

SCC Core Competencies

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

I. Communication

Students will communicate effectively, which means the ability to:

A. Read – Students will be able to comprehend and interpret various types of written information: (1) expository prose and imaginative literature (including essays, short fiction and novels), (2) documentation such as manuals, reports, and graphs.

B. Write – Students demonstrate the ability to:

- Communicate thoughts, ideas, information, and messages in writing
- Compose and create documents such as manuals and graphs as well as formal academic essays, observing rules of grammar, punctuation and spelling, and using the language, style, and format appropriate to academic and professional settings
- Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar

C. Listen – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal, and/or (2) nonverbal messages

D. Speak and Converse – Students have the ability to:

- Organize ideas and communicate verbal or non-verbal messages appropriate to the audience and the situation
- Participate in conversations, discussions, and group activities
- Speak clearly and ask appropriate questions

II. Critical Thinking and Information Competency

Thinking critically is characterized by the ability to perform:

A. Analysis – demonstrated by the ability to:

- Apply appropriate rules and principles to new situations

- Discover rules and apply them in the problem solving process
- Draw logical conclusions based on close observation and analysis of information
- Differentiate among facts, influences, opinions, assumptions, and conclusions

B. Computation – demonstrated by the ability to:

- Use basic numerical concepts
- Use tables, graphs, charts, and diagrams to explain concepts
- Use basic geometrical shapes

C. Research – demonstrated by the ability to:

- State a research question, problem, or issue
- Use discipline appropriate information tools to locate and retrieve relevant information efficiently
- Analyze and evaluate information for appropriateness, relevance, and accuracy
- Synthesize, evaluate, and communicate information using a variety of information technologies
- Recognize the ethical and legal issues surrounding information and information technologies
- Demonstrate understanding of academic integrity and honesty

D. Problem Solving – demonstrated by the ability to:

- Recognize whether a problem exists
- Identify components of the problem or issue
- Create a plan of action to respond to and/or resolve the issue appropriately
- Monitor, evaluate, and revise as necessary

III. Global Awareness

Students will demonstrate a measurable understanding and appreciation of the world including its:

A. Scientific Complexities

Students demonstrate an understanding of:

- The scientific method and its application in experiments
- How experiments work
- The major differences between social, natural and physical sciences

B. Social Diversity and Civics

Students demonstrate ability to:

- Communicate with people from a variety of backgrounds
- Understand different cultural beliefs and behaviors
- Recognize important social and political issues in their own community

C. Artistic Variety – Students have been exposed to:

- The visual and performing arts of one or more cultures
- Analytical techniques for understanding the meaning in the arts, and/or
- Hands-on experience with creative endeavors

IV. Personal Responsibility & Professional Development

A. Self-Management and Self-Awareness

– The student is able to:

- Accurately assess his/her own knowledge, skills, and abilities
- Motivate self and set realistic short and long-term goals
- Accept that assessment is important to success
- Respond appropriately to challenging situations

B. Social and Physical Wellness

– Students make an appropriate effort to:

- Manage personal health and well being
- Demonstrate appropriate social skills in group settings

C. Workplace Skills

– Students understand how to:

- Be dependable, reliable, and accountable
- Meet deadlines and complete tasks

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

Academic Integrity

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

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. Solano Community College defines academic dishonesty as:

- Plagiarism or knowingly or unknowingly using someone else's ideas, words, or thoughts without giving credit to the source
- Receiving or providing unauthorized assistance on assignments and/or exams
- Using unauthorized materials during an exam
- Fabrication of data or references
- Denying others access to information
- Forgery, alteration, or misuse of documents, records, or identification

Solano Community College will not tolerate Academic Dishonesty.

You are responsible for this information as well as the information available in the Student Handbook, the Schedule of Classes and the Solano Community College Catalog, which is available online at www.solano.edu.

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 the core values of this institution. All violations of Academic Integrity on the part of any member of the academic community constitute a serious offense.

Examples of Academic Dishonesty include:

Plagiarism:

Plagiarism consists of taking the exact words or the specific substance, structure or ideas of another and passing these words or ideas off as one's own in any academic exercise. The following examples are some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This includes extended paraphrasing of another's work or research. This is a flagrant instance of plagiarism.
2. Failure to give appropriate credit for ideas, statements of facts, conclusions, or exact words derived by another either in the text or as a footnote.
3. Failure to use quotation marks or appropriate indents when using the exact words of another, whether it be a paragraph, a sentence or even a portion thereof.
4. Usage of any electronic media without providing proper citations, including the Internet, email, copied postings, or any other source of information available electronically.
5. The citing of a source which does not reasonably conform to these expectations, such as another plagiarized or otherwise undocumented paper or other resource.

Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member or a Solano Community College faculty librarian.

Cheating:

Cheating is the usage of unacknowledged or unauthorized notes, materials, information, calculators, electronic devices, or study aids in any academic exercise. Cheating also includes: using information from another student or student's paper; altering a graded work after it has been returned then submitting the work for re-grading without instructor permission; submitting another's work under one's own name. Students must not request others (including commercial term paper companies) to conduct research for them. Students may be restricted from leaving the classroom during an exam period.

Fabrication:

Fabrication is the falsification of any information or citation in an academic exercise. Fabrication includes presenting data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data or failing to include an accurate account of the method by which the data were generated or collected. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

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Academic Integrity (continued)

Facilitating Academic Dishonesty:

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid another student in violating Academic Integrity are guilty of Academic Dishonesty even though they may not benefit directly from the violation. Facilitating Academic Dishonesty includes making one's research, notes, essays, or other work available for other students to access such as uploading one's work to the Internet or making it otherwise available.

Denying Others Access to Information:

It is a violation of Academic Integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

Forgery, Alteration or Misuse of Campus Documents, Records, or Identification or Knowingly Furnishing False or Incomplete Information to a Campus:

It is a violation of Academic Integrity to alter documents affecting academic records. It is also a violation to forge a signature of authorization or to falsify information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Sanctions:

All violations of Academic Integrity are subject to an appropriate penalty. Violations at Solano Community College are classified into three levels according to the severity of the infraction and the discretion of the instructor and/or Vice President of Academic Affairs. For each level of violation, a corresponding set of sanctions is recommended. These sanctions are intended as general guidelines as culpability may be assessed differentially for those with more and less experience as members of the academic community. Examples are cited below for each level of violation. These examples are illustrations and are not meant to be considered all-inclusive.

Any violation of Academic Integrity which occurs within the classroom or the context of a particular class may incur Level One or Level Two sanctions at the discretion of the instructor. The instructor may also choose to refer the student to the Office of the Vice President of Academic Affairs for possible further action at the discretion of the Vice President, Academic Affairs, including Level Three sanctions.

To refer students to the Office of the Vice President of Academic Affairs, faculty may contact the Office of the Vice President of Academic Affairs directly or use the Solano Community College Academic Dishonesty Report Form.

