I. Communication
Students will communicate effectively, which means the ability to:
A. Read – Students will be able to comprehend and interpret various types of written information: (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs.
B. Write – Students demonstrate the ability to:
• Communicate thoughts, ideas, information, and messages in writing
• Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
• Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar
C. Listen – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal, and/or (2) nonverbal messages
D. Speak and Converse – Students have the ability to:
• Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
• Participate in conversations, discussions, and group activities
• Speak clearly and ask appropriate questions

II. Critical Thinking and Information Competency
Thinking critically is characterized by the ability to perform:
A. Analysis – demonstrated by the ability to:
• Apply appropriate rules and principles to new situations
• Discover rules and apply them in the problem solving process
• Draw logical conclusions based on close observation and analysis of information
• Differentiate among facts, influences, opinions, assumptions, and conclusions

B. Computation – demonstrated by the ability to:
• Use basic numerical concepts
• Use tables, graphs, charts, and diagrams to explain concepts
• Use basic geometrical shapes

C. Research – demonstrated by the ability to:
• State a research question, problem, or issue
• Use discipline appropriate information tools to locate and retrieve relevant information efficiently
• Analyze and evaluate information for appropriateness, relevance, and accuracy
• Synthesize, evaluate, and communicate information using a variety of information technologies
• Recognize the ethical and legal issues surrounding information and information technologies
• Demonstrate understanding of academic integrity and honesty

D. Problem Solving – demonstrated by the ability to:
• Recognize whether a problem exists
• Identify components of the problem or issue
• Create a plan of action to respond to and/or resolve the issue appropriately
• Monitor, evaluate, and revise as necessary

III. Global Awareness
Students will demonstrate a measurable understanding and appreciation of the world including its:
A. Scientific Complexities – Students demonstrate an understanding of:
• The scientific method and its application in experiments
• How experiments work
• The major differences between social, natural and physical sciences

B. Social Diversity and Civics – Students demonstrate ability to:
• Communicate with people from a variety of backgrounds
• Understand different cultural beliefs and behaviors
• Recognize important social and political issues in their own community

C. Artistic Variety – Students have been exposed to:
• The visual and performing arts of one or more cultures
• Analytical techniques for understanding the meaning in the arts, and/or
• Hands-on experience with creative endeavors

IV. Personal Responsibility & Professional Development
A. Self-Management and Self-Awareness – The student is able to:
• Accurately assess his/her own knowledge, skills, and abilities
• Motivate self and set realistic short and long-term goals
• Accept that assessment is important to success
• Respond appropriately to challenging situations

B. Social and Physical Wellness – Students make an appropriate effort to:
• Manage personal health and well being
• Demonstrate appropriate social skills in group settings

C. Workplace Skills – Students understand how to:
• Be dependable, reliable, and accountable
• Meet deadlines and complete tasks
Academic Integrity

Upon completion of Solano Community College’s General Education program, a student will demonstrate competency in the following areas:

**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.**

You are responsible for this information as well as the information available in the Student Handbook, the Schedule of Classes and the Solano Community College Catalog, which is available online at www.solano.edu.

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.
Academic Integrity

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.

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 Academic Affairs. 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 Academic Affairs for possible further action at the discretion of the Vice President, Academic Affairs, including Level Three sanctions.

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

For a complete copy of the Academic Integrity policy, please refer to the SCC online catalog.

Acknowledgements:
The Academic Integrity description was updated in Spring 2005 by a committee composed of SCC faculty appointed by the Academic Senate. Comments and suggestions were made by deans, faculty, students, and staff in the various academic units. The previous SCC academic integrity description and the policies/descriptions of other major public institutions were consulted, especially Rutgers University, New Brunswick. Solano Community College is indebted to all those who have contributed their ideas.

Illegal Distribution of Copyrighted Materials
Solano Community College students are prohibited from using the Solano Community College District network to illegally download or share music, video and all other copyrighted intellectual property. Solano Community College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, College administrators may be obligated to provide copyright holders with information about users of the Solano Community College network who have violated the law. Illegal use of the Solano Community College network constitutes a violation of the Acceptable Use Policy for our Internet Service Provider, the Corporation for Education Network Initiatives in California (CENIC).
BUS SERVICE
You can take the bus to Solano Community College from Fairfield, Vallejo and Vacaville. There is also connecting service from Benicia to Vallejo and from Dixon to Solano Mall via Vacaville and then to the College. Fares range from $1.50 to $5.00 for one-way trips. Bus fare books are on sale at the campus bookstore and at the transit office in each city. Community bus schedules are available in Room 1425. For more information call, the Solano Transportation Authority at 1-800-53KMUITE or (707) 427-5100 or access their website at www.sta.ca.gov.

