



# 2014-2015 General Catalog

This catalog covers Summer semester (June-July 2014);  
Fall semester (August-September 2014); and Spring semester (January-May 2015).  
Catalog Revised 1/12/2015

*[www.solano.edu](http://www.solano.edu)*

A public community college serving the Northern California communities of  
Benicia, Dixon, Fairfield, Suisun, Travis Air Force Base,  
Vacaville, Vallejo, and Winters

**Solano Community College Fairfield Campus**  
4000 Suisun Valley Road, Fairfield, CA 94534-3197  
(707) 864-7000

**Vacaville Center**  
2001 North Village Parkway, Vacaville, CA 95688  
(707) 863-7872

**Vallejo Center**  
545 Columbus Parkway, Vallejo, CA 94591  
(707) 642-8188

**Travis Air Force Base Center**  
530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535  
(707) 863-7878

Solano Community College is accredited by the Accrediting Commission for  
Community and Junior Colleges, Western Association of Schools and Colleges,  
10 Commercial Blvd., Suite 204, Novato, California 94949, (415) 506-0234,  
an institutional accrediting body recognized by the Council for Higher Education Accreditation  
and the U.S. Department of Education. Additional information about accreditation,  
including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org).

# *About this Catalog*

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

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

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

**ALTERNATIVE MEDIA** – This document can be made available in alternate formats for persons with disabilities. To request an alternate format for this document please contact the Alternate Media Office at (707) 864-7000 ext. 4466 or altmedia@solano.edu.

*Please recycle responsibly.*

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# *Accreditation, Governance, and Membership*

## **Accreditation and Approvals**

- Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.
- The Nursing program is accredited by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA) in accordance with FAR Part 147.
- Solano Community College is approved for veterans training by the U.S. Department of State and for Foreign Student Education by the U.S. Immigration Service (USCIS).

### **Governance and Funding**

Solano Community College is a public community college funded by a combination of state and local tax dollars. Through its Foundation, the college also actively solicits private donations from individuals and corporations to support capital projects and programs. The 7-member Board of Trustees of the Solano Community College District governs the College. Board members are elected at large from the representative areas of the district and serve 4-year terms. Solano College is under the direction of its Superintendent/President, who, with faculty and staff, administers the college and oversees the implementation of Board policies.

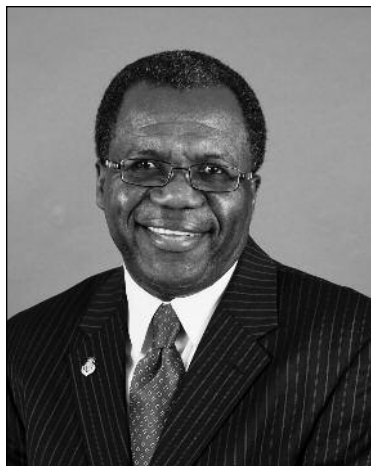
### **Membership**

- American Association of Community Colleges (AACC)
- American Library Association
- Chambers of Commerce of Benicia, Fairfield, Vacaville, and Vallejo
- Community College League of California (CCLC)
- Directors of Educational Technology / California Higher Education (DET/CHE)
- EDUCAUSE
- Learning Resources Association of California Community Colleges (LRACCC)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- National Association of Veterans Program Administrators (NAVPA)
- North Bay Cooperative Library System (NBCLS)
- Research and Planning Group of California Community Colleges
- Servicemembers Opportunity Colleges (SOC)
- Solano County Economic Development Corporation (Solano EDC)
- Solano, Napa and Partners (SNAP) Library Consortium
- Western Association of Veteran Education Specialists (WAVES)

# General Information

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## Welcome!



Dear Students and Supporters  
of Solano Community College:

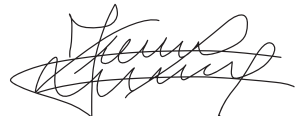
Since 1945, Solano Community College has been providing opportunities for the residents of Solano County to enhance their lives. With support from our citizens, we are enhancing our capacity to serve you better and more conveniently.

This catalog will provide you with the information to guide you in pursuing your educational goals. Our faculty works diligently to create courses and programs that will meet your needs for transfer, career preparation, or personal enrichment. They want you to succeed at every step. The members of our professional staff are ready and eager to serve you. They are well equipped to help guide you through your studies.

Whether your goal is an Associate in Arts Degree, an Associate in Science Degree, a Certificate of Achievement or a Job Direct Certificate, we know we can help you succeed. With over 80 Associate Degrees and over 50 Certificates of Achievement to choose from, you have a great opportunity to launch your future in Solano County.

Your success is our business. We invite you to join us at Solano Community College for a life-changing experience.

Welcome!



Jowel C. Laguerre, Ph.D.  
Superintendent/President



## Solano Community College

Solano Community College is a tradition in Solano County. Established in 1945 as Vallejo Junior College, Solano was part of the Vallejo Unified School District until 1967 when the College became a countywide institution. The 192-acre campus, centrally located just off Interstate 80, was completed in 1971 and opened with 5,000 students. Since then, facilities, programs, staff and services have expanded to meet the growing needs of a growing county.

Solano College is part of California's public community college system of 112 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

Solano's classes are held during two semesters each year (spring and fall) and two summer sessions. The Weekend College program offers expanded learning opportunities. Flexible scheduling, designed for students' convenience, includes day, evening, and Saturday classes, held both on and off campus, via television, online, home study and travel study. Short-term classes, open-entry/open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

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

# Mission, Vision, Values, and Goals

## MISSION

*Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.*

*The mission shall be evaluated and revised on a regular basis.*

## VISION

*Solano Community College will be a recognized leader in educational excellence—transforming students' lives.*

## CORE VALUES

- **Integrity**— firm adherence to a code of ethical values in thought and behavior
- **Critical Thinking** — the use of intellectually disciplined, logically sound processes involving data-driven decision making
- **Mutual Respect** — valuing the intrinsic worth of each person in an atmosphere of collegiality
- **Collaboration** — working together across areas of responsibility or interest to achieve common goals and objectives
- **Innovation** — the search for and use of effective processes or procedures
- **Accountability** — individual and collective responsibility for achieving the highest level of performance
- **Student Well-being** — considering and addressing the impact on students of any and all actions or inactions

## CODE OF ETHICS 4100

### POLICY

The Code of Ethics serves to articulate values and characteristics that everyone is expected to embody and promote. Each employee of Solano Community College shall:

- Abide by all legal obligations to include state and federal law and College policies.
- Treat each other with uncompromising integrity, dignity, respect, and fairness.
- Respect privacy and confidentiality.
- Act with transparency and be mindful of conflicts of interest.
- Maintain a safe and secure work environment.
- Recognize the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Use technology resources and social networks professionally and responsibly.
- Conduct ourselves in a spirit of collegiality and civility.

## STRATEGIC GOALS

**Goal 1:** Foster Excellence in Learning

**Goal 2:** Maximize Student Access & Success

**Goal 3:** Strengthen Community Connections

**Goal 4:** Optimize Resources

## **Institutional Learning Outcomes**

### **I. Communication**

- A. Read
- B. Write
- C. Listen
- D. Speak and Converse

### **II. Critical Thinking and Information Competency**

- A. Analysis
- B. Computation
- C. Research
- D. Problem Solving

### **III. Global Awareness**

- A. Scientific Complexities
- B. Social Diversity and Civics
- C. Artistic Variety

### **IV. Personal Responsibility and Professional Development**

- A. Self-Management and Self-Awareness
- B. Social and Physical Wellness
- C. Workplace Skills

# *Institutional Learning Outcomes*

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## **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 in (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
  - Select discipline-appropriate information tools to locate and retrieve relevant information
  - 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



# *Institutional Learning Outcomes*

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- 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 and 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

# General Campus Information

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## ACADEMIC FREEDOM - FACULTY

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

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

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

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

## ATM SERVICE

An ATM is located in the lobby of Building 1400 and is available for students, staff, and visitors to the campus. All major ATM cards are accepted. Bank fees may apply.

## BOOKSTORE

The Bookstore is located in the Student Center, Building 1400. It is responsible for providing textbooks and instructional materials at a reasonable cost. The Bookstore also carries a selection of reference books, study aids, gifts, school and art supplies, and Solano College imprinted clothing. **The Bookstore is open to the public all year, except campus holidays,** and accepts Master Card, Visa, American Express, and Discover Card.

**Used, New, Rental, Digital:** Students may also choose a rental, used book, or digital option on selected textbooks, which may result in cost savings.

**Book Buyback:** Students may sell textbooks if they are being used in the upcoming term. You can sell your books back to the bookstore at any time; the best time is at the end of the term during finals week. For further details about book buyback, refunds, and other policies, please contact the bookstore or see our web site.

Hours of operation vary in conjunction with the College calendar. For more information, hours, selected products, services, textbook information, online ordering, and policies see the Bookstore's web site ([www.solano.edu/bookstore](http://www.solano.edu/bookstore)), or call (707) 864-7111.

## CAFETERIA

The cafeteria at Solano Community College is located in the Student Center, Building 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 are Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Fridays from 7:30 a.m. to 2:00 p.m.

## CAREER & EMPLOYMENT SERVICES CENTER

The Career and Employment Services Center offers one-stop services to include career exploration and skills assessment, labor market information and free employment assistance to all Solano College students and alumni in obtaining full- or part-time employment on and off campus. Students can research information and resources on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, online 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 (707) 864-7124.

*Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual preference, color, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career and Employment Services Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973, California Fair*

# General Campus Information

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*Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.*

## **COMMUNITY EDUCATION, LIFELONG LEARNING AND FACILITY RENTALS**

Our Community Education Office offers a variety of not-for-credit, fee-based classes and workshops addressing a broad range of subjects and areas of interest. *Vistas*, our community education schedule, is available online at [www.solano.edu/vistas](http://www.solano.edu/vistas). Look for *Vistas* in August and January, for classes, fees, and class dates and times.

Call our office at (707) 864-7115, for more information on classes and fees, or to register. For online information and registration, visit our Web site at: [www.solano.edu/vistas](http://www.solano.edu/vistas)

Community Education also arranges for use of campus facilities. For campus facility rentals and fees, call (707) 864-7000, ext. 4400.

## **WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION**

Solano Community College's Workforce Development and Continuing Education (WDCE) offers a wide range of educational services to local businesses and organizations. We offer semester-long, credit courses that lead to a certificate or degree and customized, short, on-site, non-credit training classes (both live and online). In addition, WDCE has the capacity to provide academic testing and advertisement along with employee assessment and interest surveys to determine the needs of individual employees. We conduct management and employee focus groups to determine the productivity improvement training and /or engagement programs needed.

In addition to its training rooms at the Corporate Training Center, WDCE also arranges training to be held at various locations, including other campus facilities, as well as at a client's location.

Vistas, the WDCE schedule, is available on line at [www.solano.edu/vistas](http://www.solano.edu/vistas). Classes begin Spring and Fall semesters with select offerings during the summer.

The WDCE office is located at the Vacaville Annex, in the Corporate Training Center, 2002 North Village Parkway. Registration hours are 9am-2pm Tues.-Friday. For more information, phone 707-864-7115. Class registration may be made by phone, online, or in person.

Solano Community College's Workforce Development and Continuing Education is prepared to meet with your management team to assist in presenting this corporate training concept.

## **CONTACTING STUDENTS-EMERGENCY ONLY**

In cases of extreme emergency such as sudden illness or accident, students may be contacted (by the College staff) on campus by calling the Admissions and Records at (707) 864-7171. Non-emergency messages are not delivered to students.

## **COSMETOLOGY SERVICES**

The Cosmetology Department offers haircare, skin care, and manicuring services. These services are available during the Fall and Spring semesters in Building 1600, Room 1610. All work is done by students only with instructor supervision. Appointments are appreciated but not required. For more information, please call (707) 864-7180 for day and (707) 863-7849 for evening appointments.

Cosmetology Clinic Lab Hours:

Day (707) 864-7180 9:00 a.m. - 12:30 p.m.

Monday, Tuesday, Thursday, Friday

Night (707) 863-7849 5:00 p.m. - 8:00 p.m.

Monday, Tuesday, Thursday, Friday

Clients must be 16 years or older.

Cheryl McDonald's extension 4389

## **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990. Information required by this act may be found in the *Student Handbook: Rights, Responsibilities & Procedures*. Statistical crime information required by this act is published annually and inserted in the Student Handbook. "Crime Statistics and Campus Safety Information" is available on the Police Department's web site. An updated statistics list is available online at <http://ope.ed.gov/security>. Hard copy is available at the Police Dept., 1800B.

## **A DRUG- AND SMOKE-FREE CAMPUS**

In accordance with Public Law 101-226, the Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol. District procedures for Student Conduct and Discipline (§5300) prohibit, on college property, or at any college-sponsored event: a) Unlawful possession, use, sale, offer to sell, or

# General Campus Information

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furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

b) Willful or persistent smoking as prohibited by law or by regulation of the Governing Board.

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

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

For reasons of health and safety, the Solano Community College District has instituted a Tobacco Free policy. Tobacco use is prohibited on all District-owned property, including buildings, grounds, and parking lots. (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. SCC will follow discipline procedures for those reported to be violators. (This policy does not supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

For more detailed information and a listing of assistance contact:

Student Health Center - Room 1409  
Counseling Department - Building 400  
Disability Services - Building 400

## SCC EDUCATIONAL FOUNDATION

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

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

## HOUSING

The College does not maintain dormitories. Students may obtain information on off-campus housing from the bulletin board in the Student Center located in Building 1400.