For a complete copy of the Academic Integrity policy, please refer to the SCC online catalog.

Acknowledgements:

The Academic Integrity description was updated in Spring 2005 by a committee composed of SCC faculty appointed by the Academic Senate. Comments and suggestions were made by deans, faculty, students, and staff in the various academic units. The previous SCC academic integrity description and the policies/ descriptions of other major public institutions were consulted, especially Rutgers University, New Brunswick. Solano Community College is indebted to all those who have contributed their ideas.

Illegal Distribution of Copyrighted Materials

Solano Community College students are prohibited from using the Solano Community College District network to illegally download or share music, video and all other copyrighted intellectual property. Solano Community College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, College administrators may be obligated to provide copyright holders with information about users of the Solano Community College network who have violated the law. Illegal use of the Solano Community College network constitutes a violation of the Acceptable Use Policy for our Internet Service Provider, the Corporation for Education Network Initiatives in California (CENIC).

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Programs & Services

BUS SERVICE

You can take the bus to Solano Community College from Fairfield, Vallejo and Vacaville. There is also connecting service from Benicia to Vallejo and from Dixon to Solano Mall via Vacaville and then to the College. Fares range from \$1.50 to \$5.00 for one-way trips. Bus fare books are on sale at the campus Bookstore and at the transit office in each city. Community bus schedules are available in Room 1425. For more information call, the Solano Transportation Authority at 1-800-53KMUTE or (707) 427-5100 or access their website at www.sta.ca.gov.

Intercity routes, current schedules and fare information can be obtained by logging on to www.solanoexpress.com.

More information is available from the following city websites:

- **BENICIA:**
www.ci.benicia.ca.us (then select Bus Transit Service)
- **DIXON:**
ci.dixon.ca.us/index.aspx?nid=86 (then select Solano Transportation Authority)
- **FAIRFIELD:**
www.fairfield.ca.gov (then select “How do I?” then “Request...Bus Pass Information”)
- **VACAVILLE:**
www.cityofvacaville.com (then select “City Services,” then “Bus-City Coach Information”)
- **VALLEJO:**
www.vallejotransit.com/routes.html

CalWORKs (California Work Opportunity and Responsibility to Kids)

Your Path to Success begins with Solano Community College’s CalWORKs program. CalWORKs is a State funded welfare to work program designed to prepare students for entry-level jobs and career opportunities.

Solano Community College (SCC) is dedicated to serving CalWORKs students while providing comprehensive services to assist with a smooth transition from welfare 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, work-study and childcare referrals. Our office is part of the college Student Services team and we are a partner to the County CalWORKs Program.

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

Student Services Building 400,
room 426
Phone: (707) 864-7000, ext. 4645,
Fax: (707) 863-7862.

FREE RIDE SHARE PARKING/ CAR POOL INFORMATION

During fall and spring semesters, a limited number of free Ride Share parking permits are available to students who possess a SCC student ID card and have three or more students riding in their cars. These “poolers” receive preferential parking in designated campus lots after obtaining the required permit from the Student Development Office. More information is available in the Student Development Office, Room 1425, Fairfield campus, or call (707) 864-7000, ext. 4367.

A car pool computer match is available for drivers and riders in each community. For additional information, contact Solano Napa Commuter Information: 800-53KMUTE.

CARE PROGRAM (Cooperative Agency Resources for Education)

The CARE Program provides additional support services to EOPS students. CARE was established to help EOPS students “break the cycle” of welfare participation. To be eligible you must be an EOPS student receiving the PELL grant, at least 18 years of age and a single parent head-of-household, a current recipient of TANF or Tribal TANF or CalWORKs cash aid for themselves or their dependent child or children who are currently receiving cash aid, have at least one child under 14, and be enrolled full time at Solano Community College.

Support services include: reimbursement with child care expenses, textbooks and supplies, and transportation costs; meal reimbursement, 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; from Vallejo/Benicia: (707) 552-4330, ext. 4444.

CAREER AND EMPLOYMENT SERVICES CENTER

Located on the 1st floor of Student Services Building 400, Room 403. The center offers one-stop services to include 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 research information on occupations, including employment outlooks, education and training requirements, prospective employers, and current salaries. The Center offers computerized career information systems, on-line resume posting and job search as well as up-to-date listings of current employment opportunities. For more information or appointments, call the Career and Employment Services Center at (707) 864-7124 or carecenter@solano.edu.

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Programs & Services

CHILD DEVELOPMENT TRAINING CONSORTIUM

Book Loans, stipends, and Child Development Permit Application and Fee Assistance Program

If you are an Early Childhood Education student employed in the ECE Field and working towards obtaining or upgrading your Child Development Permit, you may be eligible for a stipend for each class you complete with a “C” or above. We also maintain a limited textbook loan program for Child Development Family Studies courses. Apply early since the textbooks available for lending are on a first come, first serve basis. Applications for Child Development Permits are also available with application fee assistance for many of the permit levels. Please see Sabrina Drake in the Children’s Programs, room 201, Fairfield Campus for further information. 864-7000 x4639 or Sabrina.drake@solano.edu

CHILDREN’S PROGRAMS

The Solano Community College Children’s Programs provide child development and child-care services for children of student parents and from the community. The program also serves as the early childhood education laboratory school for college students enrolled in child development and family studies and other related fields.

Child enrollment priority goes to SCC students enrolled in 12 or more units and, on a space available basis staff/faculty children and children from the neighboring community are enrolled. We serve children between the ages of 9 months to transitional kindergarten or kindergarten entry.

We offer both subsidized and non-subsidized child care options. The majority of the enrollment spaces are state or federally subsidized with no cost or low cost child care available to income eligible families. For those enrolled in the subsidized program, the children’s days and hours of enrollment are based upon the parents’ school schedules and/or work hours. The

fees for non-subsidized child care vary according to the child’s age and hours enrolled in care.

To place your child on the wait list, stop by the 200 building on the Fairfield campus to complete an application. As openings occur, we enroll from the wait list.

We do not provide drop in child care services.

Hours and days of operation: 7:45 – 3:30 Monday through Friday, and an afternoon preschool program from 1:00 – 4:00 for children ages 3 and 4 years old.

The program is on the Fairfield campus in buildings 200 & 201. Stop by to visit between 8:00 – 4:00, or call 863-7182 for more information.

Department of Social Services Community Care Licensing numbers: 480111003 & 48300079.

COMMUNITY EDUCATION AND LIFELONG LEARNING

Community Education and Lifelong Learning offers a wide variety of non-credit classes and workshops throughout the year that address the community’s range of interests with a wide variety of subjects. Vistas, the community education schedule, is available online at www.solano.edu/vistas. Classes begin in Spring and Fall semesters with select offerings during the summer.

