



SOLANO
COMMUNITY COLLEGE

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SOLANO COMMUNITY COLLEGE

2019 | 2020

CATALOG



2019-2020 General Catalog

This catalog encompasses Summer semester (June-August 2019);
Fall semester (August-December 2019); and Spring semester (January-May 2020).

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www.solano.edu

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

Solano Community College Fairfield Campus

4000 Suisun Valley Road, Fairfield, CA 94534-3197
(707) 864-7000

Vacaville Center

2001 North Village Parkway, Vacaville, CA 95688
(707) 863-7836

Vallejo Center

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

Travis Air Force Base Center

530 Hickam Ave., Bldg. 249, Travis Air Force Base, CA 94535
(707) 424-2431

About this Catalog

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

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

EQUAL OPPORTUNITY - The Solano County Community College District is subject to all laws governing equal opportunity including but not limited to Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 of 1965, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Age Discrimination and Employment Act of 1972. Solano Community College does not discriminate on the basis of sex, sexual orientation, race, color, religious creed, national origin, marital status, veteran status, medical condition, age (over 40), pregnancy, disability, and political affiliation in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to Human Resources: (707) 864-7128.

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

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Accreditation, Governance, and Memberships

Accreditation and Approvals

- Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, California 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org.
- The Nursing program is approved by the California State Board of Registered Nursing.
- The Cosmetology program is approved by the California State Board of Barbering and Cosmetology.
- The Aeronautics program is certified by the Federal Aviation Administration (FAA) in accordance with CFR14, FAR Part 147.
- Solano Community College is approved for veterans training by the U.S. Department of State and for Foreign Student Education by the U.S. Immigration Service (USCIS).

Governance and Funding

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

Memberships

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

Welcome!



On behalf of the faculty and staff at Solano Community College (SCC), I want to welcome you and congratulate you for choosing SCC. Our vision is clear: we want to be a recognized leader in educational excellence – transforming students' lives.

We have three campuses conveniently located near you: our Fairfield campus, the Vallejo Center, and the Vacaville Center. We also offer classes at Travis Air Force Base and online. Your decision to pursue a college education, whether it's a degree, a certificate, or transfer to a four-year college, is an important goal and our faculty and staff are here to help you succeed.

This catalog provides you with information you need to be successful at Solano Community College. You will find our academic and student policies; information on degrees, certificates, and requirements for transferring to a four-year college; and the names of our dedicated faculty and staff. In these pages you can also look up course descriptions and requirements for completing your degree or certificate as well as additional information on student services, including counseling, tutoring, and financial aid. Our entire College Catalog is also available online at *www. Solano.edu*.

We are committed to providing a dynamic, supportive learning environment for the students and community we serve. Our centers and the main campus offer day, evening and Saturday classes, a variety of support services, and co-curricular activities (clubs, job fairs, etc.). Our Vallejo Center offers the opportunity to complete a Bachelor's Degree in Liberal Arts from Sonoma State University and our Vacaville Center offers a rigorous Bachelor's Degree in Biotechnology, the first four-year degree offered at our college.

It's time to experience all that SCC has to offer. Take advantage of our programs and services to advance life-long learning, to upgrade your job skills, or to complete your educational goal. If it has been a while since you enrolled with us, I encourage you to return and enroll in one or more classes, enjoy some of our musical or theatrical performances, or attend the games of our sports teams. We look forward to seeing you.



Celia Esposito-Noy, Ed.D. Superintendent-President
Solano Community College

Solano Community College



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

Solano Community College is part of California's public community college system of 114 campuses in 72 districts across the state. The College's service area encompasses the communities of Benicia, Dixon, Fairfield, Suisun, Vacaville, Vallejo and Travis Air Force Base as well as Winters in Yolo County. Many graduates of the area's 16 public high schools and three private schools take advantage of the educational opportunities offered by Solano Community College.

Solano's classes are held during two semesters each year (spring and fall) and summer session. Flexible scheduling, designed for students' convenience, includes day, evening, and Saturday classes, held both on and off campus and online. Short-term classes, open-entry / open-exit formats, and special interest workshops and seminars add to this scheduling flexibility.

With the current student population of over 8,000 taking classes during both day and evening, the Solano Community College campus is alive at all hours offering academic study and occupational training to all area residents.

Mission, Vision, Core Values and Ethics

MISSION

Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to student learning and achievement and to helping our students achieve their educational, professional, and personal goals. Solano transforms students' lives with undergraduate education, transfer courses, career-and-technical education, certificate programs, workforce development and training, basic-skills education, and life-long-learning opportunities.

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

VISION

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

CORE VALUES

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

CODE OF ETHICS - POLICY 4100

The Code of Ethics serves to articulate values that the college embodies and promotes:

- Act with uncompromising integrity, dignity, respect, and fairness, and promote a spirit of collegiality campus-wide.
- Recognize and work to meet the College's responsibility to all citizens of the District to provide an educational program of the highest quality.
- Maintain and support transparency, communication, and equity in governance of the College, and in relationship to the community.
- Commit to the advancement and protection of academic freedom for all members of the institution.

Solano Community College

Strategic Goals

*The Goals and Objectives Have a Foundation
in Equity and Integrity in Action*

Foster Excellence in Learning

- Obj. 1.1 — Create an environment that is conducive to student learning.
- Obj. 1.2 — Create an environment that supports quality teaching.
- Obj. 1.3 — Optimize student performance on Institutional Learning Outcomes.

Maximize Student Access & Success

- Obj. 2.1 — Identify and provide appropriate support for underprepared students.
- Obj. 2.2 — Update and strengthen career / technical curricula.
- Obj. 2.3 — Identify and provide appropriate support for transfer students.
- Obj. 2.4 — Improve student access to college facilities and services for students.
- Obj. 2.5 — Develop and implement an effective Enrollment Management Plan.

Strengthen Community Connections

- Obj. 3.1 — Respond to community needs.
- Obj. 3.2 — Expand ties to the community.

Optimize Resources

- Obj. 4.1 — Develop and manage resources to support institutional effectiveness.
- Obj. 4.2 — Maximize organizational efficiency and effectiveness.
- Obj. 4.3 — Maintain up-to-date technology to support the curriculum and business function.

Institutional Learning Outcomes (ILOs)

Given the diversity of educational goals of our students and the length of their study, they will be proficient in the following areas to the extent required of their courses and/or program of study. These outcomes are neither course nor program specific but are meant to be applicable to all students.

1. **Communication Competency**

Students will effectively communicate ideas and information through writing, speaking, performance, art, or other modes of expression

2. **Information Competency**

Students will be conversant in the vocabulary and concepts of the discipline and be able to use discipline-appropriate tools to locate and retrieve relevant information effectively, upholding academic and ethical integrity

3. **Quantitative Competency**

Students will solve problems and interpret findings using appropriate mathematical, statistical, and scientific techniques

4. **Technical Competency**

Students will increase knowledge of social, economic, and environmental trends from local to global perspectives

5. **Analytic Inquiry**

Students will engage in critical thinking to discover and apply information to the analysis of problems

6. **Ethics**

Students will identify ethical issues and apply ethical principles to discipline specific problems

7. **Global Awareness**

Students will demonstrate an understanding of how diverse cultural beliefs and practices impact behavior and forms of expression. They will be able to articulate how social, economic, environmental, and political events impact society

8. **Personal Growth**

Students will manage personal health and well-being, including engaging in self-reflection to facilitate personal insight

9. **Professional Development**

Students will demonstrate effective workplace behaviors such as appropriate communication, professionalism, decision-making, and time management

General Education Outcomes (GELOs)

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

Communication and Critical Thinking (Option A, Area D; IGETC Option B, Area 1 and 6; CSU Option C, Area A)

- Students will develop their writing, listening and speaking skills to communicate effectively
- Students will engage in critical thinking to analyze problems and consider potential solutions

Scientific Inquiry and Quantitative Reasoning (Option A, Area A; IGETC Option B, Area 2 and 5; Option C, Area B)

- Students will engage in scientific inquiry to discover and apply information to the analysis of data and/or scientific phenomena
- Students will solve problems using appropriate mathematical and/or statistical techniques

Arts and Humanities (Option A, Area C; IGETC Option B, Area 3; CSU Option C, Area C)

- Students will exhibit an understanding of the ways in which people in diverse cultures and eras have produced creative works
- Students will analyze significant events and/or works from the past, including cultural and regional influences
- Students will create works through diverse forms of expression

Social Sciences (Option A, Area B; IGETC Option B, Area 4; CSU Option C, Area D)

- Students will analyze human behavior in a variety of contexts
- Students will investigate the social, political, economic, historical, geographical, and/or psychological forces that impact individuals, groups, and society

Lifelong Learning and Self Development (Option A, Health and Physical Development; CSU Option C, Area E)

- Students will demonstrate knowledge of the physical, psychological, cognitive, and/or developmental practices that foster personal well-being and human development

Cross-Cultural Studies (Option A, Area E)

- Students will analyze cross-cultural beliefs, practices, and forms of expression to gain a rich understanding of self and others

General Campus Information

ACADEMIC FREEDOM - FACULTY

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

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

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

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

ATM SERVICE

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

BOOKSTORE

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

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

Book Buyback: Students may sell textbooks if they are being used in the upcoming term. You can sell your books back to the bookstore at any time; the best time is at the end

of the term during finals week. For further details about book buyback, refunds, and other policies, please contact the bookstore or see our web site.

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

CAFETERIA

The cafeteria at Solano Community College is located in the Student Center, Building 1400. The cafeteria offers a wide selection for breakfast and lunch from its full service grill. The selection includes daily hot lunch menus, soups, salad bar, deli sandwiches, Mexican and Asian menus, vegetarian, desserts, snacks, and beverages. The cafeteria hours of operation during the Fall and Spring semesters are Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Fridays from 7:30 a.m. to 2:00 p.m.

CAREER CENTER

The Career and Employment Services Center offers one-stop services including career exploration and skills assessment, labor market information and free employment assistance to all Solano Community College students and alumni in obtaining full- or part-time employment on and off campus. Students can utilize resources to research information on occupations, including employment outlooks, education and training requirements, prospective employers and current salaries. The Center offers computerized career information systems, online resume posting, and up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at (707) 864-7124 or visit <http://www.collegecentral.com/solano>.

Solano Community College Career and Employment Services does not accept or list any job opportunity that discriminates on the basis of sex, sexual orientation, race, religious creed, national origin, marital status, medical condition, or age (over 40). The SCC Career Center adheres to all laws governing equal opportunity and discrimination, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Executing Section 504 of the Rehabilitation Act of 1973, California Fair Employment Practices of 1959, Americans With Disabilities Act of 1990, and the Discrimination and Employment Act of 1972.

General Campus Information

COSMETOLOGY SERVICES

The Cosmetology Department offers haircare, skin care, and manicuring services. These services are available during the semester in Building 1600, Room 1610 and can be reached at (707) 864-7000 ext. 4389. All work is done by students, with instructor supervision. Clients' complimentary parking passes for Cosmetology parking are issued by the reception desk and must be placed on the dash of the client's vehicle. An allergy test must be on file with the Cosmetology Department if the client wishes to have chemical services performed. Appointments are appreciated but not required.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990 (CLERY ACT)

The Solano Community College District is in compliance with the Federal Crime Awareness and Campus Security Act of 1990 (Clery Act). Information required by this act may be found in the *Student Handbook: Rights, Responsibilities & Procedures*. "Crime Statistics and Campus Safety Information" is available on the College's Sheriff's Department web site. An updated statistics list is available online at <http://ope.ed.gov/security>.

DRUG AND SMOKE-FREE CAMPUS

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

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

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

The possession, use and sale of alcoholic beverages by anyone on property controlled by Solano Community College, except as authorized under Board Policy (§1120), is a misdemeanor, as per California Business Code (§25608) and a violation of the standards of student conduct. The use, sale or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

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

For more detailed information and a listing of assistance contact:

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

EDUCATIONAL FOUNDATION

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

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

General Campus Information

To donate online or for more information, go to our website at <http://foundation.solano.edu/> - Call our office at (707) 864-7177 to talk to Curt Johnston, Executive Director, or Eileen Amick, Administrative Assistant.

HOUSING

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

PARKING ENFORCEMENT

Permit parking is not enforced in student/general parking lots during the first week of the fall and spring semesters, and summer session offered (e.g. if a 10-week session is offered, the first week of that session will have a grace period. Any session beginning after the 10-week session will not have a grace period). Reserved areas, such as RideShare, Visitors, Faculty and Staff, Disabled parking, etc. do not have a grace period for permit parking. Thereafter, permit parking is enforced Monday-Friday, 7:00 am–10:00 pm. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center, the Vallejo Center, and the Vallejo Auto Tech Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week. Parking for students is provided in clearly designated areas. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, handicapped persons, and rideshare.

General Information: Parking permits are valid for all Solano Community College campuses. Permits must be placed as indicated on the permit directions. Parking fees are subject to change. An appeal process is available to contest parking citations.

For more information regarding parking, access our web site at www.solano.edu/police or email us at parkingservices@solano.edu or call (707) 864-7131.

PUBLICATIONS

Solano Community College publishes a general Catalog yearly, a Schedule of Classes prior to each semester (fall, spring, summer); and a variety of brochures on specific areas of study and student services. Students publish a bi-monthly bulletin, the *ASSC Newsletter*. The College also maintains a web site with current information on classes, policies, programs and services: www.solano.edu.

SAFETY FOR THE COLLEGE COMMUNITY

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

Crime Reporting Procedures: No community or campus can be totally risk-free in today's society. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning.

All law enforcement services are provided by the Solano County Sheriff's Office under a Memorandum of Agreement with Solano Community College District. The department is located in Bldg. 1800B. When on campus report any criminal action or other emergency by calling (707) 580-6526 or 911. The non-emergency number is (707) 864-7131. Off campus dial 911 to report an emergency.

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

Sheriff's Department: It is the policy of the Solano Community College Board of Trustees to protect all members of the College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Service Area Manager assigned by the Sheriff's office, the campus Sheriff's Department shall ensure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and process of the institution.

Deputies have full peace officer authority, pursuant to California Penal Code (§830.32A) and Education Code (§72330). They have peace-officer training, as prescribed by the California Commission on Peace Officer Standards and Training. Drivers should be aware that Deputies are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

The Campus Crime Statistics Report is published annually and is available in the Solano Community College Sheriff's Department and on the College's website at <http://www.solano.edu/police/statistics.php>.

General Campus Information

Sexual Assaults: Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the campus Sheriff's Department immediately. Deputies can be contacted in Bldg. 1800B or by calling (707) 580-6526. The non-emergency number for campus Sheriff's Department is (707) 864-7131.

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

Services available on campus include a deputy trained in sexual assault investigation. During the fall and spring semesters, a nurse is located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 258-9404. Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion. All criminal investigations are conducted independently of College rules of conduct inquiries.

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

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SAFETY-CONSCIOUS, AND INVOLVED.**

Report suspicious behavior or activity to the Solano Community College Sheriff's Department at (707) 864-7131 or (707) 580-6526.