## PARKING

**Parking Permits:** Semester parking permits may be purchased online through MySolano or at [www.solano.edu](http://www.solano.edu). Parking permits are required each semester and during summer sessions. Permits must be completely and clearly displayed (semester and permit # or date and time for daily displayed permits). 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. All permits (semester and daily) must be clearly displayed with permit number or date (for daily permits) visible to be valid.

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

# General Campus Information

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**Daily Parking Permits:** Daily parking permits are available at a cost of \$1.00 per day from dispensers located near the entrance of each parking lot. Dispensers accept \$1 bills and coins. Daily permits must be purchased each day while parked on campus. If the permit dispensers malfunction, notify the Police in at 707-864-7131 or stop by Bldg 1800B. If a dispenser is out of service, you must purchase a permit in an adjacent lot. Daily parking permits are interchangeable between the main campus, the Vacaville Center, and the Vallejo Center.

**Disabled Parking:** You must have a disabled placard or plates AND a current parking permit to park in disabled parking stalls. Your placard/plates and permit must be clearly displayed.

**Ride share Permits:** Rideshare parking requires a special permit issued by the Student Development Office in Room 1425 (across from the Bookstore, Fairfield campus). Vehicles displaying valid rideshare permits may only park in designated stalls reserved for rideshare participants. If you do not have a rideshare permit, you may not park in the rideshare stalls. Rideshare permits are not valid for general parking stalls or at the Vacaville Center or Vallejo Center. Rideshare vehicles must contain three (3) or more students for the permit to be valid.

**Visitor Parking:** Limited 30-minute visitor parking stalls are available at the Fairfield campus in Lot 1. They are marked "Visitors Parking" and are located along the curb line. For visits longer than 30 minutes, purchase a daily permit from the dispensers located in lots 1-6 and move your vehicle to another stall in the parking lot. Do not park in rideshare or faculty/staff lots. The visitors parking area is not available for faculty, staff, or students. Visitor parking is also available at the Vacaville and Vallejo Centers in clearly marked parking stalls.

**Fairfield, Vacaville, and Vallejo:** Parking permits are required while parked on Solano College properties. Permits are required each semester and summer sessions.

Student parking is provided in clearly designated parking lots. Reserved parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, and for disabled persons. The California Vehicle Code and District parking regulations are enforced by the Solano Community College Police Department.

## PARKING ENFORCEMENT

Permit parking is not enforced in student/general parking lots during the first two weeks of the fall and spring semesters and only during the first week of the first summer session offered (e.g. if a 10-week session is offered, the first week of that session will have a grace period. Any session beginning after the 10-week session will not have a grace period). Reserved areas, such as Ride Share, Visitors, Faculty and Staff, Disabled parking, etc. do not have a grace period for permit parking. 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.

**General Information:** Parking permits are good for all Solano College campuses. Permits must be located as indicated on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department, Student Center (Bldg. 1400), Switchboard (Bldg. 1600), and at the Information Booth (Bldg. 400). An appeal process is available to contest parking citations. For more information regarding parking, access our Web site at [www.solano.edu/police](http://www.solano.edu/police) or email us at [parkingservices@solano.edu](mailto:parkingservices@solano.edu) or call (707) 864-7131.

## PUBLICATIONS

Solano Community College publishes a general Catalog yearly, a Schedule of Classes prior to each semester (fall, spring, summer); a Community Services Bulletin, *Vistas*, twice a year (fall, spring); and a variety of brochures on specific areas of study and student services. Students publish a bi-monthly bulletin, the ASSC Newsletter, and a campus newspaper, *The Tempest*. The College also maintains a Web site with current information on classes, programs and services: [www.solano.edu](http://www.solano.edu).

## SAFETY FOR THE COLLEGE COMMUNITY

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

# General Campus Information

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

Solano Community College maintains a police department. The department is located in Room 1800B. A person may report any criminal action or other emergency by calling extension 4355 or 911. The non-emergency number is extension 4369 or (707) 864-7131. Off campus dial 911 to report any emergency.

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

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

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

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

**Sexual Assaults:** Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the Police Department immediately. Police can be contacted in Room 1800B or emergency phone extension 4355. The non-emergency number for campus police is extension 4369 or (707) 864-7131. If the crime occurred off campus, call the 911 police emergency number.

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

Services available on campus include a police officer trained in sexual assault investigation. During the fall and spring semesters, a nurse and an abuse counselor are located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 422-RAPE or (707) 644-RAPE. Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion. All criminal investigations are conducted independently of college rules of conduct inquiries.

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

Finally, all effective crime prevention programs include some measure of people watching out for one another.

All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED**. Call the Solano College Police, via the college emergency extension 4355, whenever you see suspicious behavior or activity.

# General Campus Information

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

## STUDENT RIGHTS

**Academic Freedom - Students:** Every student is guaranteed the right of full expression and advocacy, consistent with established District policy and regulations (Board Policy §5580). To this end, a “Hyde Park” location has been designated near the Student Center (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups **must** be sponsored by a campus organization, faculty member or administrator.

The “Hyde Park” area is available five days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area **must** be done through the Office of Student Development (Room 1425) **prior** to the activity.

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

**Privacy Act:** Students at Solano College are guaranteed certain rights regarding their school records and information which they provide to the College. (Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93-380). These rights include:

1. The right to inspect and review official college records.
2. The right to challenge the accuracy of the records.
3. The right of controlled access and release of information.

These rights are designed to protect the privacy of all students. A photo identification is required before

releasing information. Official college records are kept in Admissions and Records. The Director of Admissions and Records has been designated “Records Officer,” as required by the Act.

**Release of Student Information:** Student information cannot be released without the written consent of the student as provided for in the *Family Educational Rights and Privacy Act of 1974*.

**Rights to Privacy:** While the College does not provide general directory services, it may (by law under special circumstances) release the following information about you: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If you do not wish such information to be released about your participation or status, you should notify Admissions and Records in writing. Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to Admissions and Records. The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student’s permission. In addition, the college is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the Hope and Opportunity for Post-secondary Education Act of 1997.

**Student Equity:** The mission of the California Community Colleges is to serve the educational needs of all residents of the State, regardless of the educational or socioeconomic background, ethnic, or cultural heritage of students seeking higher education opportunities. The College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

# General Campus Information

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## CIVIL RIGHTS/TITLE IX

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

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

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

**The Americans with Disabilities Act of 1990** provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. If

students feel their accommodations have not been made, they may file a complaint with the Associate Vice President of Human Resources.

**Sexual Harassment** is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone from or in the work place or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

### Examples of Sexual Harassment:

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.
  - a. Verbal: Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendoes of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.
  - b. Physical: Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.
  - c. Written: Sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.
  - d. Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.



# General Campus Information

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The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.
4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

## **Obligations of All District Employees and Students**

All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee,

student, or other persons. If the immediate supervisor is the alleged harasser, contact the Associate Vice President of Human Resources. Immediately following notification to the supervisor or school official, the party shall notify the Associate Vice President of Human Resources and provide all information relevant to the complaint.

Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to the Associate Vice President of Human Resources immediately.

All employees and students shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

No employee or student of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

The District will respond to any conduct which may constitute unlawful/prohibited discrimination as it deems appropriate, including but not limited to an internal investigation of reported conduct, and will take appropriate disciplinary action up to and including discharge, expulsion, or termination of contract if such is justified.

## **STUDENT RIGHT-TO-KNOW DISCLOSURE**

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

Compliance with the Student Right-to-Know and Campus Security Act of 1990, completion and transfer rate statistics can be viewed at <http://srtk.cccco.edu/index.asp>.

# Student Services

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## **ACADEMIC SUCCESS CENTER (ASC)**

Academic Success Center (ASC) serves as a center to encourage and facilitate academic success through support services for students. These services include help navigating the bureaucracy (i.e. the website, application for admission, enrollment in classes); financial aid; transfer. In addition, the ASC provides information about other important campus support resources; a quiet study space; use of laptop computers and printer; academic success workshops (i.e. study skills, exam preparation, time management, research and writing papers). It also serves to provide high quality faculty development opportunities and instructional resources. The Academic Success Center is located in Room 101 on the Main Campus in Fairfield, CA

## **ADMISSIONS AND RECORDS (A&R)**

The Admissions and Records office is located in the Student Services building.

Registration dates, times, and locations for each term and the summer session are printed in the Schedule of Classes and are available on our web site at [www.solano.edu](http://www.solano.edu). For more information or for questions, problems or appeals, email [admissions@solano.edu](mailto:admissions@solano.edu) or call (707) 864-7171.

## **ASSOCIATED STUDENTS OF SOLANO COMMUNITY COLLEGE (A.S.S.C.)**

The Associated Students of Solano Community College are represented by an Executive Board and the Student Senate. Every registered student is a member of the A.S.S.C. and is encouraged to participate in the student government. Students may obtain information from the Student Development Office (Room 1425) concerning requirements for holding a student government office. The A.S.S.C. meets weekly in room 1421 in the Student Center. Should be edited to read "The A.S.S.C. meets at 12:30 on Tuesdays during the Spring and Fall semester in room 1421 in the Student Center.. Through its annual budget, the A.S.S.C. allocates student funds for the use and benefit of day, evening and off-campus students. Students are invited to drop in and become familiar with the services provided by the Student Development Office and to meet the people (students, staff, and faculty) who are working to make the student experience at Solano Community College a successful one.

## **CALWORKS**

Solano Community College (SCC) is dedicated 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, and work-study. Our office is part of the college Student Services team and we are a partner to the Solano County CalWORKS Program.

To begin your path to success, please visit our office on the Fairfield Campus:

Student Services Building 400, Room 407  
Phone: (707) 864-7000, ext. 4645  
Fax: (707) 646-2058

## **CHILDREN'S PROGRAMS**

The Solano Community College Children's Programs provide child care and development services for children of student parents and from the community. The program is also the early childhood education laboratory school for students studying child development and family studies.

We are open for child care from 7:45 a.m. – 3:30 p.m. Monday through Friday, serving children between the ages of 1 and 5 in part day and full day programs. We also offer an afternoon preschool program from 1:00 – 4:00 p.m. each week day.

To place your child on the subsidized or non-subsidized child care wait list, you may come to the 200 building on the Fairfield campus to complete an application. As openings occur, we enroll from the wait list. The majority of the enrollment spaces are state or federally subsidized with no or low cost child care available to low- income families. The fees for non-subsidized child care vary according to the child's age and hours enrolled in care.

The children's days and hours of enrollment are based upon the parents' school schedules and/or work hours. To support the consistency and structure that children need, we emphasize a consistent enrollment schedule for each child. We do not provide drop in child care services.

High quality, developmentally appropriate services are provided daily by well-qualified, dedicated teach-

# Student Services

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ers. Child development and family studies students learning to be teachers of young children work in the classrooms as well. The children receive one-on-one support through a curriculum designed to meet their developmental needs.

**Stop by to visit the Children's Programs between 8:00 a.m. – 4:00 p.m. or call (707) 863-7182 for more information.**

**Department of Social Services Community Care  
Licensing numbers: 480111003 & 483000791**

## **CARE PROGRAM (Cooperative Agency Resources for Education)**

The CARE Program is a supplemental program of EOPS designed to provide educational support services and activities for the academically underprepared, welfare dependent, single head of household students. The expected outcome of students that participate in the CARE Program is to break the cycle of welfare. To be eligible you must be an EOPS student receiving the Pell grant, 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 currently receiving cash aid, have at least one child under 14, and be enrolled full-time at Solano Community College.

CARE support services include CARE Grant for the following:

- reimbursement with child care expenses, textbooks and supplies, and transportation costs; meal tickets, academic counseling, and personal development activities and workshops.

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

## **COUNSELING**

The Counseling Center provides career, educational and personal counseling services. The counselors work with students to help them understand their interests, abilities and achievements. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience. Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are encouraged to consult with a counselor prior to registration. New students should plan to meet with a counselor well before the start of their term.

Counseling services are available in person at the main campus and college centers, as well as online through e-counseling at [www.solano.edu/counseling/ecounseling.php](http://www.solano.edu/counseling/ecounseling.php).

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

## **How to make a counseling appointment**

1. In person
2. Online at [http://www.solano.edu/counseling/counseling\\_services.htm](http://www.solano.edu/counseling/counseling_services.htm)
3. By phone:
  - Main Campus (707) 864-7101
  - Vallejo Center (707) 642-8188
  - Vacaville Center (707) 863-7872
  - Travis Air Force Base (707) 863-7878

## **DROP-IN WRITING LAB**

The English department offers a drop-in writing lab on the Fairfield (room 101), Vallejo (room 124), and Vacaville (room 137) campuses. The lab is available to help students work on essays for any course at SCC, not just English courses. If you come by the lab and space is available, we will help you immediately. However, if the lab is busy, you also will have the option of signing up for drop-in sessions up to two weeks in advance. The lab is a place to help you develop the skills needed to improve your abilities in reading and writing. This means we will introduce you to strategies associated with active reading, brainstorming, organizing, revising and proofreading.

