

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 on the college Web site at : www.solano.edu. An application must be submitted if a student is:

1. A new student entering Solano Community College for the first time, or
2. A returning (former) student who did not attend Solano 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.

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SPECIAL ADMISSION (K-12)

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

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

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

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

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 Community 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 \$183 per unit for the 2008-2009 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.

SOLANO COMMUNITY COLLEGE IDENTIFICATION NUMBER (SCCID)

All students admitted to Solano Community College will be issued a SCCID upon receipt of their application for admission. The SCCID is your primary identification number. You will also receive a user login that will serve as your login ID for web registration. Your SCCID should be used on all correspondence and forms. The SCCID provides an added layer of protection to combat the ever-increasing occurrences of identity theft.

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.

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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.

Transfer of Credit From Other Colleges

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

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 required to take a mathematics test.

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" online at the SCC Web site: www.solano.edu
- 2) **Next:** attend a scheduled test session and take the math, 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 Web site 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 Building 400, room 442, Fairfield campus. 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 online at <http://www.solano.edu/counseling/assessment.html>, in the Counseling Center and at the Assessment Center

Office. Students may also phone (707) 864-7000, ext. 4525 for the current week's assessment dates, and times

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.

DEBTS

- Most debts for the current semester that are associated with 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 400, Fairfield campus).
- Outstanding debts associated with Web registration from previous semesters may also be paid online or at the Office of Admissions and Records (Building 400, Fairfield campus).
- 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, Fairfield campus).

Students are advised to keep receipts as proof of payment if you pay on the web. Print a copy of the confirmation page for your records.

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 545 Columbus Parkway, 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.

In addition to the sites listed above, each semester there are classes offered at many other locations. Students should consult the Schedule of Classes for specific locations and times. For convenience, registration for off-campus classes can be accomplished online at the College Web site (www.solano.edu), 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 Web site 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 Web site to meet the security requirements for Travis Air Force Base.

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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 1425 (Bldg. 1400).

SCHEDULE OF CLASSES

The Solano Community 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, Fairfield campus. 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 information on the website. The Office of Admissions and Records is a convenient place to ask questions about College procedures. Our Web site is www.solano.edu.

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

Registration: Students who wish to enroll in classes for the next semester can obtain registration information from the Schedule of Classes or online at www.solano.edu.

The Schedule of Classes contains registration information and instructions. Registration is conducted by priority appointments. The priority registration appointments are online approximately 2 weeks prior to the start of registration. Students may pay their fees online. Registration payments must be received within 10 working days or you may be dropped. The College is not responsible for lost or delayed mail.

Register online through the College Web site at: www.solano.edu.

Registration by proxy is permissible. Fees are due and payable at the time of in-person registration. In-person registration is reserved for students with registration problems that can only be solved in person.

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 online via the College Web site.
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 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 to the Office of Admissions & Records.
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 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. All debts to the College must be cleared before students may register for classes.

Students are responsible for officially dropping their courses before the deadline. Non-attendance or non-payment of fees will not remove you from a course nor alleviate your responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. You may drop courses online, by phone or inperson at the Office of Admissions and Records.

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 08-09 academic year, effective the first day of the summer session, 2008, is \$183 per unit. All non-resident students are also required to pay enrollment fees.

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ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$20 per unit.* There is no enrollment fee for noncredit classes. Fees are due and payable at registration. All debts to the College must be cleared before students may register for classes.
- Parking 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). Express service through the National Student Clearinghouse: \$2.50.
- Health fee: Fall/Spring-\$13.00; Summer-\$5.00
- 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. The enrollment fee is subject to change by the State Legislature.

Solano Community 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:

Family Size	2007 Income
1	\$15,315
2	\$20,535
3	\$25,755
4	\$30,975
5	\$36,195
6	\$41,415
7	\$46,635
8	\$51,855
Each additional family member	\$ 5,220

—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.

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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.

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, 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:

- a. The tuition was collected in error or as a result of a reduction of the educational program at Solano Community College.
- b. 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.
- c. 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 or by the second class meeting for short term courses.

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 or the second class meeting for short-term courses.

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.

Academic Regulations

Academic Council

The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

1. The Academic Council consists of the following membership: Vice President of Student Services (Chairperson), Dean of Admissions and Records, one counselor, two faculty members (appointed by the Academic Senate), and one classified staff member from Student Services.
2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the Office of Admissions and Records.
5. Students shall submit their completed form(s) to the Office of Admissions and Records.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Vice President of Student Services may vote to break the tie.
7. The Academic Council meets on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission.
9. Each student who petitions the Academic Council is notified in writing, by the Student Services Office, concerning the action taken by the Academic Council on his/her petition.
10. Any student who is not satisfied with the Academic Council action taken on his/her petition may request a second petition review by the Academic Council or an opportunity to meet with the Academic Council in order to discuss his/her petition. Requests for a second review or a personal meeting are directed to the Vice President of Student Services.
11. The Office of Admissions and Records is notified, by the Student Services Office, of all Academic Council decisions. The Disabled Student Program and Services (DSP&S) Extended Opportunity Programs and Services, (EOPS) and the Counseling Division are notified about special counseling needs for students.

12. The Academic Council Petition for each student is filed in his/her permanent cumulative folder along with a copy of the Academic Council's action. (*Reference: Student Services Policy and Procedures 5200*)

STANDARDS FOR PROBATION AND DISQUALIFICATION

Students failing to maintain an acceptable standard academic achievement shall be placed on academic probation, progress probation, or be disqualified. (*Reference: Student Services Policy and Procedures 5100*)

For purposes of probation and dismissal, semesters shall be considered consecutive, not in their calendar order of succession, but in the order in which a student enrolls in them. The semester in which performance causes one to be placed on probation is the first probationary semester.

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 cumulative grade point average 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 all units attempted.

B. Removal from Progress Probation

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

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

Academic Regulations

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

1. A probationary student's cumulative grade point 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 NP for three consecutive semesters.
3. A student achieves a semester grade point average 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 2.00 or greater, shall remain on academic probation until the cumulative GPA is 2.00 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 "NP" are less than 50% of all units attempted.