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

STUDENT RIGHTS

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

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

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

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

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

General Campus Information

These rights are designed to protect the privacy of all students. A photo identification is required before releasing information. Official College records are kept in the Admissions and Records office. The Dean of Enrollment Services has been designated "Records Officer," as required by the Act.

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

Rights to Privacy: While the College does not provide general directory services, it may (by law under special circumstances) release the following information about a student: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If a student does not wish such information to be released, notify the Admissions and Records office in writing. Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to the Admissions and Records office.

The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the College is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the Hope and Opportunity for Post Secondary Education Act of 1997.

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

CIVIL RIGHTS/TITLE IX

Open Access & Non-Discrimination is the policy of the Solano Community College District, based on California Title 5 regulations, that no person,

on the basis of ethnic group identification, national origin, religion, sexual orientation, age, sex, race, color, or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

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

"TITLE IX" of the Education Amendment of 1972 provides the starting point that guarantees the right of students, faculty, staff, and administration to be free of sexual discrimination and harassment. These guarantees apply to access to educational opportunities and courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance, the educational environment and work experience. Any inquiries related to "Title IX" concerns of sexual discrimination or harassment should be reported directly to the Title IX Administrator of the Solano Community College District, through Human Resources.

The Americans with Disabilities Act of 1990 provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with Human Resources.

General Campus Information

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

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

Examples of Sexual Harassment:

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

- d. Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

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

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

General Campus Information

Obligations of All District Employees and Students:

All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee, student, or other persons. If the immediate supervisor is the alleged harasser, contact Human Resources. Immediately following notification to the supervisor or school official, the party shall notify Human Resources and provide all information relevant to the complaint.

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

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

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

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

STUDENT RIGHT-TO-KNOW DISCLOSURE

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

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

Student Services

ACADEMIC SUCCESS AND TUTORING CENTER (ASTC)

Academic Success and Tutoring Center (ASTC) encourages and facilitates academic success through academic support services for students. The ASTC provides information about other important campus support resources; a quiet study space; use of laptop computers and printer; academic success workshops (i.e. study skills, exam preparation, time management, research and writing papers). The Academic Success and Tutoring Center is located inside the Library on the Main Campus in Fairfield, in room 137 at the Vacaville Center, and Room 124 at the Vallejo Center.

ADMISSIONS AND RECORDS (A&R)

The Admissions and Records office is located in the Student Services building (400), 1st Floor.

Registration information is printed in the Schedule of Classes and is available on our web site at www.solano.edu. For more information, email admissions@solano.edu or call (707) 864-7171.

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

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

CALWORKS

Solano Community College is dedicated to long-term self-sufficiency and success. Our program provides comprehensive services to our CalWORKs students while assisting them in achieving success. Students may earn a Certificate of Achievement, Associate Degree or transfer to a 4-year college. We offer support, advocacy, counseling, and work-study. Our office is part of the college Student Services team and we are a partner to the Solano County CalWORKs Program.

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

Student Services Building 400, Room 406
Phone: (707) 864-7000, ext. 4645, Fax: (707) 646-2058

EARLY LEARNING CENTER

The Solano Community College Early Learning Center provides child care and development services for children of student parents and from the community. The program is also the early childhood education laboratory school for students studying child development and family studies.

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

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

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

High quality, developmentally appropriate services are provided daily by well-qualified, dedicated teachers. Child Development and Family Studies (CDFS) students learning to be teachers of young children work in the classrooms as well. The children receive one-on-one support through a curriculum designed to meet their developmental needs.

Visit the Early Learning Center between 8:00 a.m. and 4:00 p.m. or call (707) 864-7182 for more information.

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

Student Services

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 welfare households with young children, by offering supportive services so they are able to acquire the education, training and marketable skills needed to transition from welfare-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 include:

- An EOPS student currently receiving the Pell Grant.
- Enrolled full-time at Solano Community College.
- A current recipient of Tribal TANF/TANF/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 14.

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

For more information, contact the EOPS office in room 426, or call (707) 864-7000 ext. 4444, or online at www.solano.edu.

COUNSELING

The Counseling Department provides career and academic counseling services. The counselors work with students to help them understand their interests, abilities, and achievements. Counselors assist students in determining goals and planning programs to attain their goals. Careful course selection is the key to a successful college experience.

Because requirements differ for each program, major, and college or university, and because these requirements are subject to change, students are encouraged to consult with a counselor throughout their time at SCC. New students should plan to meet with a counselor well before the start of their term.

Counseling services are available in person at the main campus and College centers. Online Express counseling is available at:

www.solano.edu/counseling/ecounseling.php.

How to make a counseling appointment

1. In person in Building 400 at the main campus
2. Online at http://www.solano.edu/counseling_locations.php.
3. By phone:
 - Main Campus (707) 864-7101
 - Vallejo Center (707) 642-8188
 - Vacaville Center (707) 863-7836
 - Travis Air Force Base (707) 424-2431

DISABILITY SERVICES PROGRAM (DSP)

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

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

Student Services

ENGLISH LABS

DROP-IN WRITING LAB

The English department offers a drop-in writing lab on the Fairfield Campus at the ASTC in Room 137. The lab is available to help students work on essays for any course at SCC, not just English courses. Students can drop in for immediate writing assistance if space is available. However, if the lab is busy, students have the option of signing up for drop-in sessions up to two weeks in advance. The lab is a place to help students develop the skills needed to improve their abilities in reading and writing. This means they will be introduced to strategies associated with active reading, brainstorming, organizing, revising and proofreading.

ENGLISH AS A SECOND LANGUAGE (ESL) LAB

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

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:

- Resident of California (or an AB540 student)
- Enrollment in 12.0 semester units at Solano Community College.
- Have not completed more than 48-degree applicable units. Unofficial transcripts from previous college(s) or school(s) are required to be attached to your EOPS Application
- Qualification and receipt of the California College Promise Grant or CCPG (formerly BOG Fee Waiver) Fee Waiver A, B or C with a zero EFC.
- Status of educationally disadvantaged according to State defined Title 5 Guidelines:
 - o Did not graduate from high school or did not obtain the General Education Diploma (GED)
 - o Graduated from high school with a grade point average **below 2.50** on a 4.00 scale. Unofficial copies of high school transcripts must be submitted with your EOPS Application.
 - o Was previously or currently enrolled in remedial courses.
 - o First generation students.

EOPS support services include:

- Program review - orientation
- Academic, career, and personal counseling
- 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)
- Student Education Plan (SEP) development
- Basic Skills Math tutoring or referrals
- Fee waiver assistance for university applications
- Priority registration and registration assistance
- Progress reports
- Workshops
- Book voucher program for fall and spring semesters
- Transfer 8 Career Assistance

For more information, contact the EOPS office in room 426 or call (707) 864-7000 ext. 4444, or online at www.solano.edu/eops.

FINANCIAL AID PROGRAMS AND ELIGIBILITY

Basic types of financial aid:

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

HOW TO APPLY FOR FINANCIAL AID

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

NOTE: Application processing may take up to 10 weeks after completing and submitting additional required forms and documentation (see "Student Requirements" on the MySolano Financial Aid Tab.)

Students are encouraged to log into their MySolano web account to read frequent email blasts and check their updated Financial Aid status. For more information, go online to www.solano.edu, click "Financial Aid."

Student Services

IMPORTANT CALIFORNIA COLLEGE PROMISE GRANT OR CCPG (FORMERLY BOG FEE WAIVER) CHANGES:

Once a student qualifies for the CCPG, it is important that the student ensures that he/she is meeting the ACADEMIC and PROGRESS STANDARDS in order to avoid losing the CCPG.

- **ACADEMIC:** the student must sustain a GPA of 2.0 or higher. If cumulative GPA falls below 2.0 for two (2) consecutive primary terms (Fall/Spring semesters), the student may lose CCPG eligibility.
- **PROGRESS:** a student must complete more than 50% of coursework. If the cumulative number of units completed is not more than 50% in two (2) consecutive primary terms (Fall/Spring semesters), the student may lose CCPG eligibility.
- **COMBINATION of ACADEMIC and PROGRESS STANDARDS:** any combination of two (2) consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in the loss of CCPG eligibility.

The CALIFORNIA COLLEGE PROMISE GRANT is a state financial assistance program offered through the California Community College system. Enrollment fee(s) for qualifying students who are California residents will be waived who meet CCPG income eligibility requirements in one (1) of the three (3) ways:

California College Promise Grant or CCPG A:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov or the CCPG application. Refer to www.solano.edu, click "Financial Aid" for the paper application or use the CCCApply online CCPG application.
- Be a recipient of CalWORKS/TANF (Temporary Assistance to Needy Families), or SSI/SSP (Supplemental Security Income/State Supplemental Program), or General Assistance/General Relief at the time of enrollment.
- Provide documentation of receiving CalWORKS/TANF, or SSI/SSP, or Untaxed Income Verification form of cash benefits currently received at time of enrollment.

- Documentation may include a copy of correspondence from the local office of Public Assistance which identifies the student (or family members if applicable) and indicates that a monthly payment is being awarded for the current or prior month. This may include a copy of an Adjustment-to-Benefits letter, Notice of Action or Aid Verification Summary that show current receipt of CalWORKS/TANF, SSI/SSP, or General Assistance/General Relief and the amount of the grant.

California College Promise Grant or CCPG B:

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov or the CCPG application. Refer to www.solano.edu, click "Financial Aid" for the paper application or use the CCCApply online CCPG application.
- Meet the following 2019-2020 Income Standards:

Family Size	Income
1	\$18,210
2.....	\$24,690
3.....	\$31,170
4.....	\$37,650
5.....	\$44,130
6.....	\$50,610
7.....	\$57,090
8.....	\$63,570
Each additional Family Member	\$ 6,480

- These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or the student's family must have a total income in the prior year that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.
- The U.S. Department of Health and Human Services published the Poverty Guidelines in January of each year (additional information will be posted if the guidelines change).
- These income standards are for the academic year and are to be used to determine CCPG eligibility.

Student Services

California Promise Grant or CCPG

- Be a California resident.
- Apply with the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov.
- Demonstrate minimum need threshold of \$1,104.00 based upon FAFSA data.
- The “minimum need” threshold will be established annually by the California Community College Chancellor’s Office. The minimum need threshold shall be in effect starting in Fall and ending in Summer for each academic year.

CCCApply online CCPG application is available for **CCPG A & B!** Refer to www.solano.edu, click “Financial Aid” for the paper application or for the CCCApply online CCPG application.

AB-540 Students

The California Dream Act of 2011 (AB130/131) allows eligible undocumented and documented students to apply for and receive institutional scholarships and state administered financial aid (AB-130) and community college fee waivers (AB 131), effective January 2013. Apply with the CA Dream Application at <https://dream.csac.ca.gov/>

Financial Aid assistance is available through the federal and state government, as well as scholarships offered by the institution, private, and non-profit foundations. Financial aid may help to offset the cost of higher education such as tuition, fees, books, supplies, housing, transportation and personal expenses. Be aware that financial aid does not fully support a student with all expenses. Financial Aid is one of many tools to help students achieve their educational and career goals. Here is a listing of financial aid programs available through Solano Community College:

Title IV Federal Student Aid Programs— School Code 001292

Grants (free money for college)

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

Work-Study (cash earned while you learn) Loans
(borrowing requires repayment)

- Direct Loan Program
 - Subsidized
 - Unsubsidized

California State Aid

- Cal Grant B, C, Transfer
- Chafee Grant for Foster Youth

California Community Colleges

- CCPG (CA residents)
- Community College Completion Grant or CCCG for Cal Grant recipients
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative (FYSI)
- CARE (Cooperative Agency Resources for Education)
- CalWORKS
- Solano Promise

Scholarships

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

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

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

Satisfactory Academic Progress (SAP) for Federal Financial Aid (e.g., Pell Grant, Federal Direct Loan) and Cal Grant

Federal and State financial aid regulations require Solano Community College (SCC) to establish, publish, and apply qualitative, quantitative and incremental standards by which SCC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress (SAP) in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

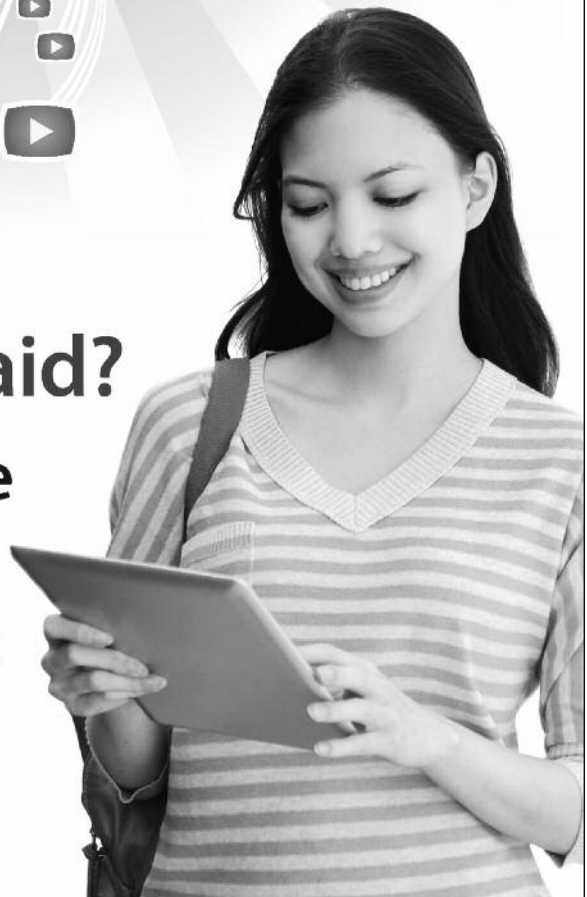
Solano Community College Financial Aid office evaluates all three of the following standards at the end of each term to determine a student’s eligibility for Financial Aid.



**Have questions
about financial aid?**

**Check out our online
video answers!**

solano.financialaidtv.com/m



SOLANO



Student Services

Qualitative-Grade Point Average (GPA)

- Students must have a cumulative GPA of 2.0 on a 4.0 scale.
- Grades for remedial and English-as-Second-Language (ESL) courses count in the GPA calculation.

Quantitative-Pace of Progression

- Students must complete at least 67% of the cumulative number of SCC units attempted at each SAP evaluation;
- Completion rate is computed by dividing the total number of institutional units completed by the total number of units attempted.

Quantitative-Maximum Timeframe

- A student may not exceed 150% of published units of the program in which the student is enrolled;
Example: For degree and transfer programs of 60 units, maximum timeframe is 90 units;
- For eligible certificate programs, maximum timeframe varies (i.e., 30 unit program = 45.0 Units maximum, 18 unit program = 27 units maximum);
- All completed units are counted in the calculation of the 150% program limits.

Warning

Students not making SAP will be automatically placed on "Warning" status for a period of one (1) term.

- SCC uses SAP Warning status for students identified as not meeting cumulative overall SAP standards for one term;
- Students may receive financial aid during the warning period;
- Students who meet the cumulative overall SAP standards at the end of their Warning term become fully eligible again in the following term;
- Students not making SAP at the end of the Warning period are determined to be ineligible for financial aid.