Intercity routes, current schedules and fare information can be obtained by logging on to www.solanoexpress.com.

More information is available from the following city websites:
- Benicia: www.ci.benicia.ca.us (then select Bus Transit Service)
- Dixon: ci.dixon.ca.us/index.aspx?nid=86 (then select Solano Transportation Authority)
- Fairfield: www.fairfield.ca.gov (then select “How do I?” then “Request... Bus Pass Information”)
- Vacaville: www.cityofvacaville.com (then select “City Services,” then “Bus-City Coach Information”)
- Vallejo: www.vallejoexpress.com/routes.html

CalWORKs (California Work Opportunity and Responsibility to Kids)
Your Path to Success begins with Solano Community College’s CalWORKs program. CalWORKs is a State funded welfare to work program designed to prepare students for entry-level jobs and career opportunities.

Solano Community College (SCC) is dedicated to serving CalWORKs students while providing comprehensive services to assist with a smooth transition from welfare to long-term self-sufficiency and success. Our program provides comprehensive services to our CalWORKs students while assisting them in achieving success.

Students may earn a Certificate of Achievement, Associate Degree or transfer to a 4-year college. We offer support, advocacy, counseling, work-study and childcare referrals. Our office is part of the college Student Services team and we are a partner to the County CalWORKs Program.

To begin your path to success, please visit our office on the Fairfield Campus:
Student Services Building 400, room 426
Phone: (707) 864-7000, ext. 4645,
Fax: (707) 863-7862.

FREE RIDE SHARE PARKING/ CAR POOL INFORMATION
During fall and spring semesters, a limited number of free Ride Share parking permits are available to students who possess a SCC student ID card and have three or more students riding in their cars. These “poolers” receive preferential parking in designated campus lots after obtaining the required permit from the Student Development Office. More information is available in the Student Development Office, Room 1425, Fairfield campus, or call (707) 864-7000, ext. 4367.

A car pool computer match is available for drivers and riders in each community. For additional information, contact Solano Napa Commuter Information: 800-53KMUITE.

CARE PROGRAM (Cooperative Agency Resources for Education)
The CARE Program provides additional support services to EOPS students. To be eligible you must be an EOPS student receiving the PELL grant, be at least 18 years of age, be a single parent head-of-household, be a current recipient of TANF/CalWORKs cash aid or their dependent child/children are currently receiving cash aid, have at least one child under 14, and be enrolled full-time at Solano Community College.

Support services include: reimbursement with child care expenses, textbooks and supplies, and transportation costs; meal reimbursement, academic counseling, and personal development activities and workshops. Amount of assistance depends on the level of State funding to SCC.

For more information, contact the EOPS Office, in room 426, or call (707) 864-7000, ext. 4444; from Vallejo/Benicia: (707) 552-4330, ext. 4444.

CAREER AND EMPLOYMENT SERVICES CENTER
Located on the 1st floor of Student Services Building 400, Room 403. The center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano Community College students and alumni in obtaining full or part-time employment on and off campus. Students can research information on occupations, including employment outlooks, education and training requirements, prospective employers, and current salaries. The Center offers computerized career information systems, on-line resume posting and job search as well as up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at 864-7124 or careercenter@solano.edu.

CHILD DEVELOPMENT TRAINING CONSORTIUM
Book Loans, Honorariums, and Child Development Permit Application and Fee Assistance Program

If you are an Early Childhood Education student employed in the ECE Field and working towards obtaining, upgrading,
The program is staffed by well-trained teachers and the number of hours the child is enrolled in the program.

The program is staffed by well-trained teachers and the number of hours the child is enrolled in the program.

The Children’s Program is located in buildings 200 and 200A.

Facility License numbers: 483000791 and 480111003

or maintaining your Child Development Permit, you may be eligible for an honorarium of $20 for each class you complete with a “C” or above. We also maintain a limited textbook loan program for ECE and Human Development courses. Apply early since the textbooks available for lending are on a first-come, first-serve basis. Applications for Child Development Permits are also available with application fee assistance. Please see Sabrina Drake in the Children’s Programs, room 201, Fairfield Campus for further information.

CHILDREN’S PROGRAMS
The Solano Community College Children’s Program provides quality child care for toddlers and preschool-age children. Enrollment priority is given to parents who are students enrolled in 6 or more units and qualify for subsidized services based upon their child’s age, household size and income. The subsidized programs are available to qualifying families at no-cost or at reduced fees based upon a sliding fee scale.

