Governing Board

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Rosemary Thurston, Vice President
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Fairfield/Green Valley/Cordelia

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Vacaville

Denis Honeychurch, J.D.
Fairfield, Vacaville, Travis Air Force Base

Pam Keith
Vallejo

A. Marie Young
Vallejo

Celia Esposito-Noy, Ed.D.
Board Secretary

The Solano Community College Governing Board meets the first and third Wednesdays of each month at 6:30 p.m. For room locations of the meetings, please check the Governing Board web page (www.solano.edu/governing_board) for the most current meeting information. All meetings, with the exception of closed sessions, are open to public participation. Agendas and meeting minutes are available from the Superintendent/President’s Office and on the Solano Community College District website (www.solano.edu).

Finance and Administration

Yulian Ligioso ................. Vice President, Finance and Administration

Laura Convento .......... Business Operations Coordinator

Patrick Killingsworth .... Director, Fiscal Services

Adil Ahmed ..................... Accounting Manager

James Buchanan ............. Director, Facilities

Myron Hord ............... Interim Assistant Facilities Director

Eddie DePilar ................. Lead Custodian

Thomas Trujillo ............. Supervisor, Bookstore

James “Kimo” Calilan ........ Interim Chief Information Systems Officer

Justin Howell ............... Interim Manager, Information Technology

Brian Travis .............. Lieutenant, Solano College Service Area

Human Resources

Rachel Ancheta .............. Manager

Karen Mitchell .............. Executive Assistant

Marielle Calara ............... Generalist

Tracy Drake ............... Generalist

Celia Lopez ............... Generalist

Student Services

Gregory Brown .............. Vice President, Student Services

Khadijah Adjabeng ........ Executive Coordinator

Jocelyn Mouton .......... Dean, Counseling and Special Services

Maureen Mason-Muyco . Interim Director, Financial Aid

Rischa Slade, J.D. .......... Director, Student Life

Erik Visser ................. Director, Athletics

Christie Speck ............... Director, Children’s Programs

Institutional Advancement

Curt Johnston .............. Executive Director, Foundation & Resource Development

Academic Affairs

Leslie Minor, Ph.D. ......... Vice President, Academic Affairs

Laurie Gorman ............... Executive Coordinator

Neil Glines ................. Dean, School of Liberal Arts

Shirley Lewis, J.D. .......... Dean, Vallejo Center

Robert Gabriel, Ph.D. ... Dean, School of Health Sciences

Sandy Lamba ............... Dean, School of Social & Behavioral Sciences

Maíre Morinec ............. Dean, School of Applied Technology & Business, and Vacaville Center

Vacant ................ Dean, School of Mathematics & Science

Kelly Penwell ............ Associate Dean, Workforce Development & SBDC

Peter Cammish ............. Dean, Research, Planning, and Institutional Effectiveness
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Classified Staff

