

# SCC IS RIGHT FOR YOU!

## QUALITY EDUCATION AT AN AFFORDABLE PRICE

As a full-time student at Solano Community College (SCC), you can expect to pay a little more than \$1,380 in annual fees (30 units at \$46/unit). You'd pay more than \$5,778 a year at a California State University (CSU) campus and \$11,893 at a University of California (UC) campus. SCC offers many financial aid options and scholarships to help you maximize your financial resources.

## INCREASE YOUR EARNING POWER

SCC graduates earn as much as twice the State's average wage in some cases. The average lifetime income of an SCC graduate with an associate degree is more than \$1 million - about \$250,000 more than a person with only a high school diploma. Employers also recognize the value of an SCC education. Many SCC students receive job offers immediately upon completion of our highly popular technology and healthcare career programs, for example. Associate of the Arts and Science degree holders earn 22% more than those with a high school diploma.

## TRANSFER TO A 4-YEAR UNIVERSITY

Solano Community College is the place to begin your B.A. degree! You are able to complete lower division general education and major preparation courses prior to transferring to any public, independent, or out-of-state college of your choosing. Solano students may be guaranteed admission to many UC and CSU campuses through Transfer Admission Guarantee (TAG) programs. It is important to work closely with your Solano counselor to develop an appropriate educational plan. Please visit the Transfer Center in Room 402 or ask your counselor for more information.

## OUTSTANDING FACULTY

SCC faculty are recognized regionally, state-wide and nationally for their excellence in the classroom. They've joined the SCC faculty because they love working with students.

**Solano Community College is a SMOKE-FREE CAMPUS**

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*Solano Community College  
Spring 2017 Class Schedule  
November 2016 • Volume 71 Issue 1*

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*This document can be made available in alternative formats. For more information please contact Bradley Starkey-Owens in the Alternate Media office at (707) 864-7000 ext 7261 or [bradley.starkey-owens@solano.edu](mailto:bradley.starkey-owens@solano.edu)*

Please check [www.Solano.Edu](http://www.Solano.Edu) and [MySolano](http://MySolano) for up-to-date course information.  
Classes and fees subject to change.

# Important Dates and Deadlines

**Students:** Please see your Schedule Bill via MySolano for class-specific deadline information.

**Faculty:** Please see your MySolano roster for class-specific deadline information.

**All:** Students should add and drop all classes online via MySolano.

**Late Registration - Add Codes:** You can still register for a class once it begins on a space-available basis for a limited time. Go to face-to-face class(es) or email instructors for online classes (format: firstname.lastname@solano.edu) and ask the instructor for an Add Code. Then login to MySolano and add your class. Add codes may be used through midnight on the last day to add a full-term class. Add Codes are issued only by the instructor.

**Late Start Classes:** There are classes that begin each month throughout the semester. Open registration for these classes is available until midnight prior to the class start date if seats are available. Late registration will apply when the class begins.

## January 2017

Friday, January 13	President's Welcome for Faculty/Staff - No classes; offices open
Monday, January 16	Dr. Martin Luther King, Jr. Day - Campus Closed
<b>Tuesday, January 17</b>	<b>Spring Semester begins</b>
Tuesday, January 17	First day to petition for Spring 2017 degrees and certificates
January 17 - 30	Late Registration - Add Code Required
<b>Monday, January 30</b>	<b>Last day to drop a full-term class and receive a refund</b>
<b>Monday, January 30</b>	<b>Last day to add a full-term class</b>

## February 2017

Sunday, February 5	Last day to drop a full-term class without a W
Monday, February 6	Census Date - Full-term classes
Friday, February 10	Last day to apply for Credit by Exam
Friday, February 10	Last day to petition for Spring 2017 Associate Degree for Transfer (ADT) to CSU with e-verification
Thursday, February 16	Last day to file for Pass/No Pass option (or reverse) for full-term classes
February 17-20	President's Day Weekend - Campus closed

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**Updates are made regularly. Please check MySolano for up-to-date course listings, course information, and prerequisites; [www.solano.edu](http://www.solano.edu). Classes and fees subject to change.**

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# Important Dates and Deadlines

## March 2017

Friday, March 10	Last day to petition for Spring 2017 degrees and certificates (other than ADT)
Tuesday, March 14	Faculty Development Day - No Classes Held
Wednesday, March 15	Faculty Development Day - No Classes Held
Friday, March 31	Summer/Fall 2017 Schedule of Classes available online Beginning in late March, your individual registration date and time can be viewed online at <a href="http://www.solano.edu">www.solano.edu</a> . Click on MySolano, log in and then select the Student tab. Under registration click on "When Can I Register?"

## April 2017

Sunday, April 2	Last day to drop a full-term class with a W
April 10-16	Spring Break - No classes
Friday, April 14	Campus closed
Monday, April 17	Priority registration for Summer/Fall 2017 begins (1) VETS/FYSI/DSP/EOPS/CalWORKs; (2) Summer Bridge/Athletes/ASSC/Umoja (3) Continuing Students; (4) New students who have not completed Orientation, Assessment, Ed Plan (5) Returning Students; (6) Transfer Students; (7) New students who have not completed Orientation, Assessment, Ed Plan; (8) Concurrently Enrolled K-12 Students; (9) Open Registration

## May 2017

May 18-24	Final Examinations - Evening classes
May 19-25	Final Examinations - Day classes
Thursday, May 25	Spring 2017 semester ends
Monday, May 29	Memorial Day - Campus closed
Tuesday, May 30	Faculty grade submission deadline

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Updates are made regularly. Please check [MySolano](http://MySolano) for up-to-date course listings, course information, and prerequisites; [www.solano.edu](http://www.solano.edu). Classes and fees subject to change.