There are also non-subsidized enrollment opportunities for faculty, staff and the community on a space available basis. The monthly tuition is based upon the age of the child and the number of hours the child is enrolled in the program.

The program is staffed by well-trained early childhood educators who hold Master Teacher or Center Supervisor permits.

Early Childhood Education students and other student workers work in our lab school to gain teaching experience and to provide one-on-one support for each child.

Parent involvement is a cornerstone of the program. Parents enrich services through volunteering and participating in the program.

The Children’s Program is located in buildings 200 and 200A.

Hours of operation: 7:45 am – 3:30 pm Phone number: (707) 864-7182

The enrollment process begins when parents complete an interest card for placement on the wait list. Parents are contacted from the wait list when openings occur.

Drop in child care is not provided.

COMMUNITY EDUCATION AND LIFELONG LEARNING
Community Education and Lifelong Learning offers a wide variety of non-credit classes and workshops throughout the year that address the community’s range of interests with a wide variety of subjects. Vistas, the community education schedule, is available online at www.solano.edu/vistas. Classes begin in Spring and Fall semesters with select offerings during the summer.

The Community Education office is located in Room 1638 on the Main Campus, office hours: 8:00 am – 5:00 pm Mon-Fri. For more information, phone (707) 864-7115. Class registrations may be made by phone, online or in person in the Vistas office.

Community Education also arranges for use of campus facilities. Space is now available at the Vallejo Center, Vacaville Center and the Main Campus; including classrooms, conference rooms, and athletic fields. Phone for application and current rates: (707) 864-7000, Ext. 4400, or email: Janice.eaves@solano.edu.

DISABILITY SERVICES PROGRAM
DSP offers support services to students with disabilities or medical problems. Some of these services are: counseling, liaison with instructors and community agencies, adapted computers, interpreters, priority registration, specialized equipment, and alternate media services. Our purpose is to create an equal opportunity in college classes for people with physical, visual, hearing, learning and psychological disabilities. Contact the Disability Services office at (707) 864-7136.

The alternate media office is part of the Disability Services Program located in the 400 building in room 407M. Alternate media is any instructional resource that has been made more accessible for students with verified visual, hearing, learning, or other disabilities. Alternate media comes in a variety of formats; print materials can be converted into Braille, large print, MP3’s, or electronic text, such as Microsoft Word or Adobe PDF files; diagrams and figures can be embossed to allow people with vision limitations to feel the tactile images; and assistance with closed captioned needs. Any student with a verified visual, hearing, learning, or other disability that prevents them from accessing instructional materials in traditional formats has the right to alternate media. After enrolling in classes, the student must meet with a counselor to verify the disability, determine the need, and authorize the use of alternate media. Then the student will meet with the alternate media support specialist to determine what materials need to be converted, the format of alternate media, and establish timelines for production. Students must provide proof of ownership for all materials converted to alternate media. For more information please call (707) 864-7000 ext. 4466 or email max.hartman@solano.edu.

EOPS PROGRAM (Extended Opportunity Programs & Services)
The EOPS Program is a State funded categorical program that offers “over and above” services to eligible EOPS students who are both economically and educationally disadvantaged. The EOPS Program assists students with their educational, career, and personal needs. The program integrates counseling, career advisement, and language arts skills. Eligibility is based on the Satisfactory Academic Progress (SAP) of each student. The program is available to students enrolled in at least five units on a half-time basis. For more information please call (707) 864-7000 ext. 4466 or email max.hartman@solano.edu.

EOPS offers “over and above” services to eligible students. Some of these services include: counseling, career advisement, and language arts skills. Eligibility is based on the Satisfactory Academic Progress (SAP) of each student. The program is available to students enrolled in at least five units on a half-time basis. For more information please call (707) 864-7000 ext. 4466 or email max.hartman@solano.edu.
disadvantaged. The mission of the EOPS Program is to extend opportunities for eligible EOPS students. Additional eligibility criteria for the EOPS Program includes:
1. Be a California resident.
2. Be enrolled in 12.0 semester units at Solano College.
3. Qualify and receive the BOGFW A or B.
4. Be educationally disadvantaged according to State defined Title V Education Regulations.

Services offered to eligible students: academic, career, and personal counseling; develop a roadmap for students to achieve their educational goals, tutoring on and off campus referrals; assistance in preparing to transfer to four-year colleges and universities; EOPS newsletter, EOPS orientation, priority registration; registration assistance, progress reports, year end celebration, workshops, and EOPS book voucher services, EOPS book rental services, and bus tickets for during the fall and spring semester.