Nalley, Anita—Fiscal Services
Nash, Judy—Counseling/DSP
Nguyen, Dao—Facilities
Nichols, Evette—Technology Services and Support
Olgin, George—School of Liberal Arts
Ota, Scott—Technology Services and Support
Park, Nedra—Mesa
Parker, Sidne—Counseling/DSP
Payne, Antoinette—Financial Aid
Pederson, Donald—Facilities
Pegg, Melissa—Small Business Development Center
Penwell, Kelly—Small Business Development Center
Pierce, Douglas—School of Mathematics & Sciences
Preciado, Brian J.—Vacaville Center
Reese, David—Facilities
Rieschick, Diane—School of Liberal Arts
Robinson, Edna—Technology Services and Support
Robinson, Jay—Technology Services and Support
Robinson, Laura—Facilities
Rose, Michael D.—Facilities
Russo, Gloria—Facilities
Santos, Glenda R.—Fiscal Services
Schwartz, Janet—School of Health Sciences
Scoccia, Hai Yen—Fiscal Services
Scott, Laura—Finance and Administration
Siefert, John—Vallejo Center
Simmons, Sara—School of Liberal Arts
Simon, Cynthia—Counseling/DSP
Sisto, Francesca—Financial Aid
Slade, Rischa—Student Services
Sloley, Beverley O.—Fiscal Services
Smith, Carol—Bookstore
Smith, Erika—Admissions and Records
Smith, Rachel A.—School of Liberal Arts
Speck, Christie—Children’s Programs
Srisung, Padungsak—Facilities
Starkey-Owens, Bradley S.—DSPS-District
Stedman, Lisa—Children’s Programs
Stewart, Ward—Enrollment Management
Swanson, Steven G.—Technology & Support Info Services
Takahashi, April—Admissions and Records
Takhar, Jotinder—Children’s Programs
Tanaka, Ray—Technology Services and Support
Tenty, Claudia—Counseling/DSP
Therrien, Alexandra “Sandra”—Office of Superintendent/President
Tipton, Darcia—School of Liberal Arts
Tom, Galen—Technology Services and Support
Troupe, Anna—Financial Aid
Trujillo, Kelly—Facilities
Trujillo, Thomas—Bookstore
Uhl, Andrea—Police Services
Uquillas, Jerry—Facilities
Valenzuela, Juan—Bookstore
Van’T Hul, Pei-Lin—Research & Planning
Vartanian, Juwan—Children’s Programs
Visser, Erik—Athletics
Watson, Karen—School of Liberal Arts
Young, Patricia—Counseling/Career & Employment Services
Zadnik, Carol—E College
Zavala, Pete—Technology Services and Support
Zimmer, Katherine H.—Early Learning Center
### 2016-2017 Academic Calendar

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### Number of Instructional Days (M-F)

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### Final Examination Days (M-F)

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### Flex Days

- Fall 2016: 3
- Spring 2017: 4
- TOTAL: 7

### Weekend Class Days Including Finals

- Fall 2016: 16
- Spring 2017: 16

### HOLIDAYS

| Independence Day | July 4 (M) |
| Labor Day        | September 5 (M) |
| Veterans Day     | November 11 (F) |
| Thanksgiving Day | November 24 (Th) |
| Winter Break     | December 20 – January 2 (T-M) |
| Lincoln Day      | January 16 (M) |
| Martin Luther King, Jr. Day | February 17 (F) |
| Washington Day   | February 20 (M) |
| Spring Break     | April 10 (M) – 14 (Su) |
| Memorial Day     | May 29 (M) |

Governing Board Approval 1/20/16
Parking Information

Parking
Daily or semester parking permits are required and must be clearly displayed (semester and permit # or date and time for daily displayed permits) throughout each semester and summer session for all vehicles parked at the Main Campus and the Vacaville and Vallejo Centers. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan your parking decal to another person. Faculty/Staff and designated reserved parking (Rideshare, Disabled, Visitors, etc.) is enforced 7 days a week, 24 hours a day.

Motorcycles: Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price.

Purchasing a Permit

Semester/Summer Session
Fall/Spring sessions: $20.00
Summer: $6.00

Parking permits for the upcoming term are available at the time of registration and throughout the term.

- Login to MySolano (www.solano.edu)
- Access the Student tab
- Click on “Student Parking” and then click “Next”
- Enter requested information and then click “Next”
- Indicate the address to which the permit should be sent and click “Next”
- Review information for accuracy, make edits if necessary, and click “Next”
- Enter credit card information, review the refund policy, read and agree to the terms, and click “Submit My Order”

The parking permit should arrive by mail 7 – 10 business days after purchase.

Daily Parking Permits
- Daily permits must be purchased and displayed each day for vehicles parked on campus
- Purchase Daily permits for $1.00 (Dispensers accept one-dollar bills and coins)
- Dispensers are located near the entrance of each parking lot
- Daily parking permits are interchangeable between the Main Campus, and the Vacaville and Vallejo Centers

- Notify the Campus Police if the permit dispensers malfunction: (707) 864-7131, or 1800B

Rideshare/Carpool Permits
Visit the Student Life Office in 1425 (across from the Bookstore, Main Campus) to apply for Rideshare permit. Rideshare permits are available on a limited basis for current SCC students who have three or more current SCC students sharing transportation to campus (carpooling).