## **ENGLISH AS A SECOND LANGUAGE (ESL) LAB**

The English as a Second Language Department operates an ESL Lab in building 100 (Library) to provide listening comprehension, pronunciation, and note-taking practice for second language learners. Students may also work on grammar and elementary word processing while carrying .5 to 1 unit per semester up to a maximum of 1.5 units.

## **EOPS PROGRAM (Extended Opportunity Programs & Services)**

Extended Opportunity Programs and Services (EOPS) is a State funded categorical program that provides "over, above, and in addition to" services to eligible EOPS students. The Solano Community College EOPS Program provides support services to students that are both financially and educationally disadvantaged to obtain their educational goal. As a college success program, EOPS is designed to increase the

# Student Services

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success rate of students that are affected by socio-economic or language barriers, increase attendance by historically underrepresented students, and enhance their success in college. 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 receiving the BOG Fee Waiver A or B.
4. Be educationally disadvantaged according to State defined Title V Guidelines.

EOPS support services include:

- program orientation
- academic, career, and personal counseling
- EOPS Lab (study room for EOPS students)
- EOPS Book Library
- Student Education Plan (SEP) development
- Basic Skill Math tutoring
- fee waiver assistance for university applications
- newsletter or bulletin
- priority registration and registration assistance
- progress reports
- workshops
- book voucher program for fall and spring semesters

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

## FINANCIAL AID PROGRAMS AND ELIGIBILITY

Basic types of financial aid:

- **Grants** – Federal and state gift aid that does not have to be repaid, unless the student withdraws before completing 60% of semester.
- **Work-Study** - Money earned monthly through part-time work.
- **Loans** - Money borrowed which must be repaid with accrued interest.
- **Scholarships** – Institutional, foundation, non-profit, and private gift aid that does not have to be repaid.

## HOW TO APPLY FOR FINANCIAL AID

Apply online at [www.fafsa.gov](http://www.fafsa.gov) with the FAFSA (Free Application for Federal Student Aid) annually beginning January 1 using the Solano Community College Title IV School Code 001292. Students are encouraged to submit the FAFSA by the annual March 2 priority and state deadline; however, the FAFSA may be submitted late through the end of the spring term of the following academic year.

**NOTE:** Application processing may take up to 10 weeks after completing and submitting additional Required forms and documentation (see “Student Requirements” on the Financial Aid webpage.)

Students are encouraged to log into their MySolano web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to [www.solano.edu](http://www.solano.edu), click “Financial Aid.” [www.solano.edu](http://www.solano.edu), click “Financial Aid.”

**The BOG Fee Waiver (BOG FW)** is a state financial assistance program offered through the California Community College system. Enrollment fee(s) for qualifying students who are California residents will be waived who meet BOG FW eligibility requirements in one (1) of the three (3) ways:

### BOG Fee Waiver A:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the BOG Fee Waiver application. Refer to [www.solano.edu](http://www.solano.edu), click “Financial Aid” for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.
- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt

# Student Services

of CalWORKS/TANF, SSI/SSP, or General Assistance/General Relief and the amount of the grant.

established annually by the California Community College Chancellor's Office. The minimum need threshold shall be in effect beginning Fall 2013-Summer 2014 term.

## BOG Fee Waiver B:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) or the BOG Fee Waiver application. Refer to [www.solano.edu](http://www.solano.edu), click "Financial Aid" for the paper application or use the CCCApply online BOG fee waiver application coming soon!
- Meet the following 2013-2014 Income Standards:

| Family Size                         | 2012 Income |
|-------------------------------------|-------------|
| 1 .....                             | \$16,755    |
| 2 .....                             | \$22,695    |
| 3 .....                             | \$28,635    |
| 4 .....                             | \$34,575    |
| 5 .....                             | \$40,515    |
| 6 .....                             | \$46,455    |
| 7 .....                             | \$52,395    |
| 8 .....                             | \$58,335    |
| Each Additional Family Member ..... | \$ 5,940    |

- These 2013-2014 Income Standards are based upon the federal guidelines, as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Education Code of Regulations, the student or the student's family must have a total income in the prior year (in this case 2012) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based upon family size.
- The U.S. Department of Health and Human Services published the 2012 Poverty Guidelines in January 2012 (Federal Register/Vol. 77, No. 17/Thursday, January 26, 2012/Notices).
- These income standards are for the 2013-2014 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2013.

## BOG Fee Waiver C:

- Be a California resident.
- Apply with the 2013-2014 FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.gov](http://www.fafsa.gov).
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The "minimum need" threshold will be

CCCApply online BOG Fee Waiver application is coming soon for **BOG Fee Waiver A & B!** Refer to [www.solano.edu](http://www.solano.edu), click "Financial Aid" for the paper application or for the latest information about the CCCApply online BOG fee waiver application.

## AB-540 Students

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131). Effective January 2013 (Spring 2013), the BOG fee waiver application will become available.

**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. Here is a listing of financial aid programs available through Solano Community College:

## 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, Transfer
- Chafee Grant for Foster Youth

## California Community Colleges

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

# Student Services

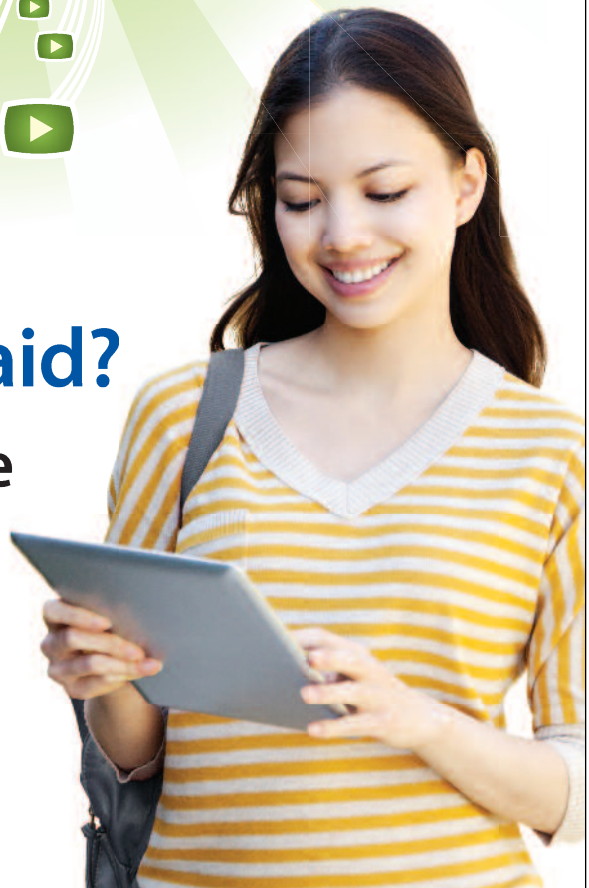
Financial Aid TV  
ANSWERS ON DEMAND



**Have questions  
about financial aid?**

**Check out our online  
video answers!**

[solano.financialaidtv.com/m](http://solano.financialaidtv.com/m)



# Student Services

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## Scholarships

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

**Eligibility for financial aid is based on financial need and on several other factors.** To be eligible to receive financial aid assistance, students must:

- Demonstrate financial need (except for certain loans). 7
- Have a high school diploma or a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves; complete a high school education in a home school setting that is treated as such under state law; or have completed 6 semester units in a post-secondary degree or certificate program prior to July 1, 2012.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service (males age 18-25). Students may use the online FAFSA at [www.fafsa.gov](http://www.fafsa.gov) to register, or may register at [www.sss.gov](http://www.sss.gov), or call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- Maintain Satisfactory Academic Progress (SAP).
- Not in default on a federal student loan and do not owe money on a federal student grant.

## Satisfactory Academic Progress (SAP)

Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length). Solano Community College Financial Aid Office evaluates all three standards along with specific institutional policies to determine a student's eligibility. Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. Each SAP evaluation includes both the semester and cumulative GPA and pace of progression completion rate.

## Satisfactory Academic Progress (SAP) Standards

- Grade Point Average (GPA)
- Pace of Progression
- Maximum Time Frame
- Institutional Policies

## Qualitative-Grade Point Average (GPA):

- Students must have a cumulative GPA of 2.0 at each SAP evaluation.
- Grades for remedial and ESL courses count in the GPA calculation.

## Quantitative-Pace of Progression:

- Students must complete at least 67% of the cumulative number of units attempted at each SAP evaluation.
- Completion rate is computed by dividing the total number of units completed by the total number of units attempted.
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

## Quantitative-Maximum Time Frame

- A period of time that is no longer than 150% of published length of the program in which the student is enrolled.
- For degree and transfer programs of 60 units, maximum time frame is 90 units.
- For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
- Requires that the student be enrolled in a Title IV eligible program leading to degree, certificate or transfer (basic financial aid requirement).
- Must include courses with earned "W" and units transferred into the institution, as well as academic renew/amnesty courses.

## Institutional Policies:

- Remedial/ESL coursework may be excluded from the Pace and Maximum Time Frame calculations.
- All units attempted are considered in the evaluation process, this includes incompletes and withdrawals.
- Major Changes: A maximum of two major changes are allowed.

## Warning

- Students not making SAP will be automatically placed on one term of "Warning" status.
- Students may receive financial aid during the warning period.
- Students not making SAP at the end of the warning period are determined to be ineligible for federal and state financial aid until they meet SAP standards.

# Student Services

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## Re-establishing Eligibility

- Students may reestablish their eligibility by meeting the Pace of Progression- 67% completion rate standard along with a minimum cumulative GPA of 2.0.
- Sitting out one semester or longer will not reestablish eligibility.

## Student Appeals for Extenuating Circumstance

- Should include an explanation of why the student failed to meet SAP.
- Should explain what has changed that will allow the student to make SAP.
- Additional documentation required; see appeals form.
- Outcome is a Professional Judgment decision, case-by-case and not capricious nor discriminatory.
- Progress Report may be required prior to final determination.
- **Effective 2011-12 academic year. Students may be granted only one (1) appeal.**
- **Remedial Courses:** Remedial courses are eligible for funding only if recommended on a student's educational plan by an academic counselor. A maximum of 30 remedial course units will be eligible for financial aid funding.

## Probation

- Approved appeals result in the student being placed on SAP probation.,
- Students may receive financial aid during terms of probation.
- Students can regain eligibility by making SAP at the end of one term of probation.
- Students must complete 75% of the units attempted along with a 2.0 GPA each semester while on probation.
- Students must follow their academic plan while on probation.
- The institution will verify each term that the student is following the academic plan and/or meeting terms of probation; if not, the student becomes ineligible for federal and state student aid until SAP standards are met.

## Scholarships

The Financial Aid Office serves as an information center for students interested in scholarships and grants. Solano College offers a number of scholarships from awards provided by a variety of social and profes-

sional organizations. Qualifications vary according to conditions stipulated by the donors of the funds. Recipients are usually selected on the basis of academic ability, promise for continued scholarly achievement, special talents and/or leadership abilities. The following scholarships are usually offered on an annual basis at Solano Community College:

- Alpha Gamma Sigma Scholarship Society
- Allison Rael Banks Memorial
- Frank Buck Scholarship
- Chancellor's Office Real Estate Scholarship
- Delta Kappa Gamma Delta, XI Chapter
- Doris M. Higgins Scholarship
- Fairfield-Suisun Rotary "Most Deserving" Scholarship
- Bill Gates Millennium Scholarship
- Golden Gate University Scholarship
- Vallejo Business & Professional Women's Club
- Malcolm X Scholarship
- Nursing-La Societe Des Quarante-Hommes et Huit Chevaux (40 & 8)
- Re-Entry Scholarship
- Solano Association of Realtors
- Solano Republican Women Federated Scholarship
- Soroptimist International of Vacaville
- The Sparkettes
- Bill Thurston Ethnic Studies Scholarship
- Vallejo Federated Women's Club Scholarship
- John Webster Scholarship

Students interested in applying for these scholarships should refer to [www.solano.edu](http://www.solano.edu), click "Financial Aid" or contact the Financial Aid Office, Student Services Building 400, Fairfield Main Campus, (707) 864-7103 for additional information.

(Refer to **SCC Scholarship Foundation** for updated information)

## HEALTH CENTER FOR STUDENTS

The Student Health Center is available for all full-and part-time students during the fall and spring semesters. A registered nurse with public health experience is available to educate students about healthy living and disease prevention, to assist students who are ill, and to provide students with referrals to community resources. The Health Center is located in the Student Center, Room 1409, and is open Monday through Thursday, 8 a.m. to 7 p.m., and on Friday, 8:30 a.m. to 3 p.m. (707) 864-7163.



# Student Services

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## INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletics Program is governed by the California Community College Athletics Association. Solano College is a member of the Bay Valley Conference and participates in a number of men's and women's intercollegiate sports.

To practice and participate, student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12 units during the semester of competition. For the second year of competition, the student athlete must have completed 24 units between seasons of competition with a minimum 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano College coach. Intercollegiate athletic sports offered are:

### MEN

ATHL 015 Intercollegiate Baseball (Spring)  
ATHL 016A/016B Intercollegiate Basketball (F/S)

### WOMEN

ATHL 001 Intercollegiate Volleyball (Fall)  
ATHL 002A/002B Intercollegiate Basketball (F/S)  
ATHL 003 Intercollegiate Softball (Spring)  
ATHL 004 Intercollegiate Soccer (Fall)

### MEN AND WOMEN

ATHL 010 Intercollegiate Swimming/Diving (S)

## LIBRARY

The Library offers services at the Vallejo Center, the Vacaville Center, and on the Fairfield campus. On the Fairfield campus (in Building 100) the Library offers access to over one million items through SNAP, a consortium of public and community college libraries in Solano and Napa counties. Patrons also have access to a variety of online, full text magazines, journals, newspapers, e-books, and other digital resources. The Library provides free, daily delivery of SNAP materials located at other SNAP libraries.