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# Helpful How-Tos

## HOW TO MAKE A COUNSELING APPOINTMENT

You can make an appointment by calling (707) 864-7101 or using your MySolano account:

1. Log into MySolano and click on the "Student" tab.
2. Under "Pre-Registration," click on "Meet with a Counselor" and click the link that best applies to you.
3. Click "Book an Appointment Now."
4. Click on the location you prefer.
5. Log in using your username and password.
6. Or, you can contact an e-counselor by visiting the "counseling" section of Solano.edu and clicking on "e-counseling."

## HOW TO CHECK YOUR REGISTRATION DATE/TIME

1. Log into MySolano and click on the "Student" tab.
2. Under "Registration," click "When can I register" and select the appropriate term.

## HOW TO LOOK UP CLASSES

You can look up classes by following the steps below.

1. Go to the solano.edu homepage
2. Click on the "Schedule" icon (under the scrolling banner) .

## HOW TO REGISTER FOR CLASSES

1. Log into MySolano and click on the "Student" tab.
2. Under "Registration," click on "Add or Drop classes."
3. Select the term and click "Submit Changes."
4. For a class with a co-requisite, you must enter the CRN of the class and the co-requisite before you click "Submit Changes."

## IF YOU DON'T KNOW THE CRN OF THE CLASS YOU WANT TO ADD

1. Click "Class Search" and select the subject.
2. Click "Course Search."
3. Click "View Sections" for the course you want to add
4. Select and open course and click "Register"
  - a. Open classes will have a selection box that you can click on and closed classes will have a "C" on the left.
5. Click "Complete Registration and Pay" to finish registering.

## HOW TO VIEW AND PAY FEES

1. Log in to MySolano and click on the "Student" tab.
2. Click "Pay Fees"

## HOW TO VIEW AND PRINT SCHEDULE BILL

1. Log into MySolano and click on the "Student" tab.
2. Click "Print Receipt and Schedule" under "Registration."
3. Select the term and click "Submit."
4. Click "Print Page"

## HOW TO DROP CLASSES

1. Log into MySolano and click on the "Student" tab.
2. Under "Registration," click on "Add or Drop Classes."
3. Select the term and click "Submit."
4. Under "Action," click on the drop down arrow and select "Drop."
5. Scroll down and click "Submit Changes."

## HOW TO CHANGE A CLASS GRADING OPTION TO P/NP

1. Visit the Admissions and Records office on the 1st floor of Building 400.
2. Complete the Pass/No Pass Authorization Card.
3. OR, submit your request via email to admissions@solano.edu.

## HOW TO VIEW AND PRINT AN UNOFFICIAL TRANSCRIPT

1. Log into MySolano and click on the "Student" tab.
2. Under "Student Records," click on "Transcripts."
3. Click on "Unofficial Transcripts" then click "Submit."

## HOW TO ORDER AN OFFICIAL TRANSCRIPT

1. Log into MySolano and click on the "Student" tab.
2. Under "Student Records" click on "Transcripts."
3. Click on "Order Official Transcripts."
4. Click "Start my Order."

## HOW TO PURCHASE A PARKING DECAL

1. Log into MySolano.
2. Under "Parking" click "Student Parking."
3. Under "Semester Parking Permits" click "SCC Parking Payment/Order Site" and select the appropriate term.
4. Fill out all information then click "Submit."
5. Follow the link to print out your Temporary Parking Permit.

## HOW TO PURCHASE A STUDENT ID

1. Log into MySolano and click on the "Student" tab.
2. Under "Registration," click "Purchase Student ID Card" and select the appropriate term.
3. Click "Submit"
4. Under "Additional Fees" click "Select Additional Fees."
5. Pay \$5 with VISA or MasterCard.

# Student Admission and Enrollment Process

*The earlier you complete this process, the better chance you have to meet all requirements in time to get a priority registration date.*

## 1. Complete Your Application

Complete the online application for admission at [www.solano.edu](http://www.solano.edu) or pick up a paper application at the Admissions Office.

## 2. Orientation/Information Workshops

A 1.5 to 3-hour evening session. (Visit the assessment webpage: [www.solano.edu/assessment](http://www.solano.edu/assessment) for dates, times, and locations) during which students will learn about the following:

### ORIENTATION TOPICS

General Education (GE) Requirements  
TAG (Transfer Agreement Guarantees)  
Degree & Certificate Programs  
Registering for Classes  
Preparing for the Assessment Test

Choosing a Major  
Choosing Classes  
Schedule of Classes & Catalog  
Planning Your Path to Success  
Placement Measures for Math and English

## 3. Assessment

Assessment tests are offered throughout the academic year. You should participate in orientation before you take your Math and English placement test to ensure you are prepared. The Assessment Center has limited seats. Signing up in advanced is required via [www.solano.edu/assessment](http://www.solano.edu/assessment) or by calling (707) 864-7118.

## 4. Student Educational Plan (SEP)

Students are strongly encouraged to meet with a counselor to develop a Student Educational Plan. The SEP is an educational roadmap of courses intended to assist you in achieving an associate degree, certificate, or transfer preparation.

### Mandatory Online VIP Orientation

Orientation is mandatory for all SCC non-exempt students before registering for classes. Exempt students are the following:

- 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)

**REGISTER ONLINE!**

**Need more  
information?**

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

- For course information go to [my.solano.edu](http://my.solano.edu)
- All official SCC correspondence is sent to your SCC email
- Updates are made regularly

# Steps To Enroll

You should take these steps to enroll well before the semester start date. For important dates and deadlines, go to [solano.edu](http://solano.edu) and click on “Dates and Deadlines.”

If you have any questions, email us: [admissions@solano.edu](mailto:admissions@solano.edu) or call (707) 864-7171.