- Provide current SCC ID cards, proof of enrollment, and license plate numbers of all cars to be driven as part of Rideshare/Carpool.
- Contact the Student Life Office for more information (Room 1425, Phone 707-864-7000 ext. 4367).

Rideshare parking spaces are not available at the Vacaville or Vallejo Centers.

Travis Air Force Base (AFB) Parking
Register for a course at Travis AFB by contacting the instructor to obtain an Add code and add the class. Contact the Travis AFB office at (707) 424-2431 for additional instructions.

Obtain base pass at the Visitor Control Center, 615 Airbase Parkway, Fairfield, CA (located on the left-hand side before the main gates) by providing the following information:

- A current driver’s license
- Valid car registration for the vehicle driven to class each week (vehicle (gate) passes are not transferable to any vehicle other than the one for which the pass was originally issued)
- Valid proof of vehicle insurance
- Proof of enrollment at Travis AFB (registration printout with current classes is acceptable)
- Additional forms of identification as needed upon request
- Please allow one hour for issuance of a gate pass

Students must have their own transportation to Travis AFB. Automobiles without military ID, or an authorized semester pass will not be admitted on Travis AFB. For additional information, please call the SCC Travis Office (707) 424-3444.

Vehicle (gate) passes are not transferable to any vehicle.
Parking Information

PARKING ENFORCEMENT
Parking is not enforced in student lots during the first week of the fall and spring semesters, and summer session offered (e.g., for a 10-week session, parking is not enforced for the first week. Parking will be enforced for any session beginning after the 10-week session.)

Permit parking is enforced in student lots during each semester and summer session M-F 6 a.m.-10 p.m. Ride Share, Visitor Parking, Faculty and Staff Parking, Disabled Parking and other reserved areas require appropriate parking permit is displayed at all times 24 hours a day, 7 days a week

PARKING LOT INFORMATION

Student Lots:
- Main Campus Lots 1 – 7
- Vacaville Center Lots 1 – 4
- Vallejo Center Lots 1 - 2

Faculty/Staff Lots:
- Main Campus Lots A – F
- Reserved stalls in other locations

Disabled Parking
Individuals parked in the marked Disabled Parking spaces must have state issued placard or plates AND an SCC daily or semester parking permit.

Early Learning Center Parking
15-minute drop-off or pick-up parking is available in the yellow zones Lot D outside 200A. No faculty/staff or student parking is allowed in the Child Care Center yellow zone parking.

Cosmetology Services Parking
Parking for Cosmetology Services is available in Lot D in the Cosmetology Parking spaces in front of the Cosmetology Building (1600). Patrons must display a permit from the Cosmetology Department. These spaces are restricted to Cosmetology patron parking M-F 8:30 a.m. – 10:00 p.m.

Visitor Parking
Visitor parking is available in the marked spaces in Lot 1. Parking is available in these spaces for 30 minutes at a time. For visits longer than 30 minutes, daily parking permits can be purchased for $1.00 from the dispensers. The visitor parking area is not available for faculty, staff, or students.

Rideshare Parking
Special permits are available for three or more SCC students sharing transportation to Main Campus to park in rideshare spaces Lots 1 and 2.

ADDITIONAL PARKING INFORMATION:
- Permits must be displayed according to the permit directions
- California Vehicle Code and SCC District parking regulations are enforced by the SCC Police Department
- An appeal process is available to contest parking citations ([www.solano.edu/police](http://www.solano.edu/police) - click the link for Parking Citations and then Contest a Citation)
- For questions regarding parking, call (707) 864-7131
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. Instructions for obtaining a pass are located below. After obtaining a pass, 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.