Re-establishing Eligibility

- Students may reestablish their eligibility by taking classes without receiving Federal Financial Aid, and meeting the 67% completion rate and minimum cumulative GPA of 2.0;
- Any grade changes performed within previous term will be assessed at the request of the student;
- Sitting out one term or longer will not reestablish eligibility.

Student 'SAP Appeal for Federal Financial Aid' for Extenuating Circumstance

- Students determined ineligible for Federal Financial Aid due to unsatisfactory academic progress may submit a 'SAP Appeal for Federal Financial Aid' based on extenuating circumstances.
- SAP Appeals require the following documentation:
 - Typed, signed, and dated statement indicating what extenuating circumstance caused the student to fall below the SAP standards, and what has changed that will allow the students to meet the standards and successfully complete their program of study;
 - Supporting documentation of extenuating circumstances;
 - A comprehensive Student Education Plan (SEP) signed by a SCC counselor;
 - A Financial Aid Review from National Student Loan Data System (NSLDS), www.nsls.ed.gov;
 - Current term Progress Report may be required prior to final determination.

Final decision is a Professional Judgment by a Financial Aid administrator on a case-by-case basis and not capricious nor discriminatory.

Exception to SAP Policy and/or requests for additional documentation may be made in a case by cases basis by the Director of Financial Aid.

Probation

- Approved appeals result in the student being placed on SAP probation;
- Students may receive financial aid during terms of probation;
- Students must meet the SAP standards and make consistent academic improvement by the end of each probationary term.

Student Services

Scholarships

The Financial Aid office serves as an information center for students interested in scholarships and grants. Solano Community College offers a number of scholarships from awards provided by a variety of social and professional organizations. Qualifications vary according to conditions stipulated by the donors of the funds. Recipients are usually selected on the basis of academic ability, promise for continued scholarly achievement, special talents and/or leadership abilities. The following scholarships may be offered on an annual basis at Solano Community College:

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

Students interested in applying for these scholarships should refer to www.solano.edu, click "Financial Aid" then "Scholarship" or contact the Financial Aid office, Student Services Building 400, Second Floor, Fairfield Main Campus, (707) 864-7103 for additional information.

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

HEALTH CENTER FOR STUDENTS

A Public Health Nurse and Health Assistant are ready to help you with your health needs at the Student Health Center, Monday through Thursday, 8:00 am - 6:00 pm, and Friday, 8:30 am - 3:00 pm (fall and spring semesters only). Limited summer hours. Contact Student Health Center for information.

Our services include:

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

Student Health is located in the Student Union, Building 1400 in Room 1409. The Public Health Nurse also visits the Vallejo Center and Vacaville Center for most services. Contact the Student Health Center for times/hours of nurse visits to Centers. Students are welcome to drop-in for care or make an appointment by calling (707) 864-7163. Information is available at www.solano.edu (select "Campus Life" and then "Health Center").

Current schedules of activities sponsored by the Health Center can also be found in the ASSC Newsletter, published twice a month and posted online at www.solano.edu.

Student Services

INTERCOLLEGIATE ATHLETICS

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

To practice and participate, student athletes must present evidence from a physician that they are physically fit to participate in an intercollegiate athletic activity. To be eligible, student athletes must be continuously enrolled in a minimum of 12.0 units during the semester of competition. For the second year of competition, the student athlete must have completed 24.0 units between seasons of competition with a minimum 2.0 grade point average. All athletes must have an educational plan on file with the athletic counselor and must be enrolled in at least 9 of their 12 mandatory units toward their educational plan. Additional eligibility information may be obtained from the Athletic Director or respective Solano Community College coach. Intercollegiate athletic sports offered are:

MEN

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

WOMEN

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

MEN AND WOMEN

ATHL 010 Intercollegiate Swimming/Diving (S)
ATHL 022 Intercollegiate Tennis (S)

LIBRARY

The Library houses a reserve collection of class-related materials and media, as well as a wide variety of materials for basic research. The Library also houses an Information Commons with sixty PC's, providing students with access to the Library's online catalog, databases, word processing packages, Excel, PowerPoint, and the Web. It also contains a Biblio-graphic Instruction Classroom accommodating students in library orientations and workshops, as well as Information Competency, Research and Web Searching courses. Independent and group study/work spaces are available as well.

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

MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)

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

The MESA model for success includes a variety of services that results in a high rate of academic achievement.

The main components include:

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

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

For additional information please visit our MESA Center in Room 434, Building 400. Our office hours are Monday through Thursday, 9:00am-5:00pm, Friday, 9:00am-3:00pm, (707) 864-7000 ext. 7164. You can also check out our MESA website: www.solano.edu/mesa.

Student Services

OCCUPATIONAL EDUCATION— WORK EXPERIENCE

Earn 1 to 6 transferable units per semester for working in a paid or unpaid part-time or full-time position with a licensed business or 1.5 Units to brush up on soft skills or create a career portfolio - no job required. We offer three courses:

- **OCED 070: Occupational Soft Skills**
No job or volunteer work required. This 8-week 1.5-unit course will provide students the necessary skills to become valuable employees and get started on the path to an internship or job.
- **OCED 090: Occupational Work Experience**
For those students working or volunteering in positions which are directly related to their declared major. Students can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester – up to 6 units per semester to a total of 16 units over multiple semesters. We offer full-semester, 12-week and 8-week sections. For a breakdown of how many hours students need to work, visit our website at <http://www.sccworkexperience.com/>.
- **OCED 091: General Work Experience**
For those working or volunteering in jobs not related to their major. Students can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester – up to 6 units per semester to a total of 6 units over multiple semesters. We offer full-semester, 12-week and 8-week sections. For a breakdown of how many hours students need to work, go to <http://www.sccworkexperience.com/>.

PUENTE PROGRAM

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

1. A rigorous one-year writing program, ENGL 001 and 310D in the fall and ENG 002 in the spring. These classes provide a supportive and stimulating environment for Puente students to build confidence in writing skills.
2. Focused counseling services. Students take one semester of COUN 007: College Study Techniques. Students work closely with the Puente counselor until graduation, exploring career options, developing an academic educational plan and identifying lifetime goals. Students visit University of California and California State University campuses and attend an annual student transfer conference.
3. Professional community mentors—each student is matched with a mentor from the business or professional community. Mentors share with students personal, academic, and career experiences, and provide a window into a “real life” work environment.

For more information, please contact Rebecca LaCount at (707) 864-7000, ext. 5779. You can check out the website at www.solano.edu/puente.

SOAR

SOAR (Students Overcoming Adversity & Recidivism) is focused on strengthening and expanding educational opportunities for students who have been to juvenile hall, jail or prison. Our mission is to support formerly incarcerated students as they transform their lives through higher education. The SOAR Center is a stigma free space where SOAR Scholars can study, access technology and mentor each other on their path from reentry to graduation. SOAR connects students with resources on and off campus so they can achieve their educational, personal and career goals. SOAR is located in Room 124C at the Vallejo Center. For more information call (707) 864-7194 or email SOAR@solano.edu.

Student Services

SCHOLARSHIP FOUNDATION

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

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years. The goal of the Scholarship Foundation is to promote academic excellence among Solano students by recognizing and rewarding outstanding students. Almost all of the scholarships require students to have completed 24 graded units of coursework at Solano with a cumulative GPA of at least 3.30.

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

For additional information, please visit the Solano Community College website at www.solano.eduscholarship_foundation/.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

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

STUDENT CLUBS

A wide range of clubs and organizations reflecting cultural, social, ethnic, and academic interests are active on the campus. The Inter-Club Council is the governing body for clubs on campus and each club can have one voting member at the meetings. Inter-Club Council meetings are held the first and third Thursday of the month in room 1421 from 12:30 – 1:30p.m. during the Fall and Spring semesters. Announcements of meetings and activities are available from the Student Life office, Room 1425, or call (707) 864-7000 ext. 4367.

STUDENT COMPLAINTS AND GRIEVANCES

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

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

In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against him/her by another student, staff member, group or campus organization, the student may file a complaint with the Human Resources Department, (707) 864-7128.

At any time the student may submit his/her complaint to any of the following agencies: California Department of Fair Employment and Housing at (800) 884-1684; U.S. Department of Education, Office for Civil Rights at (800) 872-5327; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

Student Services

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

Copies of Solano Community College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Vice President, Student Services, or designee (Room 604) http://www.solano.edu/district_policies/series5300_student_rights.php. These procedures outline the steps to file a grievance, de-scribe the hearing process, and establish the time limits under which these procedures operate.

STANDARDS OF STUDENT CONDUCT POLICY (§5300)

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

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

1. Academic Violations:

- a. Violation of the Academic Honesty Policy includes but is not limited to cheating or plagiarism. An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.
- b. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.

- c. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

2. General College Violations:

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

Student Services

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

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

4. Behavior Violations

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

- j. Committing sexual harassment as defined by law or by college policies and procedures.
- k. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

5. Substance Violations

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

6. Weapons Violations

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

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

Student Services

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

Non-Appealable Sanctions

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

Appealable Sanctions

1. Suspension
2. Expulsion

The definition, process and implication of each of these are detailed in the District's procedures on "Standards of Student Conduct (§5300)," available in the Student Life office (Room 1425/1426), the Office of the Vice President, Student Services (Room 604), and the Counseling office (Bldg. 400).

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

Copies of the District's current procedures on "Standards of Student Conduct (§5300)" are available free, upon request, from the Office of the Vice President, Student Services (Room 604, Building 600).

STUDENT LIFE OFFICE

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

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

TECHNOLOGY SERVICES & SUPPORT

Technology Services and Support is located in the Library Building (Bldg. 100) and is responsible for all matters related to information technology services, strategic technology planning, and local data / telephone network planning and implementation.

Student Services

IT exercises overall responsibility for administrative computing, academic and instructional technology support programs, telephone, network infrastructure, local and wide area networks, media, and videoconferencing. The office is open Monday through Friday, 8 a.m. to 4:30 p.m., and closed on weekends, all school holidays, and breaks between sessions.

TRANSCRIPTS-SOLANO COMMUNITY COLLEGE

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

TRANSPORTATION

Public transportation to Solano Community College is available via local city transit agencies. For schedules and fares, contact the appropriate local agency. Information on bus schedules, ride shares, and carpools is available in the Student Life office, Room 1425/1426. Also, bus schedules are available on the College website at www.solano.edu/student_development/carpool_bus.php

VERIFICATION OF ENROLLMENT

Solano Community College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse website at www.studentclearinghouse.org. There is a cost for this service. Please visit our website for additional information at www.solano.edu then click on the “Admissions and Records” link.

VETERANS AFFAIRS

The Veterans Affairs Center (VAC) provides assistance to Veterans, Active-duty, Reservists, National Guard, and eligible dependents of Veterans and Active-duty in their pursuit of an education, obtaining their Veterans Education Benefits (including VA work-study), DoD Tuition Assistance and My CAA. The student will receive assistance in filing for benefits, counseling through our Veterans Counselor and Active-duty Counselor on staff and we will act as the liaison between the Government Agency and the student. For more information, contact the VAC located in Bldg. 2700 or 707-864-7105, or email Veterans@solano.edu.

Veterans Education Benefits

- Chapter 30 – Montgomery GI Bill – Active-Duty
- Chapter 31 VA Vocation Rehabilitation
- Chapter 33 – Post 9/11 GI Bill – Forever GI Bill
- Chapter 1606 – Montgomery GI Bill – Reservists

Dependent Education Benefits

- Chapter 35 – Dependent educational Assistance
- Fry Scholarship
- California Veterans Fee Waiver Program

Active-Duty & Reservists

- Department of Defense Tuition Assistance

Spouses of Active-duty Members

- My CAA

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

Veterans and Armed Forces Priority Registration

Eligible individuals who meet Title 5 Section 58108 Registration and Enrollment Procedures will be provided priority registration. Documentation to verify Veteran and Armed Forces status is required.

Documentation accepted:

Veterans

- DD-214 Member 4 or copy 2 or 7
- VA Card
- CA Driver’s License with Veteran Designation

Armed Forces

- Copy of Military Orders
- Active-Duty Leave and Earnings Statement (LES)

For more information, contact the VAC located in Bldg. 2700 or 707-864-7105, or email Veterans@solano.edu.

Priority Registration

Priority Registration set by Title 5 section 58108 Registration and Enrollment Procedures

58108(a-g)

Districts shall adopt policies and procedures for registration and standards for enrollment in any course(s) that are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district.

The intent being to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The priority registration shall be provided to students in the following order:

- (1) Veterans, foster or former foster youth, students eligible and receiving services through DSP, EOPS, CalWORKS;
- (2) Athletes, ASSC, Umoja; TRIO;
- (3) Continuing Students;
- (4) New Students who have completed Orientation, and Ed Plan;
- (5) Returning Students;
- (6) Transfer Students;
- (7) New students who have NOT completed Orientation, Ed Plan;
- (8) Concurrently enrolled K-12 students;
- (9) Open Registration

58108(h 1-5)

Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

- (1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or
- (2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.
 - (A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.
 - (B) The 100-unit limit does not include units for non degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.
 - (C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions. Solano Community College has set the limit at 90 units excluding transfer units from other higher education institutions.
 - (D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.
 - (E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

Admissions and Registration

ADMISSION TO THE COLLEGE

Admission to Solano Community College is open to anyone who is a high school graduate, has a high school equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction. All inquiries concerning application, admission and registration should be sent to Solano Community College Admissions and Records, 4000 Suisun Valley Road, Fairfield, CA 94534, (707) 864-7171, www.solano.edu/ar/.

APPLICATION FOR ADMISSION

Applications for admission with detailed instructions are available on the college Web site at www.solano.edu.

An application must be submitted if a student is:

1. A new student entering Solano Community College for the first time, or
2. A returning (former) student who did not attend Solano during the prior semester, or
3. An international student (www.solano.edu/international/apply.php), or
4. A student in grades K-12 enrolled in a public or private school seeking special admission www.solano.edu/ar/k12admission.
5. All students should apply online at www.solano.edu click "MySolano."

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

SSSP is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going SSSP, Solano Community College provides a full range of services, including:

- Admission to the College
- Orientation to the College
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding SSSP services:

- Express a general educational goal at the time of admission
- Meet with a counselor to discuss academic choices and to develop an educational plan
- Identify a specific educational goal upon completion of 15 semester units of degree-applicable, credit coursework
- Attend classes and complete assigned course work
- Maintain progress toward the specified educational goal

The College has the following responsibilities:

- Use multiple sources of information as the basis of assessment for course placement.
- Provide special accommodations for students with learning or physical disabilities
- Provide a mechanism for changing a specified educational goal
- Inform students of their responsibilities and rights regarding matriculation services
- Upon request, provide students with written District procedures concerning challenges, complaints or appeals of SSSP services

The student has the right, and is strongly encouraged, to receive all SSSP services provided by the College. The student also has the right to refuse any or all of these services.