<p><b>STEP 1: APPLY AT WWW.SOLANO.EDU</b></p>	<ul style="list-style-type: none"> <li>• Click on MySolano and then “Apply for Admission.”</li> <li>• Make sure your email address is correct in the application in order to receive your username, password, and SCC email address.</li> <li>• After your application is complete, you will be emailed your MySolano username, password, and student ID number. Be sure to check your student email account often, as this is how SCC will communicate with you.</li> </ul>
<p><b>STEP 2: ORIENTATION</b></p>	<p>Visit <a href="http://solano.edu">solano.edu</a>, click “Counseling” then “Orientation” for dates and times.</p>
<p><b>STEP 3: ENGLISH AND MATH ASSESSMENT</b></p>	<p>For dates and times visit <a href="http://solano.edu">solano.edu</a>, click on “Counseling” then “Assessment,” or contact the Assessment Center at (707) 864-7118. You will need to bring a photo ID when you take the test (no exceptions). Acceptable forms of ID: DL, State ID, School ID, Theme Park ID Pass.</p>
<p><b>STEP 4: SUBMIT OFFICIAL TRANSCRIPTS</b></p>	<p>If the course you wish to take has a prerequisite that you have fulfilled at another school, submit your transcript from the institution where you took the course so your prerequisite can be cleared before you register. For more information, go to <a href="http://www.solano.edu">www.solano.edu</a> and click on “Admissions and Records” then “Transcripts.”</p>
<p><b>STEP 5: MEET WITH A COUNSELOR</b></p>	<p>All students must make an appointment with a counselor to develop a student education plan. To learn more about making a counseling appointment, see the How-To’s section on page 6.</p>
<p><b>STEP 6: APPLY FOR FINANCIAL AID AND EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)</b></p>	<p>To learn about financial aid, visit <a href="http://www.solano.edu">www.solano.edu</a> then click on “Financial Aid” or visit the Student Services Building (400) at the Fairfield Campus. To apply, fill out the FAFSA at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>.</p>
<p><b>STEP 7: REGISTER FOR CLASSES</b></p>	<p>To learn how to find and register for classes, see the How-To’s section, page 6.</p>
<p><b>STEP 8: PAY FEES</b></p>	<p>To learn how to pay fees, see the How-To’s section, page 6.</p>
<p><b>STEP 9: VIEW/PRINT YOUR SCHEDULE BILL</b></p>	<p>To learn how to print your Schedule Bill, see the How-To’s section, page 6.</p>

***If you are a K-12 student, please go to [solano.edu](http://solano.edu), click on “Admissions, Registration, and Records” and then K12 to learn how to apply.***

# Associate Degree for Transfer (ADT)

The Student Transfer Achievement Reform Act of 2010 (SB 1440 - Padilla) enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student's community college major. Each of the ADT Programs require no more than 60 units for completion and transfer. For more information, see a Solano College counselor or visit the California Chancellor's Office website on SB 1440 Associate Degrees for Transfer <http://www.sb1440.org>.

ADT Programs	A.A.-T	A.S.-T
Administration of Justice		•
Anthropology	•	
Art History	•	
Business Administration		•
Communication Studies	•	
Early Childhood Education		•
English	•	
Geography	•	
History	•	
Journalism	•	
Kinesiology	•	
Mathematics		•
Physics		•
Political Science	•	
Psychology	•	
Sociology	•	
Spanish	•	
Studio Arts	•	
Theatre Arts	•	

# ¡Bienvenidos a Solano!

Por favor lea las siguientes preguntas para determinar cuál será su próximo paso para inscribirse en Solano Community College:

## **Tengo poco o ningún conocimiento del idioma inglés. ¿Por dónde debo empezar?**

Asista a una de las orientaciones en español o hable a la oficina de consejería para comunicarse con un consejero que se especializa en inglés como segundo idioma, (707) 864-7171.

## **Estoy asistiendo a la preparatoria. ¿Cuál es el primer paso que debo seguir?**

Hable con el department Admisiones y Archivos para determinar cómo se puede registrar, (707) 864-7171.

## **No me gradué de la preparatoria y me interesa el programa de preparación para el GED. ¿Adónde debo ir?**

Por favor comuníquese con su escuela secundaria/preparatoria.

## **No soy residente o ciudadano de los EEUU. ¿Cómo hago para tomar clases en Solano Community College?**

Comuníquese con el department de Admisiones y Archivos para tomar los pasos adecuados (707) 864-7171.

## **Estoy preparado(a) para tomar clases en Solano Community College. ¿Qué pasos debo tomar?**

Favor de referirse a la página ? para el proceso de inscripción o llame al (707)864-7171.

**Si aun necesita más información, favor de llamar al departamento de consejería al (707) 864-7152 y deje su men-saje.**

## **ASISTENCIA EN ESPAÑOL**

Solano Community College ofrece una amplia cobertura de servicios que ayudan a todos los estudiantes a alcanzar sus metas exitosamente. Tenemos personal de habla hispana para asistirle con la inscripción en sus clases, asesoría para ayuda financiera, tutoría académica, diversas actividades y mucho más. Ofrecemos un paquete completo de materiales en español para su mayor comodidad. Incluye todas los formularios que pueda necesitar.

Para más información, por favor llame a cualquier número telefónico de abajo.