**TRAVIS AIR FORCE BASE GATE PROCEDURE:**

Due to base security measures, all non-military students must be registered in a class that meets at Travis AFB 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, 615 Airbase Parkway, located on the left-hand side before the main gates. The office is open Monday through Friday 6:00 am - 9:00 pm. Students will be able to obtain their **base pass the day class begins. Please be advised it could take at least one hour or more to obtain a base pass.**

All registered students are required to present all of the documents listed below:

1. A current driver's license
2. Valid car registration (this must be the vehicle you will drive to class each week)
3. Proof of your enrollment in a class at Travis (your registration printout showing your classes).
4. Travis AFB personnel may require other forms of identification as needed.

**IMPORTANT:** Students must have their own transportation. Anyone in an automobile without military ID, or an authorized semester pass, will not be admitted on TAFB.

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 SCC Travis office to inform them.

For additional information or inquiries, please call the SCC Travis Office at (707) 863-7878.
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:** Semester parking passes are $20 per vehicle and may be purchased online through your MySolano account. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for $1 from the machines located in the parking lots. Daily permits are valid for all campus locations.
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 & 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.
Solano Community College is located on Suisun Valley Road, just off Interstate 80, nine miles northeast of Vallejo (take I-80 east), and five miles southwest of Fairfield. Buses serve the campus from Vallejo, Benicia, Fairfield, Vacaville and Dixon.
Telephone Directory

(707) Area Code • 864-7000 Main Line • Web site: www.solano.edu

Solano Community College’s main telephone line is an automated system. All our direct lines and extensions have 24-hour voicemail.

Academic Affairs .......................... 864-7102
Academic Success Center/Tutoring 864-7000 x 4683
Aeronautics/Nut Tree ...................... 864-7185
Admissions & Records ..................... 864-7171
Assessment Center ........................ 864-7118
Athletics .................................... 864-7119
Bookstore ................................... 864-7111
CalWORKS ................................. 864-7000 x 4645
Cafeteria Office ............................. 863-7887
Campus Police ............................... 864-7131
Campus Police (After Hours) ......... 580-6526
Career Center ................................ 864-7124
Child Development &
Family Studies (ECE) .................... 864-7251
Children’s Programs/Early Learning Center ................ 864-7182
Community Education .................... 864-7149
Community Services /
Facility Rentals ............................ 864-7000 x 4400
Contract Education & Training ....... 864-7169
Cosmetology Receptionist .............. 864-7180
Counseling & Special Services ........ 864-7101
Disability Services Program .......... 864-7136
English Lab ................................ 864-7239
Facilities ................................... 864-7196
Finance & Administration .............. 864-7147
Financial Aid ................................. 864-7103
Fire Academy ............................... 864-7000 x 4582
Foundation .................................. 864-7177
Horticulture ................................ 864-7000 x 4308
Human Resources Office ............... 864-7128
International Programs ................. 863-7823
Library
Circulation/Textbooks ..................... 864-7132
Reference Desk ............................. 864-7000 x 4519
Lost and Found ............................. 864-7000 x 4367
Math Activities Center (MAC Lab) .... 864-7138
Nursing Program ......................... 864-7108
Occupational Work Experience ....... 864-7139
Parking Information ...................... 864-7113
School of:
Applied Technology and Business .... 864-7229
Health Sciences ........................... 864-7108
Liberal Arts ................................ 864-7114
Math .......................................... 864-7000 x 4490
Science ..................................... 864-7211
Social & Behavioral Sciences ......... 864-7251
Small Business Development Center . 864-7000 x 3382
Student Health Center & Services .... 864-7163
Superintendent/President .............. 864-7299
Switchboard (Operator) ................. 864-7000 x 0
Special Services:
EOPS/CARE ............................... 864-7145
Student Life Center ....................... 864-7000 x 4367
Career Center .............................. 864-7124
Student Services ......................... 864-7173
Travis Air Force Base Center ......... 424-2431
Technology Support Services ......... 864-7000 x 4690
Theater Box Office ......................... 864-7100
Transfer Center ............................ 864-7158
Tutoring Center ............................ 864-7230
Vacaville Center ............................ 863-7836
Vallejo Center .............................. 642-8188
Veterans Affairs ......................... 864-7105
Workforce & Economic Development .... 864-7149