PROBATION AND DISQUALIFICATION PROCEDURES

1. Students will be placed on Academic Probation when the total units in which grades of A, B, C, D and F were received at Solano Community College is 12 or more and the calculated grade point average is less than 2.0 for either the semester or cumulative GPA.
2. Students will be placed on Progress Probation when the total units enrolled is 12 or more and for which entries of I, W, or NP equals or exceeds 50%.
(For purposes of Progress Probation, transcript entries of A, B, C, D, F, W, I, P and NP are counted for units enrolled.)
3. Students placed on probation will be notified on the student grade report. Students that are disqualified will be notified by the Office of Admissions and Records.
4. The student on probation should see a counselor to review academic standards for maintaining satisfactory progress.

5. Students who are dismissed for poor academic achievements must petition the Academic Council for readmission. A petition may be filed if extenuating circumstances exist which caused the substandard grades, or the student must remain out of school for one semester excluding a summer session.
6. A Counselor will review academic standards with the student and recommend readmission after disqualification. The petition for readmission must contain written comments from the Counselor prior to review by the Dean of Admissions & Records. The Academic Council will hear appeals and recommend conditions of readmission or denial of readmission.
7. Students that have been readmitted after disqualification and achieve a semester GPA of 2.25 or greater with no transcript entries of W, I or NP and whose cumulative G.P.A. remains under 2.0, will be automatically readmitted for the ensuing term.
8. For purposes of progress probation, the total units enrolled will begin to accumulate with the Summer 1996 term.

ACADEMIC RENEWAL

Pursuant to regulations established by the Board of Governors of the California Community Colleges, students may petition for the elimination of past substandard coursework (D, F, or NP) up to 30 units in the calculation of their cumulative grade point average. (*Reference: Student Services Policy and Procedures 5110*)

ACADEMIC RENEWAL – STUDENT SERVICES PROCEDURES 5110 PROCEDURES

Pursuant to regulations established by the Board of Governors of the California Community Colleges (*Title 5, Section 55764*), students may, under the provisions outlined below, petition for the elimination of past substandard coursework in the calculation of the student's grade point average (GPA.)

1. Coursework eligible for consideration under this regulation shall be:
 - a) No more than thirty (30) units;
 - b) Clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Pass;
 - c) Courses taken at Solano Community College and
 - d) Courses taken three or more semesters (not including summer session) prior to petitioning.

Academic Regulations

2. Students are not eligible for relief under the academic renewal policy until they have:
 - a) Completed at least fifteen (15) units, with a grade of "C" or better at an accredited post-secondary institution subsequent to the coursework to be alleviated;
 - b) Met the three semester (not including summer session) time requirements; and
 - c) Filed an Academic Renewal Petition with the Office of Admissions and Records.
3. Courses eliminated under this policy may not be applied toward any degree or certificate requirement.
4. If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain legible.
5. Solano Community College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano College.

PETITION PROCESS

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 stationery is required to support medical reasons; an employer's statement on letterhead stationery is required to support the change of hours as a condition of continuing (**not** new) employment]; an instructor's signature is required.
- **Adding a class after the deadline has passed:** The instructor's signature is required and the petition must be submitted to the Office of Admissions and Records within five (5) business days of receiving the instructor's signature.
- **Repeating a course previously completed successfully (with a grade of "C/P" 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/P" is required in the course]. Students must first meet with a counselor and obtain their signature on the petition prior to submitting it to the Office of Admissions & Records.

- **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 it is submitted to the Vice President of Student Services or his/her designee.
- **Requesting Substitutions/Waiver of Requirements:** Students must first meet with a counselor before submitting the Substitution/Waiver of Graduation/ or Major Requirements petition.

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.

Academic Regulations

GRADES

Grading System

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

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

*Substandard grades (Title V 55761)

Non-Evaluative Grades

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

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

PASS/NO-PASS OPTION

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

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

Students may request P/NP grades in any regular graded class offered by the College but they are limited to a total of 15 semester units under the P/NP option while attending Solano Community 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 P/NP grades. Students should not take the P/NP grade option in their major fields of study.

GRADE REPORTS

Grades are available at the College Web site under MySolano.

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. 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

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grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

HONORS

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

Deans': The Deans' Honor List recognizes those students who earn academic honors each semester. The Deans' List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed. A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/nocredit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications 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, Fairfield campus. For detailed membership eligibility information, contact (707) 864-7000, ext. 4367.

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 NP 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 29.5 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 11.5 or fewer semester units.
- Post Associate Degree:** A student who has been awarded an A.A., A.S. or higher degree.

STUDENT LOAD

A student load is defined as the total subjects and units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units 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 20.5 or more units may be granted to individuals depending on the excel-

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lence 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 Community 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 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 using the web online services. Non-attendance or non-payment of fees will not remove you from a course nor alleviate your responsibility to pay fees.

Students who do not officially drop courses may receive an "F" for the term and incur a student debt. You may drop courses online or in person at the Office of Admissions and Records.

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 using the 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.

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.

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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 withdraw using the 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 and a student debt.

ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with Academic Integrity and therefore the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense. Examples of Academic Dishonesty include:

Plagiarism:

Plagiarism consists of taking the exact words or the specific substance, structure or ideas of another and passing these words or ideas off as one's own in any academic exercise. The following examples are some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This includes extended paraphrasing of another's work or research. This is a flagrant instance of plagiarism.
2. Failure to give appropriate credit for ideas, statements of facts, conclusions, or exact words derived by another either in the text or as a footnote.
3. Failure to use quotation marks or appropriate indents when using the exact words of another, whether it be a paragraph, a sentence or even a portion thereof.
4. Usage of any electronic media without providing proper citations, including the Internet, email, copied postings, or any other source of information available electronically.
5. The citing of a source which does not reasonably conform to these expectations, such as another plagiarized or otherwise undocumented paper or other resource.

Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member or a Solano Community College faculty librarian.