Exemptions. The following students may be exempt from orientation, and education planning:

- 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)

Admissions and Registration

SPECIAL ADMISSION (K-12)

Solano Community College may permit the admission of K-12 students who, in the opinion of the Superintendent/President, or designee, can benefit from instruction. Approval of the student's principal, and parent or guardian is required. The intent of this program is to provide educational enrichment opportunity for a limited number of eligible students who fulfill special admission standards.

- The College reserves the right to exclude or limit enrollment in courses or programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for special admission students.
- Special admission students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
- Students under grade 9 must attend an interview with a College official, along with the parent or guardian.

Please visit our website for additional information at www.solano.edu then click on the Admissions link.

INTERNATIONAL STUDENT ADMISSION

Solano Community College admits international students each semester. We accept applications year round. International students must meet the following admission requirements:

1. File official transcripts from all secondary schools, universities or professional schools. Transcripts must be accompanied by an official English translation.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required for admission on the paper-based examination. A score of 61 on the internet-based test is required for admission (subject to change) and from the IELTS test a score of 7.0.
3. File a current declaration and certification of finances.
4. File a current certificate of health, including a tuberculin test. A copy of the health verification certificate submitted to immigration is acceptable provided it is not more than one year old.
5. Provide evidence of health and accident insurance protection.
6. Provide a local street address, not a post office box number, and a social security number, if applicable.

Students with an F-1 Visa must meet with the International Student Academic Counselor each semester for approval of their academic programs. Each student must maintain enrollment in at least 12 semester units of academic work each semester. An email address is provided to all students and is the primary means used by the college to communicate with students. Students should activate and check their email regularly. Non-resident tuition is \$272.00 per unit plus \$10.00 per unit nonresidential capital outlay fee. All fees are subject to change by the State legislature.

Email to international@solano.edu for additional information, or visit www.solano.edu/international/index.php.

RESIDENCY

The California residency requirement has two parts, Act and Intent. To claim residency a student must have lived and shown intent to reside in California by: a) paying California income taxes; b) possessing a valid California driver's license; c) registering and voting in the state; d) owning and registering a car in California, and/or the absence of these ties with another state. The payment of California state income taxes is an important act of intent. Concurrent with these acts of intent, physical presence in the state for one year and one day prior to the first day of classes is needed to establish California residency. Because the residency requirement is complicated, students with questions should contact the Residency Assistant in the Admissions and Records office.

SCCID (SOLANO COMMUNITY COLLEGE IDENTIFICATION NUMBER)

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

TRANSCRIPTS FOR ADMISSION

The following students are required to submit official transcripts from all regionally accredited institutions:

1. Applicants for the Nursing Program.
2. Veterans.
3. International students.
4. Students receiving financial assistance.
5. Recipients of California State Scholarships must file high school transcripts showing the eight semesters.
6. Participants in intercollegiate athletics.

Admissions and Registration

Students planning to complete an A.A./A.S. degree or certificate should submit transcripts from other institutions if the units apply toward the degree or certificate requirements. The applicant is responsible for requesting the transcripts be mailed directly to the Admissions and Records office. Please visit our website www.solano.edu for incoming transcript information. Click on the Admissions and Records link, then click on Transcript for additional help, or email us at admissions@solano.edu.

TRANSFER OF CREDIT FROM OTHER COLLEGES

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

REGISTRATION ASSESSMENT/ ORIENTATION PROGRAM

All new, non-exempt students should complete the assessment process prior to registering for classes. Guided self-placement, Orientation and Counseling are part of this process. See exemption criteria under SSSP.

GUIDED SELF-PLACEMENT

English/Math Placement

After completing the application in CCCApply, students who provided information regarding the highest level English and math completed in high school will receive an email to their Solano email address with information about suggested college-level math and English courses to take.

Please note: AB 705 requires that colleges maximize the probability that students will enter and complete transfer-level coursework in English and quantitative reasoning/mathematics within a one-year timeframe.

Math Placement

Students entering Solano Community College are minimally eligible to take the following transfer or one level below transfer math courses, regardless of prior math experience (please see the catalog and/or a counselor for specific guidance based on your career and educational goal):

- Math 011 - Statistics (with or without a co-requisite lab based on High School GPA)
- Math 012 - Mathematical Ideas (with or without a co-requisite lab based on High School GPA)
- Math 104- Intermediate Algebra
- Math 112- Intermediate Algebra for Liberal Arts

English Placement

Students entering Solano Community College are minimally eligible to take the following transfer level English course, with or without co-requisite lab based on High School GPA and Jr/Sr English grade:

- English 001 - College Composition
- English 001 with English 310D - College Composition with Advanced English Skills Lab

Procedures: To gain the most from these services, students should plan on completing the matriculation process in the following sequence:

1. Complete and file an "Application for Admission" with the Admission and Records office (A&R) [Note: this can be done online at the Web site: www.solano.edu].
2. Complete an on-line orientation session, found on the College's Website under "Counseling" www.solano.edu/counseling or complete an in-person orientation. See website for dates.
3. Meet with a counselor to complete an education plan.
4. Register for classes.

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

Students who have completed testing or coursework in English at another college or who have had equivalent educational experiences in high school may be eligible for an exemption in assessment or orientation. Contact a counselor for detailed information.

Admissions and Registration

SLAM

Solano Community College
ENGL and MATH Multiple Measures Placement Recommendation (AB705 Compliance)
For Statistics and Liberal Arts Math (SLAM) Path

ENGL Placement Recommendation by Multiple Measures		
Highest HS ENGL	GPA < 2.60	GPA ≥ 2.60
Jr./Sr. ENGL	ENGL 310D and ENGL 001	ENGL 001
		Other Clearance: [Jr./Sr. ENGL with B or better] OR [AP ENGL with C+ or better]
Notes: 1. ENGL 360 is an option for students who do not feel prepared to take ENGL 310D after engaging in Guided Self-Placement.		

MATH Placement Recommendation by Multiple Measures For <u>Non-STEM/SLAM</u> Path			
Highest HS MATH	GPA < 2.30	2.3 ≤ GPA < 3.0	GPA ≥ 3.0
Pre-Algebra	MATH 012/312 or MATH 011/311 strongly recommended		MATH 012/312 or MATH 011/311 recommended
Algebra 1, Intg Math1, 2, Geometry	MATH 012/312 or MATH 011/311 strongly recommended	MATH 012/312 or MATH 011/311 recommended	MATH 011, 012 MATH 311/312 support available
Algebra 2, Intgd Math 3, Trigonometry		MATH 012/312 or MATH 011/311 recommended or MATH 055	MATH 011, 012, 055 MATH 311/312 support available
Statistics			
Intgd Math 4, Pre-Calculus, Math Analysis	MATH 012/312 or MATH 011/311 recommended or MATH 055	MATH 011, 012, 055 MATH 311/312 support available	
Calculus or higher			
Notes: 1. For students whose educational goal is an Associate's with GE-option A, passing MATH 112 or a higher math course will satisfy the math requirement. 2. Additional support for all above courses is provided in our Math Activities Center by enrolling in the no-cost course Math 505.			

Admissions and Registration

BSTEM

Solano Community College
ENGL and MATH Multiple Measures Placement Recommendation (AB705 Compliance)
For Business, Science, Engineering, Technology, Math (BSTEM) Path

ENGL Placement Recommendation by Multiple Measures		
Highest HS ENGL	GPA <2.60	GPA ≥2.60
Jr./Sr. ENGL	ENGL 310D and ENGL 001	ENGL 001
		Other Clearance: [Jr./Sr. ENGL with B or better] OR [AP ENGL with C+ or better]
Notes: 1. ENGL 360 is an option for students who do not feel prepared to take ENGL 310D after engaging in Guided Self-Placement.		

MATH Placement Recommendation by Multiple Measures For <u>BSTEM</u> Path			
Highest HS MATH	GPA < 2.6	2.6 ≤ GPA < 3.4	GPA ≥3.4
Pre-Algebra	MATH 104 support strongly recommended		
Algebra 1, Intg Math1, 2, Geometry			
Algebra 2, Intgd Math 3, Trigonometry	MATH 051, 002, 030 support strongly recommended	MATH 051, 002, 030 support recommended	MATH 051, 002, 030
Statistics			
Intgd Math 4, Pre-Calculus, Math Analysis	MATH 020, 030 support recommended	MATH 020, 030	
Calculus or higher (Failed Course)			
Calculus or higher (Passed Course)	MATH 020, 030, 021, 031 support recommended	MATH 021, 031	
Notes: 1. It is recommended to take MATH 051 first, however, MATH 002 and MATH 051 can also be taken concurrently. 2. Support for all above courses is provided in our Math Activities Center by enrolling in the no-cost course MATH 505.			

Admissions and Registration

REGISTRATION PROCEDURES

Preparation: Students should acquaint themselves with college policies and study the information in this Catalog, the Schedule of Classes and registration materials supplied by the Admissions and Records office (A&R). The Admissions and Records office is a convenient place to ask questions about College procedures or visit our Web site at www.solano.edu. The following registration procedures apply to students enrolling in day, evening, on-campus, and off-campus classes.

Debts and Fees: All debts and Fees to the College must be cleared before students may register for classes. Most debts for the current semester that are associated with registration can be paid online. If you do not have internet access or your debt involves special circumstances, please contact Admissions and Records. Debts left unpaid may be subject to collections and/or holds on student's records.

Students are advised to keep receipts as proof of payment. Print a copy of the confirmation page for your records. Save a screen shot on your phone or tablet.

Schedule of Classes: A searchable class schedule is online at www.solano.edu. The Schedule of Classes contains registration information and instructions.

Registration: Registration is conducted by priority. The priority registration definitions/schedule are listed on the SCC website at www.solano.edu/ar/ approximately 2 weeks prior to the start of the registration period.

Waitlist: Waitlist allows students to show their interest in a course where the seat capacity has been reached. When a seat becomes available, the next student on the waitlist will receive a notification email which is sent to the student's Solano Community College email account. *It is the student's responsibility to check their email account.* If students choose to have their student email forwarded to their personal email, it is the student's responsibility to ensure that the forwarded address is correct and that the *donotreplya&r@solano.edu* is not blocked by the external email provider's spam filters. Students have 48 hours to register in the waitlisted course from the time the notification email is sent. Failure to register within the 48 hour notification window will result in the student being expired from the waitlist which opens the opportunity for the next student to register.

Late Registration: During the first week of each semester, students must go to the classes they wish to attend. If space is available, the instructors will give them an add code which they should use to enroll in the course online through MySolano. All enrollment fees must be submitted upon registration. (See academic calendar at www.solano.edu for all deadlines.)

Dropping Classes:

- Students are responsible for officially dropping courses online through MySolano before established deadlines.
- Non-attendance or non-payment of fees will not remove students from a course nor alleviate student's responsibility to pay fees.
- Established deadlines are listed for each course on student's Schedule Bill.
- Students may be dropped from a class by the instructor for Non-attendance.
- Students who do not officially drop courses may receive a grade of F.

On- and Off-campus classes: Classes and Counseling services are offered at the Main Campus and the three off-campus centers. Classes are also offered at other locations throughout Solano County. Parking permits are required at the Main Campus and the three off-campus centers.

Main Campus

4000 Suisun Valley Road, Fairfield

Vacaville Center

2001 N. Village Parkway, Vacaville

Vallejo Center

545 Columbus Parkway, Vallejo

Travis Air Force Base (TAFB)

Travis University Center

Building 249 at 530 Hickman, Travis AFB

Please visit SCC web site for TAFB security requirements prior to registering for classes. Students must be enrolled in classes at TAFB in order to receive SCC services on Base.

Other Locations

Vallejo Automotive Technology

1687 North Ascot Parkway, Vallejo

Nut Tree Airport (Aeronautics)

275 County Airport Road, Vacaville

Various high school locations throughout the region

California State Prison (CSPS) and California

Correctional Medical Facility (CMF), Vacaville (classes at CSPS and CMF are not open to the general public)

For specific locations and times, registration, and other information, please see the Schedule of Classes at the SCC website www.solano.edu or contact the Admissions and Records Office at (707) 864-7171.

Admissions and Registration

GENERAL ENROLLMENT FEES AND OTHER COSTS

- Enrollment fee:
 - \$46 per unit.
 - There is no enrollment fee for noncredit classes.
 - Fees are due and payable at registration.
 - Upper division courses (numbered 400-499 as part of the Biomanufacturing Baccalaureate Degree) require an additional \$84 per unit which cannot be covered by the California College Promise Grant.
 - Enrollment fees are subject to change by the State Legislature.
- Non-resident tuition fees: (out-of-state and international students) \$272.00 per unit and \$10.00 per unit nonresidential capital outlay fee. Fees are subject to change.
- Parking permits are required for students parking their vehicles at the Fairfield campus, Vallejo and Vacaville Centers - \$32 fee per vehicle.
- Student transcript fee: \$4.00; Rush service \$7.50; \$1.00 unofficial transcript.
- Student on-campus enrollment verification fee: \$1.00; Verification service through the National Student Clearinghouse: Visit studentclearinghouse.org for current fees.
- Health Center fee: Fall/Spring-\$17.00; Summer-\$8.00
- Student photo-ID card for on-campus students: \$5.00 (good for nine consecutive semesters when validated).
- Student Center fee: \$1 per unit, up to a maximum of \$10 per academic year.
- Library fines: See website for fees.
- Parking citations: \$32 plus fees (for regular parking citations); \$275 plus fees (for handicapped parking citations).
- Instructional and required materials fees: See the Schedule of Classes.

*Fees Subject to change.

STUDENT PHOTO-IDENTIFICATION CARD FEE

A photo-identification card is recommended for all students, except students who enroll in fee-based courses offered by Community Services. Students should carry their card while on campus. The fee is payable at registration. Once purchased, students may have photo taken and an ID will be created on the spot at the Cashier's Window.

The card may be used during nine consecutive semesters of attendance. The card must be validated each semester upon presenting proof of registration. Students with a valid ID card are eligible for off-campus student discounts. There is no charge for the validation. Student ID cards may be obtained at the Cashier's Window, Bldg. 400 (first floor).

HEALTH CENTER FEES

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

The State of California has mandated this fee for credit courses through Section 72252 of the California State Education Code. The fee is not applicable to students who can demonstrate, at the time of enrollment, that they are recipients of benefits under the CalWORKS program, the Supplemental Security Income/State Supplementary program, or the General Assistance program. Fee waiver forms may be obtained from the Financial Aid office.

Refer to Financial Aid Programs & Eligibility CCPG/BOG fee Waiver (BOG FW) information.

STUDENT CENTER FEES

Education Code section 76375 authorizes districts to establish an annual building and operating fee, for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center.

APPLYING FOR REFUNDS

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

California Community Colleges Enrollment And Non-Resident Tuition Fee

Fall and Spring Semesters – Full Term Classes

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

Summer Session and Short-Term Courses

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

Health and Student Center Fees

The Health and Student Center fees are only refundable if all classes are dropped prior to the beginning of the semester.

Academic Regulations

ACADEMIC COUNCIL

The Academic Council deals with all matters that pertain to problems that students are having with their academic performance, enrollment status, graduation status evaluations and financial matters that pertain to the registration process.