The Community Education office is located at 2000 North Villae Parkway, Vacaville, CA 95688, office hours: 8:00 am – 5:00 pm Mon-Fri. For more information, phone (707) 864-7115. Class registrations may be made by phone, online or in person in the Vistas office.

Community Education also arranges for use of campus facilities. Space is now available at the Vallejo Center, Vacaville Center and the Main Campus; including classrooms, conference rooms, and athletic

fields. Phone for application and current rates: (707) 864-7000, Ext. 4400, or email: Janice.eaves@solano.edu.

DISABILITY SERVICES PROGRAM

DSP offers support services to students with disabilities or medical problems. Some of these services are: counseling, liaison with instructors and community agencies, adapted computers, interpreters, priority registration, specialized equipment, and alternate media services. Our purpose is to create an equal opportunity in college classes for people with physical, visual, hearing, learning and psychological disabilities. Contact the Disability Services office at (707) 864-7136. The alternate media office is part of the Disability Services Program located in the 400 building in room 407M. Alternate media is any instructional resource that has been made more accessible for students with verified visual, hearing, learning, or other disabilities. Alternate media comes in a variety of formats; print materials can be converted into Braille, large print, MP3’s, or electronic text, such as Microsoft Word or Adobe PDF files; diagrams and figures can be embossed to allow people with vision limitations to feel the tactile images; and assistance with closed captioned needs. Any student with a verified visual, hearing, learning, or other disability that prevents them from accessing instructional materials in traditional formats has the right to alternate media. After enrolling in classes, the student must meet with a counselor to verify the disability, determine the need, and authorize the use of alternate media. Then the student will meet with the alternate media support specialist to determine what materials need to be converted, the format of alternate media, and establish timelines for production. Students must provide proof of ownership for all materials converted to alternate media.

For more information please call (707) 864-7000 ext. 4466 or email max.hartman@solano.edu.

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Programs & Services

EOPS PROGRAM (Extended Opportunity Program & Services)

Extended Opportunity Program and Services (EOPS) is a State funded categorical program that provides “over, above, and beyond” services to eligible EOPS students. The Solano Community College EOPS Program provides support services to students that are both financially and educationally disadvantaged to obtain their educational goal. As a college success program, EOPS is designed to increase the success rate of students that are affected by socio-economic or language barriers, increase attendance by historically underrepresented students, and enhance their success in college.

Additional eligibility criteria for the EOPS Program includes:

1. Be a California resident.
2. Be enrolled in 12.0 semester units at Solano College.
3. Qualify and receive the BOG Fee Waiver A or B.
4. Be educationally disadvantaged according to State defined Title V Education Regulations.

EOPS support services include:

- program orientation
- academic, career, and personal counseling
 - testing and career assessment
 - bus tours to four-year colleges & universities
- EOPS Lab (study room for EOPS students)
- EOPS Book Library
- EOPS Grant (based on funding)
- EOPS Book Lending resources
- EOPS Transportation Assistance
- Student Education Plan (SEP) development
- referral assistance
- in house EOPS basic Math tutoring
- fee waiver assistance for university applications
- newsletter or bulletin
- priority registration and registration assistance
- progress reports

- workshops
- book voucher program for fall and spring semesters

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

FINANCIAL AID

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. Refer to “Financial Aid” on pages 7-8 in this Class Schedule or go to www.solano.edu, and click “Financial Aid” for more detailed information.

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
- Chafee Grant for Foster Youth

California Community Colleges

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

Scholarships

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

Contact the Financial Aid Office:

- Phone (707) 864-7103
 - Monday-Thursday 9:00 am-3:00 pm
- In-Person, Student Services Bldg. 400, 2nd Floor, Fairfield Main Campus
 - Monday-Thursday 9:00 am-5:00 pm
 - Friday 9:00 am-12:00 noon

FOOD SERVICE

The cafeteria at Solano Community College is located in the Student Center, Bldg. 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 for Fall and Spring semesters are Monday through Thursday, 7:30 am to 8:00 pm, and Fridays from 7:00 am to 1:30 pm, Phone (707) 646-2874.

MATRICULATION

Matriculation can help you to reach your educational goal. The steps are:

- Admission (application)
- Skills Assessment
- Orientation in person or online (see counseling webpage)
- Counseling/Advising
- Registration
- Follow-up on progress

You are encouraged to participate in the Assessment/Orientation program, which is part of the matriculation process, if you are a new non-exempt student (see Exemption Criteria) and choose one of the following educational goals at the time of application:

- Transfer to a four-year college with associate degree
- Transfer to a four-year college without associate degree
- Associate degree, vocational, without transfer
- Associate degree, without transfer
- Job skills—to prepare for a new job
- Undeclared goal

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Programs & Services

- Discover/formulate career interests, plans, goals
- Improve basic skills in English, reading or math

Some continuing (as well as returning) students may need to take an assessment test to meet specific class and/or program requirements – especially if you are enrolling for the first time in any English (except English 305) or English As A Second Language class. ESL assessment is recommended if your primary language is not English.

MATH ACTIVITIES CENTER

The Math Activities Center (MAC) is a math study area where registered students can get “drop-in” help with math assignments. Students will find a combination of peer tutors, staff and faculty on duty to assist them all hours the MAC is open. Instructor schedules are posted in the MAC each semester.

MESA (Mathematics Engineering Science Achievement)/MCCCP (MESA Community College Program)

The MESA/MCCCP 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.

• Orientation class

That teacher 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/MCCCP 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. 4498. You can also check out our MESA website: www.solano.edu/mesa

OCCUPATIONAL EDUCATION — WORK EXPERIENCE

Earn 1 to 6 transferable units per semester for working in a paid or unpaid part-time or full-time position with a licensed business. We offer:

OCED 090: Occupational Work Experience

For those students working or volunteering in positions which are directly related to their declared major. You can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester. Up to 6 units per semester to a total of 16 units. We offer full-semester, 12-week and 8 week sections.

OCED 091: General Work Experience

For those working or volunteering in jobs

not related to their major. You can earn 1 unit for each 75 hours paid or 60 hours unpaid work per semester. Up to 4 units per semester to a total of 6 units. We offer full-semester, 12-week and 8 week sections

OCED 090 and 091 full-semester sections are online classes that involve a one time required on-campus orientation with the weekly meetings conducted in an online format. 12 and 8 week sections meet once a week for one hour. OCED 090 and 091 **may not be taken concurrently.**

OCED 101: Occupational Soft Skills

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

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

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RE-ENTRY STUDENTS

Students returning to school are encouraged to meet with a Counselor to plan classes needed to reach their goals. Please see “MEET A COUNSELOR” in this schedule to find out how to make an appointment, what services are offered, when, and where at four different locations. The Online Orientation is highly recommended. Please go through all seven steps, and answer the survey at the end to record your orientation: www.solano.edu/vip. We recommend introductory classes listed in the schedule under “COUNSELING”: COUN 101 Orientation for College Success, COUN 102 Intro Study Skills (A,B,C,D), COUN 50 Career-Life Planning, COUN 062 Helping Skills, COUN 083 Applied Psychology, COUN 055 Valuing Diversity, and/or COUN 007 University Study Techniques.