Cheating:

Cheating is the usage of unacknowledged or unauthorized notes, materials, information, calculators, electronic devices, or study aids in any academic exercise. Cheating also includes: using information from another student or student's paper; altering a graded work after it has been returned then submitting the work for re-grading without instructor permission; submitting another's work under one's own name. Students must not request others (including commercial term paper companies) to conduct research for them. Students may be restricted from leaving the classroom during an exam period.

Fabrication:

Fabrication is the falsification of any information or citation in an academic exercise. Fabrication includes presenting data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data or failing to include an accurate account of the method by which the data were generated or collected. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

Facilitating Academic Dishonesty:

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid another student in violating Academic Integrity are guilty of Academic Dishonesty even though they may not benefit directly from the violation. Facilitating Academic Dishonesty includes making one's research, notes, essays or other work available for other students to access such as uploading one's work to the Internet or making it otherwise available.

Denying Others Access to Information:

It is a violation of Academic Integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

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Forgery, Alteration or Misuse of Campus Documents, Records, or Identification or Knowingly Furnishing False or Incomplete Information to a Campus:

It is a violation of Academic Integrity to alter documents affecting academic records. It is also a violation to forge a signature of authorization or to falsify 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:

All violations of Academic Integrity are subject to an appropriate penalty. Violations at Solano Community College are classified into three levels according to the severity of the infraction and the discretion of the instructor and/or Vice President of Student Services. For each level of violation, a corresponding set of sanctions is recommended. These sanctions are intended as general guidelines as culpability may be assessed differentially for those with more and less experience as members of the academic community. Examples are cited below for each level of violation. These examples are illustrations and are not meant to be considered all-inclusive.

Any violation of Academic Integrity which occurs within the classroom or the context of a particular class may incur Level One or Level Two sanctions at the discretion of the instructor. The instructor may also choose to refer the student to the Office of the Vice President of Student Services for possible further action at the discretion of the Vice President of Student Services, including Level Three sanctions.

To refer students to the Office of the Vice President of Student Services, faculty may contact the Office of the Vice President of Student Services directly or use the Solano Community College Academic Dishonesty Report Form.

Level One Violations

Level One violations may occur due to inexperience or lack of knowledge of principles of academic integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Such infractions might include:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations may include one or more of the following:

1. Requiring the student to complete additional academic assignments which may be at a more difficult level than the original assignment.

2. Awarding a failing grade for the assignment.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or the Vice President of Student Services.

Records of students who commit Level One offenses will be maintained in the Office of the Vice President of Student Services.

Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or which affects a more significant aspect or portion of the course work. Examples of Level Two violations might include:

1. Quoting directly or paraphrasing to a limited extent without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations may include one or more of the following:

1. Awarding a failing grade for the assignment.
2. Awarding a failing grade for the course.
3. Imposing other sanctions of similar severity at the discretion of the instructor and/or Vice President of Student Services.

Records of students who commit Level Two offenses will be maintained in the Office of the Vice President of Student Services.

Level Three Violations

Level Three violations are those that go beyond Level One or Two which, in the opinion of the Office of Student Services, require sanctions that go beyond the measure of a single classroom. Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. Level Three violations represent the most serious breaches of intellectual honesty. Examples might include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.

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3. Acting to facilitate copying during an exam.
4. Using materials prohibited by the instructor, e.g., books, notes, calculators or the like during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using a purchased or otherwise acquired term paper or other materials.
10. Removing posted or reserved material, or preventing other students to its access.
11. Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.)
12. Using unethical or improper means of acquiring data.
13. Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript or changing other records of work accomplished) .
14. Having a substitute take an examination or taking an examination for someone else.
15. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

Sanctions for Level Three violations are imposed by the Office of the Vice President of Student Affairs 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 the student is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

Additional Consequences of Violating the Academic Integrity Policy

Students committing acts of academic dishonesty not only face university censure but run a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Many scholarship opportunities, awards and memberships to academic societies, such as honor societies or discipline-specific associations, also rely heavily on recommendations. College faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. Moreover, in all cases in which a grade of "F" is assigned for disciplinary reasons, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved. Lastly, many other institutions and professional environments impose a no tolerance policy on dishonesty which may result in the student being expelled or fired. Solano Community College students are therefore obligated to develop educational habits befitting their scholastic and career goals.

SOLANO COMMUNITY COLLEGE HONOR CODE

At Solano Community College, we believe that Academic Integrity is fundamental in an institution dedicated to personal development through learning, free inquiry, and the exchange of ideas. Honest work is an integral part of the learning process: it builds self esteem, knowledge, and skills. It is the responsibility of every Solano Community College student to represent work truthfully and engage honestly in all assignments.

We believe that any instance of academic dishonesty hurts the entire college community. Solano Community College defines academic dishonesty as:

- Plagiarism or knowingly or unknowingly using someone else's ideas, words, or thoughts without giving credit to the source
- Receiving or providing unauthorized assistance on assignments and/or exams
- Using unauthorized materials during an exam
- Fabrication of data or references
- Denying others access to information
- Forgery, alteration, or misuse of documents, records, or identification

Solano Community College will not tolerate Academic Dishonesty.

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 Community College may not exceed twenty-four (24) semester units.

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

ADVANCED STANDING

Students may apply for advanced academic standing through waiver of certain courses as identified by academic 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 COMMUNITY COLLEGE

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

EXAMINATION	SCC CREDIT AWARDED	EQUIVALENT COURSE & (SCORE)
GENERAL EXAMINATIONS:		
English Comp (with essay)	3 units	ENGL 001 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (49)
Natural Sciences	5 units	Elective Credit (49)
Social Sciences & History	3 units	Elective Credit (47)
SUBJECT EXAMINATIONS:		
Pre-Calculus	3 units	MATH 320 (50)
American Government	3 units	PLSC 001 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 017 (50)
History of the United States II: 1865 to the Present	3 units	HIST 018 (46)
American Literature	6 units	ENGL 030, 031 (46)
Analyzing & Interpreting Literature	3 units	ENGL 002 (47)
English Literature	6 units	ENGL 030, 031 (46)
College Composition	3 units	ENGL 001 (50)
General Biology	5 units	BIO 002 (49)
Calculus with Elementary Functions	4 units	MATH 020 (50)
General Chemistry	5 units	CHEM 001 or 002 (48)
Introductory Psychology	3 units	PSYC 001 (47)
Human Growth/Development	3 units	HUDV 038 (47)
Principles of Accounting	3 units	ACCT 001 (50)
Principles of Macroeconomics	3 units	ECON 001 (48)
Principles of Microeconomics	3 units	ECON 002 (48)
Introduction to Business Law	3 units	BUS 018 (50)
Information Syst & Computer Appl.	3 units	CIS 001 (50)
Principles of Marketing	3 units	MKT 171 (48)
Introductory Sociology	3 units	SOC 001 (46)