For more information, contact the EOPS Office, in room 426; or call (707) 864-7000 ext. 4444, or go online at www.solano.edu and click on Financial Aid.

**FINANCIAL AID**
Financial Aid assistance is available through the Federal and State government, as well as scholarships offered by the institution, private and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Refer to “Financial Aid” on page 8-9 in this Class Schedule or www.solano.edu, click “Financial Aid” for more detailed information.

**Title IV Federal Student Aid Programs—School Code 001292**
- Grants (free money for college)
  - Pell Grant
  - Supplemental Educational Opportunity Grant (SEOG)
- Work-Study (cash earned while you learn)
- Loans (borrowing requires repayment)
  - Direct Loan Program
    - Subsidized
    - Unsubsidized

**California State Aid**
- Cal Grant B, C
- Chafee Grant for Foster Youth

**California Community Colleges**
- BOG Fee Waiver (CA residents)
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)

**Scholarships**
- Private foundations and non-profit organizations
- Institutional (colleges/universities)

**Contact the Financial Aid Office:**
- Phone (707) 864-7103
  - Monday-Thursday 9:00 am-3:00 pm
- In-Person, Student Services Bldg. 400, 2nd Floor, Fairfield Main Campus
  - Monday-Thursday 9:00 am-5:00 pm
  - Friday 9:00 am-12:00 noon

**FOOD SERVICE**
The cafeteria at Solano Community College is located in the Student Center, Bldg. 1400. The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages. The cafeteria hours of operation for Fall and Spring semesters are Monday through Thursday, 7:30 am to 8:00 pm, and Fridays from 7:00 am to 1:30 pm, Phone (707) 646-2874.

**MATRICULATION**
Matriculation can help you to reach your educational goal. The steps are:
- Admission (application)
- Skills Assessment
- Orientation in person or online (see counseling webpage)
- Counseling/Advising
- Registration
- Follow-up on progress

You are encouraged to participate in the Assessment/Orientation program, which is part of the matriculation process, if you are a new non-exempt student (see Exemption Criteria) and choose one of the following educational goals at the time of application:
- Transfer to a four-year college with associate degree
- Transfer to a four-year college without associate degree
- Associate degree, vocational, without transfer
- Associate degree, without transfer
- Job skills—to prepare for a new job
- Undeclared goal
- Discover/formulate career interests, plans, goals
- Improve basic skills in English, reading or math

Some continuing (as well as returning) students may need to take an assessment test to meet specific class and/or program requirements — especially if you are enrolling for the first time in any English (except English 305) or English As A Second Language class. ESL assessment is recommended if your primary language is not English.
MATH ACTIVITIES CENTER
The Math Activities Center (MAC) is a math study area where registered students can get “drop-in” help with math assignments. Students will find a combination of peer tutors, staff and faculty on duty to assist them all hours the MAC is open. Instructor schedules are posted in the MAC each semester.

MESA (Mathematics Engineering Science Achievement)
The MESA program is a statewide academic program that supports economically and educationally disadvantaged students to excel in math, science or engineering related majors so students can transfer to four year universities.

The MESA model for success includes a variety of services that result in high rate of academic achievement. Elements of the MESA model include:
• Individual Academic Plans
• Academic Excellence Workshops
• Academic and career counseling
• Collaborative learning techniques and study skills
• Clustering of students in classes to enhance collaborative study
• Field trips to industry sites and university campuses
• Leadership development and conferences

The main components of the MESA/CCCP include:
• Student Study and Computer Lab Center
  A dedicated multipurpose space for quiet study, workshops, computer related activities, and information sharing.
• Academic Excellence Workshops
  Students are scheduled in math and science core classes and taught to maintain high academic outcomes through facilitated group study.
• Orientation class
  That teacher college survival skills to incoming students majoring in math, engineering and science.
• MESA Counselor
  A dedicated MESA counselor is provided to assist students with their educational planning and goals.
• Assistance in the transfer process
  Including field trips to universities, workshops on applications and counseling.
• Career advising
  To introduce work options to students. Field trips, job fair information, job shadowing exercises and industry mentors are available to students.

All students who are interested in participating in MESA/CCCP must meet the academic and economically disadvantaged criteria—contact our office for details.