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Programs & Services

SOLANO COLLEGE SCHOLARSHIP FOUNDATION

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

Beginning with the three scholarships that were presented in 1974, the scholarship program has grown through the years. In the fall of 2010 over 80 awards were presented and over \$25,000 was distributed to Solano students. The goal of the Scholarship Foundation is to promote academic excellence among Solano students by recognizing and rewarding outstanding students. Almost all of the scholarships require students to have completed 24 graded units of coursework at Solano with a cumulative GPA of at least 3.30.

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

For additional information, please visit the Solano College website at www.solano.edu/president/scholarship_foundation, contact the Scholarship Foundation, at PO Box 2208, Fairfield, CA 94533 or phone (707) 425-4590.

STUDENT HEALTH SERVICES

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-7:00 pm, and Friday, 8:30 am-

3:00 pm (fall and spring semesters only). 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

We are 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. You are welcome to drop-in for care or make an appointment by calling (707) 864-7163.

You can see more information at our website 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/month and posted online at www.solano.edu.

STUDENTS HELPING STUDENTS BOOK GRANTS

Solano Community College's Students Helping Students Fund is a program designed to provide one-time only financial assistance to economically disadvantaged SCC students in the form of a book grant. Funding is provided by students through a non-refundable optional fee of \$1, as well as through solicited annual contributions. A very limited number of book grants are distributed to eligible students at the start of the fall and spring semesters on a first-come, first-

serve basis. New, first-time freshmen enrolled in six units at SCC, who meet the eligibility guidelines for an automatic Fee Waiver, are encouraged to complete a Fee Waiver application and the Students Helping Students Grant application. Applications are available in-person only from the Student Development Office at the beginning of the Spring or Fall Semester.

SCC STUDENT ID CARDS

Student ID cards are required for the Math and Computer labs and can be used to obtain a library card at the campus library. Many stores, museums, restaurants and movie theaters give discounts to student with current student ID cards. The ID station will be open Monday-Thursday 8 am-5 pm and Friday 8 am-3 pm in Room 1425. These hours may change to accommodate campus events and activities, so please check the office for more updated hours. To get an ID, you must bring your student schedule/bill showing payment of the \$5 fee and proof of enrollment, and another form of government-issued photo ID (driver's license, passport, Military ID, etc.). Good for nine consecutive semesters, it must be validated each semester at no charge.

For more information, call the Student Development Office, (707) 864-7000, ext. 4367.

TRANSFER CENTER

Welcome to the SCC Transfer Center. We are a resource center for students to explore options for transfer and to get help with the transfer process. The center is open daily, Monday through Thursday, during Fall and Spring semesters. For information call (707) 864-7158 or visit us downstairs in the Student Services Building 400, room 402.

TUTORING CENTER

Free tutoring is available to all students currently attending Solano Community College and enrolled in the class for which assistance is requested. Tutoring is

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu Classes and fees subject to change due to State budget.

Programs & Services

available for most classes offered by the college. You can schedule a weekly appointment for the entire semester or one-time only appointments as needed. Part-time, paid positions are available for students interested in working as paid tutors. You must have received a “B” or better in the class to tutor and be recommended by a SCC instructor. All new tutors also earn .5 unit of credit for a required training class (TUTR 050). For additional information on how to sign up for tutoring assistance or to apply for a tutoring position, contact the Tutoring Center, in the Student Services Building 400, Room 437, or call (707) 864-7230.

VETERAN’S AFFAIRS CENTER

Veterans & Dependents: The Veterans Center offers assistance with applying for education benefits, coordinating the VA work study program, and processing tutorial assistance paperwork. The following educational benefits are available to veterans and dependents:

- Chapter 30 (Montgomery GI Bill — Active Duty)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 32 (Veterans Educational Assistance Program – VEAP)
- Chapter 33 (Post-9/11 GI Bill)
- Chapter 1606 (Montgomery GI Bill — Reservists)
- Chapter 1607 (Reserve Educational Assistance Program – REAP)
- Chapter 35 (Dependents Educational Assistance)
- California Veterans Fee Waiver Program (Dependents of Veterans with a Service-Connected Disability)

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

Active Duty: After receiving approval for Tuition Assistance, please submit a copy of the authorization to the Veterans Affairs Center located in Building 400, Room 429, or by fax (707) 864-7220.

Exception for Air Force, please see below**

- Air Force Personnel must apply via internet at <https://www.my.af.mil/faf/FAF/fafHome.jsp>

**Note: individuals approved for Air Force TA do not need to submit their authorizations to Solano Community College. SCC will process all TA through the AI Portal regularly. For question or inquiries please contact the Solano Community College Travis Center located at Building 249 at 530 Hickam Avenue on Travis Air Force Base. See website for center hours. Contact phone number is (707) 863-7878.

- Army Personnel must apply via internet at www.army.com
- Coast Guard Personnel must fill out the Coast Guard Tuition Assistance Form (CG-4147). Submit completed form to CGI-PF-Tuition_Assistance@uscg.mil.
- Marine Corps Personnel must complete form NETPDTC 1560 & turn in form to your nearest Marine Corps location.
- Navy Personnel must complete form NETPDTC 1560 & turn in form to your nearest Marine Corps location.
- National Guard – Contact your unit regarding Apply for Tuition Assistance.

For specific information regarding eligibility for Veterans Education Benefits or Tuition Assistance, please visit our center located on the 2nd floor of the 400 Building, Room 429, call: (707) 864-7105 or email at veterans@solano.edu. Center hours are Mon. - Thur., 8:00 am - 4:00 pm and Friday, from 8:00 am - 3:00 pm.

VISTAS: See **Community Education and Lifelong Learning on page 104.**

WORKFORCE TRAINING AND GRANTS MANAGEMENT

Contract Education & Training

Solano Community College partners with local business and industry to develop training and education programs and services that meet an employer’s specific needs. Working together we will develop solutions that link training to your business and performance goals.

Employees are every organization’s most important resource.

As new employees are hired and as processes, procedures, products, and goals change, employees need new and upgraded skills. Through a careful needs analysis we will:

- Identify your real workplace needs
- Customize solutions specifically for your business and employees
- Implement training on a schedule and at a site that best meets your organization’s requirements
- Offer excellent and appropriate instruction, as well as a variety of delivery methods
- Evaluate the training to assure that there has been a transfer of skills and knowledge from the training environment to the workplace
- Provide cost effective training and services

The office of Workforce Training and Grants Management serves students through employers. If you are interested in preparing for a career and becoming a Solano Community College student, please contact the division office overseeing the discipline in which you have interest.