The Library houses a reserve collection of class-related materials, media, as well as a wide variety of materials for basic research. The Library also houses an Information Commons with sixty PC's, providing

students with access to the Library's online catalog, databases, word processing packages, Excel, Power-Point, and the Web. It also contains a Bibliographic Instruction Classroom accommodating students in library orientations and workshops as well as Information Competency, Research and Web Searching courses. Independent and group study/work spaces are available as well.

The Library is open Monday through Friday, both day and evening hours when classes are in session, and is closed on all school holidays and breaks between sessions. The Library's Web site (<http://www.solano.edu/library>) posts current hours of operations.

## MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)

The MESA program offers a wide range of support for students planning to transfer to a university in math, science, or engineering. This program assists economically and educationally disadvantaged students by helping them overcome educational barriers through strong academic assistance, and by making students aware of the many opportunities in math-related fields.

Academic services offered by MESA include: academic excellence workshops, MESA tutoring, MESA study, and computer center. Counseling services offered by MESA include: Transfer/advising information, individual education plans, career counseling and personal counseling. MESA student activities include: Summer research, science and leadership conferences, university tours, scholarships, and student support. For more information about the MESA Program, please contact the MESA office at (707) 864-7000, ext. 4498, or log on to [www.solano.edu/mesa](http://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. You can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester. Up to 6 units per semester to a total of 16 units. We offer full-semester, 12-week and 8-week sections.

# Student Services

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## **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. Up to 4 units per semester to a total of 6 units. We offer full-semester, 12-week and 8 week sections.

OCED 090 and 091 full-semester sections are online classes that involve a one time required on-campus orientation with the weekly meetings conducted in an online format. 12 and 8 week sections meet once a week for one hour. OCED 090 and 091 may not be taken concurrently. Hours credited to OCED **may not be used with any other experiential course or practicum in the same semester.**

## **OCED 101: Occupational Soft Skills**

No job or volunteer work required. This 8 week course will provide you the necessary skills to become a valuable employee and get you started on the path to an internship or job.

Contact the Work Experience Coordinator at (707) 864-7139, by e-mail ([debra.berrett@solano.edu](mailto:debra.berrett@solano.edu)), or stop by room 1811. You may also visit our website at [www.sccworkexperience.com](http://www.sccworkexperience.com).

## **PUENTE PROJECT**

The Puente Program has won accolades for its approach to helping more than 400,000 underserved students thrive academically – by holding high expectations, valuing cultural and social capital, and ensuring that students and their families have critical college-going information and guidance. Puente's mission is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their communities as leaders and mentors to future generations. The Puente Program has three main components:

- 1) A rigorous one-year writing program, ENG360-Accelerated English, ENGL and ENGL 1-English Composition. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
- 2) Focused counseling services. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference.

- 3) Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic, and career experiences, and provide a window into a “real life” work environment. For more information, please contact the Counseling Office at (707) 864-7000, ext. 7101.

## **READING LAB**

### **THE READING IMPROVEMENT LAB (English 320)**

The Reading Improvement Lab (English 320) is an open-entry, open-exit class offering individualized instruction for students who want to improve their reading skills on an independent basis. The Lab is designed to serve all Solano College students, especially including students not enrolled in any other English classes. Any Solano College student may enroll in this class. This class focuses on reading foundation skills with individualized instruction providing an opportunity to address specific reading needs.

### **THE WRITING SKILLS LAB (English 310)**

The Writing Skills Lab (English 310) is an open-entry, open-exit class offering individualized instruction in writing skills. The Lab is especially designed to serve independent students not enrolled in any other English classes. The Lab is designed to serve all Solano College students, especially including students not enrolled in any other English classes. Assignments are based on individual needs and will vary for each student.

## **SCHOLARSHIP FOUNDATION**

The Solano College Scholarship Foundation is a non-profit corporation that awards scholarships to Solano College students on the basis of academic achievement and demonstrated potential for excellence. The Foundation is administrated by a Board of Directors providing representation from the communities of Solano County.

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years. In 2013, awards totaling over \$34,000 were presented to sixty seven 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.

# Student Services

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

## *The Memorial and Special Endowments Scholarships*

- Academic Senate Distinguished Scholar Award
- ASSC Academic Scholarship
- ASSC Leadership Scholarship
- Chloe Beavers Tribute (Cosmetology)
- Dr. Marge Blaha Memorial (Re-entry, female, transfer major)
- California Teachers Association Scholarship (Education, interest in teaching)
- Richard and Billie Chabolla Award (Business or Music)
- Jean Chapman Scholarship (Science)
- Amy L. Chun Scholarship (Science, Math, Technology)
- Naomi "Chris" Christensen Memorial (Music)
- Joe Clevenger Tribute Scholarship (Business Administration)
- James "Jim" Cooper Memorial (Business)
- George and Nancy Daugavietis Scholarship
- John and Carol DeKloe Biotechnology Scholarship
- Ray O. Duey Memorial (Registered Nursing)
- Eddie Edwards Memorial (Re-entry)
- Evelyn Elson Scholarship (ECE, re-entry preferred)
- Fairfield-Suisun Twilight Rotary Club (Business or related major)
- Jane H. Ford Memorial (English)
- Robert D. Ford Memorial (Science)
- David Froehlich Scholarship in Music
- Nick Gentile Memorial (Business)
- Gilbert Memorial (Re-entry, history)
- Rachel Goodwin Memorial
- Chuck Gray Memorial (Photography)
- Harry Gray Memorial (History or Political Science)
- Phillip Moses Gray Memorial (Re-entry, male, Human Services)
- Dr. Carolyn Anne Green Memorial (Registered Nursing)
- Richard E. Green Award for Individual Perseverance
- Peggy Gross Memorial (Wildlife interests, Audubon Society)
- Bob Hamilton Memorial (Science)
- Ralph Hanson Memorial (Language Arts)
- Buelah Hawkins Memorial (Re-entry, female, essay required)
- James "Doc" Hollister Memorial
- Hosley Family Scholarship (Academic Excellence/Transfer)
- Margaret Lee Jenkins Memorial (Cosmetology)
- Howard Love Memorial Scholarship (Applicant has intent to apply for medical, dental, veterinary or pharmacy schools)
- Math and Science Instructors' Scholarship
- Carmen Camille Cook Johnson Memorial (Re-entry, ECE, Social Science, Education)
- Kirkorian Family Memorial (Education)
- Phuong Le Memorial Scholarship for Nursing
- Clyde Low Scholarship (History, Library Science)
- William Michaels Memorial (History or Vocational Education)
- Jim Mills Scholarship (Biotechnology)
- Martin Mini Memorial
- Mooy-Durkin memorial Scholarship (Interest in Teaching)
- Diana Muir Memorial (Re-entry, English)
- Napa/Solano Psychological Association (Psychology, Counseling)
- Mary C. and Henry A. Ornellas Memorial (Fashion Design, Music, or Cinematography)
- Dr. Delphine Palm Memorial (Biological Science or Medical Field)
- Robert (Bob) Pokorny Memorial (Education)
- Henry Power Memorial (Aeronautics)
- Dr. Sally Ralph Memorial (Psychology/Counseling)
- Clarence Rose Memorial (Computer Science, Math, Engineering)
- Steve Ryder Memorial (Nature Appreciation)
- SCC Cosmetology Scholarship
- Art and Myrna Satterlie Scholarship (Math, Engineering, Science)
- Bob Scott Mathematics Scholarship
- Don Seigel Journalism/English Scholarship (Journalism major or Tempest staff member)
- Sierra Club Scholarship, Solano Group (Environmental Concerns)
- Charlene Snow Mmemorial Scholarship (Re-entry Woman)
- Solano District Scout House Scholarship (Eagle Scout)
- Alvin E. and Jeanne E Soliday Scholarship (Environmental Science)
- Dennis Stevens Memorial
- Taylor Memorial (Re-entry)
- Dr. Jane M. Thompson Memorial (Business or Computer Science)
- Mac Tilley Memorial (Electronics)
- Malcolm Henry Tipp Memorial Scholarship (Business, Computer Science)
- Charlotte Waggy Memorial
- Lawrence "Jack" Wheeler Memorial (Counseling)
- Willis Jepson Chapter, California Native Plant Society (Native Plant Biology, Biology, Horticulture)
- Bill and Jean Wilson Memorial (Leadership/Service, Athletics)
- Morgan "Porky" Wood Memorial (Athletics)

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For additional information, please visit the Solano College website at [www.solano.edu/scholarship\\_foundation/](http://www.solano.edu/scholarship_foundation/) You may also contact the Scholarship Foundation by email addressed to [dorothy.hawkes@solano.edu](mailto:dorothy.hawkes@solano.edu), by leaving a phone message at 707-864-7202 or by mail to the SCC Scholarship Foundation, P.O. Box 2208, Fairfield, CA 94533.

## **SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)**

Solano Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 1,800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Solano College recognizes the unique nature of the military life-style and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

## **STUDENT ACTIVITIES TRANSCRIPT**

The Activities Transcript is an opportunity for SCC students to document college sponsored involvement, service, and volunteerism beyond the classroom. This transcript, bearing the official College seal, is offered free to students. For more information, please contact the Director of Student Development at (707) 864-7168, or pick up a packet from Room 1425/1426.

## **STUDENT CLUBS**

A wide range of clubs and organizations reflecting cultural, social, ethnic, and academic interests are active on the campus. The Inter-Club Council is the governing body for clubs on campus and each club can have one voting member at the meetings. Inter-Club Council meetings are held the first and third Thursday of the month in room 1425 from 12:30 – 1:30 p.m. during the Fall and Spring semesters. Announcements of meetings and activities are available from the Student Development Office, Room 1425, or call (707) 864-7000 ext. 4367.

## **STUDENT COMPLAINTS AND GRIEVANCES**

When students believe their individual rights, or rights to due process (as provided for by College policies, state laws, and/or federal laws) have been denied, they may seek redress through the formal complaint or grievance procedure.

## **Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)**

– In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Associate Vice President of Human Resources, (707) 864-7000, ext. 7122. The Associate Vice President of Human Resources also serves as the Staff Diversity Officer, Title IX

Coordinator and the Section 504/ADA Coordinator. At any time the student may submit his/her complaint to any of the following agencies: California Department of Fair Employment and Housing at (800) 884-1684; U.S. Department of Education, Office of Civil Rights at (415) 556-5555; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

**Student Grievances: Non-Civil Rights (§5350)** – A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her educational rights. It may arise when a student believes he/she has been denied educational rights provided by college, state, and federal policies, rules, regulations.

Copies of Solano College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Chief Student Services Officer, or designee (Room 433, Student Services Building) or on the College's website at: [http://www.solano.edu/district\\_policies/series5300\\_student\\_rights.php](http://www.solano.edu/district_policies/series5300_student_rights.php) These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

# Student Services

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## STANDARDS OF STUDENT CONDUCT POLICY (§5300)

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

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

### 1. Academic Violations:

- a. Violation of the Academic Honesty Policy includes but is not limited to cheating or plagiarism
- b. An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.
- c. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- d. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

### 2. General College Violations:

- a. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.

- b. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c. Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.
- d. Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
- e. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
- f. Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- g. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of of the college.
- h. Causing or attempting to cause damage to district property or to private property on campus.
- i. Littering on campus property, including grounds, facilities, and parking lots.

### 3. Computer Usage Violations: Students are to conduct themselves in accordance with Governing Board Policy 2067 and Human Resources Procedures 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:

- a. Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another person's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.

# Student Services

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- f. Use of computing facilities to interfere with normal operation of the college computing system.
- g. Use of computing facilities for student's personal financial gain or for solicitation of any kind.

## 4. Behavior Violations

- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
- b. Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d. Gambling on District property.
- e. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f. Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.
- g. Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel.
- h. Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i. Committing or attempting to commit robbery or extortion.
- j. Committing sexual harassment as defined by law or by college policies and procedures.
- k. Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

## 5. Substance Violations

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlaw-

ful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.

- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

## 6. Weapons Violations

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the college Superintendent/President.
- b. Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

## 7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

**Types of Disciplinary Action:** Sanctions may be imposed for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure is administered by the Chief or designee. Previous violations of Student Conduct Code will be considered when determining appropriate sanctions for violations.

### Non-Appealable Sanctions

1. Official Warning
2. Reprimand
3. Temporary Suspension by Instructor
4. Administrative Withdrawal from Class
5. Disciplinary Probation
6. Short-Term Suspension
7. Restitution
8. Campus Community Service
9. Withdrawal of Consent to Remain on Campus/Short-Term Suspension
10. Mental Health Clearance

### Appealable Sanctions

1. Suspension
2. Expulsion

# Student Services

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The definition, process and implication of each of these are detailed in the District's procedures on "Standards of Student Conduct (§5300), available in the Student Development Office (Room 1425/1426), the Chief Student Services Officer (Room 433), and the Counseling Office (Bld 400).