## **SERVICIOS ESTUDIANTILES DISPONIBLES EN ESPAÑOL**

### **ASISTENCIA FINANCIERA**

- CARE Program (Programa para padres/madres solteras)  
(707) 864-7000 x 4444
- CalWORKS (para estudiantes que reciben ayuda del gobierno)  
(707) 864-7000 x 4444
- EOPS (Asistencia para estudiantes de bajos ingresos)  
(707) 864-7000 x 4444
- Financial Aid (Ayuda financiera)  
(707) 864-7000 x 4444
- Scholarships (Becas)  
(707) 864-7103

### **TUTORÍA/PROGRAMAS ACADÉMICOS**

- Tutoring (Tutoría)  
(707) 864-7230
- MESA Program (Programa de apoyo en matemáticas y ciencias)  
(707) 864-7000 x 4498
- Learning Center (Centro de aprendizaje)  
(707) 864-7132

### **CONSEJERÍA/ASISTENCIA PARA MATRICULARSE**

- Counseling (Consejería)  
(707) 864-7101
- Disability Services Program/DRC (Centro de recursos para incapacitados)  
(707) 864-7136
- Career Center/Job Placement (Centro de profesiones y empleo)  
(707) 864-7124
- Admissions & Records (Admisiones y Archivos)  
(707) 864-7171
- Transfer Center (Centro de transferencia a la Universidad)  
(707) 864-7158



# Pasos para inscripción

Los siguientes pasos se deben hacer con mucha anticipación, antes de la fecha límite del inicio del programa. Para consultar una lista de fechas y plazos importantes vaya a [www.solano.edu](http://www.solano.edu) y seleccione “Fechas y días límites.”

¿Es Ud. un estudiante del grado 12? Si lo es, por favor vaya a [www.solano.edu](http://www.solano.edu) y seleccione “Admisiones y Registros” y ahí podrá completar su información específica

- PASO 1:** Complete una solicitud para admisión por el internet [www.solano.edu](http://www.solano.edu). Haga clic en MySolano y luego seleccione Application for Admission.
- PASO 2:** Obtenga su nombre de usuario, su clave y su correo electrónico de SCC. Revise este correo electrónico con frecuencia. Solano College usa el correo electrónico como el medio principal de comunicación para diseminar información importante a los estudiantes.
- PASO 3:** Presente sus certificados oficiales si anteriormente tomó clases que se puedan utilizar para satisfacer un requisito.
- PASO 4:** Solicite ayuda financiera y/o servicios extendidos de oportunidades (EOPS), si los necesita. Visite la Oficina de Financial Aid en [www.solano.edu](http://www.solano.edu); luego haga clic en “Financial Aid”; o solicite información por correo electrónico a [FinancialAid@solano.edu](mailto:FinancialAid@solano.edu) o llamando por teléfono al (707) 864-7103. También puede visitar el edificio de Student Services (400). Visite la oficina de EOPS o llame al (707) 864-7000 ext 4444.
- PASO 5:** Tome el examen para evaluar su nivel de inglés y matemáticas. Complete la orientación por el internet o en persona. Revise el horario y las fechas de exámenes en la página web [www.solano.edu](http://www.solano.edu). Haga clic en Counseling y luego seleccione Assessment. No olvide traer un documento de identificación con foto cuando tome el examen de evaluación.
- PASO 6:** Reunirse con un consejero. La reunión con el consejero se realiza para desarrollar un plan académico individual para que usted pueda alcanzar sus metas. Haga su cita con un consejero a través de [www.solano.edu](http://www.solano.edu). Haga clic en Counseling, luego seleccione Counseling Services para obtener más información.
- PASO 7:** Registro para las clases. Para revisar el período que le corresponde para inscribirse en las clases, vaya a [www.solano.edu](http://www.solano.edu). Haga clic en MySolano, luego haga clic en Student Tab, finalmente, seleccione Registration Priority Status. Para inscribirse en las clases haga clic en Add or Drop Classes.
- PASO 8:** Pagar sus cuotas. Imprima su recibo de pago y llévelo a la oficina de Student Life en el Student Center (edificio 1400), para que le tomen una foto para obtener su tarjeta de identificación. La tarjeta de identificación es necesaria para poder tener acceso a la biblioteca y las impresoras del campus. También se usará para revisar su archivo de ayuda financiera estudiantil, para participar en eventos escolares y para obtener descuentos.
- PASO 9:** Ver/Imprimir su horario de clases y estado de cuenta

## ¿NECESITA MAS AYUDA?

Contacta la Oficina de Ayuda Financiera:  
(707) 864-7103 o por correo electrónico:  
[financialaid@solano.edu](mailto:financialaid@solano.edu).

Para obtener ayuda para inscribirse en clases o si tiene preguntas sobre su cuenta, contacte a La Oficina de Admisiones y Registros: (707) 864-7171 o por correo electrónico [admissions@solano.edu](mailto:admissions@solano.edu).

# Fees and Refunds

FEE	AMOUNT	REQUIRED OF	REFUNDS
<b>Enrollment Fee*</b>	\$46.00/unit	California residents except those who qualify for the BOG Fee Waiver and K-12 Special Admission students.	Refundable for classes officially dropped on MySolano before the refund deadline.
<b>Health Services Fee*</b>	\$13.00/Fall and Spring semesters \$5.00/Summer	All students except those who qualify for the BOG Fee Waiver "A."**	Refundable if all classes are officially dropped on MySolano before the refund deadline.
<b>Parking Permit Fee*</b> <b>Must be purchased online on MySolano</b>	\$20.00 per Fall and Spring Semester, \$6 for Summer Session.  <i>Motorcycles excluded if parked in designated area; otherwise permit required.</i>	All registered students using Solano Community College parking lots are required to purchase and display a parking permit. Students may purchase a day pass for \$1.00 at any parking machine. <b>Parking permits are required at all of the Solano Community College campuses.</b>	Refundable if decal is returned to the campus Sheriff's Office by the refund deadline for full-term classes.
<b>Non-Resident Tuition and International Student Tuition*</b>	\$211.00 per unit  Plus \$46.00 per unit Enrollment Fee and \$5.00/unit Capital Outlay Fee	All students who are not California residents as defined by the Education code. It is the student's responsibility to prove that he/she is qualified to attend as a California resident.	Refundable for classes officially dropped on MySolano before the refund deadline.
<b>Student I.D. Card Fee*</b>	\$5.00 - good for 9 consecutive semesters	Optional fee for students taking classes on campus. Those who use the Library, Financial Aid, MAC Lab and computer labs are encouraged to purchase a Student ID Card.	Non-refundable if the ID card has been issued.
<b>Student Center Fee*</b>	\$1.00/unit for classes held on SCC Fairfield campus. \$10 max/yr.	All students taking classes held on the SCC Fairfield campus except those who qualify for the BOG Fee Waiver "A".	Refundable if all classes are dropped on MySolano before the refund deadline.
<b>Transportation Fee*</b>	\$10.00 per semester for students enrolling in 12 or more units; \$8.00 for 6.5-11.5 units; \$4.00 for 3.5-6 units; \$1.50 for 0.5-3 units.	All students are eligible. Allows students to purchase local bus passes at 50% discount. Fee not charged for summer session.	Non-refundable once bus pass is issued.