For information and a free workforce needs assessment, call or email Deborah Mann at (707) 864-7195, or deborah.mann@solano.edu

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu Classes and fees subject to change due to State budget.

SCC Telephone Numbers

Area Code: 707. For a complete listing of telephone numbers visit www.solano.edu

Academic & Student Affairs . . . 864-7137	Institutional Advancement . . . 864-7141
Adapted PE 863-7835	International Programs. 864-7000 x4693
Academic Success Center 864-7000 x4716	Library. 864-7132
Admissions & Records 864-7171	Lost and Found. 864-7000 x4367
Aeronautics/Nut Tree. 864-7185	Facilities 864-7196
Assessment Testing . . . 864-7000 x4525	Math Activities Center 864-7138
Athletics 864-7119	MESA. 864-7000 x4498
Bookstore 864-7111	School of:
Cafeteria Solano 646-2874	• Career Applied Technology & Business 864-7155
CalWORKs 864-7252	• Health Sciences. 864-7108
Campus Police - Parking. . . . 864-7131	• Liberal Arts. 864-7114
C.A.R.E. 864-7000 x4444	• School of Mathematics & Science 864-7110
Career & Employment Services (Jobs) 864-7124	• Social & Behavioral Sciences 864-7251
Children's Programs 864-7182	Small Business Dev. Ctr. 864-3382
Community Education Classes 864-7115	Special Services (EOPS/CARE). 864-7000 x4444
Contract Education & Training 864-7195	Student Development Office. . 864-7168
Cosmetology 864-7180	Student Health Center & Services. 864-7163
Counseling 864-7101	Superintendent-President 864-7112
Criminal Justice 864-7000 x4703	Technology Support Services . 864-7104
Disability Students & Services Program 864-7136	Theatre Operations 864-7199
EOPS 864-7000 x4444	Transfer Center 864-7158
Financial Aid. 864-7103	Travis AFB Center. 863-7878
Fire Academy 864-7000 x4615	Tutoring. 864-7230
Fire Technology Program 864-7148	Vacaville Center 864-7171
Finance & Administration. . . . 864-7147	Vallejo Center 864-7171
General Information 864-7000	Veteran's Affairs 864-7105
Horticulture 864-7000 x4308	Work Experience. 864-7139
Human Resources 864-7128	

Library

Please visit the library website at: www.solano.edu/library for hours at each campus. The SCC Library is closed weekends and holidays.

Located in Building 100 on the Fairfield Campus, the Library provides:

Information resources such as:

- Research help from SCC Librarians
- Access to print and online resources
- Reserve textbooks
- Newspaper and popular magazine browsing collection
- Over one-million books, movies, CDS and other materials via SNAP, our local Library consortium
- Interlibrary loan
- Around the clock reference assistance via 24/7 reference.

Technology resources such as an Information Commons of 60 PCs gives students access to

- The Internet
- Microsoft Office Suite
- Printers
- CD/DVD players
- Class-based software and other applications
- Photocopiers
- Microfilm readers.

Study Facilities:

- Individual study carrels
- Study tables for quiet group study
- Reading lounge

Library Research classes:

- LR01, Principles of (Library) Research
- LR10, Basics of Information Competency
- LR11, Internet explored! Advanced Information Competency
- LR12, Information and Society

Additionally, librarians are available to help students with their research and information needs at the Vallejo and Vacaville campuses.

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

Parking Information

PARKING PERMITS

Fall, Spring, and Summer parking permits are purchased online. Log on to My Solano and click on Student Parking. Parking permits are not transferable from one person to another. It is against the law to alter, forge, reproduce, sell, or loan your parking permit to another person. Parking permits are required each semester and during summer sessions. Faculty/Staff and reserved parking is enforced 7 days a week, 24 hours a day. All permits (semester and daily) must be clearly displayed. Motorcycles may park in designated motorcycle areas without cost or permits. Motorcycles parked in other areas require permits at the vehicle price.

PARKING ENFORCEMENT

Permit parking is not enforced in student/general parking lots during the first two weeks of the fall/spring semester and only during the first week of the first summer session offered (e.g., if a 10-week session is offered, the first week of that session will have a grace period. Any session beginning after the 10-week session will not have a grace period). Thereafter, permit parking is enforced Monday-Friday, 7:00 am–10:00 pm. You must have a valid permit clearly displayed while parked on Solano Community College District property, including the Vacaville Center and the Vallejo Center. All other regulations and vehicle code violations are enforced 24 hours a day, 7 days a week.

Parking for students is provided in clearly designated areas. Certain parking areas are reserved for visitors, for faculty and staff who hold permanent parking permits, handicapped persons, and rideshare.

FAIRFIELD CAMPUS

Student parking is provided in Lots 1, 2, 3, 4, 5, 6, and 7 (across from baseball and football stadiums).

VACAVILLE AND VALLEJO CENTERS

A parking permit is required to park at both the Vacaville Center and Vallejo Center. Parking permits are \$20 per semester and \$6 for Summer session.

DAILY PARKING PERMITS:

Daily parking permits may be purchased from the permit dispensers located in each student lot at a cost of \$1 per day (\$1 bills or coins accepted). New daily permits must be purchased each day. If the permit dispensers malfunction, notify the police in Bldg. 1800B or call (707) 864.7131. If a dispenser is out of service, purchase a permit in an adjacent lot. Daily permits are valid in student parking lots only and are interchangeable between the Fairfield campus, the Vacaville Center, and Vallejo Center.

HANDICAP PARKING

A current parking permit along with a handicap placard or plates are required to park in handicap parking. The placard/plates and parking permit must be clearly displayed.

RIDESHARE PERMITS

Rideshare permits are issued by the Student Development Office in Bldg. 1400, Room 1425. Vehicles displaying valid rideshare permits may park in the spaces reserved for rideshare participants and not in any other lots. If you do not have a rideshare permit, you may not park in the rideshare spaces. Rideshare vehicles must have 3 or more participants who each possess a current Solano student ID card (available in the Student Development Office). For more information, call (707) 864-7000 ext. 4367.

VISITOR PARKING

Limited 30-minute visitor parking is available at the Fairfield campus in Lot 1. Visitor parking is located along the white curb line on the north side of the lot. For visits longer than 30 minutes, purchase a daily permit and move your vehicle to

another stall in the parking lot. Do not park in rideshare or faculty/ staff lots. Visitor parking is not to be used by faculty, staff, or students. Visitor parking is also available at the Vacaville and Vallejo Centers.