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

College Board Advanced Placement (AP) Examination Credit

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

EXAMINATION	CREDIT SCORE	SCC Equivalent AWARDED	COURSE
English			
Language & Comp	3,4,5	3 units	ENGL 001
Lit & Composition	3	3 units	ENGL 001
Lit & Composition	4,5	6 units	ENGL 001, 002
Foreign Languages			
French Lang	3,4,5	5 or 3	FREN 003 or 011
French Lit	3,4,5	5 units	FREN 004
German Lang	4,5	5 units	GRMN 004
German Lang	3	5 or 3	GRMN 003 or 011
Latin	3,4,5	3 units	LATN 003
(Vergil & Caltilus/Horace)			
Spanish Lang	4,5	5 or 3	SPAN 003 or 011
Spanish Lang	3	5 units	SPAN 002
Spanish Lit	4,5	5 units	SPAN 004
Humanities			
Studio Art	5	6 units	ART 001 - 048
Studio Art	3,4	3 units	ART 001 - 048
Studio Art (Draw)	5	6 units	ART 001 - 048
Studio Art (Draw)	3,4	3 units	ART 001 - 048
Art History	5	6 units	ART 001, 002
Art History	3,4	3 units	ART 001 or 002
U.S. History	3,4,5	6 units	HIST 017, 018
Eur History	3,4,5	6 units	HIST 004,005
Music Theory	3,4,5	3 units	Elective
Natural Science			
Biology	3,4,5	4 units	BIO 015
Chemistry*	4,5	5 units	CHEM 001
Computer Sc AB	3,4,5	3 units	CIS 022
Calculus AB	4,5	4 units	MATH 020
Calculus BC	4,5	8 units	MATH 020, 021
		or 6 units	MATH 030, 031
Physics B*	4,5	8 units	PHYS 002, 004
Physics C*	4,5	4 units	CHEM 006
Social Science			
Gov't & Pol of US	3,4,5	3 units	PLSC 001
Econ (Micro)	3,4,5	3 units	ECON 002
Econ (Macro)	3,4,5	3 units	ECON 001

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

CREDIT-BY-EXAMINATION

Credit-by-examination is available for some courses that are not remedial or normally taught at or below the secondary education level. Courses eligible for credit-by-examination have been identified by the appropriate academic 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

Non-Traditional Learning

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 Community College will grant six (6) elective units for military service if the person has a) spent at least one year in active service, and b) has received an honorable discharge. Active duty personnel should submit a copy of DD295 (veterans submit DD214) 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 Community College offers two types of Internet classes for credit: online and hybrid classes. Online classes are taught entirely over the Internet and hybrid classes are taught partly over the Internet and partly in the classroom. These classes have regular assignment schedules and reading material and the same learning requirements as traditional classes.

Participation in online sections and hybrid sections require that students have a computer with Internet access and a web browser. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used.

Online: These classes utilize the Internet and email to create an educational experience that can be 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 email and by participating in "threaded discussions." These are discussions that continue over time where students drop in to read the comments and to add their own. While online classes may not be for everyone, they are well suited to students who are self-motivated, who have access to a computer, who may have busy schedules and who may not be able to travel to campus for classes with specific meeting times.

Hybrid: These classes use a combination of the face-to-face and online formats. 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 Community 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 Community College also has information on a wide variety of exciting opportunities such as volunteering abroad, exchange programs, internship abroad or work abroad programs.

Solano Community 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 Community 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 2.0 or higher, depending on the program. For programs that require language skills, students typically need 1-2 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 Community 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 400, room 407, Fairfield campus.

Graduation Requirements

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

It is the responsibility of the student who expects to receive a degree or certificate to file a petition with 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 Community College offers two degrees, Associate in Art and Associate in Science. A degree may be granted upon successful completion of requirements in a major field of study, appropriate general education courses, and electives to total at least 60 semester units. Students must petition for degrees as described above. Students may apply for multiple degrees.

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).

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.

Graduation Requirements

- 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 010, 030, 040; CHEM 001, 002, 003, 004, 005, 010, 011, 160; ENGR 030; GEOL 001, 002, 003, 004, 005; METR 010; PHYS 002, 004, 006, 007, 008, 010; PHSC 012.

Biological Sciences: BIO 001, 002, 005, 006, 010, 012, 012L, 014, 015, 016, 018, 019.

Other courses that may be used in satisfying this requirement: ANTH 001; NUTR 010; GEOG 001; HORT 050.

Area B - SOCIAL AND BEHAVIORAL STUDIES

(Minimum 3 units)

1. AMST 001, 002; HIST 017, 018, 018H, 028, 029, 037; IR 001; PLSC 001, 001H, 005; SOC 002.

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 002, 007; COUN 050, 055, 083; CJ 001; ECON 001, 002; GEOG 002, 004; HIST 010, 025, 030, 031, 032; HUDV 038, 039, 040, 050, 053, 058, 070; JOUR 011; LR 12; PLSC 002, 003, 006, 016, 019; PSYC 001, 002, 004, 005, 010, 020, 024, 030; SOCS 022, 023, 025, 026, 027, 028, 030; SOC 001, 023.

Area C - HUMANITIES

(Minimum 3 units)

AMST 001, 002; ART 001, 002, 003, 010, 011, 012; CINA 010, 011; ENGL 002, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 058; FLNG 001-004, 011, 031-034; HIST 002, 003, 004, 005; HUMN 001, 002, 003; MUSC 005, 007, 008, 009, 010, 011, 013, 014, 015, 017, 020, 021, 024, 025, 026; PHIL 003, 004, 005, 031, 032; PHOT 035; SPAN 001S, 002S, 025, SPCH 015; THEA 006, 010, 011, 013; TV 050.