## FEES AND REFUNDS

Payment of fees is due at the time of registration. You can pay your fees with a credit card when you register online. Failure to pay fees within 10 business days will result in a hold being placed on the student's record, preventing additional registration and issuance of transcripts until fees are paid in full.

If you decide not to attend one or more classes in which you are enrolled, be sure to drop them officially on MySolano before the published fee refund deadline so the fees will be reversed and your academic record will not reflect an F or a W.

For Spring 2017, the last day to drop a full-term class with an enrollment fee refund is Monday, January 30. Short-term classes have individual fee refund deadlines listed on MySolano.

*\* Fees subject to change by State Legislature or governing board.*

*\*\* Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the health services fee.*

# Enroll NOW In Classes

ALL CLASS REGISTRATION IS DONE ONLINE AT [WWW.SOLANO.EDU](http://WWW.SOLANO.EDU)

## ENROLL/REGISTER FOR CLASSES

Information provided online:

- Your registration days and times
- A complete list of classes from which to choose
- Registration for classes, including adding and dropping classes
- Payment of your fees
- Go online to [www.solano.edu](http://www.solano.edu)

## NOTES:

### Closed Classes:

If the class you want to take is closed, **DON'T GIVE UP!**

Before the semester begins, choose another section of the class that may have seats available, OR when the class begins, get permission from the instructor. To obtain permission:

- Go to the first class meeting.
- If space is available, the instructor will give you an Add Authorization Code.
- Add online using your Add Authorization Code.

**Permission Required Classes** - Review the class information in the schedule of classes to obtain contact information for instructions on enrolling in a class that needs special approval.

**Class Canceled** - A canceled class is one that is not going to be offered that semester for various reasons. You need to choose an alternate class.

**Duplicate Section** - You cannot enroll in two sections of the same class during the same semester.

**Time Conflict** - You may not enroll in two classes that overlap in time. Check the scheduled class times carefully when planning your schedule.

## WHO CAN USE ONLINE REGISTRATION?

- If you were enrolled in Fall 2016, you can register online anytime on or after your priority registration appointment time.
- If you did not attend SCC during Fall 2016 you will need to complete an online application at [www.solano.edu](http://www.solano.edu). See more details on page 6. You may enroll online in a class up to 11:59pm the night before the class begins if there is space available.

## MESSAGES

All official correspondence from Solano Community College is sent to your SCC email address. You should not have your SCC email forwarded to a personal account, as it could risk the security of our correspondence or block important messages from the College.

Need help using your SCC email? Call or email us. (707) 864-7171 or [admissions@solano.edu](mailto:admissions@solano.edu).

## PAY YOUR FEES

PAY YOUR FEES with a credit card when you register online.

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

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

## IMPORTANT - INFORMATION IN CATALOG

As an SCC Student, it is your responsibility to understand the policies and procedures of Solano Community College and how they affect your academic career. Detailed descriptions of our policies and procedures are available in our Catalog, which you can view online at [www.solano.edu](http://www.solano.edu) for FREE.

Need more  
information?

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

- For course information go to [my.solano.edu](http://my.solano.edu)
- All official SCC correspondence is sent to your SCC email
- Updates are made regularly

# We Can Help You Succeed

## STUDENT SERVICES

We are here for YOU! All Student Services Offices are located at the Fairfield Campus, Student Services Building 400, unless otherwise noted. Hours are subject to change.

### ADMISSIONS AND RECORDS

**707-864-7171**

Admissions@solano.edu  
1st floor, main hall, Bldg. 400  
Monday - Thursday 9:00am - 3:00pm  
Info Booth: Monday - Thursday  
3:00pm - 6:00pm  
Friday 9:00am - 3:00pm

### ASSESSMENT CENTER

**707-864-7000 x 4525**

2nd Floor, Room 442  
Monday - Tuesday 8:30am - 4:00pm  
Wednesday: 10:30am - 7:00pm  
Thursday - Friday: 8:30am - 4:00pm  
Make appointments online at:  
www.solano.edu  
Select Student Services, then Assessment

### ASSOCIATED STUDENTS OF SOLANO COLLEGE

**707-864-7268**

Building 1400, Rooms 1406 & 1425  
Monday - Thursday 8:00am - 5:00pm  
Friday: 8:00am - 3:00pm

### CalWORKS

**707-864-7000 x 4645**

1st Floor, Room 406  
Monday - Thursday: 8:30am - 4:00pm

### COUNSELING

**Fairfield Campus: 707-864-7101**

1st Floor, Room 404  
Visit Counseling website for hours

**Vallejo Center: 707-642-8188**

Visit Vallejo website for hours

**Vacaville Center: 707-863-7872**

Visit Vacaville website for hours

**Travis AFB Center: 707-863-7878**

Visit Travis website for hours

### CAREER CENTER/JOB PLACEMENT

**707-864-7124**

1st Floor, Room 403  
Monday - Thursday: 8:30am - 5:00pm  
Friday: 8:30am - 3:00pm