1. The Academic Council consists of the following membership: Vice President, Student Services or designee (Chairperson); Academic Dean; Dean of Enrollment Services; one counselor; two faculty members (appointed by the Academic Senate); and one classified staff member from Student Services.

In the event that the Vice President, Student Services or designee is unavailable, an additional Academic or Student Services Dean will be appointed to serve in his/her place.

2. Students may petition the Academic Council concerning any matter that pertains to their academic performance, enrollment status or registration/withdrawal procedures.
3. The Academic Council reviews the scope and content of each student's petition.
4. Students may obtain Academic Council petitions from the Admissions and Records Office.
5. Students shall submit their completed form(s) to the Admissions and Records Office.
6. All Academic Council actions are decided by majority vote. If there is a tie vote, the Vice President, Student Services may vote to break the tie.
7. The Academic Council meets on an as-needed basis.
8. Students who submit petitions that pertain to academic disqualification must have their petitions reviewed and signed by a counselor before the Academic Council will consider their requests for readmission.
9. Each student who petitions the Academic Council is notified in writing, by the Student Services office, concerning the action taken by the Academic Council on his/her petition.
10. Any student who is not satisfied with the Academic Council action taken on his/her petition may request a second petition review by the Academic Council or an opportunity to meet with the Academic Council in order to discuss his/her petition. Requests for a second review or a personal meeting are directed to the Vice President, Student Services.

11. The Admissions and Records office is notified, by the Student Services office, of all Academic Council decisions. The Disabled Student Program and Services (DSP), Extended Opportunity Programs and Services (EOPS), and the Counseling Division are notified about special counseling needs for students.

12. The Academic Council Petition for each student is filed in his/her permanent cumulative folder along with a copy of the Academic Council's action.

(Reference: Student Services Policy and Procedures 5200)

STANDARDS FOR PROBATION AND DISQUALIFICATION

Students failing to maintain an acceptable standard of academic achievement shall be placed on academic probation, progress probation, academic dismissal or progress dismissal. *(Reference: Student Services Policy and Procedures 5100)* For purposes of probation and dismissal, only consecutive, primary semesters are counted. The semester in which a student's performance causes him/her to be placed on probation is the first probationary semester. Summer is not a primary semester.

Academic Probation

A. Placement on Academic Probation

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

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

B. Removal from Academic Probation

1. A student on academic probation is removed when his/her cumulative GPA is 2.0 or higher.

Academic Regulations

Progress Probation

A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has attempted at least 12 total semester units and received transcript entries of "W", "I", or "NP" representing 50% or more of all units attempted.

B. Removal from Progress Probation

1. A student will be removed from progress probation when the student has received transcript entries of "W", "I", or "NP" for less than 50% of all units attempted.

Dismissal

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

A. Placement on Dismissal

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

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

B. Removal from Dismissal

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

1. A student's cumulative GPA is 2.0 or better and a student's transcript entries of "W", "I", or "NP" are less than 50% of all units attempted.
2. Satisfactory Progress After Dismissal: A student who meets the requirements for readmissions after dismissal and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

If semester GPA falls below 2.25 and/or student qualifies for Progress Probation, student will be academically and/or progress dismissed.

Appeals

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

ACADEMIC RENEWAL WITHOUT COURSE REPETITION- STUDENT SERVICES PROCEDURES 5110

Pursuant to regulations established by the Board of Governors of the California Community Colleges (Title 5, Section 55764), students may, under the provisions outlined below, petition for the elimination of past substandard coursework (D, F, or NP) in the calculation of the student's grade point average (GPA).

1. Coursework eligible for consideration under this regulation shall be:
 - a) No more than thirty (30) units;
 - b) Clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Pass;
 - c) Courses taken at Solano Community College, and
 - d) Courses taken two or more semesters (not including summer session) prior to petitioning.
2. Students are not eligible for relief under the academic renewal policy until they have:
 - a) Completed at least fifteen (15) units with a grade of "C" or better at a regionally accredited post-secondary institution subsequent to the coursework to be alleviated;
 - b) Met the two semester (not including summer session) time requirement; and
 - c) Filed an Academic Renewal Petition with the Admissions and Records office
3. Courses eliminated under this policy may not be applied toward any degree or certificate requirement. Academic Renewal actions are irreversible.
4. If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain legible.
5. Solano Community College may honor the Academic Renewal Policy of other regionally accredited institutions in disregarding previous academic work.
6. Students should understand that other colleges may not honor the Academic Renewal Regulations of Solano Community College.

Academic Regulations

PETITION PROCESS

Any student who has a problem regarding their academic performance, enrollment status, or registration/ withdrawal procedures should contact the Admissions and Records office at admissions@solano.edu.

AUDITING

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. At the time of this catalog, the following courses are not eligible for auditing: NURS 103, NURS 104, FIRE 140, EMT 213, all AERO and all COSM. Auditing conditions are as follows: 1) Student participation in the course is subject to instructor discretion; 2) no grades or credit shall be awarded and no transcript of record maintained; 3) auditors may not change their status in the course from audit to credit student or the reverse; and 4) audit fees shall not be refunded. The auditing fee is \$15 per semester unit. One may apply to audit a designated course after the second meeting when class size has been established for regular students.

FINAL EXAMINATIONS

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

GRADES

GRADING SYSTEM

Solano Community College uses the following letter grade system for evaluating the quality of students' work:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D*	Passing, less than satisfactory	1
F*	Failing	0
P	Pass (at least satisfactory)	0
NP*	No Pass (less than satisfactory or failing)	0

**Substandard grades (Title V 55761)*

NON-EVALUATIVE GRADES (Don't affect GPA)

I	Incomplete	0
RD	Report delayed	0
W	Withdrawal	0
EW	Excused Withdrawal	0
MW	Military Withdrawal	0

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/ no-credit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12.0 units attempted equals 3.0 GPA/ B average.)

PASS/NO-PASS OPTION

The purpose of the pass/ no-pass option is to encourage students to take challenging courses for electives outside the major area while avoiding undue concern for grades in competition with students who may be better prepared.

The P grade represents a letter grade of A, B, or C. The NP grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a pass/ no-pass grade, and a pass/ no-pass grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NP has been earned may be repeated once for a P or letter grade. Some courses are offered only on a P/NP grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

Academic Regulations

Students may request P/NP grades in any regular graded class offered by the College but they are limited to a total of 15 semester units under the P/NP option while attending Solano Community College. In order to exercise this option, a petition must be filed with the Admissions and Records office at the time of registration, or by the fifth week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first thirty per cent of the course.

Students should be aware that other colleges and universities may be reluctant to accept P/NP grades. Students should not take the P/NP grade option in their major fields of study.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts of grades are available online via MySolano Student tab. Contact admissions@solano.edu for assistance.

INCOMPLETE GRADES

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year. When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" form to the School Dean. Students who do not complete the contract will be assigned the preliminary grade at the end of one calendar year.

CHANGE OF GRADES

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed 3 years after the completion of the course.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available, the request should be submitted through the appropriate School Dean; however, only the faculty member that assigned the original grade or designee may authorize a change of grade.

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

HONORS

President's: The President's Honor List recognizes those students who earn academic honors in a given semester. The President's List includes those students who have earned a grade point average of 3.85 or higher with at least 39 grade points in not fewer than 12.0 units of work completed.

Deans': The Deans' Honor List recognizes those students who earn academic honors in a given semester. The Deans' List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12.0 units of work completed.

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications and information are available in Room 1425/1426 in the Student Center.

Phi Theta Kappa: Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours of associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Life office, Room 1425/1426 in the Student Center.

Honors at Graduation:

A student who achieves a cumulative grade point average of 3.50 to 3.74 will be graduated with honors; and 3.75 and above with high honors.

Academic Regulations

REPEATABILITY OF COURSES

Repetition of courses must be conducted by all California Community Colleges in compliance with California Title V Regulations, Sections 55040 through 55046.

Course repetition to improve a sub-standard grade:

A course may be taken once and repeated a maximum of two times for which a grade notation of D, F, NP (No Pass), or W (Withdrawal) was earned. Solano Community College requires students to petition to repeat prior to the second attempt. A W will count as an attempt. 4th repeats of courses are not allowed.

REPEATABLE COURSES:

A course with an earned grade of C or better cannot be repeated. However, there are specialized courses that are designated as repeatable and are noted in the course description. Types of courses in this category include:

- Transfer level courses that may be taken more than once to meet the major requirement for transfer to a California State University (CSU) campus or to other universities with a similar transfer requirement.
- Variable unit courses that are open entry /exit such as math, reading and writing laboratory courses; these courses may be repeated up to the total maximum units allowed.
- Work Experience courses, which can be taken again when there is new or expanded learning on the job for a maximum of sixteen units.
- Interscholastic sports and their related conditioning courses may be repeated to meet requirements for CCCAA eligibility.
- Intercollegiate academic or vocational competition courses with the primary purpose to prepare students for competition.

PETITION FOR AN EXCEPTION - NON-REPEATABLE COURSES:

Some special circumstances allow students to complete the Course Repetition petition process when the request does not meet the criteria cited in the section above:

- A student may repeat a course because there has been a significant lapse of time (defined as at least three years) since the student previously took the course and there is a properly established recency prerequisite for a course or program at Solano Community College or at another institution of higher learning. In cases where a transfer university requires a community college course to be taken as a university prerequisite more recently than three years ago, a college may alter the three-year rule with documentation provided by the

student. Grades awarded for courses repeated under this circumstance shall not be counted when calculating a student's grade point average. This is a one-time exception. Documentation from the college or university catalog must be submitted with the petition.

- Courses where students need to meet a legally mandated or licensure training requirement as a condition of continued paid or volunteer employment. These repetitions are not limited and are granted based on the college's verification of established legal mandates. Documentation may include an expired CPR Certification, the job announcement or job description, coupled with a certification by the student that he or she needs the course for employment.
- A special course that can be repeatable by petition so that a particular student can be approved to repeat it as a disability-related accommodation.
- The college finds that the student's most recent previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control. This is a one-time exception.

LIMITATIONS ON ACTIVE PARTICIPATORY COURSES:

Active participatory courses are those courses where individual study or group assignments are the basic means by which learning objectives are obtained. These include kinesiology (formerly physical education or PE) active participatory courses, as well as visual and performing arts active participatory courses (theatre arts, music and art). Some courses in these categories are related in content and have been placed in groups called Course Families. Course Families allow for skill development beyond an introductory level. A Course Family may include more than four courses, but students are limited to taking a maximum of four courses in any one family.

If a student gets a sub-standard grade (a notation of D, F, NP [No Pass], or W [Withdrawal]) in any course within a family, the sub-standard grade counts as one attempt of the four course limitations in the family. Please consult with a counselor for more information.

Academic Regulations

STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the units in which they are currently enrolled.

Freshman: A college student who has earned from 0 to 29.5 semester units of college credit.

Sophomore: A college student who has earned from 30 to 60 semester units of college credit.

Full-time: A student enrolled in 12 or more semester units.

Part-time: A student enrolled in 11.5 or fewer semester units.

Post Associate Degree: A student who has been awarded an A.A., A.S. or higher degree.

STUDENT LOAD

A student load is defined as the total units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units constitute minimum full-time enrollment. **In many cases, a program may require more than fifteen units per semester for a student to complete a major in the normal two-year period.**

Permission to carry an excess load of 20.5 or more units may be granted to individuals depending on the excellence of their academic work. A "Carry Excess Load" petition must be completed with a counselor. Petitions are available at the Admissions and Records office.

The California State Education Code specifies that each lecture hour of a community college class requires at least two hours of study outside of class. The following schedule is suggested for students who attend college and also work.

SUGGESTED TIME PLAN

IF YOU WORK (Hrs./WK)	AND ENROLL IN (Lecture Hours)	AND STUDY (Recommended)	YOUR TOTAL LOAD IS (Hrs./Wk)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

STUDENT RESPONSIBILITIES

Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be dropped from class rosters. Regular attendance, completion of examinations and assignments, and participation in class activities and discussion is expected. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5% of a full-term class, short-term class, or summer session.

Students have the responsibility for verifying their enrollment status. **If students stop attending, it is their responsibility to make sure the drop card has been submitted to the Admissions and Records office or that they have completed the drop online at MySolano.**

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Admissions and Records office.

Academic Regulations

Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans Affairs Center on campus. After classes begin, students are required to notify the Veterans Affairs Center promptly of any change in their unit loads or changes of address. Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits. A veteran who is academically disqualified must contact a Veterans Affairs Center staff member for specific details concerning readmission.

Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Admissions and Records office or completing the drop process using the web online services. Non-attendance or non-payment of fees is not a guarantee of removal from a course and does not alleviate responsibility to pay fees. Students who do not officially drop courses may receive an "F" for the term and incur a student debt.

Courses dropped after 20% of instruction through the end of 62.5% of instruction will be recorded as a "W" on the student's record. A student must petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation shall be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 20% of the class will not appear on the student's record. Courses dropped 21% to 62.5% of the term/session will be recorded as a "W" on the student's record.

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

Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to drop within published deadlines. It is important to clear any debts owed to the College before leaving the College. Failure to drop properly could result in failing grades and a student debt.

Students are advised to speak with faculty members and a counselor before deciding to withdraw.

Students should access their *MySolano* account to drop or do so in person at any of our Admissions and Records campus locations.

ACADEMIC INTEGRITY

At the heart of any institution of higher learning is the fundamental right of Academic Freedom for which Honesty and Integrity are preconditions. Academic Integrity is therefore fundamental to the Solano Community College community. Academic Integrity is maintained only when all academic work is the product of identified individuals. Any act of Academic Dishonesty interferes with Academic Integrity and therefore with the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense.

Academic Honesty Policy

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

1. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are also encouraged to visit the Academic Success and Tutoring Center (ASTC) for free help in understanding and preventing plagiarism. Students are always responsible for any plagiarism in their work.
2. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.

Academic Regulations

3. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or computer generated class notes, except as permitted by any college policy or administrative procedure.

SANCTIONS FOR ACADEMIC DISHONESTY

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

Additional Consequences of Violating the Academic Integrity Policy

Students committing acts of academic dishonesty not only face college censure but run a serious risk of harming their future educational and employment opportunities.

Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's moral or ethical behavior. Many scholarship opportunities, awards and memberships to academic societies, such as honor societies or discipline-specific associations, also rely heavily on recommendations. College faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such incidences. Moreover, in all cases in which a grade of "F" is assigned for disciplinary reasons, the "F" will remain on the student's transcript, even if the course is retaken and a passing grade is achieved. Lastly, many other institutions and professional environments impose a no tolerance policy on dishonesty which may result in the student being expelled or fired. Solano Community College students are therefore obligated to develop educational habits befitting their scholastic and career goals.

SOLANO COMMUNITY COLLEGE HONOR CODE

At Solano Community College, we believe that Academic Integrity is fundamental in an institution dedicated to personal development through learning, free inquiry, and the exchange of ideas. Honest work is an integral part of the learning process: it builds self-esteem, knowledge, and skills. It is the responsibility of every Solano Community College student to represent work truthfully and engage honestly in all assignments. We believe that any instance of academic dishonesty hurts the entire College community.