FAX NUMBERS
Academic Affairs ........................... 646-2096
Admissions & Records .................... 646-2053
Bookstore ................................. 864-1357
Business Office/Fiscal Services ....... 646-2056
Campus Police .............................. 646-2052
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Vallejo Center .............................. 646-2077
Veterans Office ............................ 646-2092
Work Experience ........................... 646-2080

You can e-mail Solano Community College faculty and staff by using this formula: (first name.last name) @solano.edu. Example: john.doe@solano.edu
Glossary

Academic Renewal  - A process that allows students to petition for the elimination of clearly substandard coursework (grades D or F) in the calculation of their GPA.

Academic Year  - Consists of the summer session and fall semester of one year and the spring semester of the following year.

Accredited Institution  - A college or university which has been accredited by an institutional accrediting body which is recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

Add  - Officially enrolling in a course.

ASSIST  - A computerized student-transfer information system that can be accessed over the world Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s colleges and universities and therefore provides the most accurate and up-to-date information available about student transfer in California. The ASSIST web site is: www.assist.org.

Assessment/Placement Tests  - Tests given prior to registration in classes. The results are used to determine the student’s placement at the most appropriate class level.

Associate Degree (A.A. or A.S.)  - A degree (Associate in Arts or Associate in Science) granted by a community college which recognizes a student’s satisfactory completion of an organized program of study of at least 60 units, including the major and general education requirements.

Bachelor’s Degree (B.A., A.B., or B.S.)  - A degree granted by a four-year college or university which recognizes a student’s satisfactory completion of an organized program of study consisting of at least 120 semester units.

CalWORKs  - California Work Opportunities and Responsibility to Kids program is available at Solano Community College. Students in this program will be referred by Solano or Yolo County Social Welfare Departments. This welfare-to-work program will enable welfare recipients to attain job training skills.

CARE  - Cooperative Agency Resources for Education (CARE) is a supplemental component of EOPS that specifically assists EOPS students who are single heads of welfare households with young children, by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-dependence to employment and eventual self-sufficiency for their families. Every CARE student is an EOPS student who must meet the eligibility criteria for both programs.

Canvas  - The Learning Management System used by Solano Community College to deliver online courses. Class materials, assignments and communications are accessed through the Canvas website.

Certificate of Achievement  - A certificate granted by a community college which recognizes a student’s satisfactory completion of an organized program of vocational study in the major.

Class Section  - See “CRN.”

College Work Study (CWS)  - A program of federal aid which provides funds for student jobs.

Community Education Course  - Fee-based, not for credit courses offered through the College Community Education Office, Vistas.

Concurrent Enrollment  - Taking one course at a CSU or UC campus while also enrolled at Solano Community College.

Corequisite  - There are two types of corequisites. 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 corequisites are listed under “Prerequisites,” but the second type is followed by the parenthetical phrase “may be taken concurrently.” A student’s enrollment in a course with a corequisite is blocked until the requirements of the corequisite are satisfied.

Course  - A particular portion of a subject selected for study. This is identified by a course number, for example, Psychology 001 (PYS C 001)

Course Advisory  - A course or equivalent preparation that will broaden or deepen a student’s learning experience in a subsequent course. A student’s enrollment in a course with an advisory is not blocked for lack of the advisory skills.
**Glossary**

**Course Description** - Brief statement about the content of a particular course.

**Course Number** - Course should read “006” (three digits) Honors - should read “049” or “099” (three digits) and “HIST 017H.”

**Course Reference Number (CRN)** - This is identified in the class schedule by a specific CRN number (formerly class section).

**Credit** - Refers to the units earned by completing a class.

**Credit by Examination** - Course or unit credit granted for demonstrated proficiency in a given area as determined by an examination.