For additional information please visit our MESA Center in room 434, Building 400. Our office hours are Monday through Friday, 8:30am-5:00pm, (707) 864-7000 ext. 4498. You can also check out our MESA website: www.solano.edu/mesa

OCCUPATIONAL EDUCATION — WORK EXPERIENCE
Earn 1 to 6 transferable units per semester for working in a paid or unpaid part-time or full-time position with a licensed business. We offer OCED 090: Occupational Work Experience for those students working or volunteering in positions which are directly related to their declared major. We also offer OCED 091: General Work Experience for those working or volunteering in jobs not related to their major. You can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester. Classes meet once a week for one hour. Do you love online? You can also take both OCED 090 and OCED 091 as online classes that involve a one time required on-campus orientation with the weekly meetings conducted in an online format. Contact the Work Experience Coordinator at (707) 864-7139, by e-mail (debra.berrett@solano.edu), or stop by room 1811. You may also visit our website at: www.sccworkexperience.com. OCED 090 and 091 may not be taken concurrently.

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RE-ENTRY STUDENTS
Students returning to school are encouraged to meet with a Counselor to plan classes needed to reach their goals. Please see “MEET A COUNSELOR” in this schedule to find out how to make an appointment, what services are offered, when, and where at four different locations. The Online Orientation is highly recommended. Please go through all seven steps, and answer the survey at the end to record your orientation: www.solano.edu/vip.

We recommend introductory classes listed in the schedule under “COUNSELING”: COUN 101 Orientation for College Success, COUN 102 Intro Study Skills (A, B, C, D), COUN 50 Career-Life Planning, COUN 062 Helping Skills, COUN 083 Applied Psychology, COUN 055 Valuing Diversity, and/or COUN 007 University Study Techniques.

SOLANO COLLEGE SCHOLARSHIP FOUNDATION
The Solano College Scholarship Foundation is a non-profit corporation that awards scholarships to students at Solano Community College on the basis of their academic achievement and demonstrated potential for excellence. The Foundation is administered by a Board of Directors with representatives from the communities of Solano County.

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years.
Programs & Services

In the fall of 2010 over 80 awards were presented and over $25,000 was distributed to Solano students. The goal of the Scholarship Foundation is to promote academic excellence among Solano students by recognizing and rewarding outstanding students. Almost all of the scholarships require students to have completed 24 graded units of coursework at Solano with a cumulative GPA of at least 3.30.

The Scholarship Foundation administers two scholarship programs, the General Scholastic Achievement Program and the Memorial and Special Endowments Program. Each of these scholarship has been established to honor and commerorate specific individuals or purposes. Most have designated majors and/or other specific qualifying requirements that determine eligibility for consideration.

For additional information, please visit the Solano College website at www.solano.edu/president/scholarship_foundation, contact the Scholarship Foundation, at PO Box 2208, Fairfield, CA 94533 or phone (707) 425-4590.

STUDENT HEALTH SERVICES

A Public Health Nurse and Health Assistant are ready to help you with your health needs at the Student Health Center, Monday through Thursday, 8:00 am-7:00 pm, and Friday, 8:30 am-3:00 pm (fall and spring semesters only). Our Services include:

- Nursing assessment and management of minor health problems
- Treatment of minor acute illnesses and referrals
- First-aid and emergency care
- Band-Aids, aspirin, Tylenol, etc. for self care
- Pregnancy testing and birth control information
- Nutritional information
- Information on sexually transmitted infections and referrals
- Immunizations
- Tuberculosis skin tests and referrals
- Hearing and vision screening
- Blood pressure screening
- Strep throat test

- Blood glucose screen test

We are located in the Student Union, Building 1400 in Room 1409. The Public Health Nurse also visits the Vallejo Center and Vacaville Center for most services. Contact the Student Health Center for times/hours of nurse visits to Centers. You are welcome to drop-in for care or make an appointment by calling (707) 864-7163.

You can see more information at our website at www.solano.edu (select “Campus Life” and then “Health Center”). Current schedules of activities sponsored by the Health Center can also be found in the ASSC Newsletter, published twice/month and posted online at www.solano.edu.

STUDENTS HELPING STUDENTS BOOK GRANTS

Solano Community College’s Students Helping Students Fund is a program designed to provide one-time only financial assistance to economically disadvantaged SCC students in the form of a book grant. Funding is provided by students through a non-refundable optional fee of $1, as well as through solicited annual contributions. A very limited number of book grants are distributed to eligible students at the start of the fall and spring semesters on a first-come, first-serve basis. New, first-time freshmen enrolled in six units at SCC, who meet the eligibility guidelines for an automatic Fee Waiver, are encouraged to complete a Fee Waiver application and the Students Helping Students Grant application. Applications are available in-person only from the Student Development Office at the beginning of the Spring or Fall Semester.

