

# 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 \$5,472 a year at a California State University (CSU) campus and \$13,500 at a University of California (UC) campus. SCC offers many financial aid options to help you maximize your financial resources.

## INCREASE YOUR EARNING POWER

The average lifetime income of a community college 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 in 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! Complete lower division general education and major preparation courses prior to transferring to any public, independent, or out-of-state college of your choosing. Several Associate Degrees for Transfer (ADTs) allow students to transfer directly into a CSU as a junior. 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 2018 Class Schedule  
Volume 72 Issue 2*

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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.

**Staff:** Please see SSAACCL for class-specific deadline information

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

**Waitlist Notification(s):** Notifications that a seat has become available are sent only to students' Solano email address. Be sure to watch your email for these notifications! When a seat becomes available, the system will allow only 48 hours from notification for you to register in the class before losing your place on the waitlist.

**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. Fees must be paid at the time of enrollment for late registration.

**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.

## November 2017

|                                    |           |   |
|------------------------------------|-----------|---|
| 1 <sup>st</sup>                    | Wednesday | Spring 2018 Schedule of Classes available online<br>Beginning in late November, students' can view their individual registration date and time online at <a href="http://www.solano.edu">www.solano.edu</a> .<br><ul style="list-style-type: none"> <li>Click on MySolano, log in and then select the Student tab. Under Registration, click on When Can I Register?</li> </ul> |
| 10 <sup>th</sup>                   | Friday    | Veterans Day Holiday – Campus and Centers closed  |
| 22 <sup>nd</sup> -26 <sup>th</sup> | Wed-Sun   | Thanksgiving Day Holiday – Campus and Centers closed  |

## Priority Registration for Spring 2018

|              |           |  |
|--------------|-----------|--|
| November 27  | Monday    | (1) VETS/FYSI/DSP/EOPS/CalWORKs  |
| November 28  | Tuesday   | (2) Summer Bridge/Athletes/ASSC/Umoja  |
| Nov 29-Dec 4 | Wed-Mon   | (3) Continuing students  |
| December 5   | Tuesday   | (4) New students who have completed Orientation, Assessment and Ed Plan            |
| December 6   | Wednesday | (5) Returning students   |
| December 7   | Thursday  | (6) Transfer students  |
| December 8   | Friday    | (7) New students who have <b>not</b> completed Orientation, Assessment and Ed Plan |
| December 11  | Monday    | (8) Concurrently Enrolled K-12 students  |
| December 12  | Tuesday   | (9) Open registration  |

## December 2017

|  |          |   |
|--|----------|---|
| 11 <sup>th</sup> – 17 <sup>th</sup>    | Mon-Sun  | Fall 2017 Final Examinations – Day and Evening classes                          |
| 17 <sup>th</sup>                       | Sunday   | Fall 2017 semester ends   |
| 21 <sup>st</sup> (by 11:59 pm)         | Thursday | Fall 2017 Faculty grade submission deadline (4 calendar days after end-of-term) |
| 24 <sup>th</sup> – Jan 2 <sup>nd</sup> | Sun-Tues | Winter Recess – No classes – Campus closed                                      |

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.

# Important Dates and Deadlines

## January 2018

|  |          |   |
|--|----------|---|
| 12 <sup>th</sup>                       | Friday   | President's Welcome for Faculty and Staff   |
| 15 <sup>th</sup>                       | Monday   | Martin Luther King, Jr. Holiday – Campus and Centers closed                               |
| 16 <sup>th</sup>                       | Tuesday  | Spring Term begins  |
| 16 <sup>th</sup> – Feb 2 <sup>nd</sup> | Tues-Fri | Late Registration*  |
| 26 <sup>th</sup>                       | Friday   | Last day to <b>DROP</b> a full term class and <b>receive refund</b> (enrollment fee only) |

## February 2018

|                  |        |  |
|------------------|--------|--|
| 2 <sup>nd</sup>  | Friday | Last day to <b>Add</b> a full term class**                   |
|                  |        | Last day to <b>Drop</b> a full term class <u>without a W</u> |
| 5 <sup>th</sup>  | Monday | <b>Census Date</b> – Full term classes                       |
|                  |        | Last day to apply for <b>Credit by Exam</b>                  |
|                  |        | Last day to file for <b>Pass/No Pass</b> option or reverse   |
| 16 <sup>th</sup> | Friday | Lincoln Holiday – Campus and Centers closed                  |
| 19 <sup>th</sup> | Monday | Washington Holiday – Campus and Centers Closed               |