Graduation Requirements

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 001 OR *ENGL 051 (English requirement).

* English 051 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 062, 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) ECTN 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 001, 020, 022, 023, 025, 115, ENGL 004, 062, MATH 002, 004, 011, 012, 015, 020, 021, 022, 023, 030, 031, 040, 051, 052, 103, 104, PHIL 001, SPCH 001, 001H, 002, 006, 010, 060

Area E - CROSS-CULTURAL STUDIES

(Minimum 3 units)

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

Local District Requirement Health/Physical Education

Two Physical Education activity courses (PE 001A through PE 009F) or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures.

OR

One Health Education course (HED 002 or 003) *and* one Physical Education activity course (PE 001A) through PE 009F) 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 Community College requirements listed in Option A.

Please see page 47-48 for specific IGETC courses.

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 Community College general education requirement:

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

Option C

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

Please see page 45-46 for specific CSU courses.

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 Community College general education requirement:

ART 012, CINA 011, COUN 055, ENGL 012, ENGL 036, HIST 037, HUDV 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.

Transfer to Four-Year Colleges & Universities

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

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

Transfer Programs

Solano Community College works closely with the UC, CSU, and independent institutions 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. The University of California offers a Transfer Admission Guarantee (TAG) to all UC campuses with the exception of UC Berkeley and UCLA.

Concurrent Enrollment

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

Aerospace Studies (Air Force ROTC)

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

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force

and serve a minimum of four years on active duty. Graduates who are qualified and are selected may enter pilot or navigator training after graduation, or serve in a specialty consistent with their academic major, individual goals, and existing Air Force needs. Graduates may request a delay of entry on active duty to continue their education or may apply for Air Force sponsored graduate study to begin immediately upon entry on active duty. Due to firm scheduling requirements for the AFROTC program, students are encouraged to work closely with their academic advisors in planning this academic program.

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

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

General Education for the UC and CSU Systems

In addition to preparing for their transfer major, students are encouraged to complete the lower division portions of their general education (GE) program as well. These requirements may be met using one of two course patterns. The first course pattern is known as the Intersegmental General Education Transfer Curriculum (IGETC) and the other is the California State University General Education pattern (CSU GE).

The IGETC pattern is accepted at both the UC and the CSU to meet lower division GE requirements. All courses used for IGETC must be completed with a 'C' or better.

The CSU GE pattern is accepted for lower division general education at the CSU only.

Completion of either of these patterns will permit students to transfer to the universities with all of their lower division GE completed.

Students may also elect to follow the specific general education requirements for the college to which they plan to transfer.

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

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

To see a list of the courses that meet the IGETC and CSU GE requirements see the forms on the following pages. These forms are used by counselors and students to identify appropriate course selection. This does not substitute for counseling advice which includes consideration of many other variables. **Please see a counselor to plan your course selection.**



CSU General Education Course List 2008 - 2009 (Retroactive to Fall 2007)

The CSU GE pattern is a set of courses approved to meet lower division general education requirements at the California State University system. For full certification, a student must complete 39 units and each subject area (A-E) minimum. Partial certification is also available for students missing one or more courses. Students should request certification from the Office of Admissions and Records prior to transfer.

Items to Note

1. For admission purposes, students must complete the "Golden Four" courses (AREA A1, A2, A3, and B4) with a "C" or better.
2. To meet the Solano Community College GE requirement under option C, at least one of the following cross-cultural courses must be included: ART 12, CINA 11, COUN 55, ENGL 12, 36, HIST 37, HUMN 3, MUSC 13, PLSC 5, SOCS 22 or THEA 13.
3. Please see a counselor for additional information and guidance.

Area A - Communication in the English Language	C	IP	P
(Minimum of 9 units) A1 - Oral Communication SPCH 001, 001H Course from other college _____ Advanced Placement Exam _____			
A-2 - Written Communication ENGL 001 Course from other college _____ Advanced Placement Exam _____			
A-3 - Critical Thinking ENGL 002, 004 PHIL 001, 005 SPCH 006 Course from other college _____ Advanced Placement Exam _____			

Area B - Physical Universe and Life Forms	C	IP	P
(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 010, 030, 040 CHEM 001*, 002*, 003*, 004*, 005*, 010*, 011*, ENGR 030 GEOG 001 Course from other college _____	GEOL 001, 004*, 005 METR 010 PHYS 002*, 004*, 006*, 007*, 008*, 010 PHSC 012* Advanced Placement Exam _____		
B-2 - Life Science ANTH 001 BIO 001*, 002*, 005*, 006*, 010*, 012, 014*, 015*, 016, 019* Course from other college _____	Advanced Placement Exam _____		
B-3 - Lab Courses ASTR 020* BIO 012L* GEOL 002, 003 GEOG 001L* And any course in B1 or B2 with an asterisk. Course from other college _____	Advanced Placement Exam _____		
B-4 - Mathematics MATH 002, 004, 011, 012, 015, 020, 021, 022, 023, 030, 031, 040, 051 Course from other college _____	Advanced Placement Exam _____		

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

C = Completed IP = In Progress P = Planned *(Cont'd on reverse.)*

Area C - The Arts, Literature, Philosophy, Foreign Languages			C	IP	P
(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 001, 002, 003, 010, 011, 012		PHOT 035			
CINA 010, 011		THEA 001, 002, 005, 006, 010, 011, 013			
MUSC 005, 007, 008, 013					
Course(s) from other college _____		Advanced Placement Exam _____			
C-2 - Humanities					
AMST +001#, +002#		GRMN 001, 002, 003, 004, 011, 031, 032, 033, 034			
ENGL 006, 007, 012, 013, 014, 016, 018, 021, 023, 024, 025, 030, 031, 032, 033, 034, 035, 036, 037, 038, 040, 041, 044, 046, 047, 058		HIST +002, +003, +004, +005, +010, +017#, +018#, +028#, +029#, +030, +031, +032, +037#			
FREN 001, 002, 003, 004, 011, 031, 032, 033, 034		HUMN 001, 002, 003, ITAL 031, 032, 033, 034			
		LATN 001, 002, 003			
		PHIL 003, 004, 031, 032			
Course(s) from other college _____		SPAN 001S, 002S, 025, 048A			
		Advanced Placement Exam _____			