SCC STUDENT ID CARDS

Student ID cards are required for the Library and computer labs. The ID station will be open Monday-Thursday 8 am-5 pm and Friday 8 am-3 pm in Room 1425. These hours may change to accommodate campus events and activities, so please check the office for more updated hours. Please bring your student schedule/bill showing payment of the $5 fee and proof of enrollment, and another form of government-issued photo ID (driver’s license, passport, etc.). Good for nine consecutive semesters, it must be validated each semester at no charge.

For more information, call the Student Development Office, (707) 864-7000, ext. 4367.

TRANSFER CENTER

Welcome to the SCC Transfer Center. We are a resource center for students to explore options for transfer and to get help with the transfer process. The center is open daily, Monday through Thursday, during Fall and Spring semesters. For information call (707) 864-7158 or visit us downstairs in the Student Services Building 400, room 402.

TUTORING CENTER

Free tutoring is available to all students currently attending Solano Community College and enrolled in the class for which assistance is requested. Tutoring is available for most classes offered by the college. You can schedule a weekly appointment for the entire semester or one-time only appointments as needed.

Part-time, paid positions are available for students interested in working as paid tutors. You must have received a “B” or better in the class to tutor and be recommended by a SCC instructor. All new tutors also earn .5 unit of credit for a required training class (Tutor 50). For additional information on how to sign up for tutoring assistance or to apply for a tutoring position, contact the Tutoring Center, in the Student Services Building 400, Rooms 437/ 437, or call (707) 864-7230.
VETERAN’S AFFAIRS CENTER

Veterans & Dependent: The Veterans Center offers assistance with applying for education benefits, coordinating the VA work study program, and processing tutorial assistance paperwork. The following educational benefits are available to veterans and dependents:

• Chapter 30 (Montgomery GI Bill — Active Duty)
• Chapter 31 (Vocational Rehabilitation)
• Chapter 32 (Veterans Educational Assistance Program – VEAP)
• Chapter 33 (Post-9/11 GI Bill)
• Chapter 1606 (Montgomery GI Bill — Reservists)
• Chapter 1607 (Reserve Educational Assistance Program – REAP)
• Chapter 35 (Dependent Educational Assistance)
• California Veterans Fee Waiver Program (Dependants of Veterans with a Service-Connected Disability)

Note that in order to receive benefits while attending SCC, the student must be a regularly matriculated student and all classes taken must be required for the educational objective selected.

Active Duty: After receiving approval for Tuition Assistance, please submit a copy of the authorization to the Veterans Affairs Center located in Building 400, Room 429, or by fax (707) 864-7220. Exception for Air Force, please see below.


**Note: individuals approved for Air Force TA do not need to submit their authorizations to Solano Community College. SCC will process all TA through the AI Portal regularly. For question or inquiries please contact the Solano Community College Travis Center located at Building 249 at 530 Hickam Avenue on Travis Air Force Base. See website for center hours. Contact phone number is (707) 863-7878.

• Army Personnel must apply via internet at www.earmyu.com
• Coast Guard Personnel must fill out the Coast Guard Tuition Assistance Form (CG-4147). Submit completed form to CGI-PF-Tuition_assistance@uscg.mil.
• Marine Corps Personnel must complete form NETPDC 1560 & turn in form to your nearest Marine Corp location.
• Navy Personnel must complete form NETPDC 1560 & turn in form to your nearest Marine Corp location.
• National Guard – Contact your unit regarding Apply for Tuition Assistance.

For specific information regarding eligibility of Veterans Education Benefits or Tuition Assistance, please visit our center located on the 2nd floor of the 400 Building, Room 429, call: (707) 864-7105 or email at veterans@solano.edu. Center hours are Mon. - Thurs., 8:00 am - 4:00 pm and Friday, from 8:00 am - 3:00 pm.

VISTAS: See Community Education and Lifelong Learning on page 86

WORKFORCE TRAINING AND GRANTS MANAGEMENT

Contract Education & Training
Solano Community College partners with local business and industry to develop training and education programs and services that meet an employer’s specific needs. Working together we will develop solutions that link training to your business and performance goals.