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

Copies of the District's current procedures on "Standards of Student Conduct (§5300)" are available free, upon request, from the Chief Student Services Officer (Room 443, Building 400).

## STUDENT DEVELOPMENT OFFICE

The Student Development Office, located in Room 1425/1426 of the Student Center, provides students with information about campus activities, special events, resources, and policies. Also, the College's Lost and Found department is located in this office. The Student Development Office supports an active student government program and encourages students to use the many services provided by the College.

The Student Development Office is a focal point for service and student leadership development. A wide variety of programs, services and clubs are available to students. Students and the student government play an important role in developing and supporting these activities. Students are involved in decision making and policy determination through their representation on many college committees. For information call (707) 864-7000, extension 4367.

## DISABILITY SERVICES PROGRAM (DSP)

This program offers supportive service for students with physical, visual, hearing, learning and psychological disabilities or other medical problems. The purpose of this program is to enable persons with a disability to integrate successfully into the college program. Some of the supportive services are: specialized counseling, priority registration, assistive computer technology / alternate media, volunteer notetakers, specialized equipment, mobility services,

and community agency liaisons. Also, adapted educational programs in Horticulture and Kinesiology (Physical Education) are offered.

The College campus is ideal for the student with physical disabilities. Most rooms are on the ground level with many accessible restrooms and ramps, and second floor classrooms are accessible by elevator. The DSP maintains a working relationship with the Department of Rehabilitation, Mental Health, Veterans Administration, Worker's Compensation (Private Rehab) and similar agencies. For further information call (707) 864-7136, or come to Building 400, Room 407, Fairfield campus.

## TECHNOLOGY SERVICE & SUPPORT

Technology Services and Support is located in the Library Building (Bldg. 100). Technology Services & Support is responsible for all matters related to information technology services, strategic technology planning, and local data/telephone network planning and implementation. It exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephony, network infrastructure, local and wide area networks, media, and videoconferencing. The office is open Monday through Friday, 8 a.m. to 5:00 p.m., and closed on weekends, all school holidays, and breaks between sessions.

## TRANSCRIPTS-SOLANO COMMUNITY COLLEGE

Please visit our website [www.solano.edu](http://www.solano.edu) for transcript information. Click on the Admissions and Records Link, and then click on transcripts. For additional help, email us at [admissions@solano.edu](mailto:admissions@solano.edu). You may also visit or call our office during business hours (707) 864-7171.

## TRANSPORTATION

Public transportation to Solano College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Development Office, Room 1425/1426. Also, bus schedules are available on the College web site at [www.solano.edu](http://www.solano.edu).

## TUTORING

Students may receive free tutoring in most subjects offered at Solano College. Students interested in being hired as paid tutors, or students desiring assistance with their study load, should contact the Tutoring Center, located Bldg. 400, or call (707) 864-7230.

# *Student Services*

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## **VERIFICATION OF ENROLLMENT**

Solano College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse web site at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). There is a \$4.00 cost for this express service. Please visit our website for additional information at [www.solano.edu](http://www.solano.edu) then click on the Admissions link.

## **VETERANS AFFAIRS**

Solano Community College is an approved educational institution by the CA Department of Consumer Affairs Bureau for Private & Vocational Education, under Title 38, United States Code. The Veterans Affairs Center (VAC) provides assistance to veterans, reservists and eligible dependents of veterans in their pursuit of an education and in obtaining their Veterans Educational Benefits. US DVA also offers additional allowances through a work-study program for those who are receiving Veterans Educational Benefits. For specific information regarding eligibility of Veterans Education Benefits, please visit our office located in Building 400, Room 429, or call: (707) 864-7105.

## **WRITING SKILLS LAB**

The English Department operates the Writing Skills Lab in Room 130 of the Library building to assist students with problems in basic grammar, sentence structure, spelling, punctuation, and vocabulary. Any student can enroll in English 310, Writing Skills Lab, and earn .5 to 1.5 units per semester to a maximum of 3 units of credit depending on learning modules completed.



# Admission and Registration

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## 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 course work
- 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)

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## 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 Admissions and Records Office, 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](http://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.
5. All students should apply online at [www.solano.edu/mysolano](http://www.solano.edu/mysolano).

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At the time of printing, the Special Admission process was under review with changes expected to happen in 2013-14. Please visit the A&R website for current information, <http://www.solano.edu/oar/>

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# Admission and Registration

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## **SPECIAL ADMISSION (K-12)**

Solano College may permit the admission of K-12 students who, in the opinion of the Superintendent / President, or designee, can benefit from instruction. Approval of the 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.

Please visit our website for additional information at [ww.solano.edu](http://ww.solano.edu) then click on the Admissions link.

## **INTERNATIONAL STUDENT ADMISSION\***

Solano College admits international students each year. We accept applications year round. 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 61 on the internet-based test is required for admission (subject to change) and from the IELTS test a score of 7.0.
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 \$199 per unit plus the \$46.00 per unit enrollment fee for the 2013-14 school year. All fees are subject to change by the Board of Governors.

Email to [international@solano.edu](mailto:international@solano.edu) for additional information.

## **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 Admissions and Records office.

## **SCCID (SOLANO COLLEGE IDENTIFICATION NUMBER)**

All students admitted to Solano College will be issued an SCCID upon receipt of their application for admission. The SCCID is your primary identification number. The SCCID provides an added layer of protection to combat 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.

# Admission and Registration

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6. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
7. Participants in intercollegiate athletics.

Students planning to complete an A.A. / A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Admissions and Records office. Please visit our web-site [www.solano.edu](http://www.solano.edu) for transcript information. Click on the Admission, Registration & Records link, then click on Transcript for additional help, or email us at [admissions@solano.edu](mailto:admissions@solano.edu).

## 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) Complete and file an "Application for Admission" with the SCC Admission & Records office (A&R) [Note: this can be done online at the SCC Web site: [www.solano.edu](http://www.solano.edu)]
- 2) 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) Complete an on-line orientation session, found on the College's Web site under "Counseling" ([www.solano.edu/counseling](http://www.solano.edu/counseling)) or enroll in COUN 101-Orientation for College Success (1 unit)
- 4) Meet with a counselor to complete an education plan
- 5) Register for classes

Additional information may be obtained from the Counseling Center or at the Admissions and Records

office. Students should schedule an assessment test online at [222.solano.edu/studentservices](http://222.solano.edu/studentservices) The Center is located in Building 400, Room 442. Students may also phone (707) 864-7000, ext. 4525 for more information.

**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 registration can be paid online. If you do not have internet access or your debt involves special circumstances, please contact Admissions and Records.

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.

Debts left unpaid may be subject to collections and/or holds on student's 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, Vallejo, (707) 642-8188. Travis University Center is located at 530 Hickam, Travis AFB, (707) 863-7878. The Vacaville Center is located at 2001 N. Village Parkway, Vacaville, (707) 863-7872.

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. 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](http://www.solano.edu), or by calling the Admissions and Records office (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.

# Admission and Registration

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## PHOTO-IDENTIFICATION CARD (\$5.00)

A photo-identification card is recommended of all students who take courses on campus, except students who enroll in fee-based courses offered by Community Services. 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 1425/1426 (Bldg. 1400).

## SCHEDULE OF CLASSES

A searchable class schedule is online at [www.solano.edu](http://www.solano.edu).

## REGISTRATION PROCEDURES

**Preparation:** Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Admissions and Records office (A&R). The Admissions and Records office is a convenient place to ask questions about College procedures or visit our Web site at [www.solano.edu/oar](http://www.solano.edu/oar). 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/oar](http://www.solano.edu/oar).

The Schedule of Classes contains registration information and instructions. Registration is conducted by priority. The priority registration definitions/schedule are listed in the Schedule of Classes and online approximately 2 weeks prior to the start of the registration period. Payment is due upon registration.

## LATE REGISTRATION

During the first week of each semester, students may register for additional courses if class space is available. (See academic calendar at [www.solano.edu](http://www.solano.edu) 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 upon registration.

### Dropping Classes:

1. Students must drop classes online at [www.solano.edu](http://www.solano.edu)
2. Students *may* be dropped from class by the instructor.
3. Students should check their Schedule Bill for course deadlines.

## FEES

Fees are due and payable at the time 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 established deadlines. 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. Students should drop courses online.

## 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 13-14 academic year, effective the first day of the summer session, 2013, is \$199 per unit. All non-resident students are also required to pay enrollment fees.

## ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee: \$46 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 transcript record fee: \$4.00 (first two are free); \$7.50 Express service; \$1.00 unofficial transcript.
- Student enrollment verification record fee: \$2.50 (first two are free). Express service through the National Student Clearinghouse: \$2.50.
- Health fee: Fall/Spring-\$13.00; Summer-\$5.00\*\*
- Student photo ID for on-campus students: \$5.00 (good for nine consecutive semesters when validated).

# Admission and Registration

- 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

\* 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.

Refer to Financial Aid Programs & Eligibility on page 21 for BOG fee Waiver (BOG FW) information.

## APPLYING FOR REFUNDS

Classes dropped by appropriate deadlines are automatically refunded. Any outstanding debts are deducted from refunds. Fees are refunded by check 2-4 weeks after classes are dropped.

### California Community Colleges Enrollment and Non-Resident Tuition Fee

#### Fall and Spring Semesters – Full Term Classes

Through refund deadline, 100% of the California Community College Enrollment Fee will be refunded.

#### Summer Session and Short-Term Courses

Through 10% of the course, 100% of the California Community College Enrollment Fee will be refunded.

### Non-Resident Tuition

Refunds must be requested at Admissions & Records.

### 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 Admissions and Records office by the end of the second week of instruction or 10% of the class for short-term courses.

### 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.

#### \*\* Health Fee Exemptions

Since the provision of health services is very expensive and the California Community College system does not have sufficient funds to subsidize student health services, the State Legislature mandates that the burden of supporting a student health center will be shared by all Solano Community College students through a general fee, regardless of whether they utilize the health center or have their own insurance.

The following students are exempt from paying the mandatory health fee:

- (1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- (2) Students who are attending a community college under an approved apprenticeship training program.

Students who fall within any one of the two grounds for exemption may apply for a fee waiver by submitting a written request to the Office of Student Development.

\*Subject to change

#### Transfer of Credit from Other Colleges

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

# Academic Regulations

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## 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: Dean of Counseling Associate Dean of Students-Admissions and Records (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 Chief Student Services Officer.
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.

## STANDARDS FOR PROBATION AND DISQUALIFICATION

This policy and procedure is currently under review and likely to change during the 2013-14 academic year. Please see Admissions & Records or Counseling for most up to date information. Email [admissions@solano.edu](mailto:admissions@solano.edu). Students failing to maintain an acceptable standard of academic achievement shall be placed on academic probation, progress probation, academic dismissal or progress dismissal. (*Reference: Student Services Policy and Procedures 5100*) For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes him/her to be placed on probation is the first probationary semester. Summer is not a primary semester. For most current information contact Admissions and Records at [admissions@solano.edu](mailto:admissions@solano.edu).

### *Academic Probation*

#### **A. Placement on Academic Probation**

A student shall be placed on academic probation for the following reasons:

A student has attempted at least 12 total semester units and has achieved a cumulative grade point (g.p.a.) average of less than 2.0.

#### **B. Removal from Academic Probation**

A student on academic probation is removed when his/her Cumulative g.p.a. 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 attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 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.

(*Reference: Student Services Policy and Procedures 5200*)

# Academic Regulations

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## **Dismissal**

Dismissal prohibits the student from enrolling until one primary semester has passed and the student has met with a counselor and/or attended a probation/dismissal workshop.

### **A. Placement on Dismissal**

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

1. A student achieves a cumulative g.p.a. of less than 2.0 for three consecutive primary semesters.
2. A student received 50% or more of transcript entries as "W", "I", or "NP" for three consecutive, primary semesters.

### **B. Removal from Dismissal**

A student will be removed from Dismissal for any of the following reasons:

1. A student's cumulative g.p.a. is 2.0 or better and a Student's transcript entries of "W", "I", or "NP" are less Than 50% of all units attempted.
2. Satisfactory Progress After Dismissal:

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

If semester g.p.a. falls below 2.25 and/or student qualifies for Progress probation, student will be academically and/or progress dismissed.

## **Appeals**

Students who are dismissed may file an appeal to contest the requirement of sitting out a primary semester with the Executive Vice President of Academic and Student Affairs or designee if extenuating circumstances exist which caused the substandard grades. To appeal, students complete the Readmit after Dismissal petition and indicate on it that they are appealing the requirement of sitting out a primary semester.

## **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**

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.
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 Admissions and Records office.
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 should contact the Admissions and Records office at [admissions@solano.edu](mailto:admissions@solano.edu).

## **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,

# Academic Regulations

after course repeatability has been exhausted. A list of courses that have been designated for auditing is available in the Admissions and Records office.

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](http://www.solano.edu). One may apply to audit a designated course after the second meeting when class size has been established for regular students.

## FINAL EXAMINATIONS

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

## GRADES

### GRADING SYSTEM

Solano 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<br>(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 Admissions and Records office 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 online via *MySolano*. Contact [admissions@solano.edu](mailto:admissions@solano.edu) for assistance.

### 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.



# Academic Regulations

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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 3 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 or designee may authorize a change of grade.

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

## HONORS

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

**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 and information are available in Room 1425/1426 in the Student Center.