Area D - Social, Political and Economic Institutions			C	IP	P
(Minimum of 12 units, 9 at SCC)					
Select courses from at least two different course disciplines.					
D-0 - Sociology & Criminology			D-7 - Interdisciplinary, Social & Behavioral Sciences		
SOC 001, 002, 023, 040, 075			AMST +001#, +002#		
SOC 075			JOUR 011		
D-1 - Anthropology & Archaeology		D-4 - Gender Studies		PSYC 030 (SOC 030)	
ANTH 002, 007		HIST +037#		SOCS 028	
		PLSC 019		SOC 030 (PSYC 030)	
		PSYC 010		TV 050	
D-2 - Economics		D-5 - Geography		D-8 - Political Science, Government & Legal Institutions	
ECON 001, 002		GEOG 002, 004		CJ 001, IR 001	
				PLSC 001#, 002, 003, 005#, 006, 016, 019	
D-3 - Ethnic Studies		D-6 - History		D-9 - Psychology	
COUN 055		HIST +002, +003, +004, +005, +010, +017#, +018#, +028#, +029#, +030, +031, +032, +037#		PSYC 001, 001H, 002, 004, 005, 010, 024	
HIST +028#, +029#, +031					
PLSC 005#					
PSYC 024					
SOC 023					
SOCS 022, 023, 025, 026, 027					
Course(s) from other college _____		Advanced Placement Exam _____			

Area E - Lifelong Understanding and Self-Development			C	IP	P
(Minimum 3 units)					
BIO 018		HED 002		PSYC 020, 034	
BUS 058 (COUN 058, HUDV 058)		HUDV 040, 050, 058, (BUS 058, Coun 058), 70			
COUN 058 (BUS 058, HUDV 058), 083		NUTR 010			
Course(s) from other college _____		Advanced Placement Exam _____			

CSU Graduation Requirement			C	IP	P
CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2. Courses used to meet this requirement may also be used in another area.					
American Institutions (Group 1)			American Institutions (Group 2)		
PLSC 001, 005			AMST 001, 002		
			HIST 017, 018, 028, 029, 037		

+ May be used in only one area.

Meets American Institutions requirement.

Revised 4/8/08

C = Completed

IP = In Progress

P = Planned

(Cont'd on reverse.)

Transfer to Four-Year Colleges & Universities

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 002 on one campus will be accepted for CAN ECON 002 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications.

The following list of CAN courses was effective as of the publication of this Catalog:

Solano Community College CAN Courses

SCC COURSE	CAN Number	SCC COURSE	CAN Number
ACCT 001	CAN BUS 2	GEOL 003+004	CAN GEOL 4
ACCT 002	CAN BUS 4	GRMN 001	CAN GERM 2
ACCT 001+002	CAN BUS SEQ A	GRMN 002	CAN GERM 4
ANTH 001	CAN ANTH 2	GRMN 001+002	CAN GERM SEQ A
ANTH 002	CAN ANTH 4	GRMN 003	CAN GERM 8
ANTH 007	CAN ANTH 6	GRMN 004	CAN GERM 10
ART 001	CAN ART 2	GRMN 003+004	CAN GERM SEQ B
ART 002	CAN ART 4	HIST 002	CAN HIST 14
ART 001+002	CAN ART SEQ A	HIST 003	CAN HIST 16
ART 004	CAN ART 24	HIST 004	CAN HIST 2
ART 006	CAN ART 14	HIST 005	CAN HIST 4
ART 007	CAN ART 22	HIST 004+005	CAN HIST SEQ A
ART 014	CAN ART 8	HIST 017	CAN HIST 8
ART 017	CAN ART 10	HIST 018	CAN HIST 10
ART 023	CAN ART 6	HIST 017+018	CAN HIST SEQ B
ART 031	CAN ART 12	HUDV 038+039	CAN FCS 14
ART 039	CAN ART 20	ITAL 031+032	CAN ITAL 2
BIO 002	CAN BIOL 2	ITAL 033+034	CAN ITAL 4
BIO 001+002	CAN BIOL SEQ A	JOUR 001	CAN JOUR 2
BIO 005	CAN BIOL 12	JOUR 011	CAN JOUR 4
BIO 006	CAN BIOL 10	MATH 002	CAN MATH 10
BIO 005+006	CAN BIOL SEQ B	MATH 004	CAN MATH 16
BIO 014	CAN BIOL 14	MATH 011	CAN STAT 2
BUS 018	CAN BUS 12	MATH 012	CAN MATH 2
CHEM 001	CAN CHEM 2	MATH 015	CAN MATH 12
CHEM 002	CAN CHEM 4	MATH 020	CAN MATH 18
CHEM 001+002	CAN CHEM SEQ A	MATH 021	CAN MATH 20
CHEM 005	CAN CHEM 12	MATH 020+021	CAN MATH SEQ B
CHEM 010	CAN CHEM 6	MATH 022	CAN MATH 22
CHEM 011	CAN CHEM 8	MATH 020+021+022	CAN MATH SEQ C
CHEM 010+011	CAN CHEM SEQ B	MATH 023	CAN MATH 24
CIS 001	CAN BUS 6	MATH 030	CAN MATH 30
CIS 020	CAN CSCI 10	MATH 031	CAN MATH 32
CIS 025	CAN CSCI 4	MATH 030+031	CAN MATH SEQ D
CJ 001	CAN AJ 2	MATH 040	CAN MATH 26
CJ 002	CAN AJ 4	MATH 051	CAN MATH 8
CJ 051	CAN AJ 8	MUSC 008	CAN MUS 8
CJ 053	CAN AJ 6	NUTR 010	CAN FCS 2
ECON 001	CAN ECON 2	PE 020.1	CAN KINE/PE 2
ECON 002	CAN ECON 4	PE 020.3	CAN KINE/PE 8
ENGL 001	CAN ENGL 2	PHIL 003	CAN PHIL 2
ENGL 002	CAN ENGL 4	PHIL 004	CAN PHIL 4
ENGL 001+002	CAN ENGL SEQ A	PHOT 030	CAN ART 18
ENGL 006	CAN ENGL 6	PHYS 002	CAN PHYS 2
ENGL 021	CAN ENGL 20	PHYS 004	CAN PHYS 4
ENGL 023	CAN ENGL 18	PHYS 002+004	CAN PHYS SEQ A
ENGL 025	CAN ENGL 22	PHYS 006	CAN PHYS 8
ENGL 030	CAN ENGL 14	PHYS 007	CAN PHYS 12
ENGL 031	CAN ENGL 16	PLSC 001	CAN GOVT 2
ENGL 030+031	CAN ENGL SEQ C	PSYH 002	CAN PSY 2
ENGL 040	CAN ENGL 8	SOC 001	CAN SOC 2
ENGL 041	CAN ENGL 10	SOC 002	CAN SOC 4
ENGL 040+041	CAN ENGL SEQ B	SPAN 001	CAN SPAN 2
ENGR 030	CAN ENGR 8	SPAN 002	CAN SPAN 4
ENGR 045	CAN ENGR 4	SPAN 001+002	CAN SPAN SEQ A
FDES 031	CAN FCS 6	SPAN 003	CAN SPAN 8
FREN 001	CAN FREN 2	SPAN 004	CAN SPAN 10
FREN 002	CAN FREN 4	SPAN 003+004	CAN SPAN SEQ B
FREN 001+002	CAN FREN SEQ A	SPCH 001	CAN SPCH 4
FREN 003	CAN FREN 8	SPCH 006	CAN SPCH 6
FREN 004	CAN FREN 10	SPCH 010	CAN SPCH 8
FREN 003+004	CAN FREN SEQ B	THEA 001	CAN DRAM 8
GEOG 001	CAN GEOG 2	THEA 003	CAN DRAM 12
GEOG 002	CAN GEOG 4	THEA 006	CAN DRAM 18
GEOL 001	CAN GEOL 6	THEA 008	CAN DRAM 14
GEOL 001+002	CAN GEOL 2	THEA 020	CAN DRAM 10
GEOL 003	CAN GEOL 8		