Non-Traditional Learning

Solano Community College awards non-traditional credit for CLEP (College Level Examination Program), Credit-by-Examination, formal military service schools, and military service. The maximum credit for all non-traditional credit accepted by Solano Community College may not exceed twenty-four (24) semester units.

Students planning to transfer to a four-year college or university should note that non-traditional credit accepted by Solano Community College may not be acceptable for transfer. Students should check with prospective transfer colleges regarding their policies on non-traditional credit.

ADVANCED STANDING

Students may apply for advanced academic standing through waiver of certain courses as identified by academic schools. To receive course waivers, the student must demonstrate knowledge of the subject to be waived through examination, previous study, or related work experience. Units are not awarded. Students who receive course waivers must complete the minimum number of units for the major and Associate Degree as required by the California Code of Regulations.

CLEP EXAMINATIONS APPROVED AT SOLANO COMMUNITY COLLEGE

Students who receive satisfactory scores on the CLEP (College Level Entrance Program) tests listed below will be awarded college credits for SCC equivalent courses. For more information contact the Admissions and Records Office.

EXAMINATION	CREDIT	COURSE (Score)
GENERAL EXAMINATIONS:		
English Comp (with essay)	3 units	ENGL 001 (50)
Humanities	3 units	Elective Credit (50)
College Mathematics	3 units	Elective Credit (50)
Natural Sciences	5.0 Units	Elective Credit (50)
Social Sciences & History	3 units	Elective Credit (50)
SUBJECT EXAMINATIONS:		
Pre-Calculus	5.0 Units	MATH 004 (50)
American Government	3 units	PLSC 001 (50)
History of the United States I: Early Colonizations to 1877	3 units	HIST 017 (50)
History of the United States II: 1865 to the Present	3 units	HIST 018 (50)
American Literature	6 units	ENGL 030, 031 (50)
Analyzing & Interpreting Literature	3 units	ENGL 002 (50)
English Literature	6 units	ENGL 040, 041 (50)
College Composition	3 units	ENGL 001 (50)
General Biology	5.0 Units	BIO 002 (50)
Calculus with Elementary Functions	5.0 Units	MATH 020 (50)
General Chemistry	5.0 Units	CHEM 001 or 002 (50)
Introductory Psychology	3 units	PSYC 001 (50)
Human Growth/Development	3 units	CDFS 038 (50)
Principles of Accounting	3 units	ACCT 001 (50)
Principles of Macroeconomics	3 units	ECON 001 (50)
Principles of Microeconomics	3 units	ECON 002 (50)
Introduction to Business Law	3 units	BUS 018 (50)
Information Syst & Computer Appl.	3 units	CIS 001 (50)
Principles of Marketing	3 units	MKT 171 (50)
Introductory Sociology	3 units	SOC 001 (50)

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

College Board Advanced Placement (AP) Examination Credit

Students who receive a score of 3, 4, or 5 on Advanced Placement (AP) examinations are awarded college units for equivalent courses as indicated below. For more information you may contact the Admissions and Records office.

EXAMINATION	SCORE	AWARDED	COURSE
Art History	3-5	6 units	ART 001 or 002
Art Studio (Drawing) 2 or 3D	3-5	3 units	ART 001-048
Biology	3-5	6 units	BIO 015
Calculus AB	3-5	3 units	MATH 020
Calculus BC	3-5	6 units	MATH 030 or 031
Calculus BC/AB subscore	3-5	3 units	MATH 030 or 031
Chemistry	3-5	4 units	CHEM 001
Chinese, German, Italian, Japanese, Latin Language &/or Culture	3-5	6 units	
Latin Vergil	3-5	3 units	
Comparative Government & Politics	3-5	3 units	PLSC 001
U.S. Government & Politics	3-5	3 units	PLSC 001
Computer Science A	3-5	3 units	
Computer Science AB	3-5	6 units	CIS 022
Computer Science Principles	3-5	6 units	
English-Language & Comp	3-5	6 units	ENGL 001
English Literature & Comp	3-5	6 units	ENGL 001 or 002
Environmental Science	3-5	4 units	
European History	3-5	6 units	HIST 004 & 005
U.S. History	3-5	6 units	HIST 017 & 018
World History	3-5	6 units	
French Language & Culture	3-5	6 units	
Human Geography	3-5	3 units	
Macroeconomics	3-5	3 units	ECON 001
Microeconomics	3-5	3 units	ECON 002
Physics 1	3-5	4 units	
Physics 2	3-5	4 units	
Physics B	3-5	4 units	Score 4-5 = PHYS 002 & 004
Physics C Electricity & Magnetism	3-5	4 units	
Physics C Mechanics	3-5	4 units	
Psychology	3-5	3 units	
Spanish Language & Culture	3-5	6 units	Score 3 = SPAN 002; Score 4-5 = SPAN 003 or 011
Spanish Literature & Culture	3-5	6 units	Score 4-5 = SPAN 004
Statistics	3-5	3 units	

If a specific AP exam is not listed, acceptance will default to the CSU standard. Please see a counselor.

CREDIT-BY-EXAMINATION

Credit-by-examination is available for some courses that are not remedial or normally taught at or below the secondary education level. Courses eligible for credit-by-examination have been identified by the appropriate academic school. The amount of credit granted may not exceed the amount listed for the specific course in the college catalog.

Non-Traditional Learning

To be eligible, the student must be enrolled currently at the College in at least one (1) graded course other than those being taken for credit-by-examination, be in good standing (overall 2.0 GPA) and have completed a minimum of 12.0 units in residence or will have completed a minimum of 12 semester units by the end of the current semester, exclusive of units to be earned by the credit-by-examination. All prerequisites must be met or waived by the School Dean before a student takes an examination for credit, and no examination may be repeated. The maximum number of units that may be earned by credit-by-examination is 15. A petition for credit-by-examination must be filed with the Admissions and Records office no later than the fourth week of the semester. If the petition for credit-by-examination is approved by the School Dean, the student returns the petition to the Admissions and Records office. Eligibility will be checked and payment of a fee for preparation and administration of the examination in the amount of \$20 per course unit to a maximum of \$120 is due.

Students may obtain a copy of the policy and the credit-by-examination petition form online or at an Admissions and Records service counter.

MILITARY TRANSCRIPT EVALUATION

Solano Community College, under the DoD Voluntary Education Partnership Memorandum of Understanding, recognizes service members' Military Training for College Credit based on American Council on Education recommendations. Veterans who submit transcripts from either Community College of the Air Force or Joint Services Transcript (Army, Marine Corps, Navy, and Coast Guard) will be granted up to 24.0 units of college elective credit. (**Specialized training may be used to meet degree major requirements by submitting an SCC Substitution Petition. A description of the course/training received is required).

MILITARY SERVICE

Solano Community College will grant six (6) elective units for military service if the person has a) spent at least one year in active service, and b) has received an honorable discharge. Active duty personnel should submit a copy of DD295 (veterans submit DD214 Member 4 or Copy 2 or Copy 7) to Admissions and Records for evaluation. These units meet the health and physical education requirements for graduation under Option A.

Military Service credit is given towards California State University General Education Option C for Area E with the submission of DD214 Member 4 or Copy 2 or Copy 7.

ONLINE AND HYBRID CLASSES

Solano Community College offers two types of Internet classes for credit: online and hybrid classes. Online classes are taught over the Internet and hybrid classes are taught partly over the Internet and partly in the classroom. These classes have regular assignment schedules and reading material and the same learning requirements as traditional classes.

Participation in online sections and hybrid sections requires that students have a computer with Internet access and a web browser. The individual classes will also have additional requirements such as a textbook and possibly a specific software program to be used. A student may also have to come to campus for a required in-person exam or orientation.

ONLINE: These classes utilize the Internet to create an educational experience that can be partly independent of time and place. Students still purchase textbook(s) and take tests and meet due dates, but they do the majority of the class work at any computer connected to the Internet. Within the semester structure, students complete some work according to their own schedule, at home, in the office, or on open access computers on campus in the library. Course materials, the syllabus, assignments, tests, and links to other Web resources are contained on the course site. Students communicate with their instructor, and each other, by sending and receiving email and by participating in "threaded discussions." These are discussions that continue over time where students drop in to read the comments and to add their own. While online classes may not be for everyone, they are well-suited to students who are self-motivated, who have access to a computer, who may have busy daytime schedules, and who may not be able to travel to campus for classes with specific meeting times.

HYBRID: These classes use a combination of the face-to-face and online formats. Some activities will be conducted in a group (traditional class) format and some activities are conducted over the Internet (online). These classes offer the best of both worlds - flexibility with the online portion and the sense of being in a group with a traditional class meeting and face-to-face instruction.

Short-Term Courses

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

Non-Traditional Learning

International Baccalaureate (IB) Credits

Solano Community College may award college credit for international baccalaureate (IB) course completion with scores of 5, 6, or 7, if the course work is compatible with the college's curriculum. No credit will be granted for lower level course work completed in the IB program. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB) Credit for Solano CC General Education

REQUIRED EXAM SCORE (HIGHER LEVEL EXAM ONLY)	SOLANO COMMUNITY COLLEGE GE 3 semester units	CSU GE Breadth CERTIFICATION 3 semester units	CSU Minimum Semester Credit Earned toward transfer (includes GE Units)	IGETC CERTIFICATION 3 semester or 4 quarter units	Total UC Units earned toward Transfer (includes GE units) (qtr/sem)
BIOLOGY IB SCORE 5-7	AREA A	AREA B2	6	AREA 5B-without lab	8/5.3
CHEMISTRY IB SCORE 5-7	AREA A	AREA B1	6	AREA 5A-without lab	8/5.3
ECONOMICS IB SCORE 5-7	AREA B2	AREA D2	6	AREA 4B	8/5.3
GEOGRAPHY IB SCORE 5-7	AREA B2	AREA D5	6	AREA 4E	8/5.3
HISTORY (ANY REGION) IB SCORE 5-7	AREA C	AREA C2 or D6	6	AREA 3B OR 4F	8/5.3
LANGUAGE A Literature IB SCORE 4-7	AREA C	AREA C2	6	AREA 3B	8/5.3
LANGUAGE A Language & Literature IB SCORE 4-7	AREA C	AREA C2	6	AREA 3B	8/5.3
MATHEMATICS IB SCORE 4-7	AREA D3	AREA B4	6	AREA 2	8/5.3
PHYSICS IB SCORE 5-7	AREA A	AREA B1	6	AREA 5A (WITHOUT LAB)	8/5.3
PSYCHOLOGY IB SCORE 5-7	AREA B2	AREA D9	3	AREA 4I	8/5.3
THEATER IB SCORE 4-7	AREA C	AREA C1	6	AREA 3A	8/5.3

- 1) Only higher level tests accepted for credit.
- 2) IB scores must be between 5 and 7 for credit towards Solano College general education units, unless otherwise stated above.
- 3) IB credit is not granted for English Composition (ENGL 001) or for the Art Exam.
- 4) If a student passes more than one test in the same language other than English (e.g., two exams in Spanish), only one exam may be applied.
- 5) Credit is granted only toward the specific area(s) listed in general education. The units may not apply toward certification of the corresponding GE-Breadth area.
- 6) Students seeking certification in Language A1 and/or A2 prior to transfer must have passed the test before Fall 2013.

Graduation Requirements

Associate Degrees and Certificates of Achievement are awarded within 2-3 months of each fall, spring, or summer semester.

It is the responsibility of the student who expects to receive a degree or certificate to file a petition with the Admissions and Records office. See the Admissions and Records calendar for deadline dates.

Program Length

Most degree programs at Solano Community College can be completed in two years, assuming students take an average of 15.0 units per term. Certificate programs vary in length; most certificate programs require less than two years of full-time study to complete and many programs may be completed on a part-time basis. Students are advised to meet with a counselor to develop an educational plan as not all courses are offered every term.

Total Units

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

Major and Area of Emphasis

A minimum of 18 semester units must be concentrated in a designated field of study, as outlined in one of the two-year degree programs. All courses in the major or area of emphasis must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Job-Direct Low Unit Certificates

Many Job-Direct certificate programs are also offered. These programs are specifically designed to prepare students for employment in the identified field. Not all credits earned in the Job-Direct certificate programs may be counted toward the A.A./A.S. degree or the Certificate of Achievement.

Certificates of Achievement

A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. A number of certificate programs are offered for students seeking specialized training in specific fields. Students are required to complete each course within the program with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis) and to maintain a grade point average of 2.0 in program coursework. Certificate of Achievement programs differ from degree programs in that students are only required to complete the courses in the field of study; general education coursework is not required. All credits earned in a certificate program may be counted toward the A.A./A.S./AD-T Degree and, in some instances, credit for certificate courses may be transferred to four-year colleges.

To be eligible for a Certificate of Achievement, at least 6 semester units in the field or a closely related subject must be completed at Solano Community College.

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

Associate Degrees

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

Associate Degrees for Transfer (AD-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an associate degree for transfer (AD-T). These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

California Community College students who are awarded an A.A.-T or A.S.-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students who have been awarded an A.A.-T or A.S.-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester units or 90 quarter units.

To view the most current list of Solano Community College Associate Degrees for Transfer go to www.solano.edu. For additional information on Associate Degrees for Transfer, visit <http://adegreewithaguarantee.com>.

Graduation Requirements

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Students expecting to complete an ADT degree should be sure to have indicated so when applying to transfer to a CSU. Students must petition for the degree at Solano Community College Admissions and Records office. If the date falls on a weekend/holiday, then the deadline is the next business day.

Workforce Development

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

Experienced workers can upgrade skills and knowledge or enter a new field. In some areas, it is possible to enter a new field and get a certificate in a year or less. An associate degree can take two years or longer depending upon the field and the student's prior education. Many courses and programs are transferable to four-year institutions.

For more details, refer to the "Transfer to Four-Year Colleges and Universities" section of this catalog. Equal access in occupational training through our career technical education (CTE) programs is provided for all students regardless of race, handicap, national origin, age or gender. Solano Community College career technical education (CTE) programs encourage women and men to enter non-traditional fields for their gender.

Gainful Employment Programs

Gainful Employment programs include all programs at public and not-for-profit institutions that do not lead to a degree, that are not fully transferable to a bachelor's degree program or that are not considered to be basic skills or preparatory course work for enrollment in an eligible program.

Recognized Occupations are those identified by a federal Standard Occupational Classification (SOC) code established by the Office of Management and Budget, by an Occupational Network (O*NET-SOC) code established by the U.S. Department of Labor, or those determined by the U.S. Secretary of Education in consultation with the U.S. Secretary of Labor.

Catalog Rights

Graduation requirements are determined according to the Catalog in effect at the time of first enrollment at SCC. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the Catalog in effect at the time of first enrollment. Students enrolled at another regionally accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights. In order to maintain catalog rights, enrollment must begin with Solano Community College. Students may select a more recent catalog for catalog rights.