GENERAL INFORMATION:

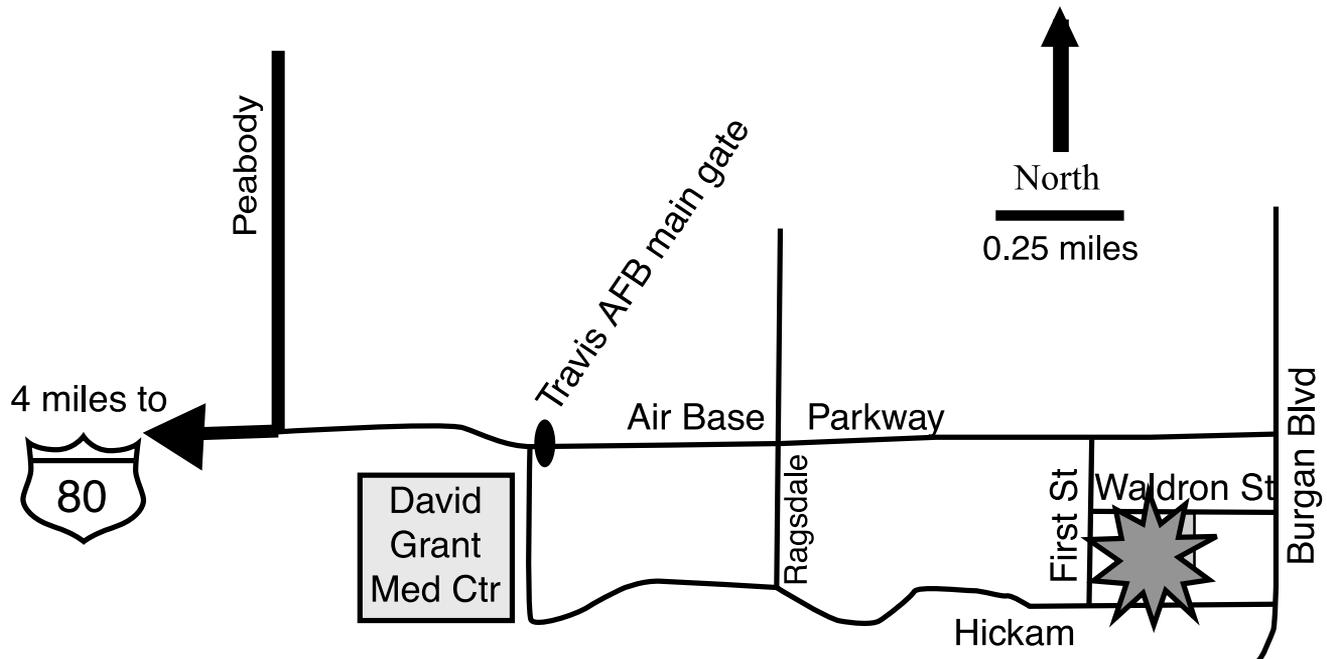
Parking permits are good for all Solano College campus locations. Permits must be located as directed on the permit directions. Parking fees are subject to change. Parking brochures are available at the Police Department. An appeal process to contest citations is available. Go to www.solano.edu/police. Click the link for Parking Citations and then on Contest a Citation. For questions, call (707) 864-7131.

PARKING LOT INFORMATION:

- **Faculty/Staff:** Parking Lots A-F. Reserved stalls in other locations.
- **Students:** Fairfield Lots 1-7; Vacaville Lots 1-4; Vallejo Lots 1-2
- **Cosmetology Patron:** (West side Lot D) Must have Patron Parking Permit from Cosmetology Department 8:30 am-10:00 pm
- **Disabled Parking:** Must have disabled placard or plates AND Solano College parking permit or daily meter ticket
- **Rideshare:** (3 or more passengers, Lots 1 & 2) Special permit required. For more information, contact Student Development in Bldg 1400 (across from the Bookstore), Room 1425 or call (707) 864-7000 ext 4367.
- **Visitor Parking:** 30 minutes only. If longer than 30 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/Staff or Student parking allowed.
- **Childcare Parking:** 15 minutes only. For dropping off or pickup only. If longer than 15 minutes, purchase daily meter ticket and move vehicle to regular parking lot. No Faculty/ Staff or Student parking allowed.

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

Travis Air Force Air Base Map



The Travis AFB University Center is located in Building 249 at 530 Hickam Avenue on Travis Air Force Base. To get to the Center, take the Air Base Parkway exit off of I-80 and follow it until it ends at the Travis Main Gate. After obtaining a pass (see instructions), proceed through the Main Gate, staying on the same street. Turn right onto First Avenue, then left on Waldron Street. About half way down the length of the street, turn right into the parking lot. Drive to the back of the lot; you will see the University Center on your right. You may park in any vacant space.

TRAVIS AIR FORCE BASE GATE PROCEDURE:

Due to security measures at TAFB, all non-military students must be registered in a class meeting at Travis to receive a pass to enter the base. Students already registered for Travis classes will be able to obtain their base pass at the Visitor Control Center, 615 Airbase Parkway, Fairfield, California, located on the left hand side before the main gates.

All registered students will be required to provide the information listed below:

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

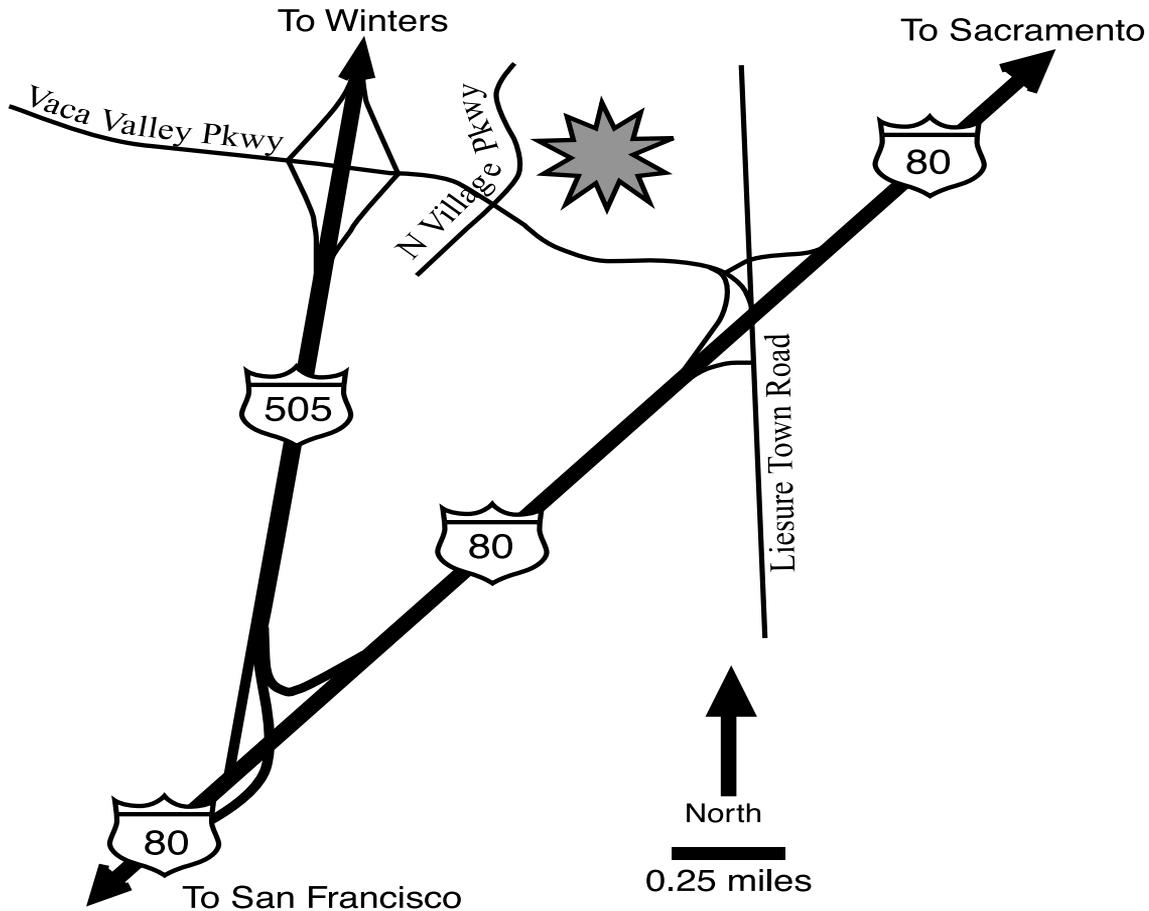
Vehicle (gate) passes are not transferable to any vehicle other than the one for which the pass was originally issued. Please allow approximately one hour for issuance of a gate pass.