## March 2018

|                                     |          |   |
|-------------------------------------|----------|---|
| 13 <sup>th</sup> – 14 <sup>th</sup> | Tues-Wed | FLEX CAL/Faculty/Staff Professional Development – Campus and Centers closed |
|-------------------------------------|----------|---|

## April 2018

|                                   |         |   |
|-----------------------------------|---------|---|
| 2 <sup>nd</sup> – 8 <sup>th</sup> | Mon-Sun | Spring Break – No classes – Campus and Centers open |
| To Be Determined                  |         | Summer/Fall 2018 Priority Registration              |

## May 2018

|                                     |          |   |
|-------------------------------------|----------|---|
| 18 <sup>th</sup> – 24 <sup>th</sup> | Fri-Thur | Spring 2018 Final Examinations – Day and Evening classes                          |
| 24 <sup>th</sup>                    | Thursday | Evening Graduation Ceremony   |
| 28 <sup>th</sup> (by 11:59 pm)      | Monday   | Spring 2018 Faculty grade submission deadline (4 calendar days after end-of-term) |
| 28 <sup>th</sup>                    | Monday   | Memorial Day Holiday – Campus and Centers closed                                  |

## Graduation Petition – ADT/Degree/Certificate Timelines

| Semester | Student Submission (Receipt): Start Date | Student Submission (Receipt): End Date       | ADTs-CSU e-Verification: Completed by                        | Degree/Certificate: Student/MySolano to show Notification | Hardcopy diploma mailed to student address on Petition |
|----------|--|--|--|---|--|
| Summer   | March 1 <sup>st</sup>                    | June 30 <sup>th</sup>                        | n/a – considered Fall Submission                             | September 15  | September 30   |
| Fall     | July 1 <sup>st</sup>                     | September 30 <sup>th</sup><br>*9/10 for ADTs | October 31 <sup>st</sup><br>For Winter/Spring CSU admittance | January 15 <sup>th</sup>                                  | January 31 <sup>st</sup>                               |
| Spring   | October 1 <sup>st</sup>                  | February 28 <sup>th</sup><br>*2/10 for ADTs  | March 15 <sup>th</sup><br>For Fall CSU admittance            | June 15 <sup>th</sup>                                     | June 30 <sup>th</sup>                                  |

# 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 find the link that best applies to you.
3. Click "Book an Appointment Now." - at the bottom of the page.
4. Click on the location you prefer.
5. Log in using your username and password.

## 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).
3. Select the desired subject and/or location and click "Submit," or go to "Advanced Search" for more options.

## 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"

For a class with a co-requisite, you must enter the CRN of the class and the co-requisite before you click "Submit Changes."

## 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."
- \* See Dates and Deadlines

## IF YOU DO NOT KNOW THE CRN OF THE CLASS YOU WANT TO ADD

1. Go to "Schedule"
2. Click "Class Search" and select the subject.
3. Click "Course Search."
4. Click "View Sections" for the course you want to add
5. 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 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 VIEW AND PAY FEES

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

## 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, visit the Admissions and Records window and request a grading option change.

## 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."
- \* Note: If there are difficulties be sure to enable "Pop-Ups" or use a different browser.

## 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."
- \* Note: Transcripts are not released until Balance Due is \$0

## 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.
6. Your permanent Parking Permit will be mailed.

## 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.
6. Visit the Student Life office to have your id photo taken.

# 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:<br/>APPLY AT<br/>WWW.SOLANO.EDU</b></p>       | <ul style="list-style-type: none"> <li>• New students: go to <a href="http://solano.edu">solano.edu</a> and click "Application."</li> <li>• Returning students: log in to MySolano and click "reapply for admission" under the Student Tab.</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:<br/>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:<br/>ENGLISH AND<br/>MATH ASSESSMENT</b></p>   | <p>Monitor your Solano Student email after applying; you should receive placement letters for Math and English. If you do not receive placements, or you would like a chance to place into different courses, visit the Assessment Center. 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 assessment tests (no exceptions). Acceptable forms of ID: DL, State ID, School ID, Theme Park ID Pass.</p>  |
| <p><b>STEP 4:<br/>SUBMIT OFFICIAL<br/>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:<br/>MEET WITH A<br/>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:<br/>APPLY FOR<br/>FINANCIAL AID</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>. CADA <a href="http://dream.csac.ca.gov">dream.csac.ca.gov</a></p>   |
| <p><b>STEP 7:<br/>REGISTER<br/>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:<br/>PAY FEES</b></p>                          | <p>To learn how to pay fees, see the How-To's section, page 6.</p>  |
| <p><b>STEP 9:<br/>VIEW/PRINT YOUR<br/>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.***