**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 1425/1426, Fairfield campus. For detailed membership eligibility information, contact the PTK Advisor, c/o Student Services Office Room 433.

**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\*\*

\*\*At the time of print, review of repeatability regulations was in progress. See Title 5 for current information or contact the Admissions and Records office.

**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 to complete a "Repeat" petition. Students planning to transfer to a four-year institution should check that institution's policy on repeated courses.

# Academic Regulations

## 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 constitute 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 excellence of their academic work. Petition for "Carry Excess Load" must be completed with a counselor. Petitions are available at the Admissions and Records office.

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<br>WORK<br>(Hrs./Wk) | AND<br>ENROLL IN<br>(Lecture Hrs.) | AND STUDY<br>(Recom-<br>mended) | YOUR<br>TOTAL<br>LOAD IS<br>(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 Admissions and Records office or that they have completed the withdrawal online at MySolano.**

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 Admissions and Records office.

### Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Center on campus. After classes begin, students are required to notify the Veterans' Affairs Center promptly

# Academic Regulations

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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 Center 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 Admissions and Records office or complete the drop process using the web online services. Non-attendance or non-payment of fees is not a guarantee of removal from a course and does not alleviate responsibility to pay fees. Students who do not officially drop courses may receive an "F" for the term and incur a student debt. Courses should be dropped online.

Courses dropped after 20% 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 20% of the class will not appear on the student's record. Courses dropped 21% to 62.5% of the term/session will be recorded as a "W" on the student's record.

Students should refer to their Schedule Bill for course specific deadlines.

## 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 Admissions and Records office 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 Col-

lege 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 with 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:

### Academic Honesty Policy

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the College community. Violation of the Academic Honesty Policy includes but is not limited to:

1. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work.

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.

2. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
3. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to,

# Academic Regulations

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handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

## **SANCTIONS FOR ACADEMIC DISHONESTY**

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination. Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Chief Student Services Officer for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy, §5300. Following procedures consonant with due process, a student may be expelled, suspended, or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

## **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.

# 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  | Credit SCORE | COURSE               |
|--|--------------|----------------------|
| <b>GENERAL EXAMINATIONS:</b>                                   |              |                      |
| 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) |
| <b>SUBJECT EXAMINATIONS:</b>                                   |              |                      |
| Pre-Calculus   | 5 units      | MATH 004 (50)        |
| American Government  | 3 units      | PLSC 001 (50)        |
| History of the United States I:<br>Early Colonizations to 1877 | 3 units      | HIST 017 (50)        |
| History of the United States II:<br>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                             | 5 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      | CDFS 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                         | SCORE | Credit AWARDED           | SCC Equivalent COURSE          |
|-------------------------------------|-------|--------------------------|--------------------------------|
| <b>English</b>                      |       |                          |                                |
| 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                  |
| <b>FOREIGN LANGUAGES</b>            |       |                          |                                |
| French Lang                         | 3,4,5 | 5 or 3 units             | 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 units             | GRMN 003 or 011                |
| Latin<br>(Virgil & Cattulus/Horace) | 3,4,5 | 3 units                  | LATN 003                       |
| Spanish Lang                        | 4,5   | 5 or 3 units             | SPAN 003 or 011                |
| Spanish Lang                        | 3     | 5 units                  | SPAN 002                       |
| Spanish Lit                         | 4,5   | 5 units                  | SPAN 004                       |
| <b>HUMANITIES</b>                   |       |                          |                                |
| 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                       |
| <b>NATURAL SCIENCE</b>              |       |                          |                                |
| 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<br>or<br>6 units | MATH 020, 021<br>MATH 030, 031 |
| Physics B*                          | 4,5   | 8 units                  | PHYS 002, 004                  |
| <b>SOCIAL SCIENCE</b>               |       |                          |                                |
| 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

# Non-Traditional Learning

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minimum of 12 semester units by the end of the current semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by the Division Dean before a student takes an examination for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Office of Admissions and Records no later than the fourth week of the semester. If the petition for credit-by-examination is approved by the Division Dean, the student returns the petition to the Office of Admissions and Records. Eligibility will be checked and payment of a fee for preparation and administration of the examination in the amount of \$20 per course unit to a maximum of \$120. Students may obtain a copy of the policy and the credit-by-examination petition form from the Information Window at the Office of Admissions and Records.

## FORMAL MILITARY SERVICE SCHOOLS

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

## MILITARY SERVICE

Solano 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 HYBRID CLASSES

Solano Community College offers two types of Internet classes for credit: online and hybrid classes. Online classes are taught 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. You might also have to come to campus for a required in-person exam or orientation.

**ONLINE:** These classes utilize the Internet to create an educational experience that can be partly independent of time and place. Students still purchase textbook(s) and take tests and meet due dates, but they do the majority of the class work at any computer connected to the Internet. They work according to their own schedule, at home, in the office, or on open access computers on campus in the library. 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 daytime 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. Some activities will be conducted in a group (traditional class) format and some activities are conducted (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with a traditional class meeting and face-to-face instruction.

# Graduation Requirements

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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. It is required that students complete each course within the program with a grade point of 2.0 (C) or better or a P if the course is taken on a pass-no pass basis. 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 6 semester units in the field or a closely related subject must be completed at Solano Community College.

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

## **Associate Degrees**

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

## **Associate Degrees for Transfer (AD-T)**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college

student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

## **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. In order to maintain catalog rights, enrollment must begin with Solano Community College.

*This policy and procedure is currently under review and likely to during the 2013-14 academic year. Please see Admissions and Records or Counseling for most up-to-date information. Email Admissions at [admissions@solano.edu](mailto:admissions@solano.edu).*

## **Transfer of Credit From Other Colleges**

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

# Graduation Requirements

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## **Total Units**

A degree requires a minimum of 60 degree-applicable semester units. At least 12 semester units must be completed at Solano Community College. The student must have a 2.0 overall grade point average at the time of graduation.

## **Major and Area of Emphasis**

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. All courses in the major or area of emphasis must be completed with a grade of C or better or a P if the course is taken on a pass/no pass basis.

## **General Education Philosophy and Criteria Statements**

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

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

- To develop an understanding of technological developments and the effects these will have on society today and in the future.

## **Cross-Cultural Studies Requirement**

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

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

## **General Education Structure**

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

**Option A** – See page 50

### **Option B**

To satisfy the general education requirements for the Associate Degree, completion of Intersegmental General Education Transfer Curriculum (IGETC) requirements may be used in lieu of the Solano College requirements listed in Option A.

Please see the IGETC requirements listed on the pages entitled "Transfer to Four-Year Colleges and Universities."

## **Cross-Cultural Studies 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, CDFS 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.



# *Graduation Requirements*

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Please see the CSU GE requirements listed on the pages entitled "Transfer to Four-Year Colleges and Universities."

## **Cross-Cultural Studies 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, CDFS 053, HUMN 003, MUSC 013, PLSC 005, SOCS 022, THEA 013.



# General Education Option A

## 2014-2015

In using this option to complete the Solano College general education (GE) requirement, students should note:

1. Students must complete at least 21 units with a minimum of 3 units from each Area A, B1, C, D1, D3 and E, as well as the local District Health and Kinesiology requirement.
2. After meeting the minimum units required for each area, a student may select remaining units from all courses listed under the above areas or from Area B2 or D4. If two courses are selected from the same GE area, they must have a different course prefix for both to be used in satisfying GE requirements. Exceptions: English and mathematics.
3. The Area D2 reading requirement may be met by an exam or an approved reading course.
4. Courses with the same prefix as the student's major may not be used to fulfill general education requirements. Exceptions: ENGL 001 (Area D1), ENGL 062 (Area D2) and mathematics (Area D3).
5. Courses used to satisfy the English (Area D1), reading (Area D2) and mathematics (Area D3) requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a Pass/No Pass basis.

**21** GE Units (from this sheet) + \_\_\_\_ **Major Units** (see SCC Degrees/Certificates) + \_\_\_\_ **Electives** (any class 001-199) = **60 Units for AA/AS**

| AREA A – Natural Science   |   |    |   |
|--|---|----|---|
| (minimum of 3 units)   |   |    |   |
|  | C | IP | P |
| <b>Physical Science</b><br>ASTR 010, 030, 040; CHEM 001, 002, 003, 004, 010, 011, 051, 160;<br>ENGR 030; GEOG 001; GEOL 001, 005; PHSC 012; PHYS 002, 004, 006,<br>007, 008, 010 |   |    |   |
| <b>Biological Science</b><br>ANTH 001; BIO 002, 003, 004, 005, 012, 014, 015, 016, 018, 019  |   |    |   |
| <b>Other courses that may be used to satisfy this requirement:</b><br>HORT 050; NUTR 010   |   |    |   |

| AREA B – Social and Behavioral Studies   |   |    |   |
|--|---|----|---|
| (minimum of 3 units from Area B1)  |   |    |   |
|  | C | IP | P |
| <b>B1.</b><br>HIST 017, 018, 028, 029, 037; IR 001; PLSC 001, 005; SOC 002   |   |    |   |
| <b>B2. The following courses do not fulfill the Area B requirement, but may be used if additional units are needed to meet the minimum 21 unit GE requirement</b><br>ANTH 002, 007; CDFS 038, 039, 040, 050, 053, 054, 070; COUN 050, 055, 058,<br>083; CJ 001; ECON 001, 002; GEOG 002, 004, 006; HIST 010, 025, 030, 031;<br>JOUR 011; LR 012; PLSC 002, 006, 016, 019; PSYC 001, 002, 004, 005, 010,<br>020, 024, 030; SOC 001, 023; SOCS 022, 023, 025, 027, 030 |   |    |   |

| AREA C – Humanities  |   |    |   |
|--|---|----|---|
| (minimum of 3 units)   |   |    |   |
|  | C | IP | P |
| ART 001, 002, 003, 010, 011, 012, 030B; CINA 010, 011; COMM 015;<br>ENGL 002, 012, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 034, 038, 040,<br>041, 044, 058; FLNG 001-004, 011, 031-034; HIST 002, 003, 004, 005;<br>HUMN 001, 002, 003; MUSC 005, 007, 008, 009, 010, 011, 013, 014, 015, 017,<br>020, 021, 024, 025, 026; PHIL 003, 004, 005; PHOT 035; SPAN 001S, 002S, 025,<br>026; THEA 006, 010, 011, 013; TV 050 |   |    |   |

Updated: 04/01/14

C = Completed IP = In Progress P = Planned

| <b>AREA D – Language and Rationality</b>   |          |           |          |
|--|----------|-----------|----------|
| <b>(minimum of 6 units)</b>  |          |           |          |
| <b>All three sections (D1, D2, &amp; D3) must be satisfied including one course selected from D1 and D3 below</b>  |          |           |          |
|  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>D1. Writing</b><br>ENGL 001 (course must be completed with a “C” or better or “P” if taken on a Pass/No Pass basis)   |          |           |          |
| <b>D2. Reading</b> This requirement may be satisfied by any <u>one</u> of the options listed below:<br>a. Achieve a college level score of 95 or better on the SCC reading comprehension section of the assessment test.<br>b. Achieve a grade of “C” or better in a college–level reading class ENGL 062.<br>c. Proof of one of the following:<br>1. An associate degree or higher from an accredited institution.<br>2. A grade of “C” or better in a college-level reading course from another community college.<br>3. College-level reading test scores from another college, or a score of 500 or more on the Critical Reading (CrRdg) section of the SAT, or a score of 23 or better on the English section of the ACT. |          |           |          |
| <b>D3. Communication and Analytical Thinking</b> This requirement may be satisfied by any <u>one</u> of the options listed below. Courses used to fulfill this requirement must be completed with a grade of “C” or better or a “P” if taken on a Pass/No Pass basis.<br>a. A minimum of three units of an Intermediate Algebra level math course.<br><b>MATH 104, 112, 114</b><br>b. A minimum of three units of a transfer level math course.<br><b>MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051</b>  |          |           |          |
| <b>D4. The following courses do not fulfill the Area D requirement, but may be used if additional units are needed to meet the minimum 21 unit GE requirement.</b><br><br><b>COMM 001, 002, 006, 010, 060; CIS 001, 020, 023; ENGL 004; LR 010; PHIL 001</b>   |          |           |          |

| <b>AREA E – Cross-Cultural Studies</b>  |          |           |          |
|---|----------|-----------|----------|
| <b>(Minimum of 3 units)</b>   |          |           |          |
|   | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>ART 012; CDFS 053; CINA 011; COMM 012; COUN 055; ENGL 012, 036; HIST 037; HUMN 003; MUSC 013; PLSC 005; PSYC 007; THEA 013; SOCS 022</b> |          |           |          |

| <b>Local District Requirements – Health and Physical Education</b>  |          |           |          |
|---|----------|-----------|----------|
|   | <b>C</b> | <b>IP</b> | <b>P</b> |
| Two Kinesiology activity courses or two Intercollegiate Athletic sports or any combination thereof that equates to two exposures. |          |           |          |
| <b>HED 002 or 003</b> may be substituted for one of the above mentioned activity courses.   |          |           |          |

Updated: 04/01/14

C = Completed IP = In Progress P = Planned

# Graduation Requirements

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## **Petitioning for a Degree or Certificate**

In order to receive a Degree and/or Certificate from Solano Community College you must file a completed Petition for Degree or Certificate with the Office of Admissions and Records during the appropriate time frame. It is recommended that you meet with your counselor regularly to ensure that you are meeting the necessary requirements.