Transfer of Credit From Other Colleges

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

Graduation Requirements

General Education Philosophy and Criteria

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

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

General Education Structure

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

Option A

Cross-Cultural Studies Requirement

The general education requirement for an Associate Degree from Solano Community College includes a 3 unit Cross-Cultural Studies course. Courses that satisfy this requirement are listed under "Area E." Additional courses will be developed and added to the curriculum in the future; however, any Cross-Cultural Studies course, either current or future, may be used by students to satisfy this requirement even if that course first appears in a Catalog subsequent to the beginning of the student's course of study.

Option B

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

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

Cross-Cultural Studies Requirement

At least one of the following cross-cultural courses must be completed in order to use this option to fulfill the Solano Community College general education requirement:

ART 012, CDFS 053, CINA 011, COMM 012, COUN 015, ENGL 036, HUMN 003, MUSC 013, PLSC 005, PYSC 007, THEA 013.

Option C

To satisfy the general education requirements for the Associate Degree, completion of the California State University (CSU) general education 39-unit breadth pattern may be used in lieu of the requirements listed in Option A or B. In order to use this option, these courses must be completed with the grades required for admission to the CSU campuses. Please see a counselor for further information.

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

Cross-Cultural Studies Requirement

At least one of the following cross-cultural courses must be completed in order to use this option to fulfill the Solano Community College general education requirement:

ART 012, CINA 011, COMM 012, COUN 015, ENGL 036, HIST 037, HUMN 003, MUSC 013, PLSC 005, PYSC 007, THEA 013.

Graduation Requirements

Petitioning for a Degree or Certificate

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

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

Please check Dates and Deadlines in MySolano for the deadline.

Petitions are reviewed by Admissions and Records and students are notified of the outcome up to 3 months after the term ends. Email admissions@solano.edu if you have questions.

Graduation Ceremony

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

Students who were awarded degrees and/or certificates in the prior summer or fall and who petitioned in spring will be sent information regarding graduation ceremony participation mid-way through the spring term from the Student Life office.

Students should direct additional questions regarding the graduation ceremony participation to the Student Life office. For more information, please visit www.solano.edu/graduation.

Questions? Problems?

Email us at admissions@solano.edu

AREA C - Humanities						
Complete a minimum of 3 semester units				C	IP	P
C	ART 001, 002, 003A, B, 010, 011, 012*, 030B ASL 001, 002 CINA 010, 011* COMM 015 ENGL 002, 018, 021, 023, 024, 030, 031, 040, 041, 044, 058 FREN 001-004 011, 031, 032 HIST 002-005 HUMN 001-003* MUSC 005, 007-011, 013*-015, 017, 020, 021, 024-026 Course from another college _____ AP Exam _____	PHOT 035 PHIL 003-005 SPAN 001-004, 031-034 THEA 006, 010, 011, 013* TV 050				

AREA D – Language and Rationality							
Complete a minimum of 3 semester units from Each Area D1 and D2				C	IP	P	
Totaling a minimum of 6 semester units							
D1 Writing	(must be completed with a minimum grade of C or a P if course is taken on a Pass/No Pass basis)						
	ENGL 001 Course from another college _____ AP Exam _____						
D2 Quantitative and Analytical Thinking	(must be completed with a minimum grade of C or a P if course is taken on a Pass/No Pass basis)						
	MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 051, 104, 112 Course from another college _____ AP Exam _____						
The following courses do not fulfill the Area D requirement, but may be used to meet the minimum 21 unit GE requirement				C	IP	P	
D3	COMM 001, 002, 006, 010, 060 CIS 001, 020, 023 ENGL 004	LR 010; PHIL 001					

AREA E – Cross-Cultural Studies							
Complete a minimum of 3 semester units				C	IP	P	
E	ART 012* CDFS 053* CINA 011* COMM 012	COUN 015* ENGL 036 HIST 037*	HUMN 003* MUSC 013* PLSC 005*	PSYC 007 SJS 002 THEA 013*			

Local District Requirement – Health and Kinesiology							
Choose one of the following options:				C	IP	P	
Options	A. Two KINE activity courses: _____ , _____ B. Two ATHL/Intercollegiate Sport courses: _____ , _____ C. One KINE activity course and one ATHL/Intercollegiate Sport course: _____ , _____ D. DD214 (military experience) E. One of the following courses: HED 002, 003 KINE 020A, 020V, 020W, 057						

Graduation Requirements

Intersegmental General Education Transfer Curriculum (IGETC) Option B

The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses that allows community college transfer students to fulfill lower-division general education requirements either at the UC or the CSU system. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does not guarantee admission, nor is it generally required for admission. IGETC is not appropriate for some majors. A Transfer Studies Certificate of Achievement may be achieved upon successful completion of the IGETC Pattern. Please see a counselor for additional information and guidance.

Note: All courses used for IGETC must be completed with a minimum grade of C and must be IGETC approved at the time the course is completed.

___ GE Units (this sheet) + ___ Major Units (see www.assist.org) + ___ Elective Unit(s) (courses 001-049 UC, courses 001-099 CSU) =
60 Units required

AREA 1 – English Composition					
Each course must be at least 3 semester units CSU – complete one course from each 1A, 1B, and 1C UC – complete one course from 1A and 1B			C	IP	P
1A	English Composition: ENGL 001 Course from another college _____ AP Exam _____				
1B	Critical Thinking: ENGL 002, 004; PHIL 005 Course from another college _____				
1C <small>(CSU Only)</small>	Oral Communication: COMM 001, 002, 006 Course from another college _____ AP Exam _____				
AREA 2 – Mathematical Concepts and Quantitative Reasoning					
Complete 1 course of at least 3 semester units			C	IP	P
2	CIS 021 MATH 002+, 004+, 011, 012, 020+, 021+, 022+, 023, 030+, 031+, 040 Course from another college _____ AP Exam _____ IB _____				
AREA 3 – Arts and Humanities					
Complete 3 courses of at least 3 semester units each totaling a minimum of 9 semester units A minimum of 1 course from each 3A and 3B			C	IP	P
3A <small>Arts</small>	ART 001, 002, 003A, 003B, 010, 011, 012, 30B CINA 010, 011 MUSC 005+, 007, 008, 013 PHOT 035 THEA 006, 009, 010, 011, 013 Course from another college _____ AP Exam _____ IB _____				
3B <small>Humanities</small>	ASL 005 ENGL 018, 021, 023, 024, 030, 031, 036, 040, 041, 044 FREN 002, 003, 004, 011, 012 HIST 002*, 003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 031*, 037* HUMN 001, 002, 003 PHIL 003, 004, 006* PLSC 006* SPAN 002+, 003, 004, 011, 033+, 034+ Course from another college _____ AP Exam _____ IB _____				

C = Completed IP = In Progress P = Planned (L) = Lab course

* May be used in only one area 3B or 4.

AREA 4 – Social and Behavioral Sciences					
Complete 3 courses of at least 3 semester units each from at least 2 different disciplines Totaling a minimum of 9 semester units			C	IP	P
4	ANTH 002, 007 CDFS 038, 040 COMM 012 COUN 015, 023 CJ 001 ECON 001, 002, 010 GEOG 002, 004, 006 HIST 002*, 003*, 004*, 005*, 010*, 017*, 018*, 028*, 029*, 031*, 037* Course from another college _____ AP Exam _____	IR 001 JOUR 011 PHIL 006* PLSC 001, 002, 003, 004, 005, 006*, 016, 019 PSYC 001+, 002, 004, 005, 006, 007, 012, 020, 030, 034 SJS 002 SOCS 030	SOC 001, 002, 023, 040, 045		
AREA 5 – Physical and Biological Sciences					
Complete 2 courses of at least 3 semester units each totaling 7-9 semester units 1 course from each 5A and 5B; one of which must include a lab 5C may be used to complete the lab requirement; the corresponding lecture course must be completed prior to or concurrently with the lab course			C	IP	P
5A Physical Science	ASTR 010, 030+, 040+ CHEM 001(L), 002(L), 003(L), 004(L), 010(L)+, 011(L)+ 12(L) ENGR 045(L) GEOG 001 Course from another college _____ AP Exam _____ IB w/o lab _____	GEOL 001, 005 PHYS 002(L)+, 004(L)+, 006(L)+, 007(L)+, 008(L)+, 010+ PHSC 012(L)+			
5B Biological Science	ANTH 001 BIO 002(L), 003(L), 004(L)+, 005(L)+, 012, 014(L), 015(L)+, 016+, 018, 019(L), 020, 025 Course from another college _____ AP Exam _____ IB w/o lab _____				
5C Lab (if not met in 5A or 5B)	ANTH 001L ASTR 020 Course from another college _____ AP Exam _____	BIO 012L+, 016L+ GEOG 001L	GEOL 002		
AREA 6 – Language Other Than English (UC Requirement Only)					
Proficiency equivalent to 2 years of high school courses in the same language, or complete 1 course from Area 6			C	IP	P
6	ASL 001, 002 FREN 001, 002 003, 004, 032 Completed in high school _____ Course from another college _____ AP Exam _____ Foreign high school _____	SPAN 001, 002+, 003, 004, 011, 012, 032, 033+, 034+			
CSU Graduation Requirement in American Institutions (Not part of IGETC, may be completed prior to transfer)					
Complete 1 course from each CSU 1 and CSU 2 Courses may also be used in Area 3B and/or 4			C	IP	P
CSU 1	PLSC 001, 005				
CSU 2	HIST 017, 018, 028, 029, 037				
SCC Cross-Cultural Graduation Requirement (Exempt if earning an AA-T or AS-T)					
Complete 1 course, which may be used in one other Area			C	IP	P
SCC	ART 012 CINA 011 COMM 012 COUN 015	ENGL 036 HIST 037 HUMN 003 MUSC 013	PLSC 005 PSYC 007 THEA 013		

C = Completed IP = In Progress P = Planned (L) = Lab course

* May be used in only one area 3B or 4.

Graduation Requirements

California State University General Education Breadth (CSU GE) Pattern - Option C

The General Education Requirements for the California State University (CSU) system specifies courses within subject areas which will satisfy the 39 lower division GE requirements for any campus of the California State University system. A Transfer Studies Certificate of Achievement may be achieved upon successful completion of the CSU Pattern. Please see a counselor for additional information and guidance.

___ GE Units (This sheet) + ___ Major Units (www.assist.org) + ___ Elective Unit(s) (any course 001-099) = 60 Units required

AREA A – English Language Communication and Critical Thinking					
Complete 1 course from each A1, A2, and A3.			C	IP	P
A minimum of 9 semester units are required and must be completed with a minimum grade of C.					
A1	Oral Communication: COMM 001, 002, 006*	Course from another college _____			
A2	Writing Communication: ENGL 001	Course from another college _____ AP Exam _____			
A3	Critical Thinking: COMM 002, 006* ENGL 002, 004;	PHIL 001, 005 Course from another college _____			
AREA B – Scientific Inquiry and Quantitative Reasoning					
Complete 3 courses of at least 3 semester units each totaling 9 semester units			C	IP	P
1 course from each B1, B2, and B4; one of which must include a lab.					
B3 may be used to complete the lab requirement					
B1 Physical Science	ASTR 010, 030, 040	GEOL 001, 005; 010; CHEM 001(L), 002(L), 003(L), 004(L), 010(L), 011(L), 012(L) ENGR 045(L) PHYS 002(L), 004(L), 006(L), 007(L), 008(L), 010 GEOG 001, 010 PHSC 012(L)	Course from another college _____ AP Exam _____ IB _____		
B2 Life Science	ANTH 001	BIO 002(L), 003(L), 004(L), 005(L), 012, 014(L), 015(L), 016, 018*, 019(L), 020, 025	Course from another college _____ AP Exam _____ IB _____		
B3 Lab (if not met in B1 or B2)	ANTH 001L	BIO 012L, 016L	GEOG 001 ASTR 020 ENGR 045 GEOL 002	Course from another college _____ AP Exam _____ IB _____	
B4 Mathematics	(must be completed with a minimum grade of C) MATH 002, 004, 011, 012, 020, 021, 022, 023, 030, 031, 040, 049, 051		Course from another college _____ AP Exam _____ IB _____		
AREA C – Arts and Humanities					
Complete 3 courses of at least 3 semester units each totaling a minimum of 9 semester units			C	IP	P
A minimum of 1 course from each C1 and C2					
C1 Arts	ART 001, 002, 003A, 003B, 010, 011, 012, 30B	PHOT 035 CINA 010, 011 THEA 001, 002, 005, 006, 009, 010, 011, 013 MUSC 005, 007, 008, 013	Course from another college _____ AP Exam _____ IB _____		
C2 Humanities	ASL 001, 002	PHIL 003, 004 ENGL 006, 007, 018, 021, 023, 024, 030, 031, 036, 040, 041, 044, 058 FREN 001, 002, 003, 004, 011, 012, 031, 032 HIST 002+, 003*, 004*, 005*, 010*, 017*#, 018*#, 028*#, 029*#, 031*, 037*# HUMN 001, 002, 003 SPAN 001, 002, 003, 004, 011, 031, 032, 033, 034	Course from another college _____ AP Exam _____ IB _____		

C = Completed IP = In Progress P = Planned (L) = Lab course

* May be used in only one area. # Meets American Institution requirement.

AREA D – Social Sciences						
Complete 3 courses of at least 3 semester units each from at least 2 different disciplines				C	IP	P
Totaling a minimum of 9 semester units						
D	ANTH 002, 007 COMM 012 COUN 015, 023, 098 GEOG 002, 004, 006 HS 051 JOUR 011 PHIL 006 PSYC 001, 002, 004, 005, 006, 007, 012, 020, 030, 034; SJS 002 SOCS 030 Course from another college _____ AP Exam _____ IB _____	CDFS 038, 040, 050, 053, 070 CJ 001 ECON 001, 002, 010 HIST 002, 003, 004, 005, 010, 017, 018, 028, 029, 031, 037 IR 001 KINE 020J PLSC 001, 002, 003, 004, 005, 006, 016, 019 SOC 001, 002, 023, 040, 045, 075 TV 050				
AREA E – Lifelong Learning and Self Development						
Complete 3 semester units with no more than 1 unit of physical activity				C	IP	P
E	ASL 001 ATHL 001,001A,B, 002A-E, 003,003A, B, 004A, B, 010, 010A, 015, 015B-C, 016A, B, 022, 022A, 025 BIO 018* CDFS 038*, 040, 050, 054, 070 COUN 005, 007, 023, 058, 098 DANC 004A-D,F,H,J,K,M,N,P,S,T HED 002, 003 KINE 002A,B,D, 003A,D, 005C-E,J,K,M,N,P-S, 006A,C,E,F, 007D,E,F,G, 008A, B,D-F, 009A-C,E-H,P, 020D,E,J,M,N,P-R,V-Y, 078 NUTR 010, 054 PSYC 006, 020, 034, 040 DD214 -Military Experience Course from another college _____					
CSU Graduation Requirement in American Institutions						
(may be completed prior to transfer)						
Complete 1 course from each CSU 1 and CSU 2				C	IP	P
Courses may also be used in Area C2 and/or D						
CSU 1	PLSC 001, 005					
CSU 2	HIST 017, 018, 028, 029, 037					
SCC Cross-Cultural Graduation Requirement						
(Exempt if earning an AA-T or AS-T)						
Complete 1 course which may be used in one other Area				C	IP	P
SCC	ART 012 CINA 011 COMM 012 COUN 015	ENGL 036 HIST 037 HUMN 003 MUSC 013	PLSC 005 PSYC 007 THEA 013			

Transfer to Four-Year Colleges & Universities

Solano Community College has a long history of preparing students for successful transfer to colleges throughout California and the United States. While it is ultimately the student's responsibility to adhere to transfer admissions requirements and application deadlines, Solano Community College counselors can help students keep up-to-date with the complex array of transfer requirements. To ensure transfer admission, particularly into competitive majors, students should see a counselor early in their educational experience in order to develop an education plan that includes transfer prerequisites. In addition, students are urged to study the catalogs of the transfer institutions and, if possible, to visit those campuses. Detailed transfer information is available in the Counseling and Transfer Centers. Information regarding general education requirements for the California State University system and the University of California system are summarized in this catalog, but students are still urged to see a counselor to discuss general education for their major and transfer school.