# ¡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) 864-7152.

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

Comuníquese con el departamento Admisiones y Archivos para obtener asistencia en completar una aplicación, (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 la escuela de adultos mas cercana de su hogar o comuníquese con un consejero que se especializa en inglés como segundo idioma, (707) 864-7152

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

Comuníquese con el departamento 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 próxima. 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) (Centro de Carreras/Colocación de Empleo)  
(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 plazos 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

## INECESITA MAS AYUDA?

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

Para obtener ayuda para inscribirse en clases o si tiene preguntas sobre su cuenta, contacte a La Oficina de Admisiones y Archivos: (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<br><br>+Students taking upper division courses for the Bachelor's Degree in Biomanufacturing will be assessed an additional \$84.00/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<br>\$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><br><br><b>Must be purchased online on MySolano</b> | \$20.00 per Fall and Spring Semester,<br>\$6 for Summer Session.<br><br><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<br><br>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 computerlabs 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. Can be purchased at the bookstore. 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. Fees are due and payable at the time of registration. Students will not be able to register for classes if they have any outstanding balance. You can pay your fees with a credit card when you register online.

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.

\* 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.



# 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

We assess your skills in English and Math in order to place you into classes where you are most likely to be successful. In many cases, you will be directed into courses based on information provided on your admission application via CCCApply. Notification regarding English and math course placement will be sent to your MySolano email address. The notice provides courses which you are cleared. If you do not receive a placement notification or you are unsatisfied with your placement, we recommend you visit the Assessment Center before you develop an education plan with a counselor.

You may also be required to take assessment tests if you meet one or more of the following criteria:

- You have not graduated from high school
- You have graduated from a high school that is not in the United States
- You have been out of high school for more than 10 years
- You wish to be placed in a more advanced course than was recommended based on your high school courses & GPA
- English is not your first language and you wish to be assessed for ESL courses

## SCHEDULE, RESCHEDULE OR CANCEL AN ASSESSMENT TEST:

- On the Internet, go to: [www.solano.edu](http://www.solano.edu)
- Click "Student Services", then "Assessment, then "Reschedule" or "Cancel" your Assessment Test Appointment link.
- You may also schedule an assessment by calling (707)864-7118

## QUICK CHECKLIST

- Complete the **SCC Application for Admission**. You will receive your SCC ID by e-mail.
- Students must have a SCC ID number and photo ID to take the English, Mathematics and/or English as a Second Language assessment tests.
- 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)

- 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

## SCC ASSESSMENT TESTS

Assessment tests are computer and internet-based. For more information, visit [www.solano.edu](http://www.solano.edu). Click "Student Services," then "Assessment," then, "Test Info & Prep."

## NEW AND RETURNING STUDENTS

Upon advisement from a counselor, new and returning students may wish to participate in the Reading Comprehension, Sentence Skills, Mathematics and/or English Second Language assessment tests. In most cases, students may test twice in three years.

### Exceptions:

- 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.
- High school graduates who have completed intermediate algebra or higher during high school may waive the Math assessment test.

## ENGLISH READING COMPREHENSIVE TEST

- This test provides a Reading Comprehension score for placement recommendation in a reading class.
- 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.

- 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

- This test provides a Sentence Skills score for placement in a writing class.
- 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.
- 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

- Arithmetic Test: 17 math problems
- Elementary Algebra Test: 12 math problems
- College Level Math: 20 math problems
- 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.

- ESL Language Use: 20 questions
- ESL Reading Skills: 20 questions
- ESL Sentence Meaning: 20 questions
- 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.

*There are several changes happening in Assessment that may impact your course placement. Please see a counselor to make sure you are aware of the latest updates.*

# 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 emails 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, For following fall term. 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** can be 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) CADA or BOG to see if they qualify for grants, work-study and student loans. Our Title IV Federal School Code is 001292.

### GET CONNECTED

Visit the Financial Aid Calendar on the Solano website 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 ends June 30, 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

Plan ahead to apply for Financial Aid before registering for classes. Financial Aid is a process that starts with the FAFSA (or CADA for AB-540 students). Don't delay; act now! Be sure to read your MySolano student email frequently to check for updates to your Financial Aid status.