In your last semester of attendance, you should submit your completed Petition for Degree or Certificate to the Office of Admissions and Records. Petitions are accepted beginning the first day of each term through a date that is set and published for each term. **NO PETITIONS ARE ACCEPTED AFTER THE DEADLINE.**

Please check Dates and Deadlines in *MySolano* for the deadline.

Petitions are typically reviewed by Admissions and Records and students are notified of the outcome 2-3 months after the term ends.  
Email [admissions@solano.edu](mailto:admissions@solano.edu) if you have questions.

## **Graduation Ceremony**

SCC holds a graduation ceremony once a year at the end of the spring term. Students who were awarded degrees and/or certificates in the previous summer and fall and who petitioned in spring are encouraged to walk in the graduation ceremony.

Students who were awarded degrees and/or certificates in the prior summer or fall and who petitioned in spring will be sent information regarding graduation ceremony participation mid-way through the spring term from the Student Development Office. Students should direct additional questions regarding graduation ceremony participation to the Student Development Office.

## **Questions? Problems?**

Email us at [admissions@solano.edu](mailto:admissions@solano.edu)

## **Associate Degrees for Transfer**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA/T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semesters or 90 quarter units.

To view the most current list of Solano Community College Associate Degrees for Transfer go to [www.solano.edu](http://www.solano.edu). For additional information on Associate Degrees for Transfer, visit <http://adegree-withaguarantee.com/> Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

# *Transfer to Four-Year Colleges & Universities*

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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.



# Intersegmental General Transfer Curriculum (IGETC) - Option B 2014-2015

The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern of courses that allows community college transfer students to fulfill lower-division general education requirements either at the UC or the CSU system. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is it generally required for admission. IGETC is not appropriate for some majors. Students should request certification from Admission and Records prior to transfer. Please see a counselor for additional information and guidance.

**Note:** All courses used for IGETC must be completed with a "C" grade or better and must be IGETC approved at the time the course is completed.

\_\_\_ **GE Units** (this sheet) + \_\_\_ **Major Units** (see [www.assist.org](http://www.assist.org)) + \_\_\_ **Elective** (classes 001-049 UC, classes 001-099 CSU) = **60 Units req.**

| AREA 1 – English Composition   |          |           |          |
|--|----------|-----------|----------|
| <b>CSU – 3 courses required one each from Group 1A, 1B, and 1C. UC – 2 courses required, one each from Group 1A and 1B</b>   |          |           |          |
|  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>Group A – English Composition</b> (1 course, 3 semester/4-5 quarter units)<br><b>ENGL 001</b><br>Course from another college _____ Advanced Placement Exam _____  |          |           |          |
| <b>Group B – Critical Thinking – English Composition</b> (1 course, 3 semester/4-5 quarter units)<br><b>ENGL 002, 004; PHIL 005</b><br>Course from another college _____   |          |           |          |
| <b>Group C – Oral Communication (CSU Requirement Only)</b><br><b>COMM 001, 002, 006</b><br>Course from another college _____ Advanced Placement Exam _____   |          |           |          |
| AREA 2 – Mathematical Concepts and Quantitative Reasoning  |          |           |          |
| <b>1 course, 3 semester/4-5 quarter units</b>  |          |           |          |
|  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>MATH 002+, 004+, 011, 012, 020+, 021+, 022+, 023, 030+, 031+, 040</b><br>Course from another college _____ Advanced Placement Exam _____  |          |           |          |
| AREA 3 – Arts and Humanities   |          |           |          |
| <b>At least 3 courses, with at least one course from the Arts and one course from the Humanities.<br/>9 semester/12-15 quarter units</b>   |          |           |          |
|  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>3A – Arts</b><br><b>ART 001, 002, 003, 010, 011, 012; CINA 010, 011; MUSC 005+, 007, 008, 013;</b><br><b>PHOT 035; THEA 006, 010, 011, 013, 048A</b><br>Course from another college _____ Advanced Placement Exam _____   |          |           |          |
| <b>3B – Humanities</b><br><b>ENGL 012, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 036, 038, 040, 041,</b><br><b>044; FREN 002, 003, 004; GRMN 002, 003, 004, 011, 033, 034; HIST 002*,</b><br><b>003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 030*, 031*, 037*;</b> <b>HUMN 001,</b><br><b>002, 003; PHIL 003, 004; SPAN 002+, 003, 004, 025, 033+, 034+, 026</b><br>Course from another college _____ Advanced Placement Exam _____ |          |           |          |

C = Completed IP = In Progress P = Planned (L) Lab course \* May be used in only one area.

+ Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details

Updated: 04/01/14

### AREA 4 – Social and Behavioral Sciences

At least 3 courses from at least 2 disciplines/12-15 quarter units

|  | C | IP | P |
|--|---|----|---|
| <b>4A – Anthropology &amp; Archaeology:</b> ANTH 002, 007<br><b>4B – Economics:</b> ECON 001, 002, 010<br><b>4C – Ethnic Studies:</b> PLSC 005; SOCS 022, 023, 025<br><b>4D – Gender Studies:</b> PLSC 019<br><b>4E – Geography:</b> GEOG 002, 004, 006<br><b>4F – History:</b> HIST 002*, 003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 030*, 031*, 037*<br><b>4G – Interdisciplinary, Social &amp; Behavioral Sciences:</b> CDFS 038, 039; COMM 012; JOUR 011; PLSC 048G; SOCS 025, 027, 030<br><b>4H – Political Science, Government &amp; Legal Institutions:</b> IR 001; PLSC 001, 002, 005, 006, 016, 019<br><b>4I – Psychology:</b> CDFS 038, 039; PSYC 001+, 002, 004, 005, 006, 010, 020, 024, 030, 034<br><b>4J – Sociology &amp; Criminology:</b> SOC 001, 002, 023, 030, 040, 045<br>Course from another college _____ Advanced Placement Exam _____ |   |    |   |

### AREA 5 – Physical and Biological Sciences

At least 2 courses; one Physical Science course and one Biological Science course; at least one must include a laboratory.  
7-9 semester/9-12 quarter units

|   | C | IP | P |
|---|---|----|---|
| <b>5A – Physical Science</b><br>ASTR 010, 030+, 040+; CHEM 001(L), 002(L), 003(L), 004(L), 010(L)+, 011(L)+; GEOG 001; GEOL 001, 005; PHYS 002(L)+, 004(L)+, 006(L)+, 007(L)+, 008(L)+, 010+; PHSC 012(L)+<br>Course from another college _____ Advanced Placement Exam _____ |   |    |   |
| <b>5B – Biological Science</b><br>ANTH 001; BIO 002(L), 003(L), 004(L)+, 005(L)+, 012, 014(L), 015(L)+, 016+, 018, 019(L)<br>Course from another college _____ Advanced Placement Exam _____  |   |    |   |
| <b>5C – Laboratory Requirement (Select one laboratory unless met in 5A or 5B)</b><br>ASTR 020; BIO 012L+, 016L+; GEOG 001L; GEOL 002  |   |    |   |

### Area 6 – Language Other Than English (UC Requirement Only)

Proficiency equivalent to two years of high school study in the same language.

|   | C | IP | P |
|---|---|----|---|
| Solano College courses that fulfill this requirement are:<br>ENGL 046; FREN 001, 032; GRMN 001, 032; ITAL 032; LATN 002; SPAN 001, 001S, 032<br>Completed in high school _____<br>Course from another college _____ Advanced Placement Exam _____ |   |    |   |

### CSU Graduation Requirement

CSU requires two American Institutions courses for graduation; one must be from Group 1 and one from Group 2.  
Courses used to meet American Institution requirement may also be used to satisfy any other area.

|  | C | IP | P |
|--|---|----|---|
| American Institutions (Group 1) PLSC 001, 005                |   |    |   |
| American Institutions (Group 2) HIST 017, 018, 028, 029, 037 |   |    |   |

### SCC Graduation Requirement

To meet the Solano Community College graduation requirement using Option B General Education, select one of the following cross-cultural courses below, which may be used in one other area as well. (Please note that if you are earning the AA-T or AS-T, you are exempt from this requirement.)

|  | C | IP | P |
|--|---|----|---|
| ART 012; CINA 011; COMM 012; ENGL 012, 036; HIST 037; HUMN 003;<br>MUSC 013; PLSC 005; SOCS 022; THEA 013<br>NOTE: CDFS 053 and COUN 055 also meet this requirement but are not UC transferable. |   |    |   |

C = Completed IP = In Progress P = Planned (L) Lab course \* May be used in only one area.

+ Indicates that transfer credit may be limited by either UC or CSU or both. Consult a counselor for details

Updated: 04/01/14



# CSU General Education Option C

## 2014-2015

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 in each subject area (A-E) minimum. Partial certification is also available for students missing one or more courses. Students should request certification from Admissions and Records prior to transfer. Please see a counselor for additional information and academic guidance.

\_\_\_\_ GE (this sheet) + \_\_\_\_ Major Units ([www.assist.org](http://www.assist.org)) + \_\_\_\_ Elective Units (any class 001-099 CSU) = 60 Units req.

| <b>AREA A – English Language Communication and Critical Thinking</b>   |   |    |   |
|--|---|----|---|
| (minimum of 9 units)   |   |    |   |
|  | C | IP | P |
| <b>A1 – Oral Communication COMM 001, 002, 006</b><br>Course from another college _____ Advanced Placement Exam _____   |   |    |   |
| <b>A2 – Writing Communication ENGL 001</b><br>Course from another college _____ Advanced Placement Exam _____  |   |    |   |
| <b>A3 – Critical Thinking COMM 006; ENGL 002, 004; PHIL 001, 005</b><br>Course from another college _____  |   |    |   |
| <b>AREA B – Scientific Inquiry and Quantitative Reasoning</b>  |   |    |   |
| (minimum of 9 units) Select one physical science, one life science (one lab required) and one mathematics course.  |   |    |   |
|  | C | IP | P |
| <b>B1 – Physical Science</b><br><b>ASTR 010, 030, 040; CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L), 051(L);</b><br><b>ENGR 030; GEOG 001; GEOL 001, 005; PHYS 002(L), 004(L), 006(L), 007(L), 008(L),</b><br><b>010; PHSC 012(L)</b><br>Course from another college _____ Advanced Placement Exam _____  |   |    |   |
| <b>B2 – Life Science</b><br><b>ANTH 001; BIO 002(L), 003(L), 004(L), 005(L), 012(L), 014(L), 015(L), 016, 018*, 019(L)</b><br>Course from another college _____ Advanced Placement Exam _____  |   |    |   |
| <b>B3 – Laboratory Courses (Select one laboratory unless met in area B1 or B2)</b><br><b>ASTR 020; BIO 012L, 016L; GEOG 001L; GEOL 002</b>   |   |    |   |
| <b>B4 – Mathematics</b><br><b>MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051</b><br>Course from another college _____ Advanced Placement Exam _____   |   |    |   |
| <b>AREA C – Arts and Humanities</b>  |   |    |   |
| (minimum of 9 units) Select at least one course in each of the two categories, arts and humanities.  |   |    |   |
|  | C | IP | P |
| <b>C1 – Arts</b><br><b>ART 001, 002, 003, 010, 011, 012, 030B; CINA 010, 011; MUSC 005, 007, 008, 013;</b><br><b>PHOT 035; THEA 001, 002, 005, 006, 010, 011, 013, 048A</b><br>Course from another college _____ Advanced Placement Exam _____   |   |    |   |
| <b>C2 – Humanities</b><br><b>ENGL 006, 012, 014, 016, 018, 021, 023, 024, 025, 030, 031, 033, 036, 038, 040, 041,</b><br><b>044, 046, 047, 058; FREN 001, 002, 003, 004, 011, 012, 031, 032; GRMN 001, 002,</b><br><b>003, 004, 011, 012, 031, 032, 033, 034; HIST +002, 003*, 004*, 005*, 010*, 017*#,</b><br><b>018*#, 028*#, 029*#, 030*, 031*, 037*#; HUMN 001, 002, 003; ITAL 031, 032, 033,</b><br><b>034; LATN 001, 002, 003; PHIL 003, 004; SPAN 001, 001S, 002, 002S, 003, 004, 011,</b><br><b>012, 025, 031, 032, 033, 034, 026</b><br><br>Course from another college _____ Advanced Placement Exam _____ |   |    |   |

C = Completed IP = In Progress P = Planned \* May be used in only one area.  
(L) Lab course # Meets American Institution requirement.