NOTE: Students must have their own transportation. Automobiles without military ID, or an authorized semester pass will not be admitted on TAFB. For additional information, please call the SCC Travis office.

If you wish to add a Travis class, you must contact the instructor to obtain an "Add [Authorization] Code" and enroll in the course prior to being admitted to the Base. Once enrolled you must contact the Travis office to inform them.

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

Vacaville Map



The Solano Community College Vacaville Center is located north of the City of Vacaville at 2001 North Village Parkway. Turn onto North Village Parkway (formerly known as 1990 Akerly Drive), just off of Vaca Valley Parkway. Center information and driving directions are also available on our website, please go to: www.solano.edu/campus_sites/vaca_center.html.

DIRECTIONS FROM FAIRFIELD/VACAVILLE:

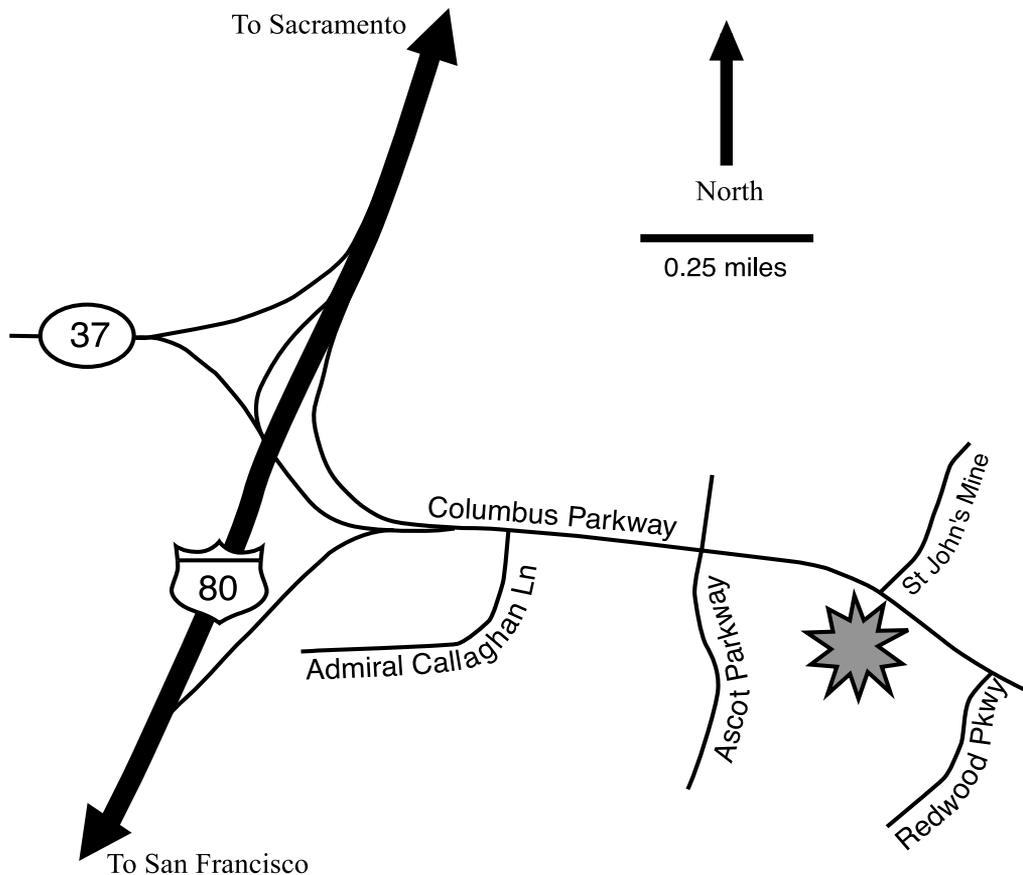
Take I-80 East to I-505 and drive about 1/2 mile to the Vaca Valley Parkway exit. Turn right at the exit ramp stoplight on to Vaca Valley Parkway and go one block to North Village Parkway. Turn left at the stoplight on to North Village Parkway; the parking lot entrance to the Center is visible on the right side of the street within a distance of 1/2 block.

DIRECTIONS FROM DAVIS/DIXON:

Take I-80 West to the Leisure Town Road exit. Turn right onto Vaca Valley Parkway. Continue straight for approximately 1/2 mile to North Village Parkway and turn right at the stoplight. Turn right into the parking lot entrance to the Center. Parking at the Vacaville Center is \$20 per vehicle. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers. Daily parking permits are available for \$1 from the machine located in the parking lot. Daily permits are valid for the Vacaville Center only.

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

Vallejo Map



The Solano Community College Vallejo Center is located at 545 Columbus Parkway.

DIRECTIONS FROM FAIRFIELD/VACAVILLE/DAVIS/DIXON

Take I-80 toward San Francisco and exit at Columbus Parkway. The Solano Community College Vallejo Center is located approximately 1 & 1/2 miles on your right.

DIRECTIONS FROM PLEASANT HILL/CONCORD/WALNUT CREEK

Take 680 North to 780 West. From 780 West take I-80 East toward Sacramento. Exit at Columbus Parkway. The new Solano Community College Vallejo Center is located approximately 1/2 miles on your right.