# 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. Complete form at Financial Aid office 425.

### 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 the "Admissions and Records" website at [www.solano.edu/AR](http://www.solano.edu/AR) and follow the "Forms" link to find the petition and print "Appeal Loss of Enrollment Priority and/or BOG Fee waiver eligibility" 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.
- Please visit Financial Aid website at: [http://www.solano.edu/ftnancial\\_aid/feewaiver.php](http://www.solano.edu/ftnancial_aid/feewaiver.php)

#### 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) and for the 2017-2018 aid year (Fall 2017, Spring 2018, Summer 2018)

#### 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). Complete paper form and bring to Financial Aid Office 425, CADA or one of our centers to apply.

# How to Read this Schedule

## COURSE NUMBERING SYSTEM

The following numbering system indicates transferability, pass or no-pass status and other related information. For Specific transfer information, consult a counselor and refer to the catalog of the prospective transfer institutions.

### Class Numbers

**001-049** - Qualify for an AA/AS Degree; transfer to the University of California system and the California State Universities System.

**050-099** - Qualify for an AA/AS Degree and transfer to the California State Universities System.

**100-199** - Qualify for an AA/AS Degree but, generally, do NOT transfer to four-year institutions. Some classes may be used to meet requirements in certain majors at some four-year institutions.

**300-399** - Credit classes which DO NOT apply to an AA/AS Degree. Exception: One English class below English 001 which may be applied to an Associate Degree as an elective. Classes do not transfer to four-year institutions.

**500-599** - Non-credit classes

## DEFINITIONS

**Advisory** - A class or equivalent preparation that will broaden the student's learning experience in a subsequent class.

**CRN** - What was previously known as a SECTION number is now known as a CRN number.

**Co-Requisite** - Some classes require enrollment in both the lecture and the lab, or are part of a learning community that requires enrollment in all classes within the community. Your enrollment in a class with a co-requisite is blocked until you have completed or enrolled in the co-requisite class.

**Prerequisite** - A class or equivalent preparation that must be completed before enrolling in another class. Your enrollment in a class with a prerequisite is blocked until the requirements of the prerequisite are satisfied.

**Open Entry** - Class that can be added to a program of study up to the last day to drop a full-term class.

**Open Exit** - Classes that can be completed by fulfilling class requirements at any time during the semester

**SCC Minimum English and Math Standards** - The minimum English standard is eligibility for enrollment in English 360; the minimum math standard is eligibility for enrollment in Math 330.

**Student ID Number** - We assign a unique 9-digit number to you when you apply for admission. If you attended Solano prior to Summer 2008, your Student ID number transferred over to the new system.

**Class Cancellation** - The College reserves the right to cancel any class that does not meet minimum enrollment requirements or has unexpected staffing or facility situations that cannot be satisfactorily resolved. Class times and/or room assignments are subject to change; changes are posted outside the Office of Admissions and Records, Building 400, Fairfield Campus, and at the Vallejo and Vacaville Centers for classes scheduled at these locations. Call (707) 424-2431 for class times and room changes at Travis Air Force Base.

## Off Site Locations

|               |   |
|---------------|---|
| <b>CMF</b>    | California Medical Facility   |
| <b>CSPS</b>   | California State Prison Solano  |
| <b>DHS</b>    | Dixon High School<br>555 College Way, Dixon   |
| <b>FFHS</b>   | Fairfield High School   |
| <b>FFTAFB</b> | Travis Air Force Base<br>Building 249 at 530 Hickam Ave,<br>(Travis University Center) Travis<br>Air Force Base |
| <b>VJAUTO</b> | Vallejo Automotive Technology<br>1687 N. Ascot Parkway,<br>Vallejo  |
| <b>VJOCTR</b> | Vallejo Center<br>545 Columbus Parkway,<br>Vallejo  |
| <b>VVCTR</b>  | Vacaville Center<br>2001 North Village Pkwy.,<br>Vacaville  |
| <b>VVNUT</b>  | Nut Tree Airport<br>275 County Airport Road,<br>Vacaville   |
| <b>VVBC</b>   | Buckingham Charter<br>188 Bella Vista Rd.<br>Vacaville  |
| <b>WHS</b>    | Winters High School   |
| <b>VVWOOD</b> | Will C. Wood High School<br>998 Marshall Road, Vacaville  |

**Classes are listed by campus location and pages are color-coded. The Solano Campus is red, Vacaville Center is green, Vallejo is blue, online is orange and offsite locations are purple.**

## Changes to the Printed Schedule

This class schedule is published for information purposes and is subject to change without prior notice. Every effort is made to ensure its accuracy. However, the provisions of this schedule are not regarded as a contract between student and the College.