### DISABILITY STUDENT PROGRAMS AND SERVICES

**707-864-7136**

1st Floor, Room 407  
Monday - Thursday: 8:00am - 4:00pm  
Friday: 8:00am - 3:00pm

### EOPS

**707-864-7000 x 4444**

2nd Floor, Room 426  
Monday - Thursday: 8:30am - 5:00pm  
Friday: 8:30am - 3:00pm

### FINANCIAL AID

**707-864-7103**

2nd Floor, Room 425  
**In-Person:** Monday - Thursday  
9:00am - 5:00pm;  
Friday: 9:00am - 12:00pm  
**By phone:** Monday - Thursday  
9:00am-3:00pm

### MESA PROGRAM

**707-864-7000 x 4498**

2nd Floor, Room 434  
Monday - Thursday: 9:00am - 5:00pm  
Friday: 9:00am - 3:00pm  
www.solano.edu/MESA

### STUDENT LIFE

**707-864-7168**

Building 1400, Room 1409  
Monday - Thursday: 8:00am - 5:00pm  
Friday: 8:00am - 3:00pm

### STUDENT HEALTH SERVICES

**707-864-7163**

Building 1400, Room 1409  
Monday - Thursday: 8:00am - 7:00pm  
Friday: 8:30am - 3:00pm

### TRANSFER CENTER

**707-864-7158**

1st Floor, Room 402  
Monday 12:00 - 3:00pm  
Tuesday 12:00 - 3:00pm  
Thursday 10:00am - 12:30pm

### TUTORING CENTER

**707-864-7230**

2nd Floor, Room 437/438  
Monday-Thursday: 9:00am - 5:00pm  
Friday: 9:00am - 3:00pm

### VETERANS AFFAIRS CENTER

**707-864-7105**

2nd Floor, Room 429  
Monday-Thursday: 8:00am-4:00pm  
Friday: 8:00am - 3:00pm

For detailed information about a policy that affects the enrollment priorities system wide go to [www.cccco.edu](http://www.cccco.edu). In Sitemap type "enrollment priorities"

Click the "Hot Topics" Video Blog to watch the video.

Need more  
information?

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

- For course information go to [my.solano.edu](http://my.solano.edu)
- All official SCC correspondence is sent to your SCC email
- Updates are made regularly

# Financial Aid

The Financial Aid Office offers many types of financial aid programs that may help offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation, and personal expenses. Financial Aid is one of the many tools to help students achieve their educational and career goals, but it does not fully support all student expenses.

## HOW TO APPLY FOR FINANCIAL AID

**FAFSA (Free Application for Federal Student Aid):  
Title IV School Code 001292**

[www.fafsa.gov](http://www.fafsa.gov)

**The annual FAFSA priority filing period is March 2 every year.**

Students can still apply after the annual priority date of March 2. The FAFSA may be submitted late through the end of the Spring term. Please be aware that application processing may take up to 10 weeks after completing and submitting additional “Student Requirement” forms and documentation to the Financial Aid Office. **Students are encouraged to read the frequent MySolano student email blasts sent from the Financial Aid Office.**

**STEP 1: Apply with FAFSA** online at: [www.fafsa.gov](http://www.fafsa.gov) every year beginning October 1. Check your FAFSA status online at [www.fafsa.gov](http://www.fafsa.gov) AND your financial aid status by logging into MySolano at: [www.mysolano.edu](http://www.mysolano.edu).

**STEP 2: BOG fee waiver eligibility** is evaluated from the FAFSA. If eligible, fee waiver award notification will be sent to the student’s MySolano email account. The BOG fee waiver will show on the MySolano student account under “Print Receipt & Schedule” after the student enrolls in courses each term. CCCApply online BOG fee waiver available now on the Financial Aid website [www.solano.edu/financial\\_aid/feewaiver.php](http://www.solano.edu/financial_aid/feewaiver.php).

**STEP 3: Check MySolano financial aid status and submit “Student Requirement” forms and documentation** to the Financial Aid Office. All forms and documents must be filled out clearly, completely, signed and dated. Applicants selected for Federal verification of FAFSA data will be required to submit additional documentation to the Financial Aid Office.

**STEP 4: Financial Aid staff review, process, package, and award** all eligible financial aid after “Student Requirements” are submitted to the Financial Aid Office in date order received. It is the student’s responsibility to check their MySolano financial aid status and MySolano email notifications for any changes or updated information required by FA staff. Financial Aid award disbursements are based upon “student eligibility” and “enrollment status.”

**STEP 5: Maintain financial aid eligibility** by meeting Satisfactory Academic Progress (SAP) standards and guidelines. Check your MySolano financial aid “academic progress” after grades reported following each term. Refer to the Satisfactory Academic Progress section of the Financial Aid webpage at [www.solano.edu/financial\\_aid/academicprogress.php](http://www.solano.edu/financial_aid/academicprogress.php)

### ATTENTION

It’s not too late to apply after the annual March 2 priority filing deadline. All students are encouraged to submit the FAFSA (Free Application for Federal Student Aid) to see if they qualify for federal grants, work-study and student loans. Title IV Federal School Code 001292

### GET CONNECTED

Visit the Financial Aid Calendar for important dates and deadlines, information and workshops.

### CA DREAM ACT (AB-540)

California DREAM Act applications are available by referencing: [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp) to be considered for the state Cal Grant and BOG fee waivers.