Employees are every organization’s most important resource.
As new employees are hired and as processes, procedures, products, and goals change, employees need new and upgraded skills. Through a careful needs analysis we will:

• Identify your real workplace needs
• Customize solutions specifically for your business and employees
• Implement training on a schedule and at a site that best meets your organization’s requirements
• Offer excellent and appropriate instruction, as well as a variety of delivery methods
• Evaluate the training to assure that there has been a transfer of skills and knowledge from the training environment to the workplace
• Provide cost effective training and services

The office of Workforce Training and Grants Management serves students through employers. If you are interested in preparing for a career and becoming a Solano Community College student, please contact the division office overseeing the discipline in which you have interest.

For information and a free workforce needs assessment, call or email Deborah Mann at (707) 864-7195, or deborah.mann@solano.edu

IMPORTANT: PREREQUISITE CLEARANCE.

If you require a prerequisite clearance for a class in which you have a transcript from another College, please submit a request to have your transcripts evaluated for prerequisites. You can either print this form from our website and submit it via mail, fax or in person, or you can visit one of our customer service windows during business hours.

Please allow 10-15 days before you are going to register for processing time.

www.solano.edu >> admissions >> registrations & records >> prerequisite info
Located in Building 100 on the Fairfield Campus, the Library provides:

**Information resources such as:**
- Research help from SCC Librarians
- Access to print and online resources
- Reserve textbooks
- Newspaper and popular magazine browsing collection
- Over one-million books, movies, CDs and other materials via SNAP, our local Library consortium
- Interlibrary loan
- Around the clock reference assistance via 24/7 reference.

**Technology resources such as an Information Commons of 60 PC s**
gives students access to
- The Internet
- Microsoft Office Suite
- Printers
- CD/DVD players
- Class-based software and other applications
- Photocopiers
- Microfilm readers.

**Study Facilities:**
- Individual study carrels
- Study tables for quiet group study
- Reading lounge

**Library Research classes:**
- LR01, Principles of (Library) Research
- LR10, Basics of Information Competency
- LR11, Internet explored! Advanced Information Competency
- LR12, Information and Society

Additionally, librarians are available to help students with their research and information needs at the Vallejo and Vacaville campuses.

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**Open Enrollment Policy**

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

VACAVILLE AND VALLEJO CENTERS:
A parking permit is required to park at both the Vacaville Center and Vallejo Center. Parking permits are $20 per semester and $6 for Summer session.

DAILY PARKING PERMITS: Daily parking permits may be purchased from the permit dispensers located in each student lot at a cost of $1 per day ($1 bills or coins accepted). New daily permits must be purchased each day. If the permit dispensers malfunction, notify the police in Bldg. 1800B or call (707) 864-7131. If a dispenser is out of service, purchase a permit in an adjacent lot. Daily permits are valid in lots 1-6 and are interchangeable between the Fairfield campus, the Vacaville Center, and Vallejo Center.

PARKING ENFORCEMENT: During the first week of the fall/spring semester and during the first week of summer session, parking permits are not enforced in student lots 1-6. Thereafter, permit parking is enforced Monday-Friday, 7:00 am – 10:00 pm. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

Parking for students is provided in clearly designated areas. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, handicapped persons, and rideshare.

FAIRFIELD CAMPUS: Student parking is provided in Lots 1, 2, 3, 4, 5, 6, and 7 (across from baseball and football stadiums).

HANDICAP PARKING: A current parking permit along with a handicap placard or plates are required to park in handicap parking. The placard/plates and parking permit must be clearly displayed.

RIDESHARE PERMITS: Rideshare permits are issued by the Student Development Office in Bldg. 1400, Room 1425. Vehicles displaying valid rideshare permits may park in the spaces reserved for rideshare participants and not in any other lots. If you do not have a rideshare permit, you may not park in the rideshare spaces. Rideshare vehicles must have 3 or more participants who each possess a current Solano student ID card (available in the Student Development Office). For more information, call (707) 864-7000 ext. 4367.

VISITOR PARKING: Limited 30-minute visitor parking is available at the Fairfield campus in Lot 1. Visitor parking is located along the white curb line on the north side of the lot. For visits longer than 30 minutes, purchase a daily permit and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. Visitor parking is not to be used by faculty, staff, or students. Visitor parking is also available at the Vacaville and Vallejo Centers.

GENERAL INFORMATION: Parking permits are good for all Solano College campus locations. Permits must be located as directed on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department. An appeal process to contest citations is available. Go to www.Solano.edu/police/parking.html and click the Interactive Appeal Process Form link. For questions, call (707) 864-7131.