Transfer to Four-Year Colleges & Universities

California State Universities (CSU) Undergraduate Transfer Admission Requirement

Lower Division Transfer Admission Requirements—

Students are eligible for admission if they:

- Have completed 59.5 or fewer transferable semester college units (88.5 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 which requires SAT or ACT test scores.

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

Upper Division Transfer Admission Requirements

—Students are eligible for admission if they:

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

Transfer applicants are required to submit final college transcripts prior to attendance in CSU classes. A final review will be done to verify successful completion of the courses. If the student did not complete the courses, the CSU campus may delay or cancel the

student's admission or enrollment until the student successfully completes the required courses. (NOTE: Some CSU campuses will admit transfer students based on courses "in progress," and some will not. Students should contact the specific campus(es) or obtain their published or electronic materials for specific campus information.)

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

Identification of Baccalaureate Level Courses-California State Universities

1. Courses numbered 001 through 099 transfer for entrance and elective credit to all California State Universities.
2. Vocational courses designated for two-year programs are transferable for the Bachelor of Vocational Education (BVE) or other directly related four-year programs.

For additional information, contact a counselor.

General Education Breadth Requirements

Requirements for graduation from California State Universities include the completion of specific courses in general education. The requirements may be met by completing a total of 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.
- 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 Community College may be certified on the student's transcript. The remaining nine units must be upper division courses taken at the California State University from which the student will receive his/her Baccalaureate Degree.

Please see page 45-46 for the Solano Community College courses that satisfy CSU GE breadth requirements.

Transfer to Four-Year Colleges & Universities

University of California

Undergraduate Transfer Admission Requirement

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

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

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

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

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 will satisfy Option 3b of the transfer admission requirements.)

Nonresidents

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

Courses Acceptable at University of California

Solano Community College courses number 001 through 049 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.

Transfer to Four-Year Colleges & Universities

University of California (Breadth) General Education Requirements

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

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

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

However, some major and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See page ??? for the specific Solano Community College courses that satisfy IGETC.

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 of Letter and Science is competitive and should endeavor to complete as much of the lower division preparation for their major as possible before transferring.

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

University of California, Davis

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

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

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

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

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

Workforce Development Education

Solano Community College staff work closely with local business, industry, and advisory groups to design occupational programs that meet the needs of employers and residents in Solano County, 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 Community College vocational programs encourage women and men to enter non-traditional fields for their gender.

Short-Term Courses

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

Degree and Certificate Programs

Solano Community College offers a wide variety of programs 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 Repair
Automotive Technician
Avionics Technician
Banking and Finance, Bank Operation
Biotechnology Production Technician
Business – General (Transfer)
Business – Insurance Property & Casualty
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
Small Business Management
Water and Wastewater Technology
Welding, Industrial Technician
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 Comp. & Information Science major)
Computer Information Security (see Electronics major)
Computer Investigations (see Electronics major)
Database Specialist (see Computer & Information Science 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)
General Office Assistant (see Office Technology major)
Hazmat Worker (see Fire Technology major)
Home-Based Computer Processor (see Comp. & Information Science major)
Home Technology Integrator (see Electronics major)
Insurance Specialist (see Business-Insurance: Property & Casualty major)
Landscape Worker (see Ornamental Horticulture major)
Legal Office Assistant (see Office Technology major)
Manufacturing Technology (see Industrial Education major)
Medical Front Office Clerk (see Office Technology major)
Microsoft Office Master (see Computer & Information Science Major)
Microsoft Office Specialist (see Computer & Information Science Major)
Nail Technician (see Cosmetology major)
Pre-Fire Technician (see Fire Technology)
Retail Clerk (see Office Technology major)
Web Developer (see Computer & Information Science major)
Web Programmer (see Computer & Information Science major)
Welding Equipment Operator (see Welding major)
Wildland Fire Technology (see Fire Technology 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. Also, they should meet with a counselor to coordinate their A.S./A.A. courses with transfer requirements. This is the best way to ensure that the program taken at Solano Community College satisfies lower division requirements of the transfer institution.