## APPLY FOR FINANCIAL AID TO SEE IF YOU QUALIFY FOR AVAILABLE FINANCIAL AID PROGRAMS!

**2016-2017 FAFSA filing period is January 1, 2016 – June 30, 2017**

- Fall 2016, Spring 2017, Summer 2017

**2017-2018 FAFSA filing period is October 1, 2016 – June 30, 2018**

- Fall 2017, Spring 2018, Summer 2018

### FEDERAL PROGRAMS:

- Pell Grant
- SEOG (Supplemental Educational Opportunity Grant)
- Work-Study
- Direct Loans
  - o Subsidized
  - o Unsubsidized

### STATE PROGRAMS:

- BOG Fee Waiver
- Cal Grant B and C
- FTSS (Full-time Student Success Grant)
- Chafee Grant for Foster Youth
- FYSI (Foster Youth Success Initiative)
- EOPS (Extended Opportunity Programs & Services)
- CARE (Cooperative Agency Resources for Education)
- CalWORKS

### SCHOLARSHIPS:

- Institutional College/University
- Private foundations and non-profits
- Employer-sponsored

# Financial Aid

## BOG FEE WAIVER

**The BOG Fee Waiver** is a state financial assistance program offered through the California Community College system. All California residents are encouraged to apply for a state funded Board of Governors Fee Waiver (BOGFW) to meet the California Community College mandatory enrollment fee.

### BOG FEE WAIVER CHANGES – IMPORTANT – PLEASE READ!

Once you've qualified for the BOG Fee Waiver, it is important to ensure that you are meeting the academic and progress standards in order to avoid losing the fee waiver.

#### Academic – Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two (2) consecutive primary terms (fall and spring semesters are primary terms at Solano) you may lose your fee waiver eligibility.

#### Progress – Complete more than 50% of your coursework

If the cumulative number of courses you successfully complete falls below 50% in two (2) consecutive primary terms (fall and spring semesters are primary terms at Solano) you may lose your fee waiver eligibility.

#### Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0 and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

You will be notified within 30 days of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include the information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

#### Loss of Enrollment Priority/ BOG Fee Waiver Appeal

Please visit website at [www.solano.edu/ar/1516/Loss%20of%20Enrollment%20Priority%20BOGW%20Appeal%206816.pdf](http://www.solano.edu/ar/1516/Loss%20of%20Enrollment%20Priority%20BOGW%20Appeal%206816.pdf), to review and print Loss of Enrollment Priority + BOGW Appeal.

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 use the BOG Fee Waiver application above.
- 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.
- You are a dependent of or recipient of the Congressional Medal of Honor
- You are a dependent of a victim of the September 11, 2001 terrorist attack.
- 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 of CalWORKS/TANF, SSI/SSP, or General Assistance/

General Relief and the amount of the grant.

#### 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 use the BOG Fee Waiver application above.
- Meet the Income Standards found online here: <http://extranet.cccco.edu/Portals/1/SSP/FA/FWax/201617BOGFWBIncomeStandards.pdf>.

#### BOG FEE WAIVER C:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov).
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The minimum need threshold shall be in effect for the 2016-2017 aid year (Fall 2016, Spring 2017, Summer 2017).

#### GET CONNECTED

Check your MySolano student email account for BOG Fee Waiver eligibility notification! The BOG Fee Waiver will be reflected on MySolano under STUDENT tab "Print Receipt and Schedule" or FINANCIAL AID tab "Financial Aid Awards", select year and "Account Summary by Term" after enrolling in courses.

#### AB-540 STUDENTS

The California Dream Act of 2011 (AB130/131) provides undocumented and documented students who meet certain provisions to apply for and receive state administered financial aid (AB-130) and community college fee waivers (AB 131). Effective January 2013 (Spring 2013) BOG fee waiver application became available.

# Student Support Programs and Services

## EOPS PROGRAM

### (Extended Opportunity Programs & Services)

The EOPS program's primary goal is to encourage the enrollment, retention and transfer of students disadvantaged by language, social, economic and educational circumstances, and to facilitate the successful completion of these goals and objectives in college.

EOPS offers academic and support counseling, financial aid and other support services.

Eligibility criteria for the EOPS Program include:  
California resident or AB540 student.

1. Enrollment in 12.0 semester units at Solano Community College.
2. Qualification and receipt of the BOG Fee Waiver A, B or C with a zero EFC.
3. Demonstrate educational need as determined by the EOPS Coordinator according to State defined Title V Guidelines.
4. Must not have completed more than 48.0 units of college level coursework.

#### **EOPS support services include:**

- Program review – orientation
- Academic, career, and personal counseling
- Student Education Plan (SEP) development
- Priority registration and registration assistance
- Application assistance for EOPS student that are transferring to a four-year college or university
- Testing and career assessment
- Bus tours to four-year Colleges and Universities
- EOPS Lab (study room for EOPS students)
- EOPS Book Library
- EOPS Grant (based on funding)
- EOPS Book Lending Library
- EOPS Transportation Grant (based on funding)
- Basic Skills Math tutoring or referrals
- Fee waiver assistance for university applications
- Newsletter or bulletin
- Progress reports
- EOPS work study – placement for EOPS job experience
- Workshops
- Book voucher program for fall and spring semesters

## CARE PROGRAM

### (Cooperative Agency Resources for Education)

The CARE Program was established by the State of California to help welfare recipients become convinced that they and their children are important, that they are capable, and that with proper support they can break the welfare dependency cycle through education and job training.

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

#### **Eligibility requirements for the CARE Program includes:**

- An EOPS student currently receiving the Pell Grant.
- Enrolled full-time at Solano Community College.
- A current recipient of Tribal TANF, TANF, or a CalWORKS cash aid, or at least one dependent child currently receiving cash aid.
- At least 18 years of age.
- Single parent head-of-household.
- The parent of at least one child under the age of 14.

CARE provides support services and CARE Grant reimbursement for child care expenses, textbooks and supplies, and transportation costs; meal tickets, academic counseling, and personal development activities and workshops.

For more information, visit us online at [www.Solano.edu/EOPS](http://www.Solano.edu/EOPS), contact the EOPS office in room 426, or call (707) 864-7000 ext 4444.