Updated: 04/01/14



| <b>AREA D – Social Sciences</b>  |          |           |          |
|--|----------|-----------|----------|
| <b>(minimum of 9 units) Select courses from at least two different course disciplines.</b>   |          |           |          |
|  | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>D0 – Sociology &amp; Criminology</b><br>SOC 001, 002, 023, 040, 045, 075  |          |           |          |
| <b>D1 – Anthropology &amp; Archaeology</b><br>ANTH 002, 007  |          |           |          |
| <b>D2 – Economics</b><br>ECON 001, 002, 010  |          |           |          |
| <b>D3 – Ethnic Studies</b><br>COMM 012; COUN 055; HIST 028*#, 029*#, 031*; PLSC 005#;<br>PSYC 024; SOC 023; SOCS 022, 023, 025, 027, 053                     |          |           |          |
| <b>D4 – Gender Studies</b><br>HIST 037*#; PLSC 019; PSYC 010   |          |           |          |
| <b>D5 – Geography</b><br>GEOG 002, 004, 006  |          |           |          |
| <b>D6 – History</b><br>HIST 002*, 003*, 004*, 005*, 010*, 017*#, 018*#, 028*#, 029*#, 030*,<br>031*, 037*#   |          |           |          |
| <b>D7 – Interdisciplinary, Social &amp; Behavioral Sciences</b><br>CDFS 038, 039; JOUR 011; COMM 012; PLSC 048G;<br>PSYC 030; SOC 030; SOCS 030, 053; TV 050 |          |           |          |
| <b>D8 – Political Science, Government &amp; Legal Institutions</b><br>CJ 001; IR 001; PLSC 001#, 002, 005#, 006, 016, 019                                    |          |           |          |
| <b>D9 – Psychology</b><br>CDFS 038, 039; PSYC 001, 002, 004, 005, 006, 010, 024<br>Course from another college _____ Advanced Placement Exam _____           |          |           |          |

| <b>AREA E – Lifelong Learning and Self Development</b>  |          |           |          |
|---|----------|-----------|----------|
| <b>(minimum of 3 units)</b>   |          |           |          |
|   | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>BIO 018*</b> ; <b>BUS 058</b> ; <b>CDFS 038, 040, 050, 054, 070</b> ; <b>COUN 007, 050, 058, 083, 098</b> ;<br><b>HED 002, 003</b> ; <b>NUTR 010, 054</b> ; <b>PSYC 006, 020, 034</b> ; <b>^KINE 005Q, 005R, 006G</b><br>(^Limitation on Area Credit)<br>Course from another college _____ Advanced Placement Exam _____ |          |           |          |

| <b>CSU Graduation Requirement</b>   |          |           |          |
|---|----------|-----------|----------|
| <b>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 Area C or D.</b> |          |           |          |
|   | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>American Institutions (Group 1)</b> PLSC 001, 005  |          |           |          |
| <b>American Institutions (Group 2)</b> HIST 017, 018, 028, 029, 037   |          |           |          |

| <b>SCC Graduation Requirement</b>   |          |           |          |
|---|----------|-----------|----------|
| <b>To meet the Solano Community College graduation requirement using Option C General Education, select one of the following cross-cultural courses below, which may be used in one other area as well. (Please note that if you are earning the AA-T or AS-T, you are exempt from this requirement.)</b> |          |           |          |
|   | <b>C</b> | <b>IP</b> | <b>P</b> |
| <b>ART 012</b> ; <b>CINA 011</b> ; <b>COMM 012</b> ; <b>COUN 055</b> ; <b>ENGL 012, 036</b> ; <b>HIST 037</b> ; <b>HUMN 003</b> ;<br><b>MUSC 013</b> ; <b>PLSC 005</b> ; <b>SOCS 022</b> or <b>THEA 013</b>   |          |           |          |

C = Completed IP = In Progress P = Planned \* May be used in only one area.

Updated: 04/01/14

(L) Lab course # Meets American Institution requirement.

# Transfer to Four-Year Colleges & Universities

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## 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 may be verified 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 preceding 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.**

## 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.)

# Transfer to Four-Year Colleges & Universities

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Online application, instructions, and other information are available at [www.csumentor.edu](http://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 the CSU GE requirements listed in the section entitled "Transfer to Four-Year Colleges and 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](http://www.assist.org). Contact a counselor for details and specific information on UC transfer requirements.

# Transfer to Four-Year Colleges & Universities

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## 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.

## 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 majors and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See page 54 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

# *Transfer to Four-Year Colleges & Universities*

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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 Letters 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](http://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.

# CTE Degree & Certificate Programs

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## Workforce Development

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

Experienced workers can upgrade skills and knowledge or enter a new field. In some areas, it is possible to enter a new field and get a certificate in a year or less. An associate degree can take two years or longer depending upon the field and the student's prior education. Many courses and programs are transferable to four-year institutions. For more details, refer to the "Transfer to Four-Year Colleges and Universities" section of this catalog. Equal access in vocational programs is provided for all students regardless of race, handicap, national origin, age or gender. Solano College vocational programs encourage women and men to enter non-traditional fields for their gender.

## Short-Term Courses

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

## Degree and Certificate Programs

Please see the Program Degrees and Certificates list on the following pages and see each major for more specific information.

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

- Accounting
- Administrative Assistant
- Aeronautics
- Automotive Body and Repair
- Automotive Technician
- Biotechnology Production Technician
- Business – General (Transfer)
- Business – Insurance Property & Casualty
- Computer and Information Science
- Cosmetology
- Criminal Justice, Corrections
- Criminal Justice, Forensics
- Criminal Justice, Law Enforcement
- Drafting Technician
- Survey Technician/Civil Drafting Technician
- Early Childhood Education
- Fire Technology

- Horticulture
- Human Services
- Interior Design
- Maintenance Technician
- Management
- Marketing
- Mechatronics
- Office Technology
- 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
- Medical Front Office Clerk

**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 major)
- Computer Applications Specialist  
(see Computer & Information Science major)
- Database Specialist  
(see Computer & Information Science major)
- Drafting Technology  
(see Drafting major)
- Emergency Medical Technician I  
(see Nursing major)
- Fitness Professional  
(see Physical Education / Athletics major in Kinesiology)
- Insurance Specialist  
(see Business-Insurance: Property & Casualty major)
- Landscape Worker  
(see Horticulture major)

# *CTE Degree & Certificate Programs*

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Medical Office and Coding Specialist

Medical Front Office 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. All courses for the Certificate must be completed with a grade of C or better or a P if the course is taken on a pass-no pass basis. 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 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 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:

| <b>Courses</b>                     | <b>Listed Under</b>  | <b>Courses</b>                      | <b>Listed Under</b>                  |
|------------------------------------|----------------------|-------------------------------------|--------------------------------------|
| Adapted Physical Education         | Kinesiology          | Learning Skills (LS)                | Counseling                           |
| Air Conditioning & Refrig (ACR)    | Industrial Education | Maintenance Technician (MT)         | Industrial Education                 |
| American Studies (AMST)            | Liberal Arts         | Physical Science (PHSC)             | Science, General                     |
| Anthropology (ANTH)                | Science, General     | Sociology (SOC)                     | Social Sciences                      |
| Astronomy (ASTR)                   | Science, General     | Spanish (SPAN)                      | Foreign Languages                    |
| Athletics (ATHL)                   | Kinesiology          | Television (TV)                     | Film & Television                    |
| Cinematography (CINA)              | Film & Television    | Tutoring (TUTR)                     | Counseling                           |
| Education (EDUC)                   | Liberal Arts         |                                     |                                      |
| Emergency Medical Technician (EMT) | Nursing              | <b>Other Categories</b>             | <b>Listed Under</b>                  |
| English as a Second Language (ESL) | English              | Early Childhood                     | Child Development and Family Studies |
| French (FREN)                      | Foreign Languages    | Education Major                     |                                      |
| Geography (GEOG)                   | Science, General     | Graphic Design & Illustration major | Art major                            |
| Geology (GEOL)                     | Science, General     | Physical Education Major            | Kinesiology                          |
| German (GRMN)                      | Foreign Languages    | Reading courses                     | English                              |
| Health Education (HED)             | Kinesiology          | Sports Med./Fitness Sci major       | Kinesiology                          |
| Humanities (HUMN)                  | Liberal Arts         |                                     |                                      |
| Industrial Technology (IT)         | Industrial Education |                                     |                                      |
| Insurance (BUS)                    | Business             |                                     |                                      |
| Italian (ITAL)                     | Foreign Languages    |                                     |                                      |
| Japanese (JAPN)                    | Foreign Languages    |                                     |                                      |
| Latin (LATN)                       | Foreign Languages    |                                     |                                      |
| Learning Resources (LR)            | English              |                                     |                                      |



# Program Degrees and Certificates

|  | Assoc Degree | Certificate |   | Assoc Degree | Certificate |
|--|--------------|-------------|---|--------------|-------------|
| <b>Accounting</b>                                  | •            | •           | <b>Interdisciplinary Studies (with Emphasis)</b>      | •            |             |
| <b>Aeronautics</b>                                 |              |             | Arts and Humanities                                   | •            |             |
| Airframe Maintenance Technician                    | •            | •           | Communication   | •            |             |
| Powerplant Maintenance Technician                  | •            | •           | Science and Quantitative Reasoning                    | •            |             |
| <b>Art</b>   |              |             | Social Science  | •            |             |
| Art History  | •            |             | Wellness and Self-Development                         | •            |             |
| Art History for Transfer                           | •            |             | <b>International Relations</b>                        | •            |             |
| Two Dimensional                                    | •            |             | <b>Interior Design</b>                                | •            | •           |
| Three Dimensional                                  | •            |             | <b>Journalism</b>                                     | •            |             |
| Studio Arts for Transfer                           | •            |             | <b>Journalism for Transfer</b>                        | •            |             |
| Graphic Design & Illustration                      | •            |             | <b>Kinesiology</b>                                    |              |             |
| <b>Automotive</b>                                  |              |             | Physical Education                                    | •            |             |
| Body & Repair Technician                           | •            | •           | Sports Medicine/Fitness Science (Transfer)            | •            |             |
| <b>Biology</b>                                     | •            |             | <b>Kinesiology for Transfer</b>                       | •            |             |
| <b>Biotechnology, Applied</b>                      |              | •           | <b>Management</b>                                     |              | •           |
| <b>Biotechnology, Industrial</b>                   | •            | •           | Small Business Management                             | •            | •           |
| <b>Business, General (Transfer)</b>                | •            | •           | Retail Management                                     | •            | •           |
| <b>Business-Insurance: Property &amp; Casualty</b> | •            | •           | <b>Marketing</b>                                      | •            | •           |
| <b>Chemistry</b>                                   | •            |             | <b>Mathematics</b>                                    | •            |             |
| <b>Communication Studies</b>                       |              |             | Mathematics for Transfer                              | •            |             |
| Communication Studies for Transfer                 | •            |             | <b>Music</b>  |              |             |
| <b>Computer &amp; Information Science</b>          |              |             | Instrumental  | •            |             |
| Computer Programming                               | •            | •           | Theory-Composition                                    | •            |             |
| Microcomputer Applications                         | •            | •           | Vocal   | •            |             |
| Web Development and Administration                 | •            | •           | <b>Nursing, Registered</b>                            | •            |             |
| <b>Cosmetology</b>                                 | •            | •           | <b>Office Technology</b>                              |              |             |
| <b>Criminal Justice</b>                            |              |             | Administrative Assistant                              | •            | •           |
| Corrections  | •            | •           | Medical Front Office Clerk                            |              | •           |
| Law Enforcement                                    | •            | •           | Medical Office and Coding Specialist                  | •            | •           |
| Computer Forensics                                 | •            |             | <b>Photography, Professional</b>                      | •            | •           |
| Criminal Justice for Transfer                      | •            |             | <b>Physics</b>  | •            |             |
| <b>Drafting Technician</b>                         | •            | •           | <b>Physics for Transfer</b>                           | •            |             |
| Survey Technician/Civil Drafting Technician        | •            | •           | <b>Political Science</b>                              | •            |             |
| <b>Early Childhood Education</b>                   | •            | •           | <b>Psychology</b>                                     | •            |             |
| Early Childhood Education for Transfer             | •            |             | <b>Psychology for Transfer</b>                        | •            |             |
| <b>English</b>                                     | •            |             | <b>Real Estate</b>                                    | •            | •           |
| <b>English for Transfer</b>                        | •            |             | <b>Science, General</b>                               | •            |             |
| <b>Ethnic Studies</b>                              | •            |             | <b>Social Science</b>                                 | •            |             |
| <b>Film and Television</b>                         | •            |             | <b>Sociology</b>                                      | •            |             |
| <b>Fire Technology</b>                             | •            | •           | Sociology for Transfer                                | •            |             |
| <b>Foreign Languages, General</b>                  | •            |             | <b>Theatre Arts</b>                                   | •            |             |
| <b>Foreign Languages, Individual</b>               |              |             | <b>Theatre Arts for Transfer</b>                      | •            |             |
| French   | •            |             | <b>University Studies - (With Emphasis)</b>           |              |             |
| German   | •            |             | Arts and Humanities                                   | •            |             |
| Spanish  | •            |             | Communication   | •            |             |
| <b>Geography for Transfer</b>                      | *            |             | Liberal Studies for Elementary<br>Teacher Preparation | •            |             |
| <b>History</b>                                     | •            |             | Science and Quantitative Reasoning                    | •            |             |
| History for Transfer                               | •            |             | Social Science  | •            |             |
| <b>Horticulture and Plant Science</b>              | •            | •           | <b>Water &amp; Wastewater Technology</b>              | •            | •           |
| <b>Human Services</b>                              | •            | •           | <b>Welding</b>  |              |             |
| <b>Industrial Education</b>                        |              |             | Industrial Technician                                 | •            | •           |
| Mechatronics                                       | •            | •           | Technician  | •            | •           |

\* Communications Studies formerly Speech; Child Development and Family Studies formerly Human Development and Early Childhood Education; Kinesiology formerly Physical Education