**CSU** - California State University System. The CSU web site is [www.calstate.edu](http://www.calstate.edu).

**Degrees** - A diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are: 1) A.A.—Associate of Arts; 2) A.S.—Associate of Science; 3) B.A.—Bachelor of Arts; 4) B.S.—Bachelor of Science; 5) M.A.—Master of Arts; 6) Ph.D.—Doctor of Philosophy; and 7) Ed.D.—Doctor of Education.

**Disqualification** - A situation caused by low academic or progress performance, in which the disqualified student may not continue at the college without approval for readmission. See Catalog section on Academic Regulations.

**Drop** - Selectively withdrawing from a course, but remaining enrolled in college.

**Drop Dates** - 1) Last day to drop a class with no course or grade recorded (at the 30% point of the class); 2) Last date to drop a class with “W” grade recorded (at the 62.5% point of the class).

**DSP** - Disability Services Program offers supportive services for students with physical, communication, learning disabilities, psychological disabilities or other medical problems.

**Elective** - Courses which are not required for the major or general education but are acceptable for credit. An elective course may be in the student’s major area of study or any department of a college.

**EOPS** - Extended Opportunity Programs and Services (EOPS) primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic and educational circumstances, and to facilitate the successful completion of their goals nd objectives in college. EOPS offers academic and support counseling, financial aid and other support services.

**EUREKA** - A computerized career information system available to students in the College Career Center.

**Full-time Student** - A student taking twelve or more class units in a regular semester. Note: For enrollment fee purposes, the State considers 6 units as full-time.

**General Education Requirements** - Courses covering the broad area of thought and experience common to every person. There are two types of general education or breadth requirements, one for the associate degree and one for a bachelor’s degree.

**Good Standing** - Indicates that a student’s grade point average in the previous semester and cumulative grade point average is C (2.0) or better.

**Grade Points** - The numerical value of a college letter grade, A-4, B-3, C-2, D-1, others-0.

**Grade Point Average** - Grade point average (GPA) indicates an overall level of academic achievement. It is an important measure used in making decisions on probation and disqualification, eligibility for graduation, and transfer to four-year institutions. The grade point average is derived from the following unit system:

- A–4 grade points per unit
- B–3 grade points per unit
- C–2 grade points per unit
- D–1 grade point per unit
- F–0 grade points per unit

The GPA is calculated by dividing the total number of grade points received by the number of units attempted.

**Honors** - These courses are designated with the course number “049” or “099” in the discipline in which they are offered. These courses have prerequisites. Please see the dean of the appropriate discipline area for more information.

**Hour** - Same as credit, credit unit, unit (See Credit).
Hybrid Course - A class presented using a combination of instructional formats. Both in-class and online instruction, assignments, and activities are included in hybrid courses.

IGETC - Intersegmental General Education Transfer Curriculum. Completion of the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements. (See counselor for exceptions).

Independent Study - Opportunity to do individual study in areas not covered in a regular course.

Job-Direct Certificate - A certificate granted by Solano College which recognizes a student’s satisfactory completion of a shortened program of study specifically designed to prepare students for employment in the identified field.

Late Start - Courses or programs offered in an accelerated mode. Some courses can be completed in less than a semester. Some programs can be completed in less time than normally offered programs.

Learning Community - A class where students work together with a team of instructors from different subject areas to study a theme or question. Learning community classes involve less traditional lecture and more seminar, discussion, and group activities.

Learning Disability Program - This program offers specialized services and instruction to students that have been identified as learning disabled.

Lower Division - Courses at the freshmen and sophomore level of college.

Major - An organized program of courses leading to an Associate Degree or Occupational Certificate.

Matriculation - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student’s educational objective. A primary part of matriculation is the assessment, orientation, and counseling of new non-exempt students. The following students are exempted from the matriculation process:

1) Students who have completed an Associate degree or higher;
2) students who seek to enroll in noncredit courses only;
3) students indicating an education goal of job skills (to maintain current job), personal interest (not for employment), complete credits for high school, or maintain certificate or license (i.e., nursing, real estate).