Obtaining regular counselor assistance with transfer education planning is essential for successful transition to four-year universities and colleges.

Transfer Programs

Solano Community College works closely with higher education institutions to create a seamless transition from SCC to the higher education university. While Solano students may apply to any university, the college has particular guaranteed transfer admission programs with some universities. To participate in these programs students must meet specific GPA and course requirements often times associated with their major. The University of California offers a Transfer Admission Guarantee (TAG) to all UC campuses with the exception of UC Berkeley, UC Los Angeles and UC San Diego.

Concurrent Enrollment

Concurrent enrollment provides an opportunity for SCC students to take CSU and UC courses for a nominal fee or at no extra charge while enrolled at SCC. Please contact a counselor for additional information. For further details, visit www.solano.edu/transfer/.

Air Force ROTC - Air Force (CSUS)

Air Force Reserve Officer Training Corps (AFROTC) is available to Solano Community College students through a program offered at California State University, Sacramento (CSUS). The CSUS Department of Aerospace Studies offers three-or four-year programs leading to a commission in the United States Air Force. All coursework is completed at CSUS.

Scholarships are available to qualified students. Application to the program is typically completed not later than the first semester of the sophomore year, but juniors may apply under certain conditions.

Upon completion of all the program requirements for a Bachelor's degree, cadets are commissioned second lieutenants in the Air Force and serve a minimum of four years on active duty.

For more information, contact AFROTC, California State University, Sacramento, Department of Aerospace Studies, Yosemite Hall, or call (916) 278-7315. You may also visit csus.edu/afrotc and email det88recruiting@gmail.com for more details on the program.

Transfer to Four-Year Colleges & Universities

GENERAL EDUCATION FOR THE UC AND CSU SYSTEMS

In addition to preparing for their transfer major, students are encouraged to complete the lower division portions of their general education (GE) program as well. These requirements may be met using one of two patterns. The Intersegmental General Education Transfer Curriculum (IGETC) and the California State University General Education Breadth pattern (CSU GE). The IGETC pattern is accepted at both the UC and the CSU to meet lower division GE requirements. All courses used for IGETC must be completed with a minimum grade of C.

The CSU GE pattern is accepted for lower division general education at the CSU only. Completion of either of these patterns will permit students to transfer to the universities with all of their lower division GE courses completed. Students may also elect to follow the specific general education requirements for the college to which they plan to transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus. Upon completion of CSUGE or IGETC, a student must request certification. GE certification may be verified with a counselor who will confirm that all requirements have been met. To see a list of the courses that meet the IGETC and CSU GE requirements see the forms on the preceding pages. These forms are used by counselors and students to identify appropriate course selection. This does not substitute for counseling advice which includes consideration of many other variables. Please see a counselor to plan your course selection.

California State Universities (CSU) Lower Division Transfer Admission Requirement

Students are eligible for admission if they:

- Have a minimum cumulative grade point average of 2.00 in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies they had in high school.
- Meet the eligibility index required of a freshman which requires SAT or ACT test scores.

Students should contact the campus to which they plan to submit an application to determine whether there are limits on admission as a lower division transfer. Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

California State Universities (CSU) Upper Division Transfer Admission Requirements

Students are eligible for admission if they:

- Have completed 60 or more transferable semester college units (90 quarter units).
- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., they are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of general education courses with a minimum grade of C. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) in transfer level mathematics.

Transfer applicants are required to submit final college transcripts to the CSU prior to attendance in CSU classes. A final review will be done to verify successful completion of the courses. If the student did not complete the courses, the CSU campus may delay or cancel the student's admission or enrollment until the student successfully completes the required courses.

(NOTE: Some CSU campuses will admit transfer students based on courses "in progress," and some will not. Students should contact the specific campus(es) or obtain their published or electronic materials for specific campus information.)

Transfer to Four-Year Colleges & Universities

University of California (UC) Lower Division Transfer Admission Requirements

Most UCs do not admit lower division transfer students. For those who do, the following is required:

1. If students had met the minimum requirements for admission to UC when they graduated from high school. They are eligible for transfer if they have a 2.0 GPA in their transferable college coursework (2.8 GPA for non-residents).
2. If they had a minimum required GPA in high school but did not satisfy the 15-course subject requirement, they must take transferable college courses in the missing subjects, earn a minimum grade of C in each required course and have an overall 2.0 GPA in all transferable course work (2.8 GPA for nonresidents).
3. University of California (UC) Upper Division Transfer Admission Requirements and General Education Breadth Requirements
 - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade-point average of at least 2.4 (2.8 for nonresidents) and no more than 14 semester (21 quarter) units may be taken P/NP
 - b. Complete the following course pattern earning a minimum grade of C in each course:
 - Two transferable college courses (3 semester or 4-5 quarter units) in English composition;
 - One transferable college course (3 semester or 4-5 quarter units each) in mathematical concepts and quantitative reasoning;
 - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences
 - c. Transfer students who apply from California community colleges also have the option of filling lower division breadth requirements by completing the intersegmental General Education Transfer Curriculum (IGETC). This program specifies a series of subject areas and types of courses that, if completed before transfer, will satisfy the lower division breadth and general education requirements at any general campus of UC.

California Residents

There are several ways to meet the University's minimum admission requirements for transfer students as described below. The path used by the student depends upon the degree to which the student has satisfied the UC's minimum eligibility requirements for freshmen at the time of graduation from high school. In all cases, applicants must have at least a 'C' (2.0) average in all transferable coursework:

1. Students who were eligible for admission to the University when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination requirements or were identified by the University during the senior year in high school as being eligible under the Eligibility in the Local Context (ELC) program—are eligible to transfer if they have a 'C' (2.0) average in their transferable college coursework.
2. Students who met the Scholarship Requirement but did not satisfy the Subject Requirement must take transferable college courses in the missing subjects, earning a grade of 'C' or better in each of these required courses, and earn an overall 'C' (2.0) average in all transferable coursework to be eligible to transfer.
3. Students who were not eligible for admission to the University when they graduated from high school because they did not meet the Scholarship Requirement must:
 - a. Complete 60 semester (90 quarter) units of transferable college credit with a grade-point average of at least 2.4, and;
 - b. Complete the following course pattern, earning a grade of 'C' or better in each course:
 - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
 - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
 - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

(Students who satisfy the IGETC prior to transferring to UC will satisfy Option 3b of the transfer admission requirements.)

Transfer to Four-Year Colleges & Universities

Nonresidents

The minimum admission requirements for nonresident transfer applicants are very similar to those for residents. Please consult with the Admissions and Records Office at one of the University campuses for details. In all cases, however, nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

University of California (Breadth) General Education Requirements

The general education or breadth requirements are designed to give UC undergraduates a broad background in all major academic disciplines—natural sciences, physical sciences, social sciences, humanities, and fine arts. The general education/breadth requirements specify the courses students must take or credit hours they must accumulate in each area.

Each school and college at every UC campus has its own set of requirements. They are described in the campus catalogs and articulation agreements. With careful planning, the student can meet many of the requirements while attending community college. At some campuses and in some majors, transfer students must fulfill all or a portion of the general education/breadth requirements before transferring.

Transfer applicants may satisfy lower division general education requirements at any UC campus by completing the Intersegmental General Education Transfer Curriculum (IGETC).

However, some majors and some colleges within a particular UC campus may not accept IGETC. Please see a counselor for more information. See IGETC Option B for the specific Solano Community College courses.

University of California, Berkeley (College of Letters and Science)

Transfer students with 60 or more semester units are expected to have satisfied the composition breadth requirement, the quantitative reasoning breadth requirement, and the foreign language requirement of the College by the end of the spring term prior to transfer.

Transfer students who apply from California community colleges also have the option of fulfilling lower division breadth requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). This program specifies a series of subject areas and types of courses that, if completed before transfer, will satisfy the lower division breadth and general education requirements at any general campus of UC.

NOTE: In recent years, many major programs at the UC and CSU have turned away qualified applicants because of space limitations. Thus, to be competitive, students should endeavor to complete as much of the lower division preparation for their major as possible before transferring and earn stellar grades.

Major preparation gives students the best opportunity to begin upper-level courses as soon as they transfer. Additionally, some majors require that students complete specific courses before they may transfer.

Program Degrees and Certificates

	Associate Degree	Certificate of Achievement	Job Direct Certificate
Transfer Studies			
CSU GE		✓	
IGETC		✓	
Accounting*	✓	✓	
Account Clerk			✓
Advanced Manufacturing			
Mechatronics*	✓	✓	
Aeronautics			
Airframe Maintenance Technician*	✓	✓	
Powerplant Maintenance Technician*	✓	✓	
Airframe & Powerplant Maintenance Technician*	✓	✓	
American Sign Language			
ASL-English Interpreter Training*	✓	✓	
Anthropology	+		
Art			
Art History	+		
Graphic Design & Illustration*	✓		
Studio Arts	+		
Studio Arts with Emphasis	✓		
Astronomy	✓		
Automotive			
Automotive Technician*	✓		
Automatic Transmissions and Transaxles*		✓	
Electrical and Body Systems*		✓	
Maintenance and Light Repair*		✓	
Biology	✓+		
Biotechnology			
Biotechnology Laboratory Assistant*		✓	
Industrial Biotechnology*	✓	✓	
Biomanufacturing Bachelor of Science*			
Business	✓		
Business Administration	+		
Business Insurance: Property & Casualty*	✓	✓	
Insurance Specialist			✓
Chemistry	✓		
Child Development and Family Studies			
Early Childhood Education*	✓+	✓	
Associate Teacher*		✓	
Communication Studies	+		
Sports Broadcasting*		✓	
Computer Information Science			
Computer Programming*	✓	✓	
Microcomputer Applications*	✓	✓	
Web Development and Administration*	✓	✓	
Computer Applications Specialist			✓
Database Specialist			✓
Digital Media and Web Development			✓
Microsoft Office Specialist			✓
Microsoft Office Master			✓
Web Developer			✓
Web Programmer			✓
Cosmetology*	✓	✓	
Criminal Justice			
Administration of Justice	+		
Corrections*	✓	✓	
Law Enforcement*	✓	✓	
Drafting			
Drafting and Design Technician*	✓	✓	
Survey and Civil Drafting Technician*	✓	✓	
Computer Aided Drafting (CAD) Technician			✓
Maker Space Technology		✓	

	Associate Degree	Certificate of Achievement	Job Direct Certificate
Economics	+		
Emergency Medical Technician			✓
Engineering	✓		
English	✓+		
	Associate Degree	Certificate of Achievement	Job Direct Certificate
Film and Television	✓		
Fire Technology*	✓	✓	
Foreign Languages			
General	✓		
Individual	✓		
Spanish	+		
Geography	+		
History	+		
Horticulture*	✓	✓	
Landscape Worker			✓
Human Services*	✓	✓	
Interdisciplinary Studies			
Science and Quantitative Reasoning	✓		
Wellness and Self Development	✓		
Journalism	✓+		
Kinesiology	+		
Sports Medicine/Athletic Training	✓		
Fitness Professional			✓
Liberal Studies	✓		
Management*	✓	✓	
Retail Management*	✓	✓	
Small Business Management*	✓	✓	
Marketing*	✓	✓	
Mathematics	+		
Music	+		
Instrumental	✓		
Vocal	✓		
Nursing, Registered*	✓		
Certified Nursing Assistant			✓
Nutrition	+		
Occupational Education			
Soft Skills for Technicians			✓
Office Technology			
Administrative Assistant*	✓	✓	
Medical Front Office Clerk*		✓	
Medical Office and Coding Specialist*	✓	✓	
Photography, Professional*	✓	✓	
Physics	✓+		
Political Science	+		
Psychology	✓+		
Real Estate*	✓	✓	
Science	✓		
Social Justice/Ethnic Studies			
Social Justice Studies	+		
Ethnic Studies	✓		
Sociology	✓+		
Theatre Arts	✓+		
Theatre Arts Technical*		✓	
Water and Wastewater Technology*	✓	✓	
Welding*	✓	✓	

An asterisk (*) following a program name indicates a CTE discipline

+ Associate Degree for Transfer exists for this program

✓+ Both an Associate Degree and an Associate Degree for Transfer exist for this program.

Job Direct Low Unit Certificates

Awarded to students who satisfactorily complete one of the fast-track programs to prepare them for employment. Counselors, faculty, and administrators are glad to answer any questions about these programs. Requirements for the programs are listed in the corresponding sections of this catalog.

Associate Degree for Transfer (AD-T)

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 (AA) Degree 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. For more information, see 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	•	
Biology		•
Business Administration		•
Communication Studies	•	
Early Childhood Education		•
English	•	
Economics	•	
Geography	•	
History	•	
Journalism	•	
Kinesiology	•	
Mathematics		•
Music	•	
Nutrition		•
Physics		•
Political Science	•	
Psychology	•	
Social Justice Studies	•	
Sociology	•	
Spanish	•	
Studio Arts	•	
Theatre Arts	•	

COMMUNITY COLLEGE PATHWAY TO LAW SCHOOL INITIATIVE (CCPLS)

The Community College Pathway to Law School (CCPLS) Initiative is the first and only of its kind to provide a clear pathway from community college to law school.

The CCPLS Initiative is the product of the visionary leadership of the California State Bar's Council on Access and Fairness (COAF). As a participating institution in the initiative, Solano Community College (SCC) has developed special partnerships with six top rated undergraduate and law school programs: **UC Davis, UC Irvine, USF, Santa Clara University, Loyola Marymount and USC**. Students taking part in the CCPLS program and successfully completing the initiative will be eligible to take advantage of these partnerships towards the goal of achieving a legal education.

Students apply to participate in the program. Upon admittance to the program participating students will be identified as "CCPLS / COAF Scholars" and must complete a seven (7) course core sequence and participate in activities sponsored by the CCPLS Initiative.

The curriculum and law related events build necessary skills to increase competitiveness at the next level of academia.

Upon successful completion of the undergraduate program CCPLS / COAF scholars will be eligible for admission to one of the law school programs partnering with the initiative.



**For information on the Community College
Pathway to Law School Initiative,
please email the program at CCPLS@Solano.edu.**