PARKING LOT INFORMATION:
• Faculty/Staff: Parking Lots A-F. Reserved stalls in other locations.
• Student: Parking lots 1-6
• Cosmetology Patron: (West side Lot D) Must have Patron Parking Permit from Cosmetology Department 8:30 am-10:00 pm
• Disabled Parking: Must have disabled placard or plates AND Solano College parking permit or daily meter ticket
• Rideshare: (3 or more passengers, Lots 1 & 2) Special permit required. For more information, contact Student Development in Bldg 1400 (across from the Bookstore), Room 1425 or call (707) 864-7000 ext 4367.
• Visitor Parking: 30 minutes only. If longer than 30 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.
• Childcare Parking: 15 minutes only. For dropping off or pickup only. If longer than 15 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.
TRAVIS AIR FORCE BASE GATE PROCEDURE:
Due to security measures at TAFB, all non-military students must be registered in a class meeting at Travis to receive a pass to enter the base. Students already registered for Travis classes will be able to obtain their base pass at the Visitor Control Center, 599 Airbase Parkway, Fairfield, California, located on the left hand side before the main gates.

All registered students will be required to provide the information listed below:
1. A current driver’s license
2. Valid car registration (this must be the vehicle you plan to drive to class each week)
3. Valid proof of car insurance
4. Proof of your enrollment in a class at Travis (your registration printout showing your classes).
5. Travis AFB personnel may require other forms of identification as needed.

Vehicle (gate) passes are not transferable to any vehicle other than the one for which the pass was originally issued. Please allow approximately one hour for issuance of a gate pass. For additional information or inquiries, please call the SCC Travis Office at (707) 863-7878.

NOTE: Students must have their own transportation. Automobiles without military ID, or an authorized semester pass will not be admitted on TAFB. For additional information or inquiries, please call the SCC Travis office.

If you wish to add a Travis class, you must contact the instructor to obtain an “Add [Authorization] Code” and enroll in the course prior to being admitted to the Base. Once enrolled you must contact the Travis office to inform them.

The Travis AFB University Center is located in Building 249 at 530 Hickam Avenue on Travis Air Force Base. To get to the Center, take the Air Base Parkway exit off of I-80 and follow it until it ends at the Travis Main Gate. After obtaining a pass (see instructions), proceed through the Main Gate, staying on the same street. Turn right onto First Avenue, then left on Waldron Street. About half way down the length of the street, turn right into the parking lot. Drive to the back of the lot; you will see the University Center on your right. You may park in any vacant space.

The Solano Community College Vallejo Center is located at 545 Columbus Parkway.

Directions from Fairfield/Vacaville/Davis/Dixon:
Take I-80 toward San Francisco and exit at Columbus Parkway. The Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

Directions from Pleasant Hill/Concord/Walnut Creek: Take 680 North to 780 West. From 780 West take I-80 East toward Sacramento. Exit at Columbus Parkway. The new Solano Community College Vallejo Center is located approximately 1/2 miles on your right.

Parking: Parking at the Vallejo Center is $20 per vehicle. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for $1 from the machine located in the parking lot and are valid for all campus locations. Parking is enforced 24 hours a day.
The Solano Community College Vacaville Center is located north of the City of Vacaville at 2001 North Village Parkway. Turn onto North Village Parkway (formerly known as 1990 Akerly Drive), just off of Vaca Valley Parkway. Center information and driving directions are also available on our website, please go to: www.solano.edu/campus_sites/vaca_center.html.

**DIRECTIONS FROM FAIRFIELD/VACAVILLE:**
Take I-80 East to I-505 and drive about 1/2 mile to the Vaca Valley Parkway exit. Turn right at the exit ramp stoplight on to Vaca Valley Parkway and go one block to North Village Parkway. Turn left at the stoplight on to North Village Parkway; the parking lot entrance to the Center is visible on the right side of the street within a distance of 1/2 block.

**DIRECTIONS FROM DAVIS/DIXON:**
Take I-80 West to the Leisure Town Road exit. Turn right onto Vaca Valley Parkway. Continue straight for approximately 1/2 mile to North Village Parkway and turn right at the stoplight. Turn right into the parking lot entrance to the Center. Parking at the Vacaville Center is $20 per vehicle. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for $1 from the machine located in the parking lot. Daily permits are valid for the Vacaville Center only.

**STUDENT PARKING:**
Parking/daily permits are not required during the first week of Summer session and the first two weeks of the Fall/Spring semesters in student/general parking lots only. Thereafter, a parking/daily permit will be required.

**MOTORCYCLE PARKING:**
Parking/daily permits are not required for motorcycles parked in designated motorcycle parking only.

**RIDESHARE:**
A special permit is required for Rideshare. For more information, please visit the Student Development Office in Building 1400 (across from the bookstore).