Minor - The subject field of study which a student chooses for secondary emphasis.

MySolano - A web-based portal for students to look up classes, register for classes, get grades, request transcripts, get news and information, email and more. Visit www.solano.edu.

Noncredit Course - Courses numbered 500-799 which grant no college credit or student grades. A noncredit course should not be confused with the credit/no-credit grading option defined above.

Online Courses - Courses offered by Solano Community College that can be completed entirely online through the Internet. Instructor and student interact in a variety of ways (email, chat rooms, discussion boards). Course content and assignments are equivalent to comparable courses taught on campus. Online courses follow the same semester schedule as on-campus classes; they are not self-paced. However, students have more flexibility over their study time in an online course. Some online courses may require occasional on-campus meetings for orientations or exams.

Open Entry - Courses which may be added to a program of study throughout the semester.

Open Exit - Courses which may be completed upon fulfillment of course requirements at any time during the semester.

Pass/No Pass - A grading system by which units of credit may be earned but no letter grade is assigned. Such units are not used in computing the grade point average. The credit/no-credit grading option should not be confused with noncredit courses defined above.

Prerequisite - A course or equivalent preparation that must be completed before enrolling in another course. A student’s enrollment in a course with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

Probation - A trial period in which a student must improve scholastic achievement.

Program Changes - Adding or dropping classes after the original program.
Glossary

**Program of Study** - A planned series of courses and activities.

**Registration** - The process of selecting and enrolling in classes and paying the required fees.

**SCC Minimum English Standard** - Eligibility for enrollment in ENGL 370.

**SCC Minimum Mathematics Standard** - Eligibility for enrollment in MATH 102 or MATH 330 (Elementary Algebra).

**Schedule of Classes** - A list of courses offered for a particular semester, which can be found online at [www.solano.edu](http://www.solano.edu), and which list by subject, course number, CRN, course title, units, instructor, time, and location.

**Semester** - A subdivision of the academic year into two sessions, usually fall and spring, each lasting approximately seventeen weeks.

**Smart Classroom** - A classroom in which the instructional methods used may include a variety of multimedia technologies such as computers, CD ROM, VCR, Laser Disk, Internet and presentation software programs.

**Student Load** - The number of class units which a student takes in any given semester. A full student load is twelve or more units. A normal full-time class load is fifteen units.

**Substandard Grades** - A grade of D, F, or NC. (Title V 55761).

**TAA** - Transfer Admission Agreements.

**TANF** - Transitional Assistance to Needy Families is available at Solano Community College. Students in this program will be referred by Solano or Yolo County Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job skills.

**TBA** - To be announced (TBA) is noted in the Schedule of Classes when the room or time of a course was not known at time of schedule printing. Lists are posted at registration time to provide information to replace TBA.

**Tech Prep** - A seamless vocational curriculum partnership between participating high schools and Solano Community College which leads to technical proficiency/certification and job placement.

**Transcript** - A list of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and are sent directly from one institution to another.

**Transfer** - Changing from one college to another after meeting the requirements for admission to the second institution.

**Transfer Course** - A course acceptable for credit at another college.

**Travel Study** - A course which combines traditional class study with the non-traditional learning experience of travel to an off-campus site relevant to the course subject matter.

**Units** - The measure of college credit given a course, usually on the basis of one unit for each lecture hour per week or for every two to three laboratory hours per week.

**Attempted Hours (AH)** - Total number of units in the courses for which a student has enrolled and received a grade of A, B, C, D or F.

**Passed/Earned Hours (PH/EH)** - Total number of units in the courses for which a student has received a grade of A, B, C, D, F, or CREDIT.

**UC** - The University of California System. The UC website is [www.ucop.edu](http://www.ucop.edu).

**Upper Division** - Courses or classes intended for the junior and senior years of college.

**Variable Units** - The range of units which may be earned in a given course.

**Waitlist** - Allows students to show their interest in a course where the seat capacity has been reached.

**Withdrawal** - Dropping one or more classes.
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