in sequence. Check course prerequisites for appropriate course sequence.

The College reserves the right to cancel any class which does not meet the minimum enrollment requirements and whenever there are unexpected staffing or facility situations that cannot be satisfactorily resolved.