Requirements for all programs leading to the Associate 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:

Courses	Listed Under
Air Conditioning & Refrig (ACR)	Industrial Education
American Studies (AMST)	Liberal Arts
Anthropology (ANTH)	Science, General
Astronomy (ASTR)	Science, General
Athletics (ATHL)	Physical Education/Athletics
Cinematography (CINA)	Film & Television
Education (EDUC)	Liberal Arts
Emergency Medical Technician (EMT)	Health Occupations
English as a Second Language (ESL)	English
French (FREN)	Foreign Languages
Geography (GEOG)	Science, General
Geology (GEOL)	Science, General
German (GRMN)	Foreign Languages
Health Education (HED)	Physical Education/Athletics
Human Development (HUDV)	Home Economics
Humanities (HUMN)	Liberal Arts
Industrial Management (IMGT)	Industrial Education
Industrial Technology (IT)	Industrial Education
Insurance (BUS)	Business
Italian (ITAL)	Foreign Languages
Japanese (JAPN)	Foreign Languages

Courses	Listed Under
Latin (LATN)	Foreign Languages
Learning Resources (LR)	Liberal Arts
Learning Skills (LS)	Counseling
Maintenance Technician (MT)	Industrial Education
Meteorology (METR)	Science, General
Nursing (NURS)	Health Occupations
Nutrition (NUTR)	Home Economics
Physical Science (PHYS)	Science, General
Portuguese (PORT)	Foreign Languages
Sociology (SOC)	Social Sciences
Spanish (SPAN)	Foreign Languages
Speech (SPCH)	Communications Studies
Tagalog (TAG)	Foreign Languages
Television (TV)	Film & Television
Tutoring (TUTR)	Counseling

Other Categories	Listed Under
Computer Servicing Tech.	Electronics major
Graphic Design & Illustration major	Art major
Reading courses	English major
Sports Med./Fitness Sci major	P.E./Athletics

Program Degrees and Certificates

	Assoc Degree	Certificate
#Accounting	•	•
*#Aeronautics		
Airframe Maintenance Technician	•	•
Powerplant Maintenance Technician	•	•
Airframe & Powerplant Maintenance Technician	•	•
Avionics Technician	•	•
Art		
Two Dimensional	•	
Three Dimensional	•	
Art History	•	
Graphic Design & Illustration	•	
Printmaking (pending)	•	
*#Automotive		
Body & Repair Technician	•	•
*#Banking & Finance, Bank Operation	•	•
Biology	•	
#Business, General (Transfer)	•	•
#Business-Insurance: Property & Casualty	•	•
Chemistry	•	
Communication Studies	•	
#Computer & Information Science		
Computer Programming	•	•
Microcomputer Applications	•	•
Web Development and Administration	•	•
*#Cosmetology	•	•
#Criminal Justice		
Corrections	•	•
Computer Forensics (pending)	•	•
Law Enforcement	•	•
*#Drafting Technician	•	•
#Early Childhood Education	•	•
* Electronics		
Electronic Technology	•	•
Digital Home Technology (pending)	•	•
English	•	
Ethnic Studies		
African-American Studies	•	
Asian-American Studies	•	
Ethnic Studies Combination	•	
Latino Studies	•	
Native American Studies	•	
#Fashion Design (not currently offered)	•	•
#Fashion Merchandising (not currently offered)	•	•
Film and Television	•	
Fine Arts	•	
*#Fire Technology	•	•
Firefighter 1 Skills Certification (pending)	•	
Hazardous Substance and Waste Handling Technician		•
Foreign Languages, General	•	
Foreign Languages, Individual:		
French	•	
German	•	
Spanish	•	
History	•	

#Home Economics	•	•
#Human Services	•	•
Industrial Biotechnology	•	•
Applied Biotechnology (pending)		•
Industrial Education		
*#Industrial Management, Safety	•	•
*#Maintenance Technician	•	•
Mechatronics (pending)	•	•
#Interior Design	•	•
International Relations	•	
Journalism	•	
Liberal Arts	•	
#Life Management	•	•
#Management	•	•
#Small Business Management	•	•
Retail Management	•	•
#Marketing	•	•
Mathematics	•	
Music		
Instrumental	•	
Theory-Composition	•	
Vocal	•	
Nursing, Registered	•	
#Office Technology		
Administrative Assistant	•	•
Legal Specialist	•	•
Medical Office Specialist	•	•
Medical Transcription Specialist	•	•
*#Ornamental Horticulture		
Horticulture Science	•	•
*#Photography, Professional	•	•
Physical Education	•	
Physics	•	
Political Science	•	
Psychology	•	
#Real Estate	•	•
Science, General	•	
Social Science	•	
Sports Medicine/Fitness Science		
Transfer	•	
Occupational-Aerobics	•	
Occupational-Personal Trainer	•	
Theatre Arts	•	
*#Water & Wastewater Technology	•	•
*#Welding		
Industrial Technician	•	•
Technician	•	•

* Students in these programs may satisfy the English portion of the general education requirement for the Associate Degree by taking either ENGL 001 or ENGL 051.

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 001-399 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 Education Courses: The College offers a variety of Community Education courses and workshops that are designed to meet the needs of community residents and businesses. These courses are fee-based, not for credit courses that do not receive any tax support. No student records are kept by the Office of Admissions and Records. Community Education courses are not listed in this Catalog but in a separate bulletin, *Vistas*, published each semester (fall, spring, and summer). Contact the Community Education Office for course schedules and details about registration at (707) 864-7155, in Building 600 Room 610, Fairfield campus, and online: www.solano.edu/communityservices.

Co/Prerequisites and Advisories

It is the intent of Solano Community 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 Community 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 Community 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

Announcement of Courses & Course Numbers

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 Community 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

001- 049 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.

050- 099 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. These courses do not transfer to four-year institutions.

500-599 Noncredit courses.

600-799 Community Service courses. These courses are not for credit 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.