PARKING

Parking at the Vallejo Center is \$20 per vehicle. The permit is valid for the Fairfield campus and the Vallejo and Vacaville Centers.

Daily parking permits are available for \$1 from the machine located in the parking lot and are valid for all campus locations. Parking is enforced 24 hours a day.

DIRECTIONS TO AUTOMOTIVE TECHNICIAN PROGRAM

Take I-80 West toward San Francisco. Take the exit toward Solano Ave/Springs Rd. Turn left onto Solano Ave. Take a slight right onto Georgia St. Arrive at 1301 Georgia St, Vallejo, CA 94590.

Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.

VISTAS

Make Some Time for a Vistas workshop!

VISTAS COMMUNITY EDUCATION

www.solano.edu/vistas

**Non Credit Classes in:
Art, Music, Business Ideas,
Finance and Real Estate,
Online Traffic Safety, Notary
and much more!**

Call for Info: (707) 864-7115

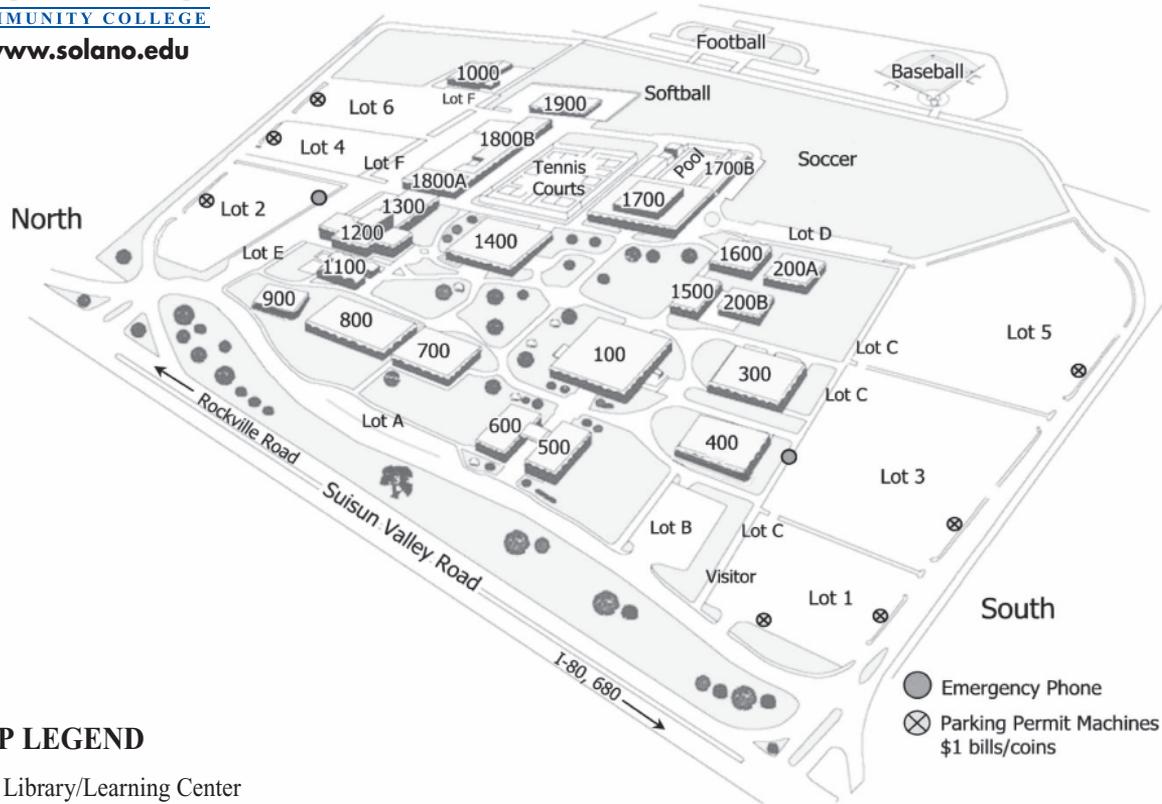


Updates are made regularly. Please check MySolano for up to date course listings, course information, and prerequisites; www.solano.edu
Classes and fees subject to change due to State budget.



Fairfield Map

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



MAP LEGEND

- 100 Library/Learning Center
- 200 Children's Programs
- 300 Mathematics & Science
- 400 Student Services
- 500 Business, Computer Science
- 600 Administration
- 700 Liberal Arts
- 800 Health Sciences
- 900 Faculty Offices
- 1000 Horticulture
- 1200 Music/Theatre
- 1300 Fine & Applied Arts
- 1400 Bookstore/Cafeteria/
Student Union
- 1500 Engineering/Math
- 1600 Cosmetology/Fine Arts
- 1700 Athletics/Kinesiology
- 1800B Campus Police
- 1900 Facilities/Warehouse

SERVICES-ROOM

- Admission & Records - 400
- ASSC & Student Union - 1400
- Assessment Center - 442
- Boardroom - 600
- Bookstore - 1400
- Business & Personnel Office - 600
- Cafeteria - 1400
- CalWORKs - 426
- CARE Program - 426
- Career & Employment Services - 403
- Community Services
& Training/Vistas - 1638
- Contract Education & Training - 151
- Counseling - 404
- Disability Services Program - 407
- EOPS - 426
- Financial Aid - 425
- Foundation - 433
- Information - 401
- Instruction Office - 600
- Library - 100
- MESA Program - 434
- Student Health Services - 1400
- Student Services - 400
- Superintendent/President's Office - 600
- Theatre - 1200
- Transfer Center - 402
- Tutoring Center - 437
- Veteran's Affairs - 429
- Workforce & Economic
Development - 151

Solano Community College is located on Suisun Valley Road, just off Interstate 80, nine miles northeast of Vallejo (take I-80 east), and five miles southwest of Fairfield. Buses serve the campus from Vallejo, Benicia, Fairfield, Vacaville and Dixon.



STUDENT ADMISSIONS PROCESS

**To obtain Priority Registration,
New Students must complete:**

1 Orientation

2 Assessment

3 Education Plan

**Priority registration begins April 20th
Open registration begins May 7th**

- 1. Orientation/Information Workshops:** Visit www.solano.edu for upcoming orientation dates, click on “High School Seniors/ New College Students” banner
- 2. Assessment:** Assessment testing is available various days, evenings and weekends throughout the academic year. ***Sign up in advance*** to ensure a spot via www.solano.edu/assessment or 707.864.7118.
- 3. Education Plan Development:** Students will be encouraged to complete a one half unit (.5), 8 hour course offered by the counseling department. This course will cover essential information for students about college, success strategies, scheduling, and ideas about how to choose a major. The major emphasis in this class will be the development of a comprehensive Student Education Plan. Students may contact the counseling department for more information at 707-864-7101.