## Glossary

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

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

# Programs and Services

## CalWORKs

The **Solano Community College CalWORKs** Program is dedicated to student long-term self-sufficiency and success. Our program provides comprehensive services, to our student population **while assisting them in achieving academic success.**

Our office is part of the SCC Student Services team and we are a partner to the Solano County CalWORKs Program.

Students must meet eligibility requirements in order to receive CalWORKs services.

### To be eligible a student must:

- Be a current recipient of CalWORKs cash aid
- Have a dependent child under the age of 18 on CalWORKs cash aid
- Maintain a 2.00 GPA per semester

### CalWORKs Support Services include:

- Program orientation
- Academic, career, and personal counseling
- Student Education Plan (SEP) Development
- Case management
- Advocacy
- Computer access
- Work Study
- Priority registration and registration assistance
- Progress reports
- Workshops as Welfare to Work activity

CalWORKs students may earn a Certificate of Achievement, Associate Degree or transfer to a 4-year institution

CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges including post-employment skills training and instructional services.

## Satisfactory Academic Progress (SAP)

Federal and State financial aid regulations require Solano Community College to establish, publish, and apply qualitative, quantitative and incremental standards by which they can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in their program of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length). The Financial Aid Office evaluates all three standards to determine if a student is meeting minimum standards at the end of each semester. The SAP evaluation includes both the semester and cumulative grade point average (GPA) and pace of progression or completion rate. The qualitative and quantitative components of minimum SAP standards are as follows:

- 2.00 Grade Point Average (GPA)
- 67% Pace of Progression (includes grades of F, W, NP)
- 150% Maximum timeframe in Program of Study

### FATV (FINANCIAL AID TV)

<https://solano.financialaidtv.com/> provides current and prospective students and families with 24/7 access to short videos that answer important financial aid topics questions:

- Applying for financial aid
- Financial aid eligibility
- Types of financial aid (e.g. grants and loans)
- Financial literacy
- Satisfactory Academic Progress
- Education Tax Benefits and Credits



# Assessment Center

## For Assessment Questions, Requests or Concerns:

Assessment Center: (707) 864-7118, 707-864-7000 ext. 4525

Office: Student Services, Bldg. 400, 2nd Floor, Room 442

Students must reserve an appointment to take their assessment tests at all Solano Community College campuses.

## SCHEDULE, RESCHEDULE OR CANCEL AN ASSESSMENT TEST:

1. On the Internet, go to:  
www.solano.edu
2. Click "Student Services", then "Assessment, then "Reschedule" or "Cancel" your Assessment Test Appointment link. Assessment testing is offered twice daily on the main campus, Monday and Tuesday at 1:00p.m. or 5:00p.m. on Wednesday, Thursday and Friday at 9:00a.m. or 1:00p.m.

## QUICK CHECKLIST

1. Complete the **SCC Application for Admission**. You will receive your SCC ID by e-mail.
2. Students must have a SCC ID number and photo ID to take the English, Mathematics and/or English as a Second Language assessment tests.
3. Bring your photo ID and SCC student ID number with you. Please be sure to arrive 5 minutes early for your test appointment. You may need to purchase a daily parking permit (in Lot #3)
4. For questions or to inquire about assessment testing at other SCC campus locations, please contact:
  - Fairfield Campus Assessment Center: (707) 864-7000, ext. 4525
  - Vacaville Center: (707) 863-7872
  - Vallejo Center: (707) 642-8188
  - Travis University Center (TAFB): (707) 424-2431
5. Review sample assessment test questions by visiting: www.solano.edu. Click "Student Services," then "Assessment," then "Test Info & Prep."

## SCC ASSESSMENT TESTS

Assessment tests are computer and internet-based. For more information, visit www.solano.edu. Click "Student Services," then "Assessment," then, "Test Info & Prep."

## NEW AND RETURNING STUDENTS

Most new and returning students participate in the English Reading Comprehension, English Sentence Skills, Mathematics and/or English Second Language assessment tests. In most cases, students may test twice in three years.

### Exceptions:

1. Students who demonstrate meeting academic prerequisites for SCC course requirements, through official high school and/or college transcripts, may waive one or more assessment tests.
2. High school graduates who have completed intermediate algebra or higher during high school may waive the Math assessment test.

## ENGLISH READING COMPREHENSIVE TEST

1. This test provides a Reading Comprehension score for placement in a reading class.
2. The Reading Comprehension placement test can be taken as many times as desired. If you are unsatisfied with your score, you may re-test after one week.
3. A score of 95 or above satisfies the General Education Reading Course Requirement – in lieu of successfully completing *English 062: Analytical Reading – for an AA/AS Degree*.

## ENGLISH SENTENCE SKILLS TEST

1. This test provides a Sentence Skills score for placement in a writing class.
2. The Sentence Skills placement test can be taken two times in three years. If you are unsatisfied with your original score, you may re-test after one week.
3. Once a student has participated in an initial writing course, the student must continue the sequence order of writing courses, from initial writing course to successfully completing *English 101: College Composition*.

## MATH TEST LEVELS

1. Arithmetic Test: 17 math problems
2. Elementary Algebra Test: 12 math problems
3. College Level Math: 20 math problems
4. The Math assessment test can be taken two times in three years. If you are unsatisfied with your original score, you may re-test after one week.

## ENGLISH AS A SECOND LANGUAGE (ESL) TEST

Students learning English as a second language during childhood, adolescence or as an adult may participate in the ESL tests for placement in SCC's English Second Language courses. ESL students must complete all three ESL tests.

1. ESL Language Use: 20 questions
2. ESL Reading Skills: 20 questions
3. ESL Sentence Meaning: 20 questions
4. The English Second Language (ESL) placement test can be taken as many times as desired. If you are unsatisfied with your score, you may